

LEEMING SENIOR HIGH SCHOOL CULTURE OF COMMUNICATION

The Leeming Senior High School ethos of Harmony and Excellence is only achievable if open communication, respect, fairness and positive relationships are valued and promoted. Communication between parents, students and staff must contribute to this. The aim of this policy is to promote consistency and by doing so assist both parents and teachers. Communication is a two-way process aimed at enhancing the school experience for all members of our community with special emphasis on achieving the best possible outcome for our students.

To be most effective Communication must be:

Clear, effective and timely.

Appropriate in manner, mode and content.

Communication from school to home could include:

- ✓ General school information via electronic means.
- ✓ Curriculum areas, teachers and Student Services will use Connect. See section on Connect.
- ✓ Two formal reports per year. No surprises.
- ✓ Parent / Teacher interviews
- ✓ Email contact or letters of commendation and / or concern
- ✓ Phone calls when a more detailed discussion is required.
- ✓ Students and parents will be provided with access to assessments and feedback. This will include the assessment being sent home in most instances or access at school.

Communication from home to school could include:

- ✓ Email. Please notify the school of any changes to email addresses
 - Current email addresses are on the school website
 - Academic issue please contact the class teacher in the first instance and then the Head of Learning area
 - Wellbeing issue please contact the Year Coordinator in the first instance and then the Student Services Manager
- ✓ Connect
- ✓ Phone call

- ✓ Visit to reception - Parents are asked to schedule a meeting with staff to ensure their availability

Communication Expectations

Absences can occur for many reasons. Extended student absences due to illness can be provided work and this is coordinated through Student Services. Students are encouraged to use Connect in the first instance. In instances of a non-authorized absence, such as a family vacation, staff are under no obligation to provide work.

Information provided to students

Before teaching starts the teacher will provide on Connect the following documents:

- **School Curriculum and Standards Authority Syllabus** for the course which includes the grade descriptions.
- **Course Outline** for the semester that shows:
 - The **content** from the syllabus in the sequence in which it will be taught.
 - The approximate **time** allocated to teach each section of content from the syllabus.
- **Assessment Outline** for the course that includes:
 - the number of tasks to be assessed,
 - the approximate timing of each assessment task (i.e. the week in which each assessment task is planned or the start week and submissions week for each out-of-class extended task),
 - the weighting for each assessment task,
 - the weighting for each assessment type, as specified in the Assessment Table of the syllabus,
 - a general description of each assessment task, and
 - an indication of the content covered by each assessment task.

Note: *Students without internet access at home can request from their teacher a hard copy of these documents.*

Parents and students are expected to access Connect as required.