Communication between home and school for Parents

*Your classroom teacher offers you a range of opportunities to communicate with them.*

### Regular communication

- **Tiq Biz (Class)**
- **School Diary**
- **Informal discussions before and after school**

### Other ways the school communicates with you:

<table>
<thead>
<tr>
<th>School newsletter (Fortnightly)</th>
<th>Level newsletter (Each term)</th>
<th>Parents as Partners Night (Term 1)</th>
<th>Parent/Teacher Interviews &amp; Learning Folders Share (Term 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiq Biz (Whole School)</td>
<td>Reports (Term 2 &amp; 4)</td>
<td>Student Lead Conferences (Term 3)</td>
<td>School Events- assembly, school events, concerts etc.</td>
</tr>
</tbody>
</table>

### I have a question - who do I

#### Questions about my child in regards to:
- Curriculum
- Teaching
- Child’s achievement
- Student welfare issue
- Incidents at school
- First Aid
- Homework
- Excursions
- Camps

**Step 1**
Contact your child’s English or Japanese Teacher via the school diary, phone call, Tiq Biz request, seeing them before or after school.

**Step 2**
The Teacher will:
- Listen to your request
- Give you a timeframe that they can investigate the request
- Make an agreement with you on how they will communicate back to you e.g. meeting, diary note, phone call

**Step 3**
The teacher will have time to follow up the request or question.

**Step 4**
The teacher will communicate the outcome back to you in the timeframe and method you agreed on.

**If you have further questions or are not happy with the outcome**

**Step 1**
Contact your child’s teacher (as above) you were working with. Ask further questions or explain why you are unhappy.

**Step 3**
The teacher will have time to follow up the request or question.

**Step 4**
The teacher will communicate the outcome back to you in the timeframe and method you agreed on.

### Incidences that are highly confidential, involve serious misconduct, or if an incident cannot be resolved with the classroom teachers can then be referred to the Assistant Principal or Principal.