

Communication Agreement 2022



Rational:

- Board endorsed half-day closure for 3-way conference – Wed 15 June
- No surprises when student reports go home in Week 10
- Board discussion:
 - want to be informed when any concerns – behaviour, academic, social etc.
 - use of diary
- Develop agreed procedures for when and how to communicate with parents
- Change in communication since COVID – parents unable to come into classrooms and remain on school grounds
- Ensure we build positive relationships with parents
- Should be regular communication

Expectations:

INFORMATION	FORM OF COMMUNICATION	WHO	WHEN
Absentee Notes	Student Diary	Parent to complete Teacher to remove, update SIS and file	When absent
Home Reading	Student Diary	Parent sign Teacher acknowledge by signing, stamping or count recorded	Once a week
Important dates	Student Diary	Students – Y1 + (directed by teachers)	Ongoing
Low key message	Student Diary	Teacher or parent – send message Teacher or parent – respond by signing to show they have message, and write back if needed	As needed

Behaviour	Pink Slip	Teacher to copy, send home and copy to office, and put on SIS, follow-up if not returned	When reached Step 4 in PBS process
Behaviour	Phone call	Teacher to phone	If 2 pink slips in one week
Behaviour	Phone call	Teacher to phone	If reached Step 2 or 3, 3 or more times a week
Behaviour – IBMP	Initial phone call Parent meeting	Teacher	When documented plan developed
Behaviour	Phone call	Admin to phone, pink form and SIS	If major behaviour
Attendance	Phone call or email	Teacher	If student absent more than 2 days without explanation
Academic concerns	Phone call	Teacher	When needed
Academic concerns - IEP	Initial phone call Parent meeting		When documented plan developed
Positive messages	Positive phone call or email	Teacher	Acknowledge – improvement, great result, etc