

Winthrop PS Communications with Parents Policy

Rationale

To provide the best possible communication between Winthrop PS and its parent community. Positive and open communication supports student progress, provides information to parents and assists in maintaining a happy and responsive school environment.

Winthrop PS will keep parents informed in a range of forms including:

- **Enrolment Process**

Parents will be asked about any specific communication requirements as part of the enrolment process, including communication with non-custodial parents. Every endeavour will be made to meet these requirements.

- **Formal Communications**

Each Monday a fortnightly newsletter will be distributed to parents providing information on current events and a calendar of upcoming events. The newsletter will be distributed to all families via the eldest child in the school. Specific requests for email or faxed copies can be made where specific communication needs exist. The newsletter will be made available on the school's website and the calendar of events updated in accordance with the newsletter.

The Annual Report will be distributed to all families in Term One and detail a range of school information, data and highlights from the previous school year.

A Parent Survey will be conducted biannually to support school improvement and to provide feedback regarding the whole school program.

- **School Website**

The school will maintain an up to date website which outlines the school program, structure, parent involvement and regular newsletters, calendars and highlights.

- **Student Progress Reports**

Progress reports will be provided to parents at the end of each semester. Additional copies of reports will be made available to non-custodial parents, on request. A yearly parent meeting and individual parent interview will be provided with additional interviews as requested.

- **Merit Certificates and other awards and certificates.**

Parents will receive a formal note sent home via the child advising them of their child receiving a merit certificate. This note will be distributed one week prior to the presentation assembly. An additional note will be sent to non-custodial parents, on request. Parents will also be advised either by a formal note or by telephone of the presentation of other awards or certificates one week prior to the presentation assembly.

- **Class assembly items**

Advice of dates of class assembly items will be included in the school's weekly newsletter and will be included in the calendar of events on the School website.

- **Class excursions, "special" class activities and parent/teacher meetings**

Notice of specific class related activities will be notified direct to parents by classroom teachers. Additional advice to non-custodial parents will be made available, on request.