

**SCHOOL NO. 4401 - KATANDRA WEST**

Policy Statement: **MANAGEMENT**  
880 - COMMUNICATION

Responsibility: Principal and Staff

This Policy was last ratified by School Council in 2016.

1. PURPOSE:

Communication between the school and parents must be a two-way process covering aspects of children's educational growth, the day to day happenings of the school, general policies and philosophy of education. Open communication networks within the school are also essential for the efficient functioning of the school.

2. GUIDELINES:

- 2.1 An open-door approach facilitating two-way communication between parties is adopted by the school.
- 2.2 Reporting to parents on the progress of each child will be through written reports and scheduled parent-teacher interviews.
- 2.3 Opportunities will be provided for parents and teachers to meet in Term 1. The school will schedule interviews in Term 3, whilst an interview may be requested by any party throughout the year.
- 2.4 Written reports will also be provided twice each year.
- 2.5 There will be a weekly newsletter for Parents detailing the main activities of the school and informing the community of upcoming events.
- 2.6 All notices for parents are to be previewed by the Principal, and where possible, sent home with the weekly Newsletter.
- 2.7 Notification of excursions and activities should appear in at least one Newsletter.
- 2.8 Parents and the community will have access to the newsletter to insert items of interest or notices of coming events deemed suitable.
- 2.9 Staff notices will be written on the whiteboard and recorded on Staff Meeting agendas/minutes to communicate with all Staff Members.
- 2.10 Notification for events via electronic means will also occur.
- 2.10 Parents will also be informed of school routines and procedures through an 'Information Booklet for Parents', Parent evenings, Pre-School talk sessions and the school's Annual Report.
- 2.11 The school should strive to be an integral part of the community, especially by participating co-operatively in community happenings.
- 2.12 The Principal, in consultation with School Council, may vary this Policy if circumstances require it.