

## COMMUNICATION BETWEEN HOME AND SCHOOL PROCEDURES (P-6)

### Purpose

At Punchbowl public School, our staff are 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. Effective communication and collaboration with parents and carers are key to developing positive partnerships and learning experiences for students. The school aligns with the beliefs reflected in the [Alice Springs \(Mparntwe\) Education Declaration](#) and the [Uluru Statement from the Heart](#).

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

The policy is 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.

### 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](mailto:punchbowl-p.school@det.nsw.edu.au) to request a meeting with their class teacher.
4. If a parents feel their concerns require further clarification the 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](mailto: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 Audiri 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 site is expected to follow the [School Community Charter](#) and [Code of Conduct](#). In very rare cases, the Principal ( or nominee) has the legal authority under the [Inclosed Lands Protection Act](#) to:
  - Direct a person to immediately leave the 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

Child's progress	Class Teacher
Behaviour in class	Class Teacher
Behaviour on playground	Assistant Principals
School organisation	Deputy Principal/Principal
Curriculum	Deputy Principal/Principal
General enquiries (school contributions, payments)	Office Staff
Schools as Community Centre (SaCC) enquiries	SaCC Facilitator
Actions of a staff member	Assistant Principal/Deputy Principal/Principal
Child Protection/Misconduct issues	Principal

### References

Department of Education – [Engaging Communities – Family-school partnerships](#)

Department of Education – [Australian Professional Standards for Teachers](#)

Department of Education – [School Community Charter](#) and [Code of Conduct](#)

Department of Education – [Complaints Handling](#)

Legislation – [Inclosed Lands Protection Act](#)

AECG – [Partnership Agreement](#)

### Document history and details

Approval date

July 2023

Approving Officer

Donna McGeary – Principal, Punchbowl Public School

Implementation Date

Term 3, 2023