

Carlingford West Public School

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Our Best

School Communication policy

A parent and community guide for communicating with your school to gain information and express your concerns. Parents or members of the community may need to approach the school to enquire about school issues, policies, practices or the progress or welfare of their own child.

This policy aims to provide procedures that will result in a harmonious school community with parents, carers, staff and students all working together. The policy will

- provide a guide to ensure that issues are dealt with in a fair and open manner.
- ensure that the rights of students, teachers and parents are respected and upheld.
- assist parents, carers and school staff in organising a time to communicate in a safe and confidential atmosphere.
- establish guidelines for parents to follow if they have an issue with another student or students at the school.

Concern

General enquiries

Enrolment enquiries

Financial enquiries

The welfare or academic progress of your child

Serious concerns about a student at our school

Change any information relating to your child/children e.g. legal documents, custody issues, change of address, emergency contacts or medical details

School policy or practice

Student late or leaving early on a school day

Change to pick up arrangements or late pick up of student at 3.25 pm

Extending student absence for any reason e.g. illness or extended holiday

Translators

Appropriate Action

Contact school office.

Contact school office for an appointment with Sue Adams. School tours are held regularly and can be booked by contacting the front office.

Contact school office and ask for Barbara Gibb or Julie Howard.

Contact the class teacher to organise a suitable time to discuss the issue.

Contact school office and request an appointment with the executive who supervises the grade the student is in. This information will be communicated to the Deputy Principals and Principal.

Come to the school office and complete the changes to your details. For change of address please see Sue Adams for information. You will need to provide proof of new address documents e.g. rental agreements, council rates, utilities bill or contract of sale.

Contact school office and request an appointment with a Deputy Principals and/or Principal.

Come to school office to sign student in or out – do not take them directly to or from their classroom. On special days carers/parents will still need to sign their child out by completing a form for the class teacher.

Ring the school office and make arrangements for your child.

Contact school office and inform staff of student return date. This is essential to secure your students enrolment at our school. Documentation may be required.

Contact the school office to organise a translator for any of your school meetings.