



Coolbinia Primary School Communication Guidelines for Parents

Coolbinia Primary School values communication between home and school to ensure the best possible education for your child. Our Community Agreements underpin all communication between home and school.

Our Communication Methods Include:

- A welcome induction to the school for new parents at the end of the preceding year;
- A transition program at the end of the year for Pre-primary to Year One;
- An open invitation to new parents to ring the school to make an appointment to arrange a tour of the school;
- Classroom Parent meetings offered by class teachers during first term;
- Whole school/class meeting at the commencement of the school year (Within the first 3 weeks);
- The School Bulletin;
- School website;
- Teacher meetings throughout the year;
- Fortnightly assemblies;
- Parent forums/workshops;
- Invitation to parents to participate in organized committees such as the Parents and Citizens Association, School Board and as volunteers in various projects;
- Parent meetings with Learning Support Coordinator and classroom teacher at least once a term for all students identified with learning concerns; and
- “Class Connect Community” DOE online communication system.

Meeting with Your Classroom Teacher

Parents are encouraged to meet with their child’s teacher at various times during the year to check on progress and to sort out any concerns. We always welcome any contact from parents, formal or informal. From time to time the classroom teacher will contact you to arrange a meeting.

Staff are busy before school preparing for the day. Contact before school should be for urgent information only. Unless the situation is urgent, if you need to speak to the teacher please make an appointment (written, phone, email, verbal or through the school office).

Student Diaries

Diaries are used to record homework, school events and provide feedback to students and parents/guardians.

Coolbinia School Bulletin

The Coolbinia School Bulletin is emailed to parents weekly on Wednesdays. The bulletin contains information about the week's events and upcoming events. Parents are encouraged to keep informed through the bulletin.

Coolbinia School Website

The website is a platform to provide current information to the wider community. It is designed to provide information on school policy and procedures and current initiatives. The calendar of events is a valuable tool to assist parents with notification of important dates. For your convenience the P&C, COSCA and the School Board also share valuable information on the school's website.

Connect

This is the Department of Education's secure and endorsed method of sharing information with parents. Connect exists so that WA public teachers, students and parents engage and communicate with each other in a stimulating and interactive virtual space. It's a tool to share educational resources and keep in touch with what's happening at school. This is becoming the preferred option for whole class communication. Your teacher may set up the class Connect Community.

Emails

Teachers and parents find using email a convenient way to communicate.

Email is only to be used for giving information, setting up appointments or celebrating success. Please don't send emails of a sensitive nature or relating to educational progress. An appointment must be made for these purposes.

Staff will endeavor to respond promptly, however please do not rely on email for urgent messages. Most staff usually only access their emails before and/or after school. If you need to communicate to the classroom teacher urgently please ring the Administration Office.

Phone Calls and SMS

Staff are encouraged to use phone communication with parents/carers on an as needed basis. Often the Office will phone home if students are involved in an incident or if staff require additional information. Teaching staff may also relay information regarding students' achievement, progress, educational plans or incidents by phone.

Front office staff use Short Message System (SMS) to notify parents/carers of students' absences and seldom for critical incidents or to announce an unexpected event.

P&C

The P&C communicates with the school community on events, projects and fundraising with communications limited to P&C business.

The primary mode of internal P&C communication will be the P&C meeting (held twice a term). The Principal attends each P&C meeting.

The P&C communicates regularly by email to the community.

School Board

The School Board communicates with the school community on strategic direction, overall school performance and school satisfaction.

The primary mode of internal School Board communication will be the Board meeting (held twice a term, or as required). An open meeting where all community members are invited is held annually, during the 4th term.

School Board communications with the school community will, at a minimum, be through the Business Plan and Annual Reports.

Parent Representatives

Each classroom has one or more Parent Representatives. Parent Representatives communicate with the parents of students (within that classroom) regarding social events.

All correspondence regarding school and classroom business will come through the teacher.

Parent Representatives must seek permission from parents to obtain email addresses. This is usually done at the beginning of the school year.

Assemblies

Assemblies are conducted fortnightly on a Friday morning from 8.35 am in the undercover area. Assemblies are used to acknowledge student's achievements, efforts, or values with Certificates of Celebration announced. Classes in rotation are responsible throughout the year to conduct the assembly.

Schools Online

This website is public information providing a brief overview of Coolbinia Primary School. All public schools in Western Australia can be found at this location.

Access can be obtained through the Department of Education Website.

My School Website

My School is a resource for parents, educators and the community to give readily accessible information about all schools in Australia. It provides data enabling fair comparisons to be made among schools serving students from similar socio-educational backgrounds, using the index of community socio-educational advantage (ICSEA). It is ICSEA that enables fair comparisons to be made between schools with similar students.

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