

---

# PASSFIELD PARK SCHOOL

*My best is the best*

53 Guernsey Avenue  
Minto 2566

Phone: 9820 1700

Fax: 9603 6642

Email: [passfield-s.school@det.nsw.edu.au](mailto:passfield-s.school@det.nsw.edu.au)

## PARENT COMMUNICATION POLICY

---

---

Passfield Park School encourages parents to be actively involved in their children's education and in the school generally. For this reason, we place great importance on the establishment and the maintenance of effective channels of communication with parents and the wider community. The following procedures are for your information and guidance in communicating with the school and your child's class teacher.

## **STUDENT DIARIES/ COMMUNICATION BOOKS**

Every student is given a diary or communication book at the start of each school year. This is used by teachers and parents for essential communication. Please keep messages as brief as possible. Although teachers may not write daily, the book should be sent to school every day. The book always remains the property of the school.

Money sent to school for excursions and activities should be placed in an envelope with the child's name, amount and nature of activity written on the front. This should be placed in the communication book or diary.

## **CONTACT WITH TEACHERS**

Due to the teachers' duty of care to all students, a teacher will not be able to engage in conversation with a parent during school time without an appointment. Parents are requested to pass any messages to the office. **If you wish to speak to a teacher or make an appointment to see a teacher, please contact the school office on 9820 1700.**

## **REPORTS**

Reports will be sent home at the end of Terms 2 and 4.

## **PARENT INFORMATION EVENINGS**

Parent information evenings are held in Term 1 to meet the teacher, receive an overview of the class program, and to update all student and parent information.

Individual Education Program (IEP) and Individual Transition Plan (ITP) meetings of approximately one hour are held in Term 1 and reviewed by the teacher if appropriate, in Term 3.

## **PHONE CALLS**

Parents are welcome to contact the school to discuss matters of concern. However, phone calls are unable to be put through to the classroom during teaching time. A message will be taken and the teacher will contact the parent as soon as possible.

## **ARRIVALS AND DEPARTURES**

Students are not permitted in school grounds until the bell rings at 8.45am as there is no supervision. Students who are brought to school by parents or carers should be taken to the main playground between 8.45 and 9.00am. Students arriving after 9:00am must be taken to the school office to be signed in and arrangements will then be made for collection by the class teacher. Under no circumstances are parents permitted to go to the classroom.

---

If parents or carers need to collect their child before 3:00pm, they must be signed out and collected from the school office.

The car park gate is locked at 9.00am and unlocked at 2.55pm. The front school gate is always unlocked. Please ring the doorbell to gain admittance to the office.

## **ASSEMBLIES**

Whole school assemblies are held once a fortnight and parents are invited to attend. Our assemblies are held in the small hall at Sarah Redfern PS.

## **NEWSLETTERS**

School newsletters are distributed to students twice a term. The newsletters contain reports on school activities, diary dates and other information on school life. Reading the school newsletter will ensure that you are up-to-date on school happenings. Newsletters may also be viewed on the school website at [www.passfield-s.schools.nsw.edu.au](http://www.passfield-s.schools.nsw.edu.au).

## **MAINTENANCE OF INFORMATION**

It is important the school be notified of change of address or phone numbers and that we have a current emergency contact phone number.