

## Daily Communication between Parents and Class Teachers

There are many occasions when parents may wish to talk with their child's class teacher, for a variety of reasons. These occasions are very important to all concerned and quality time needs to be made available for them to be effective. Please read and consider the following guidelines when requesting a meeting time.

1. The communication book/diary/seesaw app can be used for notes that are not urgent or if you wish to request a time to discuss matters. Often a written note in the communication book or via seesaw/email will be all that is needed.
2. Parents can phone the school to leave a message about absences or other attendance issues or to ask for a teacher to ring them. The school has an answering machine so that parents can phone and leave messages at any time outside of school hours.
3. For issues/needs that may take time or need the teacher to prepare for, parents may use the communication book/diary/seesaw app/email to request a mutually convenient time to meet and to let the teacher know what it is you wish to discuss.
4. Class Teachers must be ready to work with students at 8.50am. Teachers may have before school yard duty or class preparation to carry out and so may not be able to discuss classroom matters at this time. Depending on circumstances and the issue, it may be appropriate to use the before or after school time to arrange a mutually convenient time to meet with the teacher.
5. If the matter is critical or urgent this should be conveyed to the Teacher, the Principal, Deputy Principal or the Office Staff so that the matter can be addressed immediately.
6. For all classroom issues, parents should talk with their child's class teacher as a "first stop". For broad schooling topics you are most welcome to talk with the Principal or deputy. Parents wishing to talk with the Principal or deputy should contact the Front Office Staff either in person or by phone to arrange a meeting time.
7. When communicating via email, we expect that *everyone –staff and families* respect reasonable and appropriate work-life boundaries. Staff will try to acknowledge emails within 24 hours and respond in detail, make a time to meet or get back to families within a fair and reasonable time frame. Many teachers do work outside of business hours and may make contact, but replies outside of normal business hours Monday to Friday should not be expected by families or teachers.
8. Staff @schools email addresses are shared with families on the proviso they are only used for communications in relation to official school business.
9. Currently, EdSmart is the preferred platform for whole school communications, newsletters, family updates and special event information. It is the families' responsibility to ensure they have a current email address on our system to ensure they receive all communications.
10. Newsletters are published fortnightly in digital format – currently this is done via Audiri / web link.

Building a positive relationship and open communication with your child's class teacher is an important step in assisting them in a successful learning journey.

