

## APPENDIX B.



### MECHANISMS FOR COMMUNICATION

SCHOOL TO COMMUNITY COMMUNICATION			
MECHANISM	PURPOSE	ACTION	FREQUENCY
Newsletter	<ul style="list-style-type: none"> <li>To communicate key events, policies, ideas and achievements to the school community</li> </ul>	<ul style="list-style-type: none"> <li>Admin staff to coordinate items</li> </ul>	<ul style="list-style-type: none"> <li>Newsletter distributed every second Friday in digital form and archived for future reference</li> </ul>
School Council and sub committees	<ul style="list-style-type: none"> <li>To represent the school community in governance of the school. including the development of the strategic plan and policies, raising funds, ensuring the school meet the DET compliance regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Elections held annually. Position on school council held for two years</li> <li>Meeting times and articles are published in the school newsletter to report back on the work of School Council</li> <li>School council and sub committees reformed each year and activities reported</li> </ul>	<ul style="list-style-type: none"> <li>Meetings held twice a term</li> </ul>
Compass	<ul style="list-style-type: none"> <li>To provide two way communication platform for parents and carers to access information and sharing of information</li> <li>To communicate key events and reminders to the school community</li> </ul>	<ul style="list-style-type: none"> <li>Parents/carers allocated a password to access the Parent Portal.</li> <li>Parent portal is open for parents to notify the school of absences.</li> <li>Reports will be sent electronically through Compass</li> <li>School resource documents can be accessed on this site.</li> <li>Bookings for school Student led conferences and school events</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>

		<ul style="list-style-type: none"> <li>● Push notifications published regularly</li> </ul>	
PYP Brochures	<ul style="list-style-type: none"> <li>● To inform parents of the Program of Inquiry and curriculum development</li> <li>● To inform parents about the curriculum overview for each UOI</li> </ul>	<ul style="list-style-type: none"> <li>● PLC teams to send home information brochure to inform parents about the PYP and to share with parents their teaching planner</li> </ul>	<ul style="list-style-type: none"> <li>● At the start of each UOI</li> </ul>
Student contact details	<ul style="list-style-type: none"> <li>● To ensure all student information, health issues and contact details are up to date</li> </ul>	<ul style="list-style-type: none"> <li>● Reminder on the website and fortnightly newsletter</li> <li>● Printout of student information sent home with each student for review by parents/carers to ensure contact details are accurate</li> </ul>	<ul style="list-style-type: none"> <li>● Early term 1</li> </ul>
School website	<ul style="list-style-type: none"> <li>● To provide information about the school and its programs</li> </ul>	<ul style="list-style-type: none"> <li>● Regularly updated</li> <li>● Important dates &amp; calendar of events published</li> </ul>	<ul style="list-style-type: none"> <li>● Ongoing updates</li> </ul>
Social media	<ul style="list-style-type: none"> <li>● To share and celebrate the events and achievements that occur in school daily life.</li> </ul>	<ul style="list-style-type: none"> <li>● To post images and news from school events to share with the local community.</li> <li>● As a means of giving information about upcoming events.</li> </ul>	<ul style="list-style-type: none"> <li>● Ongoing</li> </ul>
Assemblies	<ul style="list-style-type: none"> <li>● To recognise and share achievements and information with parents and students</li> </ul>	<ul style="list-style-type: none"> <li>● Assembly conducted weekly by JSC and school captains.</li> <li>● Classes share their learning on a rotational basis</li> <li>● Opportunity for sharing of skills and achievements with</li> </ul>	<ul style="list-style-type: none"> <li>● Weekly</li> <li>● Fortnightly in terms 2 &amp; 3: a junior &amp; senior assembly</li> </ul>

		students, teachers and parents	
Community events	<ul style="list-style-type: none"> <li>To foster a sense of school community through shared experiences and activities</li> </ul>	<ul style="list-style-type: none"> <li>Notes to advise as required</li> </ul>	<ul style="list-style-type: none"> <li>Wales Street Social to coordinate events</li> </ul>

## COMMUNICATING WITH PARENTS

MECHANISM	PURPOSE	ACTION	FREQUENCY
Informal meetings with parents/carers and teacher	<ul style="list-style-type: none"> <li>To share relevant information to support individual students</li> <li>To share ILPs, goals and strategies</li> </ul>	<ul style="list-style-type: none"> <li>Parent/carer or teacher initiates meeting</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
Parent information night	<ul style="list-style-type: none"> <li>To share classroom programs &amp; organisation to parents.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers provide a shared presentation on the curriculum of a grade level. Time for Q &amp; A at the end</li> </ul>	<ul style="list-style-type: none"> <li>Early term 1 face to face parent teacher evening</li> </ul>
Student led conferences	<ul style="list-style-type: none"> <li>Students present their learning to the parent and the teacher</li> <li>Set goals for future learning</li> </ul>	<ul style="list-style-type: none"> <li>Parents use Compass to book a time to be involved in 3 way student led conference</li> </ul>	<ul style="list-style-type: none"> <li>Early Term 3</li> </ul>
NAPLAN National Assessment Program Literacy & Numeracy	<ul style="list-style-type: none"> <li>To assess student performance in Language Conventions, Writing, Reading and Numeracy against national benchmarks</li> </ul>	<ul style="list-style-type: none"> <li>10 days of testing in March</li> <li>Reports are issued to parents at the end of term 3</li> </ul>	<ul style="list-style-type: none"> <li>Week 7 &amp; 8 Term 1</li> </ul>
Semester written reports	<ul style="list-style-type: none"> <li>To provide a comprehensive report about students' progress, achievements, social</li> </ul>	<ul style="list-style-type: none"> <li>Teachers complete assessment and moderation and prepare written reports</li> <li>Reports are submitted to the leadership team for review</li> </ul>	<ul style="list-style-type: none"> <li>Last week of term 2 and 4</li> </ul>

