Communication between home and school

Parents/guardians are very welcome at the school at any time of the year. We encourage parents to discuss the progress of their child with their teacher. You can make an appointment with the teacher by phone or at the school office. We welcome enquiries and are happy to discuss any concerns you may have. Informal contact is made early in the school year via teacher phone calls.

Absences

Parents are required to contact the school on the day that a student is expected to be absent. If your child is away from school for any reason please let the school know as soon as possible, either with a note prior to the absence if this is known beforehand, a phone call to 64564192 or a text message to 0418 128 772. It is a requirement of the Education Department that the school enters a reason for your child’s absence into the Education Department database. If contact is not made the school will endeavour to contact the parent/guardian by the end of each week to establish the nature of the absence.

If contact is unsuccessful the absence will be listed as unexplained.

After 5 cumulative unexplained absences the parent/guardian will receive a letter from the school asking for a written explanation for the absences and that the child returns to school.

After 10 cumulative unexplained absences the parent/guardian will receive a letter from the school asking for a written explanation for the absences and that the child returns to school. A Social Worker will be assigned to the case to assist the family with any issues regarding attendance.

At each 5 day interval from then on there will be further contact from the school until such time as the Department Of Education deems it necessary to prosecute the parents/guardians under the Education Act.

| Parents are to: | ensure that their child attends school each day as required by the principal |
| | notify the school when the child will be absent because of illness, incapacity or other cause |
| | provide a certificate from a medical practitioner as requested by the principal, if the child’s non-attendance due to illness extends beyond 5 consecutive days |
| | follow the directions of the principal in relation to attendance associated with communicable diseases or infestation |
The Newsletter

Newsletters are sent home every Friday. Parents/guardians may choose for the newsletter to be emailed to them or sent home with the eldest in the family. Our newsletter is one of the main forms of communication with parents/guardians. It incorporates useful information about what has been happening in and around our school. The newsletter provides an opportunity to inform the school community of the exciting learning that is being achieved at our school. The newsletter also highlights upcoming events so that you can mark them on your calendar. Certain sections of the newsletter are also posted on our school Facebook page.

Injuries

Forms are sent home if your child is injured at school. These forms will only be sent home if your child needed First Aid Treatment as a result of the injury. If the First Aid Officer believes your child requires follow up treatment by a medical professional then parents/guardians will be contacted by phone.

Behaviour Communication

Parents/guardians may be contacted regarding positive and/or negative behaviour of their child. This may be in the form of a letter, text message or phone call. For the full Behaviour Policy see page __.  

Communication Book

Communication books are used to communicate between parents/guardians and teachers. Bus notes or explanations for absences are welcome in the Communication Book. 

**Communication books MUST accompany your child each day.**

K-2

Communication Books are checked every morning either by the teacher or the teacher aide.

3-6

In grade 3-6 we start to expect greater responsibility from our students, therefore students need to let the teacher know if they have a note in the Communication Book. Parents play a vital role here by reminding their child to give their Communication Book to the teacher if there is a note inside.
Assemblies
Our assemblies are a celebration of the achievements of students. This is an opportunity to hear, see and appreciate what has been going on in classrooms and to celebrate the sporting, social and academic achievements across the school. Assemblies usually occur every four weeks. We welcome all parents and friends at our school assemblies.

School Website
Our school website address is: http://edithcreekprimary.education.tas.edu.au
To see upcoming events and what is happening around the school you can go to the website and check the calendar.

Facebook Page
The Edith Creek Primary School Facebook page is a great way of keeping up to date with news and events occurring in the school. Sections of the newsletter are posted regularly, as well as any other important information. Parents and families are encouraged to 'like' and 'follow' the page as a way of staying in touch with school activities. Any important or emergency information will be posted on this page.

Reporting Requirements
All teachers welcome contact with parents at any time of year. If you require an appointment we ask that you phone and arrange an appointment at a mutually convenient time.

Progress Report (Grades P-6)
In late March - early April parents/guardians receive a Progress Report on their child which includes a brief teacher comment. Also included are 14 assessments that cover the areas of Attitude, Effort and Behaviour. These 14 assessments are marked as either Acceptable or Needs Attention. The Progress Report is a guide as to how your child has started the school year. If you have any concerns, this is an ideal time to make contact with the class teacher.

Mid-Year Report (Grades P-6)
This goes out to parents/guardians in June. This is the full written report for the year.
For Students in grades P-2 it will include:
- A teacher comment.
- A comment and assessment for English, Maths, Science, HASS (Humanities and Social Sciences) and Health & Physical Education using the Australian Curriculum.
- A comment for The Arts, and Digital Technologies using the Australian Curriculum.
- An assessment for both Effort and Behaviour for English, Maths, Science and HASS. These will be rated as Excellent, Good, Acceptable or Needs Attention.
- A school attendance statement.
Edith Creek Primary School
Our Communication

Reporting Requirements continued

For Students in grades 3-6 it will include:

- A teacher comment.
- A comment and an A, B, C, D or E assessment for English, Maths, Science, HASS (Humanities and Social Sciences) and Health & Physical Education using the Australian Curriculum.
- A comment for The Arts, and Digital Technologies using the Australian Curriculum.
- An assessment for both Effort and Behaviour for English, Maths, Science and HASS. These will be rated as Excellent, Good, Acceptable or Needs Attention.
- A school attendance statement.

Parent/Teacher Interviews

These will occur soon after the Mid-Year reports go home. An interview request form will be sent home to parents/guardians in the newsletter. Parents/guardians will be able to list preferred times to meet teachers. Teachers may specifically request that some parents attend an interview. It is expected that all families will attend the mid-year parent/teacher interviews.

End of Year Summary Report

This will go out to parents in December. This report will provide parents/guardians with brief information about their child’s end-of-year results.

For Students in grades P-2 it will include:

- A brief teacher comment on all subject areas.
- An assessment for English, Maths, Science, HASS (Humanities and Social Sciences) and Health & Physical Education using the Australian Curriculum
- A very brief comment for The Arts, and Digital Technologies using the Australian Curriculum.
- A school attendance statement.

For Students in grades 3-6 it will include:

- A brief teacher comment on all subject.
- An A, B, C, D or E assessment for English, Maths, Science, HASS (Humanities and Social Sciences) and Health & Physical Education using the Australian Curriculum
- A very brief comment for The Arts, and Digital Technologies using the Australian Curriculum.
- A school attendance statement.

Kindergarten Reporting

Kindergarten reporting is different to the other grades as students get a Progress Comment at the beginning of the year. Students also get two ‘Kindergarten Development Check’ reports which go home in Term 2 and Term 4.

Kindergarten students take home a ‘Celebration of Learning at the end of the year which contains samples of their work from throughout the year.