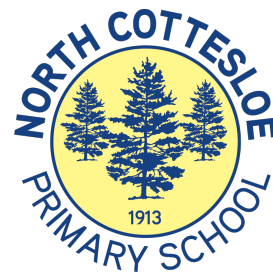


Communication Guidelines

North Cottesloe Primary School encourages all staff, students and community members to have pride in themselves and their school. Our ERIC values; Excellence, Respect, Integrity and Care are central to all school pursuits, including the way in which we communicate with our families.



Purpose

Clear, consistent communication between our school and the community is essential for effective operations.

North Cottesloe Primary School strives to:

- Ensure there is well-structured communication with parents;
- Keep parents regularly informed about expectations, class activities and student development;
- Create a culture of open and respectful communication that promotes collaboration; and
- Foster close communication between parents and the teachers of their children.

All communication between the school and parents will be respectful, professional and underpinned by considerations of appropriate privacy and confidentiality principles.

School Board

The School Board takes part in the school's strategic direction and self assessment. Queries about the strategic directions of the school are best addressed through contact with a member of the Board. The Board meets in Weeks 3 and 7 of each term and the members are listed on the school website.

The Board will communicate with the community through the school website. Such communication will include:

- The Annual Report - placed on the website in Term 2 each year;
- The Business Plan – formulated every three years and revised annually;
- Meeting overviews via the school's newsletter and website

Parents and Citizens (P&C) Association

If you have an interest in P&C matters, such as fundraising or social activities, we encourage you to attend a P&C meeting, which are held on Monday evenings, in Week 4 and Week 8 of each term. The P&C will share its directions and overview of meetings via the school's newsletter and website. Volunteers from the P&C provide vital support to the school through the operation of the canteen and providing representation on a number of P&C sub committees. They also assist in the running of a number of school events such as sports carnivals and social events for students and families.

www.NorthCottesloePS.wa.edu.au

North Cottesloe Primary School

100 Eric St Cottesloe WA 6011

08 9382 7100

NorthCottesloe.PS@education.wa.edu.au

Student Progress and Curriculum:

Regular information about expectations, class activities and student development helps to foster positive relationships between parents and teachers. In the interests of creating a culture of open and respectful communication, the school will provide:

- a formal report on academic progress each semester;
- class information sessions in Term 1 of each year;
- Termly Curriculum information via Connect, including curriculum letters;
- A parent/teacher interview during Term 2 linked to the formal report and evidence of learning
- An open classroom event in Semester Two

Teacher communication with parents

Teachers will communicate with parents regarding curriculum matters using Connect. Teachers will post information linked to the classroom program, alert parents to future learning foci and assign home-learning activities. We would like all parents to install the 'Connect Now' App on their device. Full functionality of Connect is via a web browser [access attendance, school space and classroom library of documents and formal reports]

Teachers will communicate with parents if there are concerns regarding the individual wellbeing of their child; academic, social, health, etc. This may be through email, phone calls, face to face or online meetings or informal conversations. For students with complex educational and social needs, a communication plan will be developed to meet the student's specific needs.

Connect

Know what is happening in your child's class, all communication in one place for all of your children and easy access to marks, reports and homework.

North Cottesloe Primary School uses the Department of Education's safe and secure 'Connect' platform for communication, teaching and learning.

<http://connect.det.wa.edu.au>

General Queries:

If your question is about an event or term dates, please access the following communication channels:

- Website <http://www.northcottesloeps.wa.edu.au>
- School newsletter
- Connect Notices
- Or phone the front office on 9382 7100

Queries about your child's learning:

If you would like to discuss a matter regarding your child, your first point of contact is their classroom teacher. The best way to have a productive conversation, is to email or request an appointment. The teacher can then give you their full attention, and discuss your child in a confidential manner. Although classes are usually open before school, teachers use this time to assist students and prepare for the school day. This is not a time to discuss concerns and issues in any depth. There is an expectation that parents will keep teachers and the school informed of issues that may impact on the learning and wellbeing of their child.

- Medical
- Social/emotional
- Academic
- Physical

Note:

The first priority for school staff during school hours is the students. It is more productive to make a time to speak with the staff outside of school hours, so they can give you their full attention.

Absence Communication

Parents can send messages to the school regarding student absence through Connect, SMS to the school's virtual phone number, our school website, by contacting the office on 9382 7100 or by contacting the classroom teacher.

<https://www.northcottesloeps.wa.edu.au/absentee>

School operations:

If you wish to raise a query or concern about school operations, please contact the Principal. Parents can email their query via the North Cottesloe contact email [see our website], or request an appointment via the front office. <https://www.northcottesloeps.wa.edu.au/contact>

Guidelines Updated March 2022

VISION

At North Cottesloe Primary School, we strive to inspire a passion for learning and to nurture caring and respectful citizens.

For our school community this means:

- **Students** are inspired to be passionate, self-reflective learners who strive to achieve their potential.
- **Staff** employ highly effective teaching practices that are consistently applied in all learning environments within a culture of trust, collaboration and reflection.
- **Families** support the school as partners in their child's learning.

VALUES

Excellence We strive to achieve our personal best in everything we do.

Respect We treat ourselves and others with dignity and consideration.

Integrity We do the right thing by others and ourselves.

Care We show concern for, and look after, ourselves, others, property and the environment.

BELIEFS

- The needs of the students come first.
- Families are our partners in the education of the students.
- North Cottesloe Primary School is a place of learning excellence.
- We model the behaviours we expect.