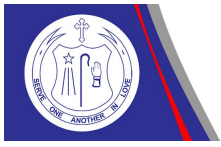


COMMUNICATION POLICY

HENSCHKE
CATHOLIC PRIMARY SCHOOL





COMMUNICATION POLICY

Communication is a vital part of Henschke Catholic Primary School, as it is essential that lines of communication are always open to parents, the Parish and the wider community to let them know what is occurring at the school. It is of critical importance the school has open lines of communication, and that this works in a fluent, non-threatening manner.

Parents are urged to foster open relationships with their child's teacher, and communication between the two parties is encouraged through informal and formal opportunities.

ANNUAL SCHOOL REPORT

This document is prepared each year and includes information about topics under these three general subheadings;

THE SCHOOL

- Religious Education
- School Council Report
- Progress that has been achieved in Capital Improvements
- P & F Report

INFORMATION ON KEY SCHOOL PROGRAMS

- School Determined Improvement Targets
- Technology
- KLA information
- Student performances in State-wide Testing

SCHOOL OVERVIEWS

- Policies including Pastoral Care, Discipline and Enrolment
- Professional Learning
- Community Satisfaction

Information is gathered from various stakeholders and compiled into the Annual Report by the Office Staff under the guidance of the Co-Principals and School Executive staff.

This information is put on the Henschke Catholic Primary School website so that it can be accessed by all interested persons.

STUDENT REPORTS

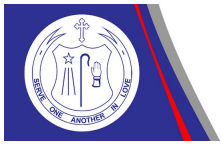
Student achievement reports are prepared twice yearly, these being at the end of Terms 2 and 4. The reports will be prepared by the class teacher. Term 2 will report on progress made in Terms 1 and 2, and the Term 4 report will comment on work done in Terms 3 and 4. These reports will provide information to parents about the academic and social habits of their child. They will be available to parents in the second last week of Terms 2 and 4.

PARENT / TEACHER INTERVIEWS

Parent/Teacher interviews are a formal opportunity for parents to discuss their child with their class teacher. Interviews are held in the early weeks of Term 1 and in the last week of Term 2 and are conducted after school so that all parents have the opportunity to attend.

TERM 1

this provides the opportunity for both parents and teachers to meet and for the parents to discuss the particular strengths and needs of their child. Teachers use this opportunity to discuss what will be happening in the class throughout the year, as well as giving them a report on what will be happening in each KLA. A note with this information on it will be offered to the parents.



TERM 2

This meeting will be used to primarily discuss the student's progress as set out in the Term 2 report that the child has just received, as well as providing feedback and strategies as to how the child may improve throughout the rest of the year. The duration of these meetings go for ten minutes per family.

There is the expectation that teachers will be available for meetings with parents after Term 4 reports are given out if the parents request it. All bookings for these interviews will be made online through the SOBS site once the Interview period has been opened and parents and carers notified.

ASSEMBLIES

Assemblies are for the whole school and are held every Friday in the School Hall, unless otherwise specified. Year 6 students run the assembly on a rostered basis. Items that are presented include:

- Co-Principals' report
- Primary and Infants Henschke and MJR Achievers
- Other awards
- Mission report
- Sports report
- National Anthem

MONDAY MORNING ASSEMBLY

Infants and Primary hold separate assemblies in their quadrangles to discuss any pressing issues for the week. These are held before students begin classes for the day.

NEWSLETTERS

Included in the newsletter is notice of upcoming events, news on recent events, important dates, children's achievements in sports and academic, P & F news which includes fundraisers and notes from the meeting. This is distributed to families via the Skoolbag App/Compass. Other notifications and reminders are also sent to parents through the Skoolbag App/Compass

SCHOOL WEBSITE

The website contains information on school policy, the weekly newsletter, diary, school uniform prices, information on curriculum, canteen price list. It also includes links to online uniform and enrolment forms. Our location and details on how to contact the school are published on this website.

SEESAW

Teachers are able to communicate with parents using the SeeSaw App. This method of communication can be used as an online portfolio student work samples or to contact parents as required vis email.