



## COMMUNICATING WITH TAPPING PRIMARY SCHOOL

Tapping Primary School encourages all staff, students and community members to have pride in themselves and our school. Our school values are central to all school pursuits, including the way in which we communicate with each other.

### Purpose

Administration, teachers, and other staff will partner with parents to provide the best education possible for each student. We understand the importance of clear and concise communication and we aim to create a culture that encourages effective two-way communication between staff and parents. TPS intends to make the communication process as transparent as possible, and we hope to encourage objective and complete communication between parents and staff. This allows both staff and parents to focus on the academic, physical, social and emotional development of our students.

At Tapping Primary School, when staff, parents and caregivers communicate they will:

- Demonstrate mutual trust and respect while meeting the needs of students
- Interact courteously and professionally, while approaching concerns and issues in a calm manner
- Be open to new learning, viewpoints, and experiences
- Maintain required confidentiality

At Tapping Primary School, staff will not:

- Communicate after hours, evenings or weekends
- Forward or cut and paste sections of any communication for further publication
- Communicate with parents regarding school matters, via social media
- Communicate with parents via their personal mobile phone unless in extenuating circumstances

At Tapping Primary School, we encourage parents and caregivers to:

- Not forward, or cut and paste sections of any communication for further publication
- Only communicate with staff via official school methods (school phone, email, Connect, Tapping Primary School Facebook Page)
- Reflect our school in a positive manner on social media

When you should contact your child's teacher:

- Changes in family circumstances or medical details
- When you have child related good news to share
- Safety issues or changes in behaviour at home
- If you have concerns about your child's academic or social progress
- When you can't keep a scheduled appointment
- If your child has head lice or a communicable disease

Information to be communicated to the school office:

- Absences
- Any issues related to custody or access arrangements for a child
- Changes in address or contact details



## When you should contact the Principal or Associate Principal:

For most discussions, the classroom teacher will be parents' first point of contact. However, where conversations involve conflict, other families, members of the school leadership team (Principal and Associate Principal) must be involved. Either a staff member or a parent may request the involvement of the school leadership team at any time.



## How we communicate with parents and carers

Connect	<ul style="list-style-type: none"> <li>• Notification of your child's teacher and class at the start of school year</li> <li>• Semester Reports</li> <li>• Classroom notices</li> <li>• Whole school notices</li> </ul>
Website	<ul style="list-style-type: none"> <li>• Enrolment information</li> <li>• Whole school documents, policies and guidelines</li> </ul>
Newsletter	<ul style="list-style-type: none"> <li>• School highlights</li> <li>• School and students achievements</li> <li>• Notice of events</li> <li>• Principal's message</li> </ul>
Message You	<ul style="list-style-type: none"> <li>• Unexplained daily absences</li> <li>• Whole school emergency or critical events</li> </ul>
Consent2Go	<ul style="list-style-type: none"> <li>• Request for medical and contact information</li> <li>• Invitations to incursions and excursions</li> </ul>
Facebook	<ul style="list-style-type: none"> <li>• School and student achievements</li> <li>• Reminders</li> </ul>
Meetings	<ul style="list-style-type: none"> <li>• Whole class parent introduction meeting</li> <li>• Individual meetings as required</li> </ul>
Assembly	<ul style="list-style-type: none"> <li>• School and student achievements</li> <li>• Special guests</li> <li>• Class performances</li> </ul>
Term Planner	<ul style="list-style-type: none"> <li>• Whole term overview</li> <li>• Important events</li> </ul>
School Board	<ul style="list-style-type: none"> <li>• The School Board takes part in the school's strategic direction and self-assessment. The Board meets each term.</li> </ul>
Parents and Citizens Association (P&C)	<ul style="list-style-type: none"> <li>• Volunteers from our P&amp;C provide vital support to our school through the operation of the canteen and running of several school and social events for students and families.</li> <li>• The P&amp;C do not influence the running of the school operations.</li> </ul>
Connect	<ul style="list-style-type: none"> <li>• Notify us of your child's absence</li> </ul>



	<ul style="list-style-type: none"> <li>Contact your child's teacher to provide information or book an appointment</li> </ul>
Message You	<ul style="list-style-type: none"> <li>Notify us of your child's absence</li> </ul>
Consent2Go	<ul style="list-style-type: none"> <li>Provide consent for incursion and excursions</li> </ul>
QKR	<ul style="list-style-type: none"> <li>Pay for incursions and excursions</li> </ul>
Email	<ul style="list-style-type: none"> <li>Provide updated information or request support for your child</li> </ul>

Schedule of minimum communication:

What	When	Where	Who
Notification of classroom and teacher	2 days before students' first day of school	Connect	Admin
Parent Introduction Meeting	Term 1	Face-to-Face	Teacher
School Newsletter	Fortnightly	Connect	Admin
Class Newsletter	Week 1 of each term	Connect	Teacher
Student Report	End of Semester 1 and 2	Connect	Teacher
After hours event	Term 4	Face-to-Face	Teacher