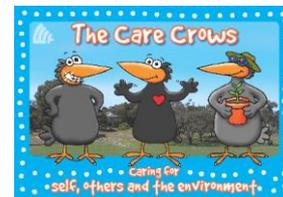




# PARENT/TEACHER COMMUNICATION

## POLICY



### **Rationale:**

- At Winters Flat Primary School we value the partnership that exists between parents/guardians and teachers. This partnership aims to foster academic progress, nurture student wellbeing and promote a positive school environment. It is therefore in the interests of the whole school community that communication between parents/guardians and teachers is open and respectful.

### **Aims:**

- To establish appropriate guidelines for effective home/school communication.

### **Guidelines:**

- The Winters Flat Primary School Council acknowledges the professionalism and integrity of our teaching staff and respect their right to work in an environment that is safe and supportive. School Council is committed to promoting open and respectful communication between parents/guardians and teachers. We offer the following guidelines to ensure effective and positive communication is maintained.
  - Appropriate, constructive, and timely feedback is valued and encouraged.
  - All communication is open and respectful.
  - Issues of concern are best shared when they first arise.
  - First contact should always be made with the people directly concerned.
  - Classroom commitments mean that teachers may request a suitable appointment time and place to discuss concerns. This is at the discretion of the teachers, within a mutually acceptable time frame.
  - All concerns should be addressed at school unless negotiated otherwise.
  - Where an appointment is cancelled it is the responsibility of the person cancelling to communicate with all other parties and reschedule a mutually convenient time.
  - Discussing issues or confronting teachers in front of students is not acceptable.
  - Where matters involve a third party, discussion will occur within Department of Education Privacy guidelines.

### **Implementation:**

#### *How The School Will Communicate With Parents/Guardians -*

- The School provides parents with comprehensive information related to the operation of the School and the educational development of their children. This information is conveyed through –
  - Parent Information booklet.
  - Parent information sessions or open days.
  - A weekly Newsletter forwarded home with the youngest child each Tuesday.
  - Detailed information about excursions, camps or special events provided by relevant staff.

- School Assembly each Monday morning at 9:00 a.m.
- Special Assemblies as announced.
- Written reports on student progress.
- Individual learning Improvement Plans (where appropriate).
- Virtual learning environments.
- Parent-teacher interviews (Term 1 and 3).
- Student-led Conferences Term 3.
- Telephone or written contact as needed.

#### ***How Parents/Guardians Can Communicate With The School –***

- The Winters Flat Primary School Council encourages an open door policy of parent-teacher consultation. We recognize that occasionally parents have a need to discuss an issue or concern with a staff member. Parents will be aware of the time constraints on teachers during the school day and that issues or concerns are best dealt with when uninterrupted time and attention can be given to them.

*Accordingly the following procedures will be adopted:*

- Contact your child's class teacher or the relevant specialist teacher if the matter involves your child or an issue of class operation (either in person, through a note, by phone or through the school's email address: winters.flat.ps@edumail.vic.gov.au).
- If necessary a follow up appointment with the class/specialist teacher may be arranged.

#### **Evaluation:**

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

This policy was last ratified by School Council

**February 2015**