

# COMMUNICATION WITH THE SCHOOL COMMUNITY

## PURPOSE

The school recognises the importance and value of maintaining a close partnership and friendly open communication between all members of the school community.

## AIMS

- To maintain effective communication systems between the school and the community.
- To promote open two-way communication between parents and staff.
- To provide meaningful information to parents about students' academic progress, physical development, work habits and attitudes and general wellbeing.

## GUIDELINES

- Information nights and parent workshops to be held throughout the year to communicate curriculum, Primary Years Program and other relevant educational developments.
- Opportunities to be provided to meet with teachers informally (e.g. school picnic)
- Formal meetings for parents, teachers and students to be held at least twice yearly.
- Formal Student-Led or 3-way conferences to be held in term 3.
- Written reports detailing student progress to be prepared at midyear and the end of the year.
- Additional parent/teacher interviews to be arranged upon request of the teacher or the parent.
- Parents to be made welcome at any other time (by mutual arrangement) to discuss any aspect of their children's schooling with any member of the teaching staff.
- Contact between teachers and parents may be made via the school email, by telephone or in person.
- Weekly newsletter to inform parents of school activities and to share educational items of news to be emailed to all families. Hard copies are available at the school office upon request.
- Reminders of important school events to be notified to parents via COMPASS (school app).
- Most written correspondence from teachers will take place on Tuesdays if possible e.g. excursion notices
- School policy documents to be available for parents to peruse on request.
- New policies relevant to the community to be shared and feedback requested.
- Annual Report to be available to all families at a designated forum. It will also be available from the office and on the school website.
- Regular meetings to be held with School Council and sub-committees.
- Participation in school based parent training and information sharing to be encouraged.
- Annual Reports, School Reviews, Strategic Plans and Annual Implementation Plan to be made available to parents.
- Parents will be invited to be a Class Rep to act as a liaison between the classroom and parents. It should be noted there are protocols in place for the role of a Class Rep.
- Information Book to be distributed to all new families.

- Visitors to be encouraged to attend weekly assemblies and special days.
- Communication channels to be varied to suit the community (e.g. newsletter, school app, email) as appropriate.

## **EVALUATION**

- This policy will be reviewed as part of the school's four year review cycle
- Annual parent survey feedback
- Policy feedback
- General feedback to staff.

# **APPENDIX ONE**

## **SCHOOL NEWSLETTER**

### **PURPOSE**

The school newsletter is the major source of information exchange between the school and parents. It provides a regular record of school current events and forthcoming activities.

### **GUIDELINES**

- The school newsletter (iNewsletter) is published weekly on Tuesdays during the school year.
- Opportunities will be provided for the publication of reports from various areas of the school:
  - Principal's report
  - Assistant Principal's report
  - Staff reports (eg IRC, First aid, Physical Education)
  - Fundraising activities
  - Out of School Hours Care program
  - Canteen News
- Community notices from non-profit organisations that are of interest to the whole school community may be included at the principal's discretion. (eg information on secondary school open days)
- Advertising in the newsletter is accepted if there is an obvious link to the benefit of students.
- The school reserves the right to edit, amend or reject a notice that is deemed unsuitable for publication in this official school document.
- The school newsletter will be placed on the school's website each week.

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