



## PARENT COMMUNICATION POLICY

### **Our College approach to Communication – For Parents/ Caregivers**

Our college is a place that inspires our community. It is a place for everybody, where everyone is valued and respected. It is a place where people have positive relationships, where excellence in teaching and learning empowers everyone to be confident, creative and aspirational about their chosen future. It is a place where everyone has a deep sense of pride in who we are and what we do. We commit to communication protocols that assist all members of our college community to enact this vision and to honour our values of respect, integrity and courage.

### **We will enact our communication policy by honouring the following principles:**

Every member of the college community, through every action, will foster pride and confidence to achieve success through:

- Embracing positive and respectful relationships.
- Being present, connected and accepting of others and self.
- Aspiring for and celebrating growth.

This policy document provides all members of our college with an outline of our communication protocols. Our college is workplace that values and encourages highly effective levels of communication to support a happy and healthy workplace.

### **Student Early Departure Procedure**

We ask all parents/ caregivers to please adhere to our college sign out process as this ensures that we all are accountable for student safety and attendance. If your student needs to depart the college early for any reason, please send a written note specifying the reason for early departure.

Students will give the note to their teacher at the beginning of the lesson that is closest to the departure time. When it is time to depart, the teacher will release the student from class. The student will present to Student Reception with their early departure note and office staff will officially sign out the student via Compass when the parent/ caregiver arrives at the college.

### **Appointments**

If you would like to access teaching staff for an appointment, this must be pre-arranged. Appointments will be negotiated and generally occur between 7:45am to 8:20am and from 2:00pm-3:00pm. If appointments are required during the school day, college staff and parents will work together to organise a suitable meeting time for all members.

To arrange an appointment, please contact the relevant staff member via Compass email. College teaching staff are not expected to answer emails outside of school hours, weekends or during holiday periods.

### **Teacher/ Parent Communication**

Our priority is to ensure that each student reaches their full potential. Our commitment is to build positive and strong relationships with parents/ caregivers and promote open lines of communication to promote highly effective teaching and learning.

Classroom teachers will share information about teaching and learning, assessment, student success and progress, upcoming events and feedback about learning and behaviour via Compass, email and or a phone



call. Teachers may share classroom information about upcoming excursions, expectations regarding home study, classroom routines and procedures and or reminders for classroom learning experiences. Teachers will not engage in a any online communications with students that is not directly related to the curriculum, teaching and learning.

If you would like to contact a staff member, we encourage you to do so via Compass. You are also welcome to phone the college and request to speak to staff.

Parents/ carers will not be provided with any personal phone or contact details for college staff. Sensitive communication must be made via the Executive Team (Principal, Deputy Principals), the Head of Special Education Services, or relevant Head of Year. If parents or students have an emergency and/ or urgent messages we ask this is directed to the school office, and where necessary, for the attention of the appropriate Deputy Principal or Principal.

We will respond to parent enquiries within three business days. This response period may depend on teacher absence or the nature of action that the correspondence requires. Members of the college will not send emails over the weekend and/ or during holiday period. The Executive Team may send correspondence over a weekend or holiday periods if necessary, to support the leadership of Baringa State Secondary College. College staff will use Compass or an Education QLD email address to correspond with students, parents and caregivers.

**We value our staff and in line with our Positive Relationships Policy we reserve the right to cease communications at any time if the nature of the communication becomes inappropriate.**

