

## COMMUNICATION GUIDELINES

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North Cottesloe Primary School encourages all staff, students and community members to have pride in themselves and their school. Our ERIC values; Excellence, Respect, Integrity and Care are central to all school pursuits, including the way in which we communicate with our families.

### **Purpose**

Clear, consistent communication between our school and the community is essential for effective operations.

North Cottesloe Primary School strives to:

- Ensure there is well-structured communication with parents;
- Keep parents regularly informed about expectations, class activities and student development;
- Create a culture of open and respectful communication that promotes collaboration; and
- Foster close communication between parents and the teachers of their children.

All communication between the school and parents will be respectful, professional and underpinned by considerations of appropriate privacy and confidentiality principles.

### **School Board**

The School Board oversees the school's strategic direction and finances. Queries about the strategic direction of the school are best addressed through contact with a member of the Board. The Board meets in weeks 3 and 7 of each term and the members are listed on the school website.

Parents wishing to contact the Board can access the Chair's email address on the school website. The website also provides details of Board representatives.

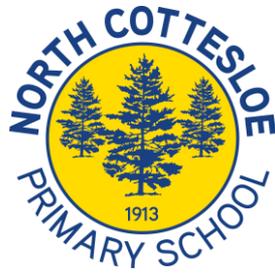
The Board will communicate with the community through the school website. Such communication will include:

- The Annual Report - placed on the website in Term 2 each year;
- The Business Plan – formulated every three years and revised annually;
- School guidelines; and
- Meeting minutes.

### **Parents and Citizens (P&C) Association**

If you have an interest in P&C matters, such as fundraising or social activities, we encourage you to attend a P&C meeting, which are held on Tuesday evenings, in week 4 and week 8 of each term, in the school library. The minutes of P&C meetings are available on the school website.

Volunteers from the P&C provide vital support to the school through the management of the sale of school uniforms, the operation of the canteen and providing representation on a number of committees. They also assist in the running of a number of school events such as sports carnivals and social events for both students and families.



### **Parent Liaison Committee**

The Parent Liaison Committee is made up of Parent Representatives from each classroom. The committee works with the school to help ensure positive partnerships are built and maintained with families; a priority of the Business Plan 2020 – 2022.

As a conduit between the school and parent body, the Parent Liaison Committee meet Wednesday, at 2pm, in weeks 5 and 9 of each term to disseminate information regarding school activities and operations and to provide feedback to the school from the parent community.

### **Note**

P&C, Board members and Class Representatives are parents who volunteer their time at the school. When they are on campus, or at school events, they are doing so as a parent. If you would like to discuss school matters, please ask them when would be an appropriate time to do so.

### **Student Progress and Curriculum:**

Regular information about expectations, class activities and student development helps to foster positive relationships between parents and teachers. In the interests of creating a culture of open and respectful communication, the school will provide:

- a formal report on academic progress each semester;
- class information sessions in term 1 of each year;
- Termly Curriculum Letters outlining classroom and specialist programs;
- A parent/teacher interview during term 1; and
- An Open Night in term 4.

### **Teacher communication with parents**

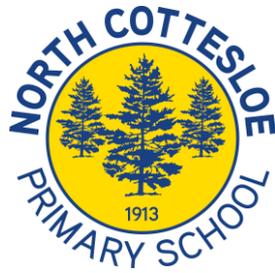
Teachers will communicate with parents regarding curriculum matters using the SeeSaw Family App. Seesaw allows teachers to post items of interest from the classroom program, alert parents to future learning foci and allocate home-learning activities. We would like all parents to install the Seesaw Family app on their phones / devices.

Teacher communication with families, via the SeeSaw Family App, may take the form of:

- A message from the teacher;
- Photos of classroom activities;
- Video of the class in action; or
- Examples of your child's work.

Teachers will communicate with parents if there are concerns regarding the individual wellbeing of their child; academic, social, health, etc. This may be through email, phone call, meetings or informal conversations.

For students with complex educational and social needs, a communication plan will be developed to meet the student's specific needs.



### **School Stream Communication App**

School Stream is the primary tool for distributing outgoing information to families. School Stream is used to inform the community of:

- School newsletter;
- Whole school events and specific year group information;
- Excursion notes; and
- P&C information (posts organized by P&C President);

School Stream posts will be on Monday 8.30-9.30am, Wednesday 2.30-5.00pm and Friday 2.30-5.00pm, unless in urgent/extraordinary circumstances.

### **General Queries:**

If your question is about an event, term dates, or what is or has been happening around the school, please access the following communication channels:

- Website <http://www.northcottesloeps.wa.edu.au>
- School newsletter <http://www.northcottesloeps.wa.edu.au/administration/newsletters/>
- Phone the front office on 9382 7100
- The school's communication app. School Stream

### **Queries about your child's learning:**

If you would like to discuss a matter to do with your child, your first point of contact is their classroom teacher. The best way to have a productive conversation, is to email or request an appointment. The teacher can then give you their full attention, and discuss your child in a confidential manner. Although classes are usually open before school, teachers use this time to assist students and prepare for the school day. This is not a time to discuss concerns and issues in any depth.

There is an expectation that parents will keep teachers and the school informed of issues that may impact on the learning and wellbeing of their child.

- Medical
- Social/emotional
- Academic
- Physical

### **Note:**

The first priority for school staff during school hours is the students. It is more productive to make a time to speak with the staff outside of school hours, so they can give you their full attention.

### **Absence Communication**

Parents can send messages to the school regarding student absence through School Stream, by contacting the office on 9382 7100 or by contacting the classroom teacher.

### **Queries about the operations of the school:**

If you have a comment or query about the functioning of the school, about staff or the curriculum, please contact the Principal. The most efficient way to contact the Principal is via email outlining your query. If you believe that a face-to-face conversation would be more appropriate, send an email requesting an appointment and outlining the reason for this request.