



### **PHILOSOPHICAL BASIS:**

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**

1. Parents and teachers are encouraged to initiate contact when appropriate.
2. Staff may contact parents by phone, email, letter or in person regarding their child.
3. 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/ Team Leader/ Assistant Principal or Principal or Administration staff.
4. A range of parent information sessions/forums maybe be run throughout the year to support programs or initiatives where needed (Cyber Safety, Family life, Camp and Excursion information sessions).
5. Notices and newsletters relevant to particular grades, year levels or specific support programs are disseminated as required by the year level teams, Principal or relevant staff.
6. A pamphlet stand in the school foyer houses information on specific school programs.
7. At the start of each year, parents are encouraged to notify the school if there are any special requirements for communication with their families.
8. 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.
9. 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.
10. Parent/Teacher Interviews will be scheduled for Term 1 to provide information and establish communication links between parents and teachers. In Term 3, 3 Way-Conferences incorporating parent/teacher and child participation will continue the communication process. Please refer to the *Assessment, Monitoring and Reporting Policy* for further information.
11. Digital Platform; Seesaw used to communicate student work and update parents on classroom/Year level foci.
12. Student Reports will be provided at mid and end of year. Additional reports and/or Learning Improvement Plans (LIPs) may be supplied to parents should a child require additional assessment feedback.
13. Formal methods of communication with the school community are through the weekly 'Linkletter', Skoolbag, Sentral, Seesaw and the school website.
14. The Parents and Friends Association will communicate with the wider community through the Linkletter and school website.
15. A Grade Communicator Program enables wider communication between parents in grades and year levels. This assists in classroom programs and supports parent understandings of the school and its programs and makes wider social links for families.
16. The school website and Skoolbag will display general information about the school and its programs. All families are expected to subscribe to the Linkletter by providing their family details via the school website.
17. 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.
18. All parents are welcome to attend School Council and committee meetings. Meeting dates are posted on the school website.
19. School Council will communicate with the wider community through the school website and Linkletter when necessary. School Council minutes can be obtained by parents on request.
20. The Principal and School Council President report the Annual School Report to the School Community Meeting.
21. The Annual School Report will be available to parents via the school website: [glenkps.vic.edu.au](http://glenkps.vic.edu.au)
22. The Annual Parent Opinion Survey developed by the Standards and Accountability Division of the Department of Education and Early Childhood Development will be conducted annually.

23. 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 programs and/or events.
24. This policy should be read in conjunction with the School Newsletter, School Privacy, Transition and Assessment, Complaints Resolution, Communication with School Staff, Monitoring and Reporting Policies.

*Date Reviewed:* August  
*School Council:* August 2017  
**Responsibility:** Assistant Principal