



# 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](mailto: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
<ul style="list-style-type: none"> <li>COMPASS</li> <li>Informal discussions before and after school</li> <li>Email/phone call</li> </ul>	<ul style="list-style-type: none"> <li>School newsletter</li> </ul>	<ul style="list-style-type: none"> <li>Level newsletter</li> <li>IEP Meetings</li> </ul>	<ul style="list-style-type: none"> <li>School Reports</li> </ul>	<ul style="list-style-type: none"> <li>Getting to know you interviews (Term 1)</li> <li>3-Way Conferences (3-6) or interviews (F-2) (Term 2)</li> </ul>	<ul style="list-style-type: none"> <li>School Events e.g. concerts, welcome dance</li> <li>Assembly</li> </ul>

