

Communication overview for families

The partnership between home and school plays a vital role in the education of children at Beenyup Primary. We are committed to providing quality education in a safe, inclusive and caring learning environment. We value working together with parents and families as critical partners in student learning outcomes.

Classroom teachers should be the first person a parent / carer contacts regarding concerns and questions.

Building brighter futures together

Department of Education's Connect and Respect Expectations

What parents and carers should not expect from our schools

Our staff have families and personal lives too, and like all professionals, work at their best when they have a quality work-life balance. Parents and carers should not expect:

- school staff to return calls after work hours
- emails to be answered in the evenings or weekends
- access to teachers' private phone numbers or emails
- staff to meet with parents and carers, without an appointment, during a school day
- to be allowed on a school site if you have harassed or been aggressive towards school staff.

You should contact your child's school if:

- you have concerns about your child's academic or social progress
- medical issues arise or diagnosis changes
- there are changes in family circumstances
- there are safety issues or changes in behaviour at home
- social issues arise that could impact the safety and welfare of students at the school
- you want to make or reschedule an appointment.

Communication that interferes with teaching and learning

- speaking to staff disrespectfully or aggressively, especially in front of your child or other students
- expecting to meet with staff during the school day without an appointment
- visiting the classroom during the teacher's preparation time before school
- using social media platforms inappropriately and disrespectfully
- malicious or judgmental gossip
- By everyone playing a part in providing safe, positive learning environments and opportunities for our students, we enable them to be the best they can be.

Parents/families to the school:

Method	Purpose
Compass	Direct contact with the classroom teacher about your child's academic progress, behaviour and general classroom based enquiries as well as keeping up to date with what they are learning.
Face to face	More complex / emotional situations are best addressed in person by requesting a meeting.
Beenyup PS email address	Enquiries to the school office staff regarding absenteeism, booking meetings, school applications and general administration enquiries.
Phone calls to front office	Enquiries to the school office staff regarding absenteeism and general administration enquiries. Requesting an appointment for a meeting.
Written notes (absenteeism)	Provides the school with a reason as to why your child is absent from school - in accordance with the Department of Education and our school's Attendance policy.
SMS notifications re: absenteeism	Provides the school with a reason as to why your child is absent from school.
Completion of class placement additional information for consideration forms	Provides additional information for consideration to support school staff in planning the following year's class placements.
School Surveys	Provides parents / caregivers the opportunity to give anonymous valuable feedback in a range of areas to support school improvement planning.




Please refer to the school's complaint handling guide for parents if you have concerns that have not been resolved with your child's teacher.

Teachers/School to Parents/Families:

Method	Purpose
Compass	Compass is the primary online communication tool we use with parents which is easily accessible, effective and timely. <u>School</u> – whole school events and notifications, school policies and processes. <u>Class</u> - used to share individual and class learning frequently throughout the year and class upcoming excursions and incursions. Compass is also used to communicate individualised student information with parents and/or caregivers.
School website	Provides information about the school to parents – current and prospective.
School Facebook page	Celebrate key events, ideas and achievements to the wider community.
Beenews	Provides an overview of student learning and events occurring in the school. There are 2 editions per term.
Meetings (face to face)	There may be some situations which are best addressed in person such as discussion of concerns, progress, documented plans or changes to your child’s medical conditions. Meetings are by appointment.
School Emails	To communicate information to relevant stakeholders on an as needed basis.
Formal notes / letters	To communicate individualised student information with their parents and caregivers through a more formal approach.
Parent/Teacher Interviews	To provide an opportunity for face-to-face communication of specific academic and behavioural progress of their child.
Summative reports	Provide parents with a formal record regarding the progress and achievement of their child’s learning across curriculum areas.
Assemblies	Opportunity for classes to showcase what they have been learning; receive consistent messages about the school’s vision and priorities, P&C news and events coming up.
Case conferences / Attendance meetings (LST)	Opportunity to build the link between home and school. The Learning Support Team meet with parents to discuss and review learning / behaviour progress and strategies, additional support and intervention required / available.
Phone calls	Supports building positive partnerships with parents by communicating individualised student information with parents and/or caregivers, setting up meetings etc.

School to community – Business Plan, Annual report, School Board, P&C meetings, Schools Online, website, Facebook, external media sources.

Department of Education’s Connect and Respect Engagement Expectations

Respectful engagement	It is expected that parents and carers and/or visitors to our schools will:	Parents and carers and/or visitors to our schools demonstrate this by:
 <p>Culture</p>	<ul style="list-style-type: none"> recognise every student is important to us contribute to a respectful school culture promote and model good behaviour work together with staff to resolve issues or concerns respect the right of staff to disconnect from work outside of school hours share responsibility in creating safe and secure learning environments 	<ul style="list-style-type: none"> respecting the diversity of our schools and the right to an education for every child always communicating respectfully about our schools and our staff not engaging in malicious or judgmental gossip in person, in writing, or on social media; about our students, staff and school community members raising concerns early with a staff member, the principal or the Department of Education directly understanding sometimes compromises are necessary, to find an acceptable solution to concerns raised understanding that obstacles, barriers and disappointments are part of the growth journey supporting children and young people to work through difficulties and build resilience
 <p>Communication</p>	<ul style="list-style-type: none"> be mutually respectful act as positive role models actively help to solve concerns use the school’s communication channels and processes to address concerns 	<ul style="list-style-type: none"> appreciating that school staff may not be available to respond immediately knowing that staff will respond to appropriate communication when they are able requesting a meeting to discuss any concerns about your child’s education – allowing staff time to prepare and appreciating their time may be limited not using offensive, insulting and derogatory language; and inappropriate conduct being kind when interacting with others
 <p>Collaboration</p>	<ul style="list-style-type: none"> work with the school to provide a safe and productive learning environment ensure your child attends school ready to learn know and support the school’s Student Good Standing Policy schedule meetings at an agreed time, for an agreed purpose 	<ul style="list-style-type: none"> maintaining professional relationships that are open, honest and respectful taking responsibility for your child arriving and leaving school safely on time every day supporting your child to understand and follow the Student Good Standing requirements scheduling an appointment to meet with the teacher or principal