



Area:	Community
Policy:	Communication
Released:	2013
Reviewed:	2014
Next Review:	2016

Rationale

At St Jerome's Primary School we value the partnership that exists between parents / guardians and teachers. This partnership aims to foster academic progress, nurture student well being and promote a positive school environment. It is therefore in the interests of the whole school community that communication between parents / guardians and teachers is open and respectful. This policy is designed to ensure the most effective and productive communication between teachers and parents / guardians.

Principles & Procedures

The St Jerome's School Board and St Jerome's Leadership Team acknowledges the professionalism and integrity of our teaching staff and respect their right to work in an environment that is safe and supportive. The school is committed to promoting open and respectful communication between parents / guardians and teachers. The following principles and procedures should be used to guide all communication.

1. Appropriate, constructive, and timely feedback is valued and encouraged.
2. Parents and guardians should allow between 1–2 school days for a reply (School Hours 8.15am – 3.30pm) to any communication. Parents and guardians should appreciate sometimes a delay in reply may be experienced, due to staff absences or illness.
3. It is acknowledged that teachers have time constraints during the school day and that issues or concerns are best dealt with when uninterrupted time and attention can be given to them.
4. Issues or concerns should not be discussed in front of students or other families. All parties should maintain a respectful demeanour during meetings.
5. All communication is open and respectful.
6. Issues of concern are best shared when they first arise.
7. Sensitive matters will not be dealt with via email.
8. **First contact should always be made with the teacher or staff member concerned.** Parents / guardians should contact their child's class teacher or the relevant specialist teacher if the matter involves your child or an issue of class operation.
9. Where a general Teacher & Parent / Guardian meeting is cancelled, it is the responsibility of the person cancelling to communicate with other parties and reschedule a mutually convenient time.
10. Where matters involve a third party, discussion will occur within privacy guidelines.
11. All formal meetings between parents and staff will be documented. Parents / guardians may be asked to sign this form along with the relevant staff member.
12. Staff email addresses are available on the St Jerome's Primary School website.
13. The school will communicate with parents / guardians using the following methods:

- Parent Information Booklet and other enrolment information
- Parent Information Sessions
- Open Night
- Fortnightly newsletter, sent out on Fridays
- Class / year level newsletter, produced twice a term
- Assemblies
- Information and Permission Notes
- Reporting (Work Samples, Written Reports, Education Plans)
- Parent / Guardian and Teacher Interview
- Telephone, written or email contact as needed
- Class Blogs

Review History

- 2014

Next Review

Year	Person / Group Responsible
2016	Principal /Assistant Principal