



Right to Disconnect Communication Policy

Publication Date	July 2024
Review Date	July 2026
Authors	Teaching Staff
Replaces	
Related Documents	Community Code of Conduct

COMMUNICATION AT MODBURY SCHOOL P-6

What you can expect from us:

We will communicate with you in a timely, respectful, and professional manner.

Specifically, we will:

- Contact you as soon as possible about any concerns related to your child's learning, behaviour, wellbeing or attendance and seek your involvement in addressing those concerns.
- Respond promptly if you have raised any concerns about your child. Under normal circumstances, after raising a concern you can expect a return phone call, class dojo message or email within 2-3 business days to either discuss the issue or arrange a convenient time to do so.
- Regularly report on your child's progress by Parent Connection meetings, Mid-Year and End of Year reports.
- Provide school and class updates through our Class Dojo app and school newsletter.
- Display key school events, policies and procedures through our Class Dojo app, on our school website, and in our newsletter.
- Facilitate and advertise school governance and parent committee opportunities to support parent engagement in our school.





What we expect from parents/caregivers:

Communication with all members of our school community including staff, other parents, and children, in a respectful and calm manner at all times.

Specifically, we expect you to:

- Contact the school on 82642027 before 9am if your child is unwell and not going to be attending school.
- Remember that drop off and pick up times provide only very brief and non-confidential opportunities for information sharing. Teachers are extremely busy at these times, managing several communication exchanges, duty of care responsibilities and urgent preparation for learning activities and teacher meetings.
- Understand that teachers will respond to parent queries as soon as practicable, considering most teacher time is spent on teaching and lesson preparation. Teachers are not in a position to check emails consistently throughout the day and teachers' responsibilities also extend beyond the school day and as such, they may not be able to respond on the day that the enquiry is made.
- Contact your child's class teacher by sending a message through Class Dojo, via phone call to front office or email the teacher if you want to share important information, clarify information, or make an appointment time for a longer discussion.
- Understand that the Department for Education does not expect teachers to respond to direct parent enquiries during periods of rest time, including beyond 5pm, on weekends and leave/vacation periods.
- Raise any concerns about another child or parent with school staff to receive support and assistance in resolving the issue.
- Be reasonable and respectful in all your interactions with staff, keep an open mind and be aware that there may be different views and perspectives of the situation. Sometimes an issue cannot be immediately resolved as further information needs to be obtained first. Be patient and calm.
- Engage with all members of Modbury School P-6 community in a positive manner during all interactions, including on social media, emails and through Class Dojo.

