

LESER COMMUNICATION GUIDELINES FOR SCHOOLS

The following guidelines have been developed by the staff of LESER to aid in the effective communication and transfer of information between the LESER Office and schools.

Newsletters and Memos

1. It is vital that all principals read the Newsletter. This is our major means of apprising you and your staff of what is happening or coming up.
2. Please circulate the LESER Newsletter to **ALL** staff. We rely on you to be the conduit to all staff.
3. It is the Principal's responsibility to ensure that communications are forwarded on within the school as required.
4. In regard to **Action Memos**, these will be directed to Principals and appropriate staff members to action within your school. We ask that all actions are addressed promptly.

Correspondence

1. Schools are required to send in a copy of Council minutes as part of their regular distributions.
2. Please provide the office with an electronic copy of the school annual report each year. It is an expectation that the annual report is uploaded onto the school website by June each year.
3. Financial and compliance matters to be undertaken and provided to the LESER Business Manager include:

January	-	Copy of BGA Feasibility Report where an application has been lodged
February	-	Commencement enrolment numbers (as at end of first week)
	-	Copy of State Census Return
	-	ISV Financial Accountability Acquittal
March	-	Copy of Draft Financial Statements (from Management Accounts)
May	-	Copy of Audited Financial Statements
	-	Complete Financial Questionnaire
June	-	Complete ASBA/Somerset benchmarking survey
July	-	Complete Capital Works summary and borrowing forecasts for next 3 years
	-	Copy of interim management accounts for the first 6 months of the year
August	-	Copy of Commonwealth Enrolment Census
	-	Copy of current year budget update on final Census enrolment numbers
December	-	Submission of following year's budget

4. Please forward an electronic copy of your school newsletter to the LESER office each week.

Events/Meetings

1. Invitations protocol: We welcome the opportunity to journey with you in your special events and so we ask that with major functions / celebrations / opening and closing services / installations ... that you please send us an invitation (to the LESER office) and where possible, we will attempt to have a representative attend. The representative from LESER is to be acknowledged, and greetings/participation will be brought on behalf of the region to the gathering. This should be a formal part of the process.
2. It is a Regional expectation that principals and business managers make it a priority to attend scheduled LESER principal's/business manager meetings (including Hub Meetings)

3. It is expected that schools will promptly fulfil their obligations with regard to event registration. (E.g. where RSVP requests have been made for a particular event)

Other Key Issues

1. LESER should be informed of any instances involving a notifiable event as defined in the LCA insurance Policy. Please see attached document.
2. LESER should be informed of any staffing issue that has potentially serious IR ramifications. It is important LESER has an awareness of these issues even if they are being handled by AIS/ISV/IST officers.
3. LESER should be informed prior to the School communicating with the media regarding a potentially sensitive issue.
4. LESER should be forwarded a list of school council members along with their occupations and also informed of all changes to School Council membership throughout the year.
5. Principals are encouraged to communicate with the LESER office prior to finalizing significant leadership appointments. The office may have important information to share regarding applicants or other potential candidates that may assist with this process.
6. The LESER office needs to be notified when considering a school development project involving a change to an attribute e.g. extra stream, primary into secondary, additional campus kindergarten/early childhood etc. There are clear steps in such a process that we are obligated to follow.
7. LESER should be informed of all issues concerned with changes to principal employment contracts at the school level.
8. LESER will work closely with councils during the principal employment process. The School Chair should contact the Director to plan the recruitment process.
9. In the year when a principal appraisal is scheduled the LESER Director will contact the school chair and principal to initiate the appraisal process.
10. If a principal is considering a whole school review or strategic planning process, the LESER office should be contacted to discuss the involvement of the LESER staff.
11. LESER should be informed if a school is considering an international service learning partnership.

To ensure communication is directed to the relevant LESER staff member, in the first instance enquiries should be directed to the Office Administrator Jayne Hogan who will then guide the communication accordingly.