



COMMUNICATION AND ENGAGEMENT WITH PARENTS AND THE COMMUNITY

BACKGROUND

Our mission is to provide a positive and supportive learning environment. Schools, teachers and families play an important role in children's education and a strong partnership between families and schools enriches the learning experiences. There are many formal and informal opportunities for parents and guardians to find out about their child's progress at school, the school's vision, events and programs. At Larrakeyah Primary School we value open and honest communication between all stakeholders. Classrooms are open from 8:00am for parents to touch base with teachers regarding day to day matters. For longer discussions it is advisable to make an appointment.

COMMUNICATION METHODS

We utilise a variety of avenues for communication, both digitally and traditionally, with the parental body and community. These include:

Digital Communication:

- School Website
- School Newsletters
- Skoolbag App
- Seesaw App
- Emails

Traditional Communication:

- Class Newsletters
- 3 Way Conferences and Parent/Guardian Meetings
- Semester Reports
- Phone Calls

DIGITAL COMMUNICATION

As a 21st Century Learning school, Larrakeyah Primary School utilises a range of digital communication strategies in order to streamline the speed and efficiency in which communication and information sharing can take place. These strategies are used in conjunction with traditional communication strategies to best support and foster the relationship between home and school. Email and Seesaw are environmentally friendly ways of communicating that can save time when used effectively. We acknowledge digital platforms are very convenient for parents who are working and find it difficult to catch up with school staff during regular work hours. School staff members are requested to contact families within general working hours when sending and receiving emails or messages, with the earliest being 7:00am and latest being 5:00pm. Most importantly, however, our school community values face-to-face and phone conversations and understands that these forms of communication are preferred in many situations.

School Website

Larrakeyah Primary School's website provides up-to-date information regarding the school. It provides a space for easy access to school programs, policies and informational materials.

School Newsletter

Our school's newsletter is sent home on a weekly basis. Parent and guardians have the option of receiving the newsletter electronically, delivered direct to your email inbox. The school's newsletter provides updates, reminders, advertisements and sections on what is happening in our school.

SkoolBag App

The Larrakeyah Primary School SkoolBag app is a communication application for smart devices. It features Events, News, School E-news, Newsletters, documents, and push notification alerts direct from the school at a whole-school level. This is also where parents and guardians can lodge absentee notices for their child.

Seesaw App

Seesaw is a platform for student engagement at a classroom level. Students can create, reflect, share, and collaborate using this online tool. It is an online portfolio of student work in one place and share with families, and nothing is to be shared without teacher approval. It can be used to contact parents and guardians for positive interactions, and parents and guardians are encouraged to use this as the first option in contacting their child's teacher. Teachers will post announcements,

tasks and due dates, contact families, and respond to parent messages within one working day, not inclusive of stand down, weekends or public holidays, with the earliest being 7:00am and latest being 5:00pm. If Seesaw messages are received whilst teachers are on leave, weekends, public holidays or during stand down, these will be addressed and replied to upon their return.

Email

Email is an environmentally friendly way of communicating that can save time when used effectively. We acknowledge that email is very convenient for families, and encourage the use of this to contact your child's teacher, after Seesaw. School staff members may be unavailable during school hours so any urgent or short notice messages, such as pick up information, must be relayed through the front office via phone call whereby they will pass on to that child's teacher. School staff members may request a meeting if the issue is too complex to resolve by email.

TRADITIONAL COMMUNICATION

Larrakeyah Primary School recognises the importance in establishing personal relationships between home and school which can only be forged through one-on-one and face-to-face communication between schools and families. We use these traditional methods together with our digital methods to best support open discourse between school and home.

Class Newsletters

Class newsletters are sent out at the beginning of each term. The purpose of the newsletter is to inform parents of what is happening in the classroom throughout the term. Specialist/Release teachers will provide a short overview describing the content and concepts of the term's programs to each class teacher in Week 1. Class teachers will collate this information with information relating to their classroom to send out to parents by the end of Week 2.

Teachers are expected to include (but not limited to) information relating to:

- English and Mathematics topics
- Reading Level expectations
- Library borrowing
- Specialist/Release information
- Home Learning expectations

3 Way Conferences and Parent/Guardian Meetings

Parents and students are invited to 3 way conferences in Terms 1 and 3. This provides a formal meeting space throughout the school for parents and teachers to discuss students and their progress. Teachers are expected to meet with parents should a concern arise. Parents are also encouraged to make a formal meeting, at any time, should they wish to discuss concerns or any questions they have.

Semester Reports

In the Northern Territory, government schools are required to report on students at least twice a year for Years 1-10 using A-E grades. Transition students will also receive a report that looks like the rest of the school but does not contain A-E grades. At Larrakeyah Primary School these reports are sent home at the end of Semester 1 and Semester 2. Teachers are required to make contact with parents and guardians of students who are receiving a grade below a C, to ensure they understand why this has happened. Parents and guardians are invited to contact teachers to discuss semester reports at any time.

Phone Calls

At times, school staff members may need to contact a parent or guardian about an individual matter on a student via telephone. These will occur during the staff member's available times. Parents and guardians are encouraged to contact the school front office via telephone for matters that are urgent or of short notice. Messages can be passed on to school staff members from this point.

Updated June 2020