



## COMMUNICATION GUIDELINES

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Harmony Primary School encourages all staff, students and community members to have pride in themselves and their school. Our core values; Respect, Responsibility and Resilience 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.

Harmony Primary School strives to:

- Ensure there is well-structured, pro-active communication with parents;
- Keep parents regularly informed about expectations, class activities and student development in a concise, purposeful, transparent and consistent manner;
- Create a culture of open communication that promotes engagement and collaboration, while respecting the time demands placed on staff and our families;
- 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 oversees the school's strategic direction and finances. Queries about the strategic direction of the school are best addressed through contact with a member of the Board. The Board meets 6 times a year and the members are listed on the school website.

Parents wishing to contact the Board can access the Chair's email address on the school website. The website also provides details of Board representatives.

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

- The Annual Report - placed on the website in Term 1 each year;
- The Business Plan – formulated every three years and revised annually;
- School Policy and Guidelines; and
- Meeting Minutes.

### **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 twice a term, generally on Wednesday evenings, in week 3 and week 7, with meetings held in the school library. The minutes of P&C meetings are available on the school website.



Volunteers from the P&C provide vital support to the school through the management of the sale of school uniforms, the operation of the canteen and providing representation on a number of committees. They also assist in the running of a number of school events such as sports carnivals and social events for both students and families.

P&C Facebook Page - [www.facebook.com/harmonypandc/](http://www.facebook.com/harmonypandc/)  
Harmony P&C [enquiries@harmonypandc.org.au](mailto:enquiries@harmonypandc.org.au)

### **Note**

P&C and Board members are parents who volunteer their time at the school. When they are on campus, or at school events, they are doing so as a parent. If you would like to discuss school matters, please ask them when would be an appropriate time to do so.

### **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;
- A parent/teacher interview during term 1;
- Fortnightly Curriculum Updates via Connect;
- Student Performance Data from Whole School Assessments;
- An Open Night in term 3.

### **Teacher communication with parents**

Teachers will communicate with parents regarding curriculum matters using the Connect App. Connect allows teachers to post items of interest from the classroom program, alert parents to future learning foci and allocate home-learning activities. We would like all parents to install the Connect App on their phones/devices.

Teacher communication with families, via the Connect App, may take the form of:

- A message from the teacher;
- Photos of classroom activities;
- Video of the class in action; or
- Examples of your child's work.

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, Connect, phone call, 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.

Parents should expect to receive at least one Connect notification/message per week from their child's classroom teacher.



## **School Wide Communication**

Harmony Primary School utilizes a number of tools for distributing school wide information to families. We aim to keep our community informed through;

- Regular Facebook Updates at [www.facebook.com/HarmonyPrimarySchool/](http://www.facebook.com/HarmonyPrimarySchool/)
- Website
- Notification of whole school events and specific year group information on Connect; and
- Excursion notes
- Emergency Contact made through SMS

## **General Queries:**

If your question is about an event, term dates or what is, or has been, happening around the school, please access the following communication channels:

- Website
- Facebook
- Phone the front office on 6174 6600

## **Queries about your child's learning:**

If you would like to discuss a matter to do with 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

## **Absence Communication**

Parents can send messages to the school regarding student absence through email at [Harmony.ps@education.wa.edu.au](mailto:Harmony.ps@education.wa.edu.au), Connect, by contacting the office on 6174 6600 or by contacting the classroom teacher.

## **Queries about the operations of the school:**

If you have a comment or query about the functioning of the school, about staff or the curriculum, please contact the Principal. The most efficient way to contact the Principal is via email outlining your query. If you believe that a face-to-face conversation would be more appropriate, send an email requesting an appointment and outlining the reason for this request.

## **Note:**

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

**\*\*Any correspondence received after 5pm of an evening will be responded to the next working day\*\***