



# **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 <a href="https://www.vic.gov.au/working-with-children-check">https://www.vic.gov.au/working-with-children-check</a>).
- 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!

### **Education**

**Attendance** 

- 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.

Ensure your child attends school every day.

Be punctual to school and arrive by 8.45am.

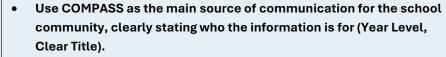
Inform the school if you are going on holidays

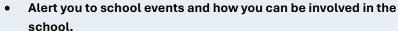
Make appointments after school hours, if possible.

- 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.

Complete a COMPASS absence notification by 8.30am if your child is absent.

#### The school will:





Release monthly newsletters & termly level newsletters.

#### 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.





# **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.

# 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 <a href="mailto:oakleigh.ps@education.vic.gov.au">oakleigh.ps@education.vic.gov.au</a> 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.



# 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 E	ach Term	<u>Terms 2 &amp; 4</u>	Once Yearly	Special Events
<ul> <li>COMPASS</li> <li>Informal discussions before and after school</li> <li>Email/phone call</li> </ul>	• School newsletter •	Level newsletter IEP Meetings	School Reports	<ul> <li>Getting to know you interviews (Term 1)</li> <li>3-Way Conferences (3-6) or interviews (F-2) (Term 2)</li> </ul>	<ul> <li>School Events e.g. concerts, welcome dance</li> <li>Assembly</li> </ul>
I have a question	Questions about:  Curriculum  Teaching  Child's achievement  Student welfare issue  Incidents at school  Homework  Excursions/Incursions  Camps		Contact your child's teacher via email, COMPASS or a phone call to arrange a meeting time.	The teacher will:  Listen to your request.  Set a timeframe for investigating the request.  Create a communication plan e.g., meeting, call	The teacher begins investigation and follows up the request or question.
- who should I contact?	<ul> <li>Needing student support</li> <li>Questions about:</li> <li>School payments</li> <li>Medical updates</li> <li>Custody arrangements</li> <li>Change of address or codetails</li> <li>Picking up your child ear lateness</li> </ul>	ntact	Go to School	If you have further questions or are dissatisfied with the outcome, contact the same teacher.  Ask further questions or explain what you are dissatisfied with.	The teacher will communicate the outcome back to you in the timeframe and method agreed upon.
meetings after school on Tuesday &	<ul><li>Uniform</li><li>Enrolment</li><li>First Aid</li></ul>		Office	Incidences that are highly confi	

Needing financial/family support

Out of Hours School Care

Wednesday