



## COMMUNICATION WITH PARENTS POLICY

At Henley Beach Primary School we celebrate and value a strong sense of community in which parents, teachers and students work together to explore many aspects of learning. We believe strong, effective and accessible communication between home and classroom is at the core of developing positive relationships. Communication is a two-way process. At Henley Beach Primary School teachers are encouraged to choose a communication platform best suited to the needs of their classrooms and themselves to achieve these outcomes. Selected communication platforms must meet Department for Education guidelines.

### Teacher Responsibilities

- Teachers will establish an effective, visible and accessible form of communication for their individual classrooms and inform their classroom community of the process within the first three weeks of Term 1 each year.
- Teachers will confirm with leadership their chosen form of communication (print/digital).
- Teachers will share information about their classroom program a minimum of once per term using their chosen communication method and are encouraged to use the platform for reminders, notifications and building parent/school connections.
- Teachers can be contacted between the hours of 8:30am – 4:30pm, unless an appointment outside of these hours has been made. If a parent contacts their child's teacher outside of these hours, teachers will respond at their earliest convenience. A teacher's core business is to teach, therefore messages sent during school hours may not be checked until after school. Messages sent out of hours will not be actioned until the next school day.
- If a teacher has chosen to use an online communication platform, students will (as part of their ICT learning) be made aware of the associated ethical and social protocols.
- Photos of students and their work will only be added for students with 'Permission to Publish' forms approved and completed. These forms will be kept in roll books.

### Parent Responsibilities

- Parents will respect the communication choice of each individual teacher. Teachers have chosen a communication tool best suited to the needs of the classroom, its learners and themselves in an aim to maximise contact. This will support all learners to experience a variety of communication tools throughout their schooling.
- If a teacher has chosen to use an online communication platform, posts may include photos and movies of students working with other students. Images and movies featuring children other than your own **MUST NOT** be downloaded and shared on personal social media (e.g. Facebook).
- Parent communications regarding absence, must be directed to the front office, via text 0476857370 , phone call 83562117, or in person. Lateness and early dismissal must be signed in/out using the Parent Kiosk in front office.
- Parents needing urgent communication with the school/teacher/student need to phone the front office between 8:30am – 4:00pm, on school days.