



# St Joseph's

## PARISH SCHOOL, WEIPA

**Parent and School Communications**

**Guidelines**

**2016 - 2018**

**BRINGING FAITH AND LEARNING TO  
LIFE**

# Guidelines for Parent and School Communication

*Based upon and read in conjunction with the "CES Cairns Operational Policy and the Bishop's Commission for Catholic Schools "*

*(To be reviewed biannually)*

## Overview

St Joseph's staff are in a privileged position to be walking the journey with parents to provide the best possible education for their students.

Good communication between home and school is a dual responsibility shared by parents and staff. The school communicates regularly with parents in a number of ways through newsletters, class notes as well as meetings and interviews. Parents are invited to communicate with the school if and when it is necessary to do so. To assist parents in knowing who and how best to communicate, we provide the following guidelines.

**Depending on the concern or question that a parent may have, the following process should be used.**

1.

First identify who the most appropriate person is to respond to the matter. Apart from P&F matters, the first person parents are asked to make contact with is the classroom teacher. Below shows this. Administration Team refers to Assistant Principal Religious Education, Learning Support Teacher, Curriculum Support Teacher and Principal.

### **Classroom/Playground Matter**

1. Class Teacher
2. APRE/Principal

### **Learning Support Matter**

1. Class teacher
2. Learning Support Teacher

### **Religious Education Matter**

1. Class Teacher
2. Assistant Principal Religious Education (APRE)

### **Parents and Friends Association Matter**

1. P&F President or Vice President
2. Principal

### **Social/Emotional Matter**

1. Class Teacher
2. School Counsellor

### **Curriculum Matter**

1. Class Teacher
2. Curriculum

Support Teacher/APRE/Principal

### **Finance Matter**

1. Finance Officer
2. Principal

**2.**

Communicate with that person to make a suitable time to discuss the matter. Meeting arrangements can be made through a phone call, a letter or an email. The staff member will respond to your request as soon as it is possible to do so.

It is always best practice to address the matter in person, however a phone call will suffice if that isn't possible within a reasonable timeframe. Emails are not effective for processing a grievance as face to face discussion is essential for resolution. It is not appropriate to use emails to vent in an emotional manner under any circumstance.

**3.**

When meeting, come prepared with facts or questions. These may be given to staff prior to the meeting to allow them time to gather data to be able to respond most effectively. Be prepared to listen to all points of view as often we don't have all the facts.

**4.**

Should parents have concerns about a child other than their own, then this needs to be done through the class teacher or member of the Administration Team or Principal. Under Student Protection Guidelines, parents are not permitted to approach children in the school to address issues. It is also unhelpful and not appropriate to make direct contact with other parents regarding the school matter.

**5.**

The table above outlines the personnel who are in the first instance, most appropriate to contact. Should a parent believe that the matter hasn't been resolved after meeting with this person and allowing for a reasonable amount of time or opportunity to respond, then the Principal, or Assistant Principal in the Principal's absence, is the next person to contact.

**6.**

Catholic Education Services has a Policy on "Maintaining Right Relations Grievance" which can be enacted upon should parents believe they need to.

This series of steps can successfully facilitate full and fair discussion of all points of view surrounding an issue and quickly lead to satisfactory outcomes for all involved.

We at St Joseph's are committed to positive, open and respectful relationships which are important to our school community. When anyone in our community has a cause for concern, we are committed to dealing positively with concerns in a timely manner, fairly and as harmoniously as possible. Our children learn from the adults in their lives; this process models for them the most productive and collaborative way of living and learning together.

**References:**

This document supports the Catholic Education Services - Parent Code of Conduct and Student Protection Policy

*Bringing Faith and Learning to Life*