	development and work habits	<ul style="list-style-type: none"> <li>• Data is collected electronically and stored for data analysis</li> <li>• Reports issued to parents before at the end of term 2 and Term 4</li> </ul>	
Prep Information Night	<ul style="list-style-type: none"> <li>• To provide parents with an overview of a school life, including the Literacy and Numeracy skills and content that are introduced in the foundation year and how they support their child</li> </ul>	<ul style="list-style-type: none"> <li>• An information night is conducted for parents by teachers in the foundation team.</li> </ul>	
Students portfolios	<ul style="list-style-type: none"> <li>• To provide students, teachers and parents with an opportunity to reflect upon student learning</li> <li>• To support written reports and as a body of evidence to demonstrate student achievement</li> <li>• To support student agency in their learning</li> <li>• Use as a guide to set learning goals</li> </ul>	<ul style="list-style-type: none"> <li>• Students and teachers compile portfolios</li> <li>• Used during the Student Led Conference as the vehicle for demonstrating their learning</li> </ul>	<ul style="list-style-type: none"> <li>• Foundation portfolios are shared in open afternoons and student led conferences and sent home at the end of the year</li> <li>• Digital Portfolios in Grades 1-6</li> </ul>
Disability and Inclusion/Wellbeing	<ul style="list-style-type: none"> <li>• To foster optimal educational outcomes for students with special needs and learning difficulties-consultation with parents, departmental representatives and outside agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Notes to advise as required.</li> <li>• Records kept in individual student files ( confidential) to follow the student as they pass through the school</li> <li>• Teachers use At Risk process to identify and track student intervention strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings with relevant stakeholders held as required</li> <li>• Ongoing monitoring throughout the year</li> <li>• SSG termly meetings for</li> </ul>

			funded students
COMPASS	<ul style="list-style-type: none"> <li>• To provide parents with access to attendance records and report absences to the school</li> <li>• As a portal for parents to book into school events such as interviews, SLC and school based events</li> <li>• To provide a comprehensive report about students' progress, achievements, social development and work habits</li> <li>• Calendar of Events</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers complete assessment and moderation and prepare written reports</li> <li>• Teachers enter data on learning tasks for parents to access via the parent portal</li> <li>• Teachers use Compass for electronic roll marking morning and afternoon each day.</li> </ul>	<ul style="list-style-type: none"> <li>• Every day- roll marking</li> <li>• As required for events</li> <li>• Reporting as semester reports twice a year</li> <li>• Booking parent/teacher interviews</li> </ul>

## STUDENT VOICE

MECHANISM	PURPOSE	ACTION	FREQUENCY
Class meetings Grade 4-6	<ul style="list-style-type: none"> <li>• To promote positive social development and raise issues for class discussion</li> </ul>	<ul style="list-style-type: none"> <li>• class meetings run by JSC reps</li> </ul>	<ul style="list-style-type: none"> <li>• Fortnightly Meetings in Grades 4-6 using the Car Park protocol</li> </ul>

Junior School Council	<ul style="list-style-type: none"> <li>To allow students to make positive contributions to the school environment and wider community</li> </ul>	<ul style="list-style-type: none"> <li>Staff member coordinates representatives elected from the grades 4, 5 &amp; 6 classes.</li> </ul>	<ul style="list-style-type: none"> <li>Annual elections</li> <li>Fortnightly Meetings</li> </ul>
Assemblies	<ul style="list-style-type: none"> <li>To recognise and share achievements and information with parents and students</li> </ul>	<ul style="list-style-type: none"> <li>Assembly conducted weekly by school captains.</li> <li>Opportunity for sharing of skills and achievements with students, teachers and parents</li> <li>Merit certificates given out based on Learner Profile focus</li> </ul>	<ul style="list-style-type: none"> <li>Weekly in terms 1 &amp; 4</li> <li>Fortnightly in the hall terms 2 &amp; 3: junior &amp; senior assemblies</li> </ul>
Open Classroom sessions	<ul style="list-style-type: none"> <li>To provide students an opportunity to take action and share their learning with their families</li> </ul>	<ul style="list-style-type: none"> <li>Teaching teams to plan for opportunities to share the student units of inquiry.</li> </ul>	<ul style="list-style-type: none"> <li>Education Week open mornings</li> <li>Classroom open afternoons</li> </ul>