

COMMUNICATION WITH PARENTS POLICY

Rationale:

- A high level of communication between all members of the school community enhances the effectiveness of the school as a quality provider of education. Communication is seen as a two-way process. Our school disseminates information on student progress, school policy and general information concerning the school. The school acknowledges and welcomes feedback from the community and views it as important for future school planning.

Guidelines:

- Parents and teachers are encouraged to initiate contact when appropriate.
- Staff may contact parents by phone, email, letter or in person regarding their child.
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- Parents are encouraged to contact the office during 8.30am – 4.30pm to request a meeting.
- Parents contacting staff during class time may be directed to leave a message.
- Staff will respond to communication at their earliest convenience.
- Written and typed communication with parents that shares an opinion, discusses school curriculum, processes and policy, or is related to a significant incident or complaint, is to be sighted by the Principal prior to being sent. Exceptions may include:
 - The teacher has an arrangement with the Principal
 - There is an ongoing arrangement with parents through a communication book/regular email exchange to support a child with special needs
 - A staff member answering a general parent question about an event or process relevant to typical day-to-day operations, for example, “Do children wear school uniform to swimming excursion?” “What do I do if my child lost her homework sheet?” “When is payment due?”

Teachers that are unsure will check with the Principal.

- Parent contact with the school is encouraged to discuss issues of concern. A mutually convenient time should be arranged with either; the classroom teacher/specialist teacher/leading team teacher or Principal.
- Parents are requested not to interrupt classroom lesson time.
- Notices and newsletters relevant to particular grades, year levels of specific support programs are disseminated as required by the Principal or relevant staff.
- A pamphlet stand in the school foyer houses information on specific school programs.
- At the start of each year, parents are encouraged to notify the school if there are any special requirements for communication with their families.
- Parents are responsible for notifying the school of any changes to their contact or access details to ensure that all forms of communication are up to date.
- Parents are responsible for notifying the school if there are any specific medical requirements needed for their child and to provide up-to-date management plans where appropriate.
- In Term 1, “Meet the Teacher” and in Term 3 “3 Way Conferences” incorporating parent/teacher/child participation will provide part of the communication process. Please refer to Assessment, Monitoring & Reporting Policy for further information.
- Student Reports will be provided at mid and end of year. Additional reports and/or Learning Improvement Plans (ILIPs) may be supplied to parents should a child require additional assessment feedback.

- SSG Meetings will be held every term for children with special needs funding, including teachers, student support, a school leader and parents. These may also be useful for children with special needs, but without funding.
- Formal methods of communication with the school community are through weekly “Newsletter” and the school website.
- The school website will display general information about the school and its programs.
- New and prospective families will be provided with a comprehensive information pack prior to enrolment and informed about the school website as a means of further communication.
- All parents are welcome to attend School council committee meetings. Meeting dates are posted in the newsletter and website.
- School Council will communicate with the wider community through the school website and newsletter when necessary. School Council minutes can be obtained by parents on request.
- The Principal and School Council President report the Annual School Report to the School Council meeting.
- The Annual Parent Opinion Survey developed by the Standards and Accountability Division of the Department of Education and Training will be conducted annually.
- These survey results are reported in the Annual School Report to the School Community. The school may survey the parents at other times of the year, requesting feedback for specific program and/or events.
- This policy should be read in conjunction with the School Newsletter, School Privacy, Transition and Assessment, Monitoring and Reporting Policies.

Evaluation:

- This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council on March 23rd 2017