



COMMUNICATION GUIDELINES

FRIENDSHIP AND ACHIEVEMENT

“School communities thrive on open communication wherein staff, students, and parents and carers have opportunities to share good news, discuss issues and maintain an ongoing dialogue.”

Our Purpose

It is in the interest of our whole school community that clear, consistent communication between our school and all stakeholders in the education of our children is effective. This will ensure smooth operations of the school.

Tammin Primary School strives to:

- Ensure there is well-structured communication with all families that is open and honest;
- Keep parents regularly informed about expectations, class activities and student development;
- Create a culture of open and respectful communication that promotes collaboration;
- Foster close, meaningful and culturally responsive communication between families and the teachers of their children.
- Acknowledge the rights and responsibilities of all stakeholders;
- Create community by building and strengthening relationships based on mutual respect and courtesy;
- Establishes positive lines of communication between home and school so that students receive continuity of education, care, support and management within the home and school settings;
- Provide an opportunity for parents and carers to share their views and needs and to participate in their child's education;
- Communicate in an accessible and inclusive manner that embeds cultural awareness practices.

All communication within the school, and between the school and families will be respectful, professional and underpinned by considerations of appropriate privacy and confidentiality principles.

Queries about your child's learning

It is critical that parents and carers inform the school when your child/ren have any changes to daily routines, particularly when they relate to concerns about their:

- Medical health
- Social/emotional wellbeing
- Academic progress
- Physical attainment

If you would like to discuss a matter about your child, your first point of contact is their classroom teacher. The best way to have a productive conversation, is to request an appointment. The teacher can then give you their full attention, and discuss your child in a confidential manner.

Teachers use their time before the bell in the morning to assist students and prepare for the school day. This is not a time to discuss concerns and issues in any depth. Our first priority during school hours is the students. Making a time to speak with staff before or after school allows them to give you their full attention.

Staff are not required to respond to communication at night, on weekends or during school holidays.

Teacher communication with parents

Teachers will communicate with parents in a timely, respectful and culturally responsive manner. Teachers communicate with parents and carers using the following methods:

- **Seesaw:** *It would be beneficial for all parents to install the Seesaw Family app on their phones / devices.*
- **Email**
- **Phone:** *Phone calls via the school number and when staff are not teaching or supervising students. Teachers are unable to provide personal phone numbers.*
- **Face-to-face meetings** – *both formal and informal*

Teachers will communicate with parents if there are concerns regarding the individual wellbeing of their child; academic, social emotional, health, etc.

Parent Communications with teachers

Preferred options for parents to communicate with the school

- **Student diary**
- **Email**
- **Seesaw**
- **Phone (especially for urgent matters)**
- **SMS**

Student diaries

All students will receive a diary when they commence a new school year. The diary is intended to regularly communicate between home and school about student achievements, behaviour, transport changes etc.

Email

Teachers can respond to emails when they are not teaching or supervising students.

Seesaw

Parents can interact with their child teachers through the SeeSaw app on a regular basis.

Phone (especially for urgent matters)

Parents can call the school to inform us of changed circumstances or leave messages to be passed onto the teacher. They are able to make appointments to meet with their child teacher.

SMS

Parents can use this to notify of absences, changes to collection and drop off information etc

Parents can expect a response from their child/rens teacher/s within a 24-hour period during the school week. This may be to make an appointment to discuss your concerns further.

What information should be communicated to the School Office?

- **Absence Communication**
Parents can communicate when their child will be absent from school by contacting the office on 9623 4080 or by emailing tammin.ps@education.wa.edu.au or the classroom teacher. An automatic SMS will be sent from the school when a student is marked as absent. Parents may reply to that SMS to provide the reason for the absence.
- Any issues related to custody or access;
- Changes in address or contact details; and
- While the school will not endorse holidays during school term, advance notification will certainly be appreciated.
- When you have last minute information for the teacher e.g. changed collection of your child/ren or bus changes etc

Queries

About the operations of the school

If you have a comment or query about the functioning of the school, about staff or the curriculum, please contact the Principal. The most efficient way to contact the Principal is via email outlining your query: tammin.ps@education.wa.edu.au. If you believe that a face-to-face conversation would be more appropriate, please call the school or send an email requesting an appointment and outlining the reason for this request.

**Our goal is to ensure we understand what your child/ren needs are in order for them to engage positively and productively in their education.
When we work at this together, the outcomes are far reaching.**

To increase mutual respect, remember:

- Teachers will make mistakes; they're human, too.
- Teachers have their own families and lives; respect their privacy.
- We're all on the same team - your child's support team!
- Take chats off site after drop-off so teachers and students can begin learning.
- Use age-appropriate language around children during drop-off and pick-up times;
- Recognise that we won't always agree, but we promise to listen.
- Speak positively in front of your child.

Reviewed and ratified by School Council: March, 2022

Next scheduled review date: March, 2025