

Communication of Policies for Rockit Performing Arts

In accordance with South Australian government guidelines and best practices, Rockit Performing Arts (RPA) is committed to ensuring clear, transparent, and effective communication of all policies to students, staff, parents/guardians, and other stakeholders. This policy outlines our approach to disseminating and promoting awareness of RPA's policies and procedures.

Purpose

To establish a comprehensive and accessible system for communicating RPA's policies to all relevant parties, ensuring widespread understanding and compliance.

Scope

This policy applies to the communication of all RPA policies, including but not limited to those related to inclusivity, non-discrimination, child safety, and operational practices.

Policy Dissemination Methods

1. Digital Communication:

- All policies will be published on the RPA website (www.rockitperformingarts.com.au) in an easily accessible format.

- Regular email updates will be sent to staff, students, and parents/guardians when policies are updated or new policies are introduced.

2. Physical Documentation:

- A hard copy of all current policies will be available for review at the RPA studio reception.

- Key policies will be displayed on notice boards within the studio premises.

3. Enrolment Process:

- Acknowledgment of receipt and agreement to adhere to RPA policies will be required as part of the enrolment contract.

4. Staff Induction and Training:

- All new staff members will receive comprehensive policy training as part of their induction process.

- Annual policy refresher training will be conducted for all staff members.

5. Student Orientation:

- At the beginning of each year, students will participate in an age-appropriate policy orientation session.

- Key policies will be reinforced regularly during class time.

6. Parent/Guardian Information Sessions:

- Annual information sessions will be held to brief parents/guardians on key policies and any significant updates.

Feedback and Queries

1. Designated Contact:

- The Studio Director, Noni Vassos, will be the primary point of contact for any policy-related queries or feedback.

Review and Update

1. Annual Review:

- This Communication of Policies policy will be reviewed annually as part of RPA's overall policy review process.

2. Continuous Improvement:

- RPA will actively seek feedback on the effectiveness of policy communication methods and make improvements as necessary.

Compliance

This Communication of Policies policy aligns with the South Australian Government's commitment to transparency and accessibility in service delivery, as outlined in the State Strategic Plan and the Information Sharing Guidelines for promoting safety and wellbeing.

By implementing this policy, Rockit Performing Arts demonstrates its commitment to open communication and ensuring that all members of our community are well-informed about the policies that govern our operations and promote a safe, inclusive, and respectful environment.

Created by: Noni Vassos, Director / Founder, Rockit Performing Arts

Date: Updated August 2024