



Communication to Parent/Guardian Policy

Rationale

Communication involves all links, both formal and informal, between the school and the home. Effective communication is necessary to enable the child to gain the maximum benefits from their school experience and ensure that parents are fully informed of their child's progress.

Aims

To:

- Provide a two way exchange of information between school and home.
- Obtain the support and involvement of parents in all aspects of the school.
- Encourage feedback on the effectiveness of the total school program.

Implementation

Consistent with these aims this policy shall be implemented according to the following guidelines:

- Early in the year all classes may hold a Parent Curriculum Information Evening.
- Term newsletters from each Level will provide parents with information about the plans for the term.
- Parent/Teacher Meetings between the teacher and the parent will be scheduled twice a year.
- Communication may be in any form ie in person, phone or through the use of technology.
- A comprehensive goal-based mid-year and end of year report will be provided to parents.
- Meetings may be suggested at any time by either parents or teachers.
- The weekly newsletter will be used to convey general information to the school community.
- An Annual Report will be available to the School Community.
- Regular surveys will be used to gauge the effectiveness of the total school program.

Other Policies

This Policy has been developed in accordance with the Department of Education's Advisory Policy Guidelines

(<http://www.education.vic.gov.au/school/principals/spag/Pages/azindex.aspx>).

Evaluation

This Policy will be reviewed as part of a five year cycle or as directed by School Council.

This Policy was ratified by School Council in April 2015.

Review date: April 2020.