

# Inglewood Primary School

## *Communication Guidelines*



*Caring and Sharing*



## Communication Guidelines

*At Inglewood Primary School we believe in 'respectful, trusting relationships with others'. We aim to 'establish, nurture and maintain positive relationships with our families and community'. We are, therefore, committed to using communication processes and techniques that are respectful, open and timely. We know that two-way communication is a critical factor in the partnership between parents and the school. Where a partnership exists, parents feel confident about the teaching and learning taking place in the classroom.*

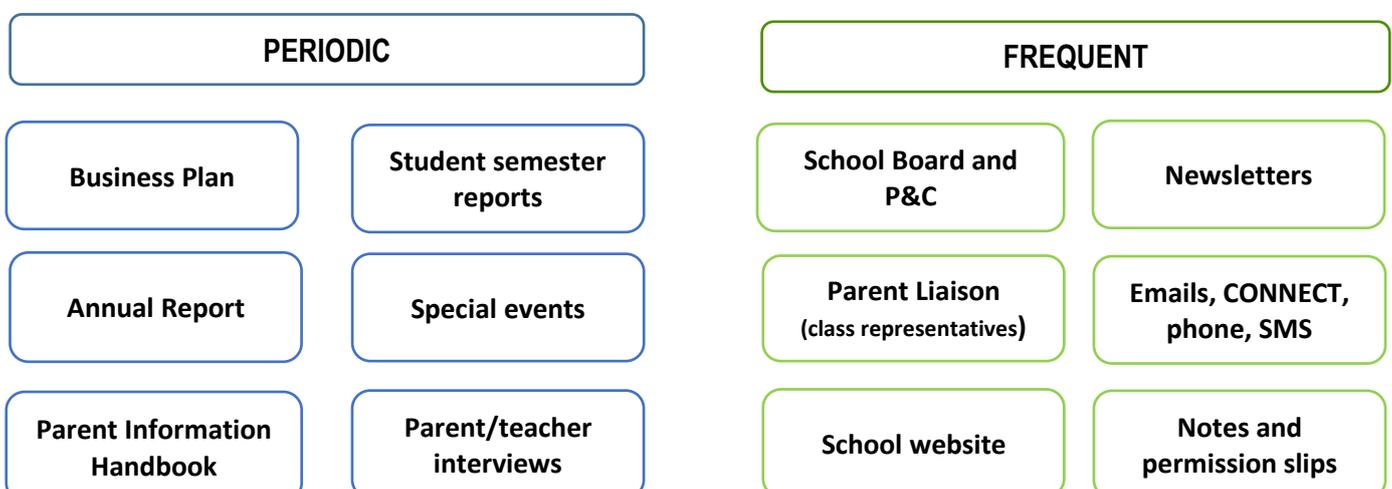
Our **Communication Guidelines** aim to ensure all community members continue to work together in a positive and respectful manner to ensure the growth and learning of all students. These guidelines outline the most appropriate and effective methods for parents to communicate with the school and informs parents of the different ways that the school keeps parents informed and connected.

### At Inglewood Primary School we believe effective communication includes:

- Demonstrating mutual respect for the roles of staff and parents in meeting the needs of individual students;
- Being proactive and building a sense of community;
- Interacting courteously and respectfully;
- Approaching problems calmly with the aim of finding a positive solution;
- Demonstrating positive support and advocacy for Inglewood Primary School;
- Being culturally appropriate by building bridges across cultural and language divides, including actively seeking access to these families;
- Being respectful to confidential information and in a manner consistent with community expectations, professional standards and legal obligations; and
- Using multiple modes that may be formal or informal.

