



Belair Public School Respectful Communication

Belair Public School is committed to effective and respectful partnerships with parents/caregivers, families and the wider school community in the education and welfare of our students.

The school and its community are committed to:

- communicating in a clear, open and timely manner
- respectful verbal and written communication
- employing procedural fairness where everyone is given an opportunity to be heard

Principles of Communications

The objective of communication between parents and the school is always to arrive at an outcome which enhances the learning opportunities of our students. At Belair Public School we expect and understand that everyone will adhere to a respectful and dignified manner at all times. In adhering to these principles, we aim to strengthen the positive partnership between parents and the school, to enhance the wellbeing of students and to provide quality educational outcomes.

The Belair Public School **Respectful Communication** policy reflects the principles of the Code of Conduct for Department of Education employees and students. It clarifies the standards of behaviour that are expected of parents/families, students, community members and employees of the Department of Education. It outlines that stakeholders should behave respectfully to all members of the school community and show courtesy to students, teachers and families. At Belair PS the wellbeing of students and their education is paramount. Therefore, interested parties should treat one another with dignity, communicate and behave courteously and cooperate with others with the view that actions can have a long term effect on relationships

As outlined in the Belair PS Respectful Communication policy the aim of the school is that conflicts are resolved respectfully, calmly and fairly and provide an example to our students which is worthy of emulation.

Belair Public School Communication Channels

- Newsletter
- School app
- School website
- Permission notes/email communication
- Direct communication between parents and teachers

Teachers' Responsibilities in Communicating with Parents/Caregivers

- Teachers will respond to parental enquiries by phone or email. This should be prompt – usually within forty-eight hours (school days) when possible.
- Teachers will contact parents if they have concerns for a student's welfare.
- Teachers will distribute notices and information to parents or upload information.
- Teachers will ensure notices are sent to the office so office staff know (are informed about current events in the school) what is happening in the school.

- When a concern arises, teachers will seek advice from the appropriate supervisor and contact parents as appropriate.
- If needed, a teacher will ask parents to attend a meeting with the student and supervisor to seek clarification or resolution or to establish a plan of support for the student.
- If the matter is in need of further discussion or resolution the assistance of a member of the Senior Executive (Deputy Principal/Principal) will be sought.

Parents and Caregivers Responsibilities in Communicating with the School

- Parents should subscribe to our weekly newsletter via our school website belair-p.school@det.nsw.edu.au. Once subscribed, check emails for the weekly newsletter. And/or
- Register with the School App and subscribe to receive relevant notifications for their child/children.
- Support their child/children to establish routines around daily procedures for their communication between home and school.
- Sign in at the office or appropriate classroom when they visit.
- Inform the school of the reason for their child's absence via email, Sental App or send an explanation note to the class teacher.
- Communication must remain respectful, and be carefully considered in terms of the recipient and purpose so that it is directed to the correct person for the correct reason.
- When a concern or query arises parents should communicate with the classroom teacher or other teacher in the first instance by phone, written note or email, or arrange a face-to-face interview.
- Because of the difficulties of arranging interviews for teachers in a timetabled teaching day, parents are requested to seek a mutually convenient meeting time with the staff member involved.
- If the matter remains unresolved, parents should advise the teacher that they would like a further meeting on the matter with the appropriate supervisor.
- If any SLSOs (School Learning Support Officer) are involved parents are to discuss matters with the class teacher.
- If the concern is in regard to another parent and or student within the school community, parents are to discuss matters with the class teacher. Parents must not address concerns regarding the actions of other students directly with that student.
- If the matter is in need of further resolution the assistance of a member of the Senior Executive (Assistant Principal, Principal) will be sought.
- Parents are urged to regularly seek information from the established channels of communication:
The Belair Public School Website/ School Newsletter/ School App/ Belair PS Facebook.

Students' Responsibilities in Communication

- Communicate respectfully with peers and adults
- Speak with teachers and parents if experiencing any problems at school.
- Hand in or give notices promptly to either their parent or teacher.
- Speak to a playground duty teacher if experiencing difficulties in the playground or if they witness somebody having problems or notice damage in the playground.