

OLD GUILDFORD PUBLIC SCHOOL

PARENT COMMUNICATION POLICY & PROCEDURES



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 harmonious relationships through effective, open and timely communication, ensuring that parents/carers are well-informed.

AIM OF THE POLICY

- To develop clear, two-way communication that fosters a strong community network and supports student learning.
- To provide information to:
 - outline the ways information will be communicated by the school to the community.
 - suggest the most suitable avenues for parents/carers to communicate with the school.

SPECIFIC FORMS OF COMMUNICATION

School Policies

All school policies are uploaded to the school server and made available to parents/carers as requested. School policies are reviewed on a five-year cycle unless otherwise determined by DoE.

General School Information

- A school newsletter is uploaded to the school website every term. Families receive a paper copy and can receive a notification via subscription to the OGPS Skoolbag App.
- The OGPS Skoolbag App is used to inform the community of up-coming events or notify of any changes that may occur at school. Communication is instant and one way.
- Notes about upcoming excursions, incursions and special events will be sent home two weeks prior to the event.

Annual Report and School Plan

- The Annual Report is available on the school website, in Term 2.
- The School's three-year Strategic Plan is available on the school website.

Class Information

- Parents/carers have the opportunity to meet their child's class teacher at a Meet the Teacher meeting during Term 1.
- Information about specific class organisation and expectations related to relationships, learning and communication will be provided e.g. homework, home reading, timetables, etc.

Student Achievement

- Each student receives a written progress report at the end of Semester 1 and 2.
- Families have the opportunity to attend a Three-Way Conference (parent, student & teacher) at the end of Term 2, at which their child/children will showcase their learning goals and progress.
- Teachers are available for formal meetings as required. Appointments should be made with staff to ensure confidentiality and an allocation of uninterrupted time.
- Parents/carers of students in Year 3 & 5 receive a copy of their child's National Assessment Program Literacy and Numeracy (NAPLAN).

Students with Additional Learning Needs

- Individual Learning Plans (ILPs) are prepared for students with additional learning needs, Aboriginal and Torres Strait Islander (ATSI) background and/or an Out of Home Care background.
- ILPs are prepared in consultation with parents/carers, teachers, school psychologist or other agencies.
- Parents/carers of students with additional learning needs, receiving Integration Funding Support will be invited to attend a case conference during Term 3 to discuss and update their child's ILP.

Emergency Management

- Emergency plans are updated annually and Evacuation Procedures displayed in all classrooms, all administration offices, the staffroom and school hall. Evacuation and lockdown drills are held annually.

Student Attendance

- Attendance rolls are marked daily. Parents/carers are encouraged to lodge their child's absence by a note to the class teacher (day after the absence) or by a phone call to the office on the day of absence.
- Unexplained absences will be followed up by SMS or letter.

Student Care

- Parents/carers are contacted by telephone immediately when a student has attended the sick bay with an injury to the head.
- Parents/carers are contacted by telephone when a student has attended the sick bay with an injury or illness which requires medical attention.

Student Behaviour

- Parents/carers will be notified of repeated incidences of negative behaviour and student demotion on the school's behaviour system via letters home, telephone conversations or teacher/parent meetings.
- For serious and/or ongoing negative behaviour, parents/carers will be requested to attend a meeting with the class teacher, assistant principal and/or principal to resolve the incident and discuss ways to improve the child's behaviour at school.
- Parents/carers will be notified of positive behaviour and student promotion on the school's behaviour system via letters home.

Absent Students

- In the event that students are absent when information is sent home, teaching staff will label the relevant information with the child's name and hand it to the student upon his/her return to school.

COMMUNICATING WITH THE SCHOOL

School Email Address: oldguildfo-p.school@det.nsw.edu.au

CONCERN ABOUT:	CONTACT
Your child - educational progress	<ul style="list-style-type: none">• Class teacher either by note, by phone or in person to arrange a suitable time to discuss any matters.• School psychologist via referral form obtained from the office.
Your child - other matters	<ul style="list-style-type: none">• Class teacher to clarify information about minor issues.• Class teacher or appropriate member of staff via the office for serious matters. State nature of concern and arrange a suitable time to meet.• Office to convey information about change of address, telephone number, emergency contact, custody details, health issues, student absence, etc.
Another student	<ul style="list-style-type: none">• Class teacher.• Assistant principal in charge of the grade if the problem persists.
School policy or practice	<ul style="list-style-type: none">• Principal or appropriate member of staff via the office.
Staff member	<ul style="list-style-type: none">• Principal via the office and arrange an appointment
Another parent	<ul style="list-style-type: none">• Principal via the office and arrange an appointment.

Note: Parents/carers may contact the school office to arrange an interpreter as required for any school meetings. At short notice, the school may call upon the support of bi-lingual staff members.