

Communicating with Parents Policy

OUR PURPOSE

Educational outcomes for students are enhanced when there are positive relationships between home and school. It is the school's responsibility to promote and facilitate these positive relationships through effective, open and timely communication, ensuring that parents are well-informed about their children's achievements at school as well as school programs, policies, procedures and events.

OUR POLICY

The school and its staff organises appropriate, timely and efficient mechanisms for effective communication for a variety of purposes including school policies, expectations, routines, events, programs and student learning.

Communication with parents professional at all times,

School staff, particularly class teachers, executive and the principal, give priority to meeting promptly with parents to resolve problematic issues, ensuring appropriate feedback on steps taken by the school.

All written communication from the school is professional and timely

OUR PRACTICE

Routine formal strategies for communication with parents include:

- Class term letters;
- Weekly newsletter;
- Mee the Teacher Night;
- Information Nights for specific purposes;
- Parent teacher interviews;
- Written reports each semester;
- Notes and leaflets for a variety of purposes, including term activities, school programs;
- A website to be completed in 2009.

When communicating with parents staff members:

- Approach discourse in an open, courteous and respectful manner;
- listen actively to the concerns of parents, seeking clarification when necessary to better understand their point of view and desired outcomes;
- present their own or the school's point of view in professional and objective terms;
- seek support from executive or colleagues if needed;
- defer meetings to a later time if productive discussion and resolution cannot be achieved for any reason.

- While some matters may be best addressed immediately, it is desirable to arrange meetings to address problematic and sensitive issues at a time and place that is conducive to a positive outcome.
- Unless unusual circumstances apply, members of the school staff arrange interviews with parents no later than the next school day after an interview is requested to discuss a serious concern.

- At least two weeks' notice in writing is provided for school events that affect parents or require them to send money to school.
- All written communication is edited to ensure clarity and correct information, spelling and grammar.
- All written communication is checked by a member of the executive before sending to ensure it is appropriate in all regards.
- A copy of all notes home is provided to the school office.