

COMMUNICATION BETWEEN HOME AND SCHOOL PROCEDURES (P-6)

October 2019

Rationale

At Punchbowl Public School, our staff is committed to open and transparent communication across the community. We believe that partnerships between students, parents and families, the broader community and business bring mutual benefit, and maximises student engagement and learning outcomes. The school aligns with the beliefs reflected in the [Melbourne Declaration on Education Goals for Young Australians](#).

We value our community and recognise that true engagement is about communication – the two-way process of providing accurate and timely information and demonstrating that feedback is being heard.

Context

This policy has been developed to provide a framework for the many communication processes at Punchbowl Public School. It also provides appropriate opportunities for colleagues, parents and the community to discuss student learning and wellbeing.

Legislative/Policy Framework

This policy operates within the framework and expectations of the Department of Education (DoE) policy: **Legislation**

[Education Act of 1990](#) Lists P&C as a Consultative Body (Part 11);
[The Federation of Parent and Citizens' Association of NSW Incorporation Act 1976](#)

Implementation and responsibilities

1. It is the responsibility of the Leadership Team, led by the Principal, to keep informed of departmental expectations in relation to communication policies and processes.

2. Teachers should strive to develop and maintain harmonious relationships with each of their students' families, to communicate frequently, and to listen actively for questions and concerns.

3. Parents are encouraged to discuss areas of compliment or complaint with the class teacher. Please contact the front office who will email the teacher so that an appropriate time can be made for discussion. Alternatively, parents can send an email to punchbowl-p.school@det.nsw.edu.au to request a meeting with their class teacher.

4. If parents feel their concerns require further clarification, they are encouraged to make an appointment with the Stage Supervisor (Assistant Principal) or with the Deputy Principal. Appointments are to be made at the front office. Alternatively, an email can be sent to punchbowl-p.school@det.nsw.edu.au to request a meeting.

5. Punchbowl Public School commits to the ongoing improvement of communication structures to make accurate and timely information available to the wider parent body and community. The preferred and most effective communication channel is via the Skoolbag app and email. The school commits to this arrangement with ongoing review at P&C request.

6. To ensure that our workplace and school is safe and harmonious, every person on the school site is expected to follow the Code of Conduct developed by the DoE. In *very rare cases*, the Principal (or nominee) has the legal authority under the [Inclosed Lands Act](#) to:

- Direct a person to immediately leave the school grounds
- Call the police to remove the person if he or she refuses
- Withdraw future permission (by letter) for the person to enter the grounds without the permission of the Principal.
- Seek further legal avenues

Procedures for parent communication with the school

If you have a compliment or complaint, please discuss with the appropriate first point of contact below.

1.	Child's progress	Class Teacher
2.	Behaviour issues in class	Class Teacher
3.	Behaviour issues on the playground	Assistant Principals
4.	School organisation	Deputy Principal/Principal
5.	Curriculum	Deputy Principal/Principal
6.	General enquiries (School contributions, charges and payments)	Office staff
8.	Schools as Community Centre (SaCC) enquiries	SaCC Facilitator/Community Liaison Officer

8.	Actions of a staff member	Assistant Principal/Deputy Principal/Principal
9.	Child protection / misconduct issues	Principal

Support policies and websites

[Melbourne Declaration on Educational Goals for Young Australians 2008](#)

[Australian Professional Teaching Standards 2013](#)

[Smarter Schools National Key Reform Projects](#)

[The NSW AECG/DET Partnership Agreement 2010-2020 Together We are, Together We Can, Together We Will](#)

[NSW Department of Education Strategic Plan 2018-2020](#)

[NSW 2021 – A PLAN TO MAKE NSW NUMBER ONE NSW GOVERNMENT](#)

[Code of conduct](#)

[Complaints handling procedures](#)

[Inclosed Lands Protection Act](#)

Document history and details

Approval date

16 October 2019

Approving Officer

Dace Elletson

Principal

Implementation Date

Term 4 2019