



# Kilbirnie School

## Communication with Parents

### Procedures

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#### **Purpose:**

To outline the procedure for school and parent communication.  
Learning is enhanced if a partnership is established between the school and its community based on effective communication.

#### **Scope:**

The policy applies to communication between the School - Board of Trustees, Staff, and the Principal; and prospective and current parents of Kilbirnie School students.

#### **Responsibility:**

The Board, Principal, and teachers will communicate about school matters appropriately using a variety of channels and media, eg. newsletters, surveys, the website, face to face etc.

The Principal is responsible for regular written communication with parents.

The Chair of the Board of Trustees is responsible for regular written communication with parents.

The Board of Trustees is responsible for communicating with parents both formally, when required by their portfolios, and informally, as elected representatives.

Teachers are responsible for communicating to their class community.

#### **Procedure:**

Communication from the school and the Board of Trustees will take a variety of forms – newsletters, meetings, committees, questionnaires, electronic means etc.

Procedures will be provided to enable staff, parents, members of the Board of Trustees, and pupils to voice their concerns, comments, and questions in a manner which respects the dignity and confidentiality of all concerned.

There is a separate Complaints and Concerns Policy which enables the community to raise issues.

#### **The Board of Trustees**

The Board of Trustees will report to the parent community following each board meeting, and will regularly consult with the Maori community as to their needs and aspirations.

The Board of Trustees will consult with the school community via means of a comprehensive survey at least every three years.

Parents can communicate with the BOT through phone or email contacts posted on the School notice board, or on the website, or raise an issue or question with any board member.

### **Principal**

Dates for board meetings will be publicized to parents through the Principal's newsletter.

Each year the Principal will report to the Board of Trustees and community on curriculum, professional and school wide achievements, National Standards and assessments. This will take place at the Board meeting.

The Principal will report to the community usually through a regular newsletter.

### **Teachers**

Communication with parents about individual children's learning progress will be in accordance with National Standards, currently via 3-way conferences and written communication

Communication with parents regarding children's behaviour is covered under the Behaviour Management Procedures.

Teachers will communicate with their class community through regular newsletters and electronic means. Teachers may periodically ask for parent help.

### **The School**

The school will communicate with specific parents as the need arises, e.g. sports, medical issues.

The school will hold parent information evenings periodically.

Useful information is also posted on the school website.

### **Parent Groups**

Parent groups will communicate through a channel and frequency that is appropriate to their purpose and audience.

### **Parents**

Parents and prospective parents can communicate with the school through various methods and for differing reasons:

- By phone or email to the school office if:
  - they require school information.
  - their child will be absent for the day.
- In person with their child's teacher either informally dropping in before or after school or after having set up an appointment.
- In person with the Principal after having set up an appointment.
- By contacting a member of the Board of Trustees.