



Communication Policy

At St Francis of Assisi Catholic Primary School we value the partnership between teachers and parents/guardians. Through this partnership, we strive to nurture student well-being, academic progress and promote a positive school environment. Trust, honesty and respect is needed by all parties in the best interest of all members of the school community.

Teacher to Parent Communication

Methods of teacher to parent communication...

- **Website**
The school website is designed to provide parents/guardians with all necessary communications, including relevant policies and school related information. It includes a live calendar that updates event information.
- **Newsletter**
The school newsletter is available on the school website and is emailed to parents/guardians. It provides information on coming events, important dates, an update from the Principal and general news on what is happening in and around the school.
- **Facebook**
The school Facebook page is designed to promote and celebrate school related information, events and news.
- **Seesaw**
Seesaw is an electronic, up to date record of student achievement and progress. Each term teachers will regularly upload work samples from all Learning Areas.
- **Email**
Teachers will use email to communicate with parents/guardians on issues concerning their child. Any sensitive or major issues email will be used to request a meeting and **not** to solve the issue. Teachers will respond to emails from parents within two school days. Any emails received on a Friday will be replied to by Monday afternoon.
- **Class Newsletters**
Classroom newsletters will be sent home from teachers at the beginning of each term. This will be sent home the close of Week 2 and will include an outline of the class focus for the term. Excursion letters, including a permission slip, will be sent home at least one week prior to the event.

- **Parent Information Session**

At the beginning of each school year, a parent information evening will be conducted by the class teacher (PP-6). For Kindergarten this takes place Term 4 the year prior to students commencing school. The purpose of these evenings is to inform parents of class specific content and housekeeping. Any sacraments or extra-curricular events pertaining to the class will also be communicated.

Sacrament year levels will hold parent information nights and workshops prior to the children receiving the Sacrament.

- **Parent Teacher Interviews**

After reports are sent home, a teacher/parent session is provided by the school for parents to discuss with the class teacher about their child's academic progress. Parents need to book a time slot to meet with the teacher. Parents or teachers are able to request a meeting throughout the term for other issues, if the need arrives.

- **Formal Reporting**

Term 1: Social Report

Term 2: Semester One Report, Parent Meeting Afternoon

Term 3: Grandparents Day – Open classrooms

Term 4: Semester Two Report, Parent Meeting Afternoon

Across year: Seesaw online portfolio

Parent to Teacher Communication

Parents can select from the following methods of communication....

- **Emails**

Specific information regarding a child. Teachers will respond to emails from parents within two school days. Any emails received on a Friday will be replied to by Monday afternoon.

- **Face to face**

Make appointments directly with teachers. If making an appointment to see a teacher via phone or email, please state specific purpose to give the teacher time to prepare.

- **Phone**

Parents can call the front office to have messages passed on to teachers. Please note, parents cannot be transferred to block phones during teaching time

- **Class communication diary (K/PP only)**

To record permission and notes on who is picking up/ dropping off students.

Who to contact about your enquiry/concern depends on the nature of what you need to discuss. If you are unsure of who to contact please use the following guidelines...

- **Contact your child's teacher for information on...**
 - Pastoral care issues
 - Guidelines for homework
 - Individual academic progress
 - Attendance and behaviour issues

- **Contact the office for information on...**
 - Whole school events such as carnivals, school concerts, special events days etc.
 - Term dates/calendars
 - Uniform related matters
 - Attendance issues
 - Finance issues
 - General admin queries

- **Contact the school's Leadership Team...**
 - When your enquiry/concern was not resolved with the classroom teacher
 - When your enquiry/concern relates to school policy or procedures
 - When your enquiry/concern relates to a member of staff
 - When your enquiry/concern regards an area of school life that you feel impacts your child's education

- **Contact the P & F for information on...**
 - Fundraisers
 - Shared lunches
 - Meet and greet
 - Father's day/Mother's day stalls
 - Cake stalls
 - All other P&F Events

Communication Guidelines

- An appropriate, positive and constructive manner is encouraged.
- Sensitive matters should not be dealt with via emails. If parents have a sensitive issue they should make a call or send an email to schedule a meeting.
- Should your enquiry/concern require additional support staff members to be included, parents will be notified and given progress updates.

****Child related issues need to be discussed with the classroom teachers in the first instance.**

Leadership Team will not deal with child related issues if the class teacher has not been addressed prior**