



## FACT SHEET 4

### Class and specialist teacher communication to parents/caregivers



Channel	Details	Response expectations
Email	Teacher to advise parent /caregiver of: <ul style="list-style-type: none"> <li>• award presentations or involvement at assembly</li> <li>• emerging problems with student</li> <li>• other relevant matters</li> </ul>	<p>With at least three days' notice of assembly</p> <p>Within two days</p> <p>As needs arise</p>
Phone contact	Teachers to utilise phone communication if this is considered the most appropriate method of managing the emerging matter	Within two days
Face to face meeting	Teacher to request appointment via phone in the first instance and with email if necessary.	Within two days
Parent information sessions	Provided early in term 1 by class teachers and specialist teachers	Information to be provided at the end of previous year and reinforced once school commences for the new year
Parent-teacher interviews	Arranged as a whole school event twice yearly	Dates are advised with at least six weeks' notice
Student reports	Completed by class and specialist teachers	Available at the end of each semester
Year level newsletters	Included in fortnightly school newsletter	