

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

- 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 Procedures

All school procedures are made available to parents/carers as requested.

General School Information

- A school newsletter is uploaded to the school website fortnightly. Families receive an emailed copy via School Bytes.
- Additional information for classes will be emailed copy via School Bytes as required.
- Permission notes requiring signatures will be sent home both via email and in hard copy.

Annual Report and School Plan

- The Annual Report is available on the school website in Term 2.
- The School Improvement Plan is available on the school website.

Class Information

- Information about learning and extra-curricular activities will be provided e.g. homework, home reading, etc via email.

Student Achievement

- Each student receives a written progress report at the end of Semester 1 and 2.
- Families have the opportunity to attend an interview at the end of Term 2, at which their child/children may 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 counsellor 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, 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 email to the school on the day of absence.

Student Care

- Parents/carers are contacted by telephone when a student has attended the sick bay with an injury to the head.

BEROWRA PUBLIC SCHOOL PARENT COMMUNICATION PROCEDURES

- Parents/carers are contacted by telephone when a student has attended the sick bay with a serious 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 via merit certificates.

Absent Students

- In the event that students are absent when printed 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

Parents/carers are encouraged to communicate with the school by phoning the front office on 9456 1319 or by the School Email Address: berowra-p.school@det.nsw.edu.au

Phone

- *Phone the office if your matter is urgent and you require a same day response.*
- *Phone the office if pick up arrangements for that day have changed.*
- *Phone the office to make an appointment with a staff member if the matter is complex or confidential in nature.*

Email

- *Email contact with any staff member is to be made via the above school email address.*
- *In the subject bar indicate the teacher's name so that the email can be directed to the appropriate staff member.*
- *If your email is only for the purpose of passing on information and doesn't require a response from the staff member include FYI (For Your Information) in the subject bar after the teacher's name.*
- *Staff members will not provide their DoE or personal email details.*

Response time

- *When emailing the school email address you will receive a confirmation that the email has been received and forwarded on to the appropriate staff member.*
- *Please be aware that staff are unable to respond to emails during class time as they are teaching.*
- *Staff will respond as soon as possible, however please allow 3 days for a response in line with DoE complaints and handling procedures.*

What happens if I don't get a reply?

- *If there is an occasion where you have not received confirmation that your email has been received and/or you do not receive a response from staff please phone the office so that your enquiry can be followed up.*

BEROWRA PUBLIC SCHOOL PARENT COMMUNICATION PROCEDURES

When I have a concern who should I contact?

| PARENT CONCERN ABOUT: | APPROPRIATE ACTION |
|----------------------------------|--|
| Academic progress of their child | <ul style="list-style-type: none"> • Contact the child's teacher either by note, by phone or in person to arrange a suitable time to discuss any issues. • Contact via the school's email can be made by clearly marking the subject bar with attention to the appropriate staff member. |
| Wellbeing of their child | <ul style="list-style-type: none"> • For minor issues contact your child's teacher to clarify information. • For more serious concerns, contact the office. State nature of concern and arrange a suitable time to talk with class teacher or stage supervisor. • To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. contact the office. |
| Other students | <ul style="list-style-type: none"> • Contact the class teacher. • Contact the stage supervisor or principal if the problem persists. |
| School policy or practice | <ul style="list-style-type: none"> • Contact the office. State nature of concern and make an appointment to see the principal and/or appropriate member of staff. |
| Staff member | <ul style="list-style-type: none"> • Contact the office and arrange an appointment to meet directly with the principal. |
| Another parent | <ul style="list-style-type: none"> • Contact the office and arrange an appointment to meet with the principal. |

Note: Parents/carers may contact the school office to arrange an interpreter as required for any school meetings.

Online platforms and parent/carer communication

Website

- Our school website page <https://berowra-p.schools.nsw.gov.au/> provides a range of information about the school.
- The school's Strategic Improvement Plan, Annual Report and school procedures can be found here.
- The website also contains information from the Department of Education to help support parents and carers.

Facebook

- Our Facebook page is a celebration of our learning and positive school community.
- We are happy to see people support various posts via a 'like' or providing a positive comment.
- Berowra Public School reminds all families that our Facebook page is not the appropriate forum to be raising personal issues.
- Matters involving any of our school children, parents or staff must not be raised on our Facebook page.
- Parents/carers are encouraged to contact the school office via phone or email if they have matters or questions that require attention.

Seesaw

- Each student K-6 has a personalised Seesaw account.
- Parents are provided with a QR Code from the classroom teacher to login.
- Seesaw is used by students for completing online learning tasks, reflecting on learning or sharing student learning with parents/carers.
- Parents/carers are encouraged to 'like' or provide a positive comment on their child's learning.
- Seesaw is not the appropriate forum to be raising personal issues or questions.
- Parents/carers are encouraged to contact the school office via phone or email if they have matters or questions that require attention.

Google Classroom

- Students 3-6 use Google Classroom as an online learning platform.
- Google Classroom is for student use only.
- Parents/carers are able to view their child's work via their child's account, however, parents/carers are not to comment on work or participate in the 'chat section.'
- Parents/carers are encouraged to contact the school office via phone or email if they have matters or questions that require attention.