Inglewood
Primary School
Communication Guidelines

Together we nurture inspired, curious and confident learners.

Inglewood Primary School

Communication Guidelines

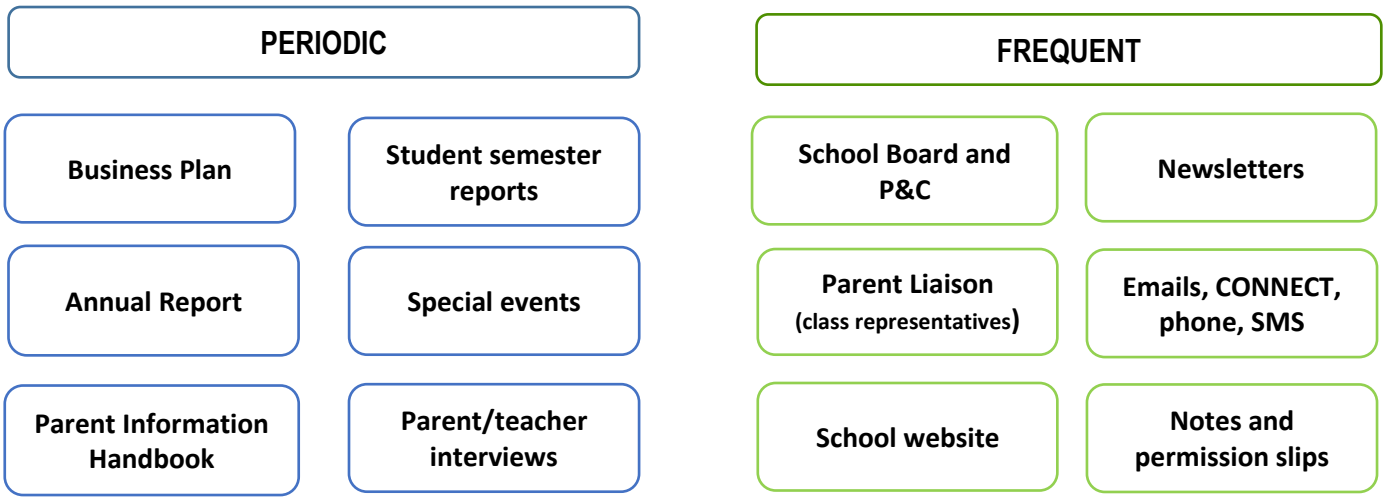
Inglewood Primary School's Strategic Plan 2024-2026 is built upon three fundamental pillars. One of these is 'Meaningful Connections and Positive Relationships'. Within this context we are committed to creating relationships built on an expectation of respect and care and ensuring that communication is open, clear, reliable and timely. By working together with the community in this way, we aim to establish, nurture and maintain positive relationships and work together with our community to sustain shared success. We are, therefore, committed to using two-way communication processes and approaches in our partnership with parents and the community. Where such a partnership exists, we know that parents feel confident about the teaching and learning taking place in the classroom and, subsequently, the direction of the school.

Our ***Communication 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.

The following graphic identifies the various means by which the school communicates with the community and the regularity of this communication. 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.



The graphics below capture and explain the means by which the school will communicate with its community and the means available to the community for communicating with the school.

Communication *from* Inglewood Primary School

Parents and Citizens (P&C)

The P&C communicates with the school community on events, projects and fundraising.

School Board

The School Board communicates with the school community on strategic direction, overall school performance and school satisfaction survey results. School Board meetings are held twice a term and the minutes are made available on the school website, with a hard copy also kept in the Front Office

Interviews

Formal parent/teacher interviews are held in Semester 1; however, the school will arrange case conferences when required to discuss individual student needs. Where a child requires a documented plan, the classroom teacher will organise a parent meeting to discuss the plan.

School Website

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 in weeks 3, 6 and 9 each term. The newsletter keeps the community informed of upcoming events, reminders and recent highlights. The newsletter also provides an avenue for the P&C to share updates.

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 assist new families to integrate into the community.

Communication *with* Inglewood Primary School

Parents and Citizens (P&C)

P&C meetings are held twice a term and parents are welcome to attend. Contact the P&C if you would like to become a member or would like to volunteer in some way. You may also wish to contact them with a fundraising initiative or a query regarding a P&C upcoming school event.

School Board

An Open Board Meeting is held in Term 4 each year. This presents an opportunity for community members to attend and observe the functioning of the Board. Communication to the Board on matters related to the school's direction; policies and guidelines; or proposed contributions and charges can be addressed to the School Board Chair

Administration

Contact the Administration team if you have a broader query or concern regarding school operations or are seeking clarification over a matter concerning your child beyond the classroom setting.

ATTENDANCE: Please email to notify the school if your child is absent and the reason for the absence: Inglewood.PS.Absence@education.wa.edu.au

School Surveys

The school often seeks informal and formal feedback from the community. This provides community members with an opportunity for their voice to be heard. A mandated and wide-ranging community survey is conducted every two years and the results shared with the community

Classroom Teacher

Contact the classroom teacher if you wish to make an appointment to discuss matters related to your child's achievement, progress, behaviour, attendance, social/emotional wellbeing or a change in circumstances. Reports from health care professionals confirming a diagnosis should also be forwarded to the teacher and Administration

Parent Liaison

Parent liaisons can be contacted if you are seeking information pertinent to your child's classroom; this could be information regarding an upocoming classroom event or excursion, or offering your assistance as an event/ excursion volunteer

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School matters

You can raise a query or concern in an email to inglewood.ps@education.wa.edu.au and 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.

Yours sincerely

Nicole West
Principal
Inglewood Primary School