



PARENT COMMUNICATION AND RELATIONS

Whole School Approaches

PARENT INFORMATION BOOKLET

Whole school parent information booklets are available on the school website. These booklets provide information for parents in relation to whole school processes and procedures.

CLASS INFORMATION BOOKLET

Class information booklets are specific to each class. These booklet provide information for parents in relation to their child's class timetables, processes and procedures. They are available to parents by the end of Week 2 in Term 1.

CLASS NEWSLETTER

Each term a class newsletter is sent to families via Connect. This will be sent by teachers during Week 2 of each Term. The information in the class newsletter will include curriculum focus areas for the term, organisational information, year level information and highlights of student learning

Term 1	Term 2	Term 3	Term 4
Parent information booklet sent home by end of week 2	Class newsletter sent home by end of week 2	Class newsletter sent home by end of week 2	Class newsletter sent home by end of week 2

CONNECT AND FACEBOOK

Success Primary School staff use Connect and Facebook for school communications. Please regularly check for school and class notifications.

SUCCESS CLASS PARENT REPRESENTATIVE

Success Primary School will have Learning Community Parent Representatives who will support the school, the class teacher and P&C to provide a communication platform for class groups. Parents can access this via an opt in WhatsApp group for the class.

Objectives

We will have a Parent Representative for each class:

1. To ensure parents are informed in a timely manner of school events and provide a forum for families to ask questions in a supportive environment.
2. To facilitate communication between families, such as play dates.
3. To provide a forum for the school community to streamline communication from the class teacher and P&C.
4. To provide a means for the P&C to harness volunteers for school fundraising activities. ie Mother's Day Store.

Guidelines

To keep the WhatsApp group connected SPS will:

- Regularly communicate information pivotal to the Parent Representative to pass this on to the WhatsApp group.
- Ask a parent to volunteer as the Parent Representative for each class.
- Ensure Parent Representative has the phone numbers of parents interested in being part of the WhatsApp Parent group and that there is a register of the parent who is taking on this responsibility.

The Learning Community Parent Representative will:

- Have the lead role in updating parents with relevant school, class and P&C information.
- Direct queries and emails on student learning or concerns to the classroom teacher or school.
- Monitor the WhatsApp Group to ensure that it remains a positive forum and not for denigrating staff members, the school or other members of the class.

Parents will:

- Ensure that their contributions to the WhatsApp group are positive.
- Any concerns are directly addressed with the school or class teacher.

EMAIL POLICY

Success Primary School students and parents can use Connect email and message to keep in contact with their teacher and to communicate as required.

Objectives

The objectives of a Connect and email policy.

1. To ensure parents, students and teachers can maintain contact with teachers as required.
2. Encourage parents to monitor student communication between their child and the class teacher.
3. To support children to write appropriate emails to their teacher in terms of content and volume.

COMMUNICATING WITH STUDENTS AND PARENTS

Teachers will:

- Answer parent, student and teacher queries on learning within a reasonable time frame (48 hour recommendation).
- Use Connect and DET email services to communicate with families.

Parents/Carers will:

- Direct queries and emails on student learning to the classroom teacher through Connect.
- Monitor your child's communication with their teacher to ensure the email is necessary and appropriate.

Students will:

- Communicate with the class teacher and not message other students via Connect.
- Write emails that ask the teacher about learning content queries.

PARENT COMMUNICATION WITH CLASS TEACHERS

- From time to time parents may need to communicate with teachers before school. To provide information to teachers in the morning if required, parents should write a succinct email sent to the teacher in the morning by 8:15am (emails sent after this time may not be seen). Teachers will have their emails up and sound will be on so they are notified of the email each morning. Teachers will only reply if required to respond.
- Situations such as illness, family issues that have occurred, anxiety, injury and minor learning concerns can be important information to have, assisting staff with the knowledge to ensure the best care for the students each day.
- There may be times where staff will be sick and some morning emails may be missed. In this case, if parents feel the information is highly important and must get to the school on that day, please CC the school email address so that the administration team is informed. success.ps@education.wa.edu.au

- If you require a face to face meeting to discuss an issue at greater length, please contact the classroom teacher via email and they will book a meeting at a mutually convenient time. Impromptu meetings take teacher focus away from greeting students and being focused for their day of teaching which is not recommended.

PICK UP AND DROP OFF – K AND PP

In **Kindy** and **Pre Primary** students are required a face to face drop off and pick up with a parent or guardian. If the person collecting a child is not a parent or guardian, written permission is required and we have a form available for you in these situations. If you have any changes to your child's drop off and pick up arrangements, please communicate this with the classroom teacher or teacher assistant.

GUIDELINES FOR STUDENT DROP OFF - YEAR 1 TO YEAR 6

- We encourage all students in Years 1-6 to be dropped off at the gates and independently walk to class to foster personal growth and independence.
- School gates will open at 8.25am.
- School staff will be available at the school gates at 8.25am to greet students and take them to class as required and coordinated between teacher and parent.
- Students who enter school independently should walk to their classroom and wait outside their classroom until 8.30am, when they can enter.
- Parents who prefer to drop their children to their classroom are encouraged to kiss and drop, enabling their child to self-prepare for the school day.
- Staff will be present to greet students as they enter classrooms.
- Parents who require student supervision prior to 8.25am can access the OSCH before school program.

GUIDELINES FOR STUDENT PICK UP - YEAR 1 TO YEAR 6

- We encourage all students to develop independent habits by having opportunities to walk independently to the school gates to meet parents.
- School gates will be open at 2.45pm.
- School staff will be available to walk students to the gates to greet parents at the end of the school day as required and if negotiated between teacher and parent.

GUIDELINES FOR STUDENT ENTRY AND EXIT LOCATIONS – STUDENT SAFETY

- To ensure optimum student safety at drop off and pick up we strongly encourage parents of students in Year 1 – Year 6 who drive to school to use the reserve parking and enter and exit through Gate 6 and Gate 7 on the oval.
- Parking on the east side of the school should be reserved for families who have children enrolled in Pre-Primary, Kindergarten and ECE Education Support Programs.
- Parking on the west side of the school should be reserved for parents of students accessing our Middle and Senior Education Support Programs.
- Staff and Permit parking is allocated at the front of the school.

GUIDELINES FOR PARENTS CONNECTING WITH CLASSROOMS

- Our morning focus is for staff to greet students at the classroom door, fostering student independence and teacher focus on a smooth start to the school day.
- To remain connected with your child's classroom staff will have classrooms open to parents after school. Staff in each classroom will communicate days and times this is available to you in the Class Information Booklet.
- During the year the school will host events such as the parent open night ensuring classrooms are accessible to parents.

DATE	REV	APPROVED
8 December 2020	1.0	Principal and School Board
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