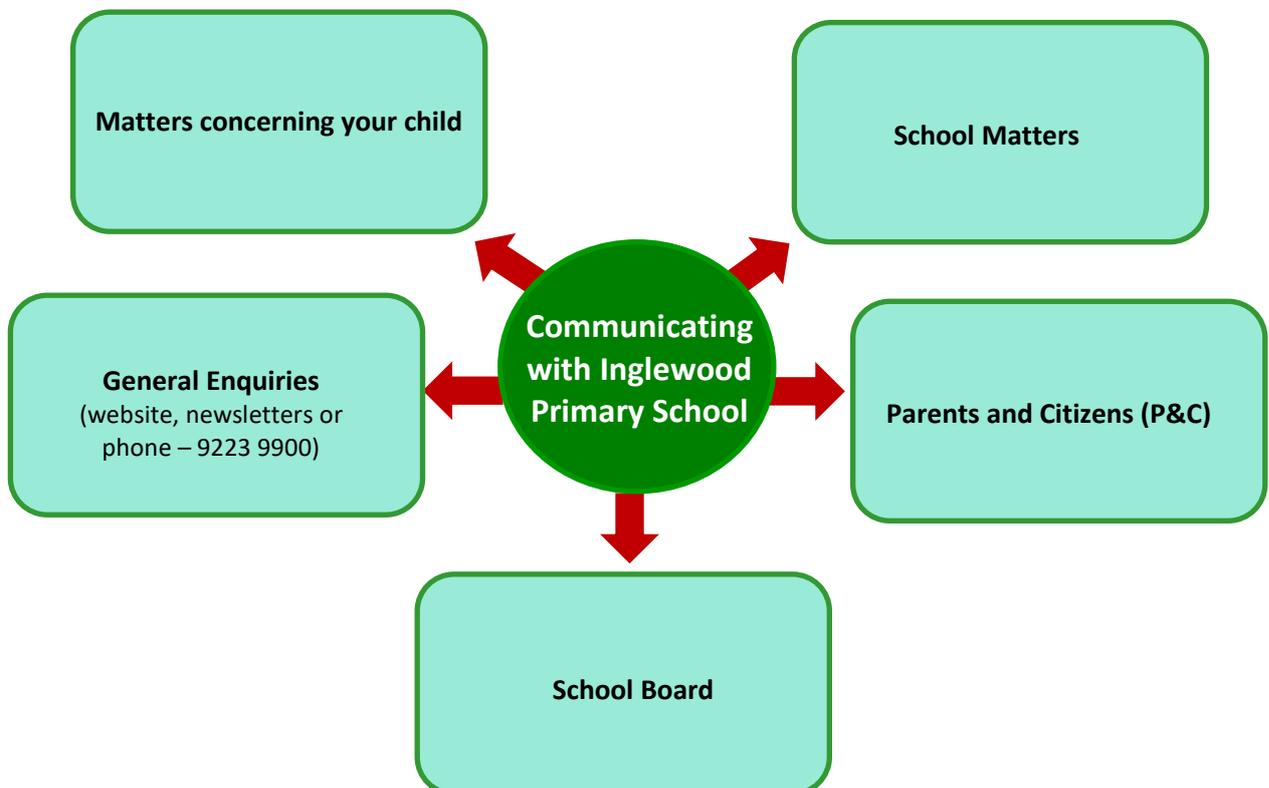
### Communicating with the Community

The following graphic identifies the various means by which the school communicates with the community. The e-learning platforms have not been included as they will only be used to communicate student learning and assessment not as vehicles for communicating general school or class information. Staff will use phone, email and/or Connect for these purposes.



- **School Board communications** – The School Board communicates with the school community on strategic direction, overall school performance and school satisfaction. School Board communications are limited to School Board business which is discussed at the Board meetings. The minutes of these meetings are made available to the community on the school website. A copy of the Board minutes is also kept in the front office.
- **P&C Communications** - The P&C communicates with the school community on events, projects and fundraising.
- **Parent/teacher interviews** – Formal interviews are held in Term 1, but case conferences are also arranged when required to discuss individual student needs. Where a child requires an individual education plan, the classroom teacher will arrange a meeting time to discuss this with parents.
- **School Website** - <http://www.inglewood.wa.edu.au/>  
Our website is regularly updated to ensure information including term planners, school plans, policies and reports are readily available to the community.
- **Newsletter** –The newsletter is published fortnightly on Connect from Week 1 of each term. The newsletters keep the community informed of upcoming events, reminders and recent highlights. The newsletter also provides an avenue for the P&C to share updates with the community.
- **SMS** – The Department of Education OutReach web-based app sends text messages to parent mobile phones, laptops or tablets. It may be used for absentee notifications, to message parents quickly in case of an emergency or to communicate other important information.
- **Parent Liaison** – Each Parent Liaison supports the work of the classroom teacher by communicating specific information to parents. They build networks within the school and are particularly helpful in assisting new families integrate into the Inglewood community.

**Communicating with the school:**



### **Matters concerning your child:**

- Please contact the class teacher if you wish to discuss:
- academic progress,
- general behaviour,
- homework,
- assessment,
- attendance, or
- social/emotional wellbeing.

The best way to have a productive and confidential conversation is to email or request an appointment at a mutually convenient time. Where possible, your query or request will be responded to within 48 hours. Staff will only respond between the hours of 8.00am to 4.30pm on the days they work and will not be expected to respond after these hours or on weekends.

### Absence Notification

The school should be notified if your child will be absent from school. Parents may choose to advise the school using the school's SMS number 0438 997 309 or via email: [Inglewood.PS.Absentee.Notes@education.wa.edu.au](mailto:Inglewood.PS.Absentee.Notes@education.wa.edu.au).

### Change of circumstances

Please contact the front office on 9223 9900 if you wish to advise the school of a change of circumstances that affects your child (e.g. medical).

### **School matters**

If you have a query or concern, please outline this in an email to [inglewood.ps@education.wa.edu.au](mailto:inglewood.ps@education.wa.edu.au). Alternatively, you may wish to make an appointment to meet with the Principal or a Deputy Principal. The Principal or Deputy will require time to discuss your inquiry/concern with all relevant parties and it will be managed in accordance with established school and Department of Education policies and procedures. You may contact the North Metropolitan Regional Education Office (NMREO) if:

- your enquiry/concern has not been resolved by the school; or
- there is a reason for not raising your enquiry/concern with the school directly.

Other avenues through which your opinions may be expressed are:

- **School Surveys**
- **Parent Liaison**
- **P&C meetings**
  - P&C meetings are held twice a term and parents are welcome to attend.
  - The P&C contact details are:
  - P&C President email: [inglewoodpandcpres@gmail.com](mailto:inglewoodpandcpres@gmail.com)
  - Facebook – Inglewood Primary School P&C
- **School Board**
  - An open School Board meeting is held in Term 4 each year. This provides an opportunity for members of the school community to attend and observe the functioning of a School Board meeting.
  - Communication to the School Board on matters related to the school's strategic directions, school policies and guidelines, or proposed contributions and charges can be addressed to the School Board Chair and emailed to [inglewoodpsschoolboard@outlook.com](mailto:inglewoodpsschoolboard@outlook.com). If required, such correspondence will be forwarded to Board members for discussion at upcoming Board meetings.