

MORDIALLOC COLLEGE

Parent Communication

POLICY

Rationale

- Parent satisfaction in the education provision and college processes is of critical importance
- Recent feedback suggests consistent and regular communication from teachers is an area of improvement for the college

Aims

- To have a consistent and regular approach across the college in email communication to parents
- To keep parents informed on a regular basis of their student/s progress in each subject
- To keep parents informed on a regular basis of due dates, excursions, tests coming up etc.

Implementation

- All teachers are to utilise the Compass class group email function to send an email to the class group's parents with a brief update or notifications at least three times a term.
- For special circumstances or at risk students, an individual email or phone call must be made in a timely manner, in addition to the group emails as required. If making a phone call, record this in Compass wellbeing package.
- An opportunity to reflect on the effectiveness of this process will take place once a year in a staff meeting timeslot with table leaders.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

Victorian government schools are child safe environments. Our school actively promotes the safety and wellbeing of all students and all of our school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The school's Child Safe policy and Code of Conduct are available on the school's website.

This policy was last ratified by School Council in

June 2017