Communicating with My School

**Making Contact**

We communicate with you about your child with the following communication tools:

- Parent/teacher meetings;
- Whole school assemblies;
- Newsletters (fortnightly);
- Emails & SMS;
- Student Reports and Portfolios;
- School website;
- Invitations to parents to special events;
- Parent learning events;
- Student Communication diary;
- School handbook;
- Classroom Information letters;
- Enrolment Information up-dates;
- Noticeboards;
- External community newsletter.

**Parent/Teacher meetings**

Why do we have Parent/Teacher Meeting?

- To inform you of your child's progress at school;
- To inform teachers how children are coping outside school;
- To establish an ongoing relationship between home and school;
- To help children realise that home and school work together for their benefit.

How do I contact other staff at school?

If you have a concern or wish to discuss an issue regarding a situation which may affect the whole school, your child's wellbeing or relates to a school policy matter:

- make an appointment to see the Principal;
- provide a brief outline of the items you want to discuss;

How do I request a Parent/Teacher Meeting?

When you wish to discuss your child's learning with your child's teacher you should:

1. contact the teacher via:
   - school office or;
   - student diary or;
   - one-on-one.
2. provide a brief outline of the items you want to discuss;

**Having problems?**

What do I do if an issue arises between my child and another family?

Such matters must be addressed to the Principal as soon as possible.

No parent has the right to approach children of other families or their parents with a school related or non-school related issue whilst on school grounds.

What do I do if I have a communication breakdown with my school?

If communication breaks down or an issue is unable to be resolved, the Department of Education has a grievance policy in place to address these concerns. This policy is available at the front office or can be accessed on the Department of Education website:

http://det.wa.edu.au/standardsandintegrity/detcms/navigation/complaints-management/information-for-parents/