

# St Francis Xavier Primary School

## Home-School Communication Policy

### Rationale

At St Francis Xavier Primary School we believe all good Home-School Communication Partnerships are based on mutual **trust** and **respect**.

Parents place their **trust** in teachers when they entrust their children to the school for six hours each day, five days a week for the forty weeks of the school year, with the expectation that at the end of the year the children have further developed their skills, knowledge and self-belief to the extent that they are ready for the challenges of the following scholastic year and beyond.

**Respect** is the acknowledgement of the work of teachers, their professional knowledge, skills and judgements that have been developed over many years of study, professional development, professional reading and shared experiences.

Mutually the role of parents needs to be respected and acknowledged as the prime and most important educators of each child. Teachers need to be approachable and professional in all dealings with the parent community.

COMMUNICATING SCHOOL NEWS	COMMUNICATING CHILDREN'S LEARNING
<b>PARENT TO SCHOOL</b> <ul style="list-style-type: none"> <li>- School Advisory Council Meetings (SAC)</li> <li>- Parents Association Meetings</li> <li>- Class Representatives in each class</li> <li>- Phone calls to the office</li> <li>- Letters/Emails to office or classroom teacher</li> <li>- Notes to the teacher via child</li> <li>- Principal Forums each term</li> </ul> <b>TEACHER TO PARENT</b> <ul style="list-style-type: none"> <li>- Assemblies (Each morning &amp; fortnightly on Wednesday Afternoon)</li> <li>- Newsletters via Email &amp; hard copy</li> <li>- Newsletters and Information on the school website/SFX Facebook page/Instagram Site</li> <li>- School App – Updat-Ed</li> <li>- Communication folder Years P-3</li> <li>- School diaries Years 4-6</li> <li>- Telephone / Email</li> <li>- Calendar of key dates in the newsletter each week</li> <li>- School surveys at a local and system level</li> <li>- Prep Information Night</li> <li>- Sacramental Information Nights: Reconciliation – Year 4 Eucharist – Year 5 Confirmation – Year 6</li> </ul>	<b>PARENT TO TEACHER</b> <p>The following procedures are in place for you to communicate with teachers:</p> <ul style="list-style-type: none"> <li>- Meet the Teacher Chats (February)</li> <li>- Prep Interviews (Wednesdays in February)</li> <li>- Notes / letters via communication folders (Prep – Year 3) / School diaries (Year 4-6)</li> <li>- Making an appointment to see the teacher</li> <li>- Emailing the teacher where appropriate (<i>all staff email addresses and photos are on the school website under the 'Our School' tab</i>)</li> <li>- PSG meetings for students on PLPs requiring adjustments to their learning each term</li> </ul> <b>TEACHER TO PARENT</b> <p>The following procedures are in place to communicate a child's learning:</p> <ul style="list-style-type: none"> <li>- Email where appropriate</li> <li>- Phone call/ Notes to parents</li> <li>- Mid &amp; End of Year Reports (June/ December)</li> <li>- Parent teacher interviews in June and December</li> <li>- Seesaw Digital Portfolio</li> <li>- Annual School Report to school community (ARSC)</li> <li>- Term Curriculum Overviews per level distributed at the beginning of each term in hard copy and uploaded on the school website.</li> <li>- Whole school information nights</li> <li>- Inserts in School newsletter</li> <li>- Sacramental Information nights</li> <li>- PSG meetings for students requiring adjustments to their learning</li> <li>- Meetings arranged on an individual needs basis</li> </ul>

## COMMUNICATING A SUCCESS

### PARENT TO TEACHER

- Diaries/Letter in Communication Folder
- Email or phone contact
- Meet the Teacher chats at the beginning of the year
- Informal conversation (at appropriate times)
- Parent/Teacher Interviews (mid/end of year)
- Emails to school leadership/principal (with permission used as Letter of the Month in the school newsletter)

### TEACHER TO PARENT

- School Assembly each morning and Fortnightly on Wednesday Afternoon in Terms 2, 3 and 4
- Email to or phone contact with parents/guardians
- Weekly Spirit of Jesus Awards also written up in the newsletter
- Mid & End of Year Reports (June / December)
- Parent teacher interviews in June and December
- "Good news" letter home to parents
- School displays
- Seesaw Digital Portfolio
- Informal chats (at appropriate times)

## COMMUNICATING A CONCERN

### PARENT TO TEACHER

Parents with concerns or seeking clarification/information need to approach the school **directly**. They are **never to approach another child or parent regarding school based concerns.**

The following steps must be followed:

1. Clarify the issue with your child
  - Ask your child to explain step by step what happened **before, during & after** the incident?
  - Ask "What did you do?" "What did others do?"
  - Ask the child how it affected them and others?
  - Ask your child whether the teacher was informed?
  - Ask your child how the teacher dealt with the issue?
2. Contact the teacher concerned via email, phone call or face to face, to make an appointment and clarify the issue concerned as soon as possible
3. Meet with the teacher concerned to clarify the incident and allow the teacher to address your concerns
4. If the issue remains unsolved, contact the office to make an appointment to see the Principal
5. A meeting will be arranged between Principal, teacher & parent concerned

For matters of a sensitive nature- E.g. financial, family hardship – that do not directly impact upon your child in their classroom, please contact the office to make an appointment directly with the Principal.

**\*All matters discussed at these meetings will remain confidential\***

The following appointment times are exclusively available each day at **9.00, 9.30 & 10 a.m.** for parent appointments with the Principal

### TEACHER TO PARENT

1. Teacher to inform parents of area of concern via
  - Direct face to face contact
  - Email (when appropriate)
  - Phone call (when appropriate)
  - Communication folders (Prep-3) or Student diaries (4-6)
2. Pink and Red slips for behavioural issues as per School Behaviour Policy
  - 3 pink slips within one term = parent meeting
  - 1 red slip for bullying = phone call to parent and meeting with Principal

A meeting will be arranged between parent, child, and teacher and/or Principal where necessary