




Guidelines for Communication at Karratha Primary School

Karratha Primary School acknowledges that effective communication is the key to success in building a positive relationship between home and school. We achieve this through our relationships, good communication and working together.

Respectful Engagement	It is expected that parents and carers and/or visitors to our schools will:	Parents and carers and/or visitors to our schools demonstrate this by:
<p>Culture</p> 	<ul style="list-style-type: none"> recognise every student is important to us contribute to a respectful school culture promote and model good behaviour work together with staff to resolve issues or concerns respect the right of staff to disconnect from work outside of school hours share responsibility in creating safe and secure learning environments 	<ul style="list-style-type: none"> respecting the diversity of our schools and the right to an education for every child always communicating respectfully about our schools and our staff not engaging in malicious or judgmental gossip in person, in writing, or on social media; about our students, staff and school community members raising concerns early with a staff member, the principal or the Department of Education directly understanding sometimes compromises are necessary, to find an acceptable solution to concerns raised understanding that obstacles, barriers and disappointments are part of the growth journey supporting children and young people to work through difficulties and build resilience
<p>Communication</p> 	<ul style="list-style-type: none"> be mutually respectful act as positive role models actively help to solve concerns use the school's communication channels and processes to address concerns 	<ul style="list-style-type: none"> appreciating that school staff may not be available to respond immediately knowing that staff will respond to appropriate communication when they are able requesting a meeting to discuss any concerns about your child's education — allowing staff time to prepare and appreciating their time may be limited not using offensive, insulting and derogatory language; and inappropriate conduct being kind when interacting with others
<p>Collaboration</p> 	<ul style="list-style-type: none"> work with the school to provide a safe and productive learning environment ensure your child attends school ready to learn know and support the school's Student Good Standing Policy schedule meetings at an agreed time, for an agreed purpose 	<ul style="list-style-type: none"> maintaining professional relationships that are open, honest and respectful taking responsibility for your child arriving and leaving school safely on time every day supporting your child to understand and follow the Student Good Standing requirements scheduling an appointment to meet with the teacher or principal

Before contacting the school with a concern, parents are encouraged to:

- talk with family or friends to clarify your concern
- write down your concern
- make a list of all relevant information specific to your concern
- make an appointment with the most appropriate person at Karratha Primary School to assist with your concern. *In most instances, speak with your child's classroom teacher first by booking a meeting through the front office, via the staff members email or Classroom Connect page.* Please refer to the Contacting Karratha Primary School guide.

Discuss your enquiry or concern with the class teacher if it is about your child's:

- academic progress
- general behaviour
- social or emotional wellbeing
- assessment
- attendance
- homework

In your discussion with the teacher:

- discuss all possible outcomes for addressing your enquiry/concern, including your own suggestions.
- settle on an option that can be achieved with input from you, the teacher and your child.

Contacting Karratha Primary School

The guide below will assist you with who to contact at KPS

PASTORAL CARE

(Social/Emotional/Peer)

1. CLASSROOM TEACHER

OR if the inquiry is about a Specialist Class:

- **Science/Design Technology** - Miss Kay
- **The Arts** - Ms Sheedy
- **Indonesian** - Miss Middleton
- **Physical Education** - Miss Pasquale



2. CHAPLAIN JUDE

Provide a listening ear with confidential, non-judgemental pastoral care.

Contact your child's classroom teacher for a referral.



3. DEPUTY PRINCIPALS

Kindergarten-Miss Piacentini
Pre-Primary to Year 3-Mrs Woodvine
Years 4 to 6-Miss Piacentini

ACADEMIC ACHIEVEMENT

(Progress/Classroom)

1. CLASSROOM TEACHER

OR if the inquiry is about a Specialist Class:

- **Science/Design Technology** - Miss Kay
- **The Arts** - Ms Sheedy
- **Indonesian** - Miss Middleton
- **Physical Education** - Miss Pasquale



2. DEPUTY PRINCIPALS

Kindergarten-Miss Piacentini
Pre-Primary to Year 3-Mrs Woodvine
Years 4 to 6-Miss Piacentini

First Point of Contact

Second Point of Contact

Further Contact

PRINCIPAL - Mrs Navarrete

08 9187 6300

Karratha.PS@education.wa.edu.au

karratha.wa.edu.au