

2021 Communication between home and school for Teachers

You should make every effort to communicate with the parents regularly and positively in your classroom. The classroom teacher is the first 'port of call' for parents, and they will come to you with many questions, requests,

- Positive communication helps to build:
- A productive relationship between you and the parents
- A partnership of learning between home and school
- Trust in one another
- Empowerment for you as a teacher.

Informal Positive Communication Strategies	Formal Communication
Using Operoo updates	Term newsletter
Writing notes in the diary	Parents as Partners Night (Term 1)
Informally talking to parents before and after school	Reports (Terms 2 & 4)
Assembly items	Parent/Teacher Interviews (Term 2)
Sports nights, concerts , other school events	Student Lead Conferences (Term 3)
	IEP Meetings (Terms 1-4)
	See Saw (Terms 1-4)

Parents will be directed to you with questions in regards to:

- Curriculum
- Teaching
- Child's achievement
- Student welfare issues
- Incidents at school
- Homework
- Excursions
- Camps
- Needing support

Incidents 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.

Add info to Grade Xpert

1 Listen

When a parent contacts you.

- Listen to the request or concern
- Set a timeframe so that you can investigate the request
- Create a communication plan e.g. meeting, diary note, phone call

If the parents are not happy with the outcome or have further questions, repeat steps 1 to 3:

- Listen to their feedback
- Reiterate what you have already done
- Seek further clarification- See Ruth or Naomi for advice if needed

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2 Follow Up

Follow up the request or question. You may need to:

- Investigate an incident
- Follow up with either your Japanese/English counterpart/yard duty teacher

Communicate the outcome back to the parents within the timeframe and method you agreed on.

3 Communicate