



WEST NORTHAM PRIMARY SCHOOL PARENT COMMUNICATION PLAN

The Department of Education (DOE) requires schools to have open communication with the school community. This involves regular communication with parents and carers regarding the progress of their child as well as asking what their expectations and aspirations are for their child/ren, what do they want from the school and how can the school best serve the needs of the community.

ACTION	STRATEGY	WHO	WHEN
Classroom teachers will contact parents to organise a time to meet in Weeks 9 and 10 in Terms 1 and 3 to discuss their child's progress and to find out how we can work together with the parent/carer to achieve the best outcomes for their child.	<ul style="list-style-type: none">• A letter will be sent home asking parents to select a timeframe when they would be able to meet on a set day.• If parents do not return the letter, phone calls will be made to organise a time.• A template may be used to guide the phone conversation based on the letter sent home.• Some survey questions will be asked to assist the school in gaining parent feedback.	<ul style="list-style-type: none">• Classroom Teachers• Admin	<ul style="list-style-type: none">• Weeks 7 to 10 of Terms 1 and 3 2022
Each classroom teacher will be given two relief days in Term 1 and two relief days in Term 3, to meet with parents for 30 minute meetings.	<ul style="list-style-type: none">• A template will be provided to guide the conversation and get feedback from the parents/carers.• Parents/carers who do not come to a meeting will be contacted via telephone.• Parents who do not come to a meeting and cannot be contacted via the phone will have a home visit (teacher accompanied by admin).• Communication may be face-to-face, by telephone or via home visits.• After the interview days, teachers will have two weeks to communicate with all parents if they were not able to make contact on the day.• Notes taken at communication meetings are to be placed in the student's handover file.• Any sensitive information should be emailed to admin to be saved in the student's confidential file.	<ul style="list-style-type: none">• Classroom Teachers• Admin• AIEO	<ul style="list-style-type: none">• Weeks 7 to 10 of Terms 1 and 3 2022

	<ul style="list-style-type: none"> The meeting notes must also be scanned and saved in the class folder on the shared drive at S:\AdminShared\All Staff\100 ADMINISTRATION\117 PARENT COMMUNICATION\PARENT COMMUNICATION MEETINGS 		
In Week 10 of Term 2 and Week 9 of Term 4, teachers will meet with parents of students with Attendance Plans to review the plans. Relief will be provided according to the number of students in each class with Attendance Plans.	<ul style="list-style-type: none"> Teachers will check the students' attendance against the attendance goal. If the goal has been reached, the teacher will: <ul style="list-style-type: none"> discuss which strategies were most effective; identify which strategies will remain, be added or deleted; set a new goal (unless the student's attendance is now above 90%). If the goal has not been reached, the teacher will: <ul style="list-style-type: none"> identify whether attendance has improved, stayed the same or decreased; identify which strategies worked and which strategies did not work; discuss new strategies; set a new goal if necessary. 	<ul style="list-style-type: none"> Classroom Teachers Admin 	<ul style="list-style-type: none"> Week 10 of Term 2 and Week 9 of Term 4 2022
Two or three parents will receive positive communication from their child's classroom teacher.	<ul style="list-style-type: none"> The communication may be via a letter of commendation, phone call, text or private message via messenger through the school Facebook page. Each week, teachers will email admin to say which children have had positive communication sent home, and these students will be recognised at Monday Morning assembly and receive an award pencil. 	<ul style="list-style-type: none"> Classroom Teachers 	<ul style="list-style-type: none"> Ongoing