



Partnership in Learning



At Oakleigh Primary School we aim to foster a positive learning partnership with families, built on mutual trust and respect so that students can achieve the best results they can. We encourage you to:

Connecting to the school

- Read school communications such as COMPASS messages, level & school newsletters.
- Action any COMPASS notifications promptly e.g. excursion permissions.
- Respond to emails/calls from teachers.
- Volunteer for excursions, help out in the classroom ** Please ensure you have a valid Working with Children Check (apply here for free <https://www.vic.gov.au/working-with-children-check>).
- Get involved in and attend school events (e.g. concerts, working bees).
- Share your expertise with your child's class- See the classroom teacher to do this!



The school will:

- Use COMPASS as the main source of communication for the school community, clearly stating who the information is for (Year Level, Clear Title).
- Alert you to school events and how you can be involved in the school.
- Release monthly newsletters & termly level newsletters.

Education

- Positively reinforce and support your child in their learning, fostering a growth mindset e.g. encouraging effort, persistence, learning from making mistakes.
- Ensure your child reads at home each night.
- Encourage and assist them with homework tasks.
- Inform the teacher if there is a change of circumstances (e.g. medical, social emotional, family) which is affecting their learning so adjustments can be made if necessary.
- Read your child's report and attend parent conferences, following up recommendations.



The school will:

- Send you termly newsletters about your child's year level learning program.
- Communicate homework expectations to families and following up if homework is not being complete.
- Notify you about parent conferences (and organise translators if needed) and information evenings.



Attendance

- Ensure your child attends school every day.
- Be punctual to school and arrive by 8.45am.
- Complete a COMPASS absence notification by 8.30am if your child is absent.
- Make appointments after school hours, if possible.
- Inform the school if you are going on holidays



The school will:

- Start the learning by 9.00am.
- Follow up each day unexplained absences.
- Communicate to you if absences are too frequent.
- Coordinate an Absence Learning Plan if going on planned holidays.

Celebrate

Share your child's achievements. Email the school at oakleigh.ps@education.vic.gov.au or let your child's teacher know!



The school will share your child's achievements appropriately either in the newsletter, at assembly or in class.

Communication

- Build positive relationships with the teacher by letting them know your preferred communication style (e.g. phone call, email).
- Approach teachers respectfully.
- Follow the communication flow chart.

Please note that staff have meetings after school on Tuesday and Wednesday and are not available at this time.



2025 Communication between home and school for Parents

Your classroom & specialist teachers offer you a range of opportunities to communicate with them.

Frequency and methods the school communicates with you:

| Regular Communication | Monthly | Each Term | Terms 2 & 4 | Once Yearly | Special Events |
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| <ul style="list-style-type: none"> COMPASS Informal discussions before and after school Email/phone call | <ul style="list-style-type: none"> School newsletter | <ul style="list-style-type: none"> Level newsletter IEP Meetings | <ul style="list-style-type: none"> School Reports | <ul style="list-style-type: none"> Getting to know you interviews (Term 1) 3-Way Conferences (3-6) or interviews (F-2) (Term 2) | <ul style="list-style-type: none"> School Events e.g. concerts, welcome dance Assembly |

