

PURPOSE**TO BE RATIFIED**

To provide open and honest communication between all members of the school community regarding:

- Factors that may be impacting on a child’s wellbeing or school performance.
- School policy and organisation.
- Programs offered at the school.
- Children’s individual progress – both academic and social.

GUIDELINES

1. Communication between parents /teacher / principal can occur at any mutually convenient time. Parents will be encouraged to inform the school of any major changes or situations which may affect the child’s wellbeing.
2. Parent / Teacher interviews will occur formally on the following occasions:
 - During Term 1 an interview will allow for an initial exchange of information.
 - At midyear an individual interview will be held with parents.
3. Extensive written reports on pupil progress will be issued in June and December.
4. A transition program will be organised by the Prep / Preschool Transition Coordinator.
5. New parents will be supplied with an Information Package.
6. A weekly newsletter will be distributed to each family.
7. Copies of the relevant School Policy Statements will be posted on the school website and can be requested at the administration office.
8. A School Annual Report will be presented to School Council.