

FIGTREE PUBLIC SCHOOL

SCHOOL
COMMUNICATION
PROCEDURE





Figtree Public School

Gibsons Road

Figtree 2525

Phone: 4271 6888 Facsimile: 4271 6760

Email: figtree-p.school@det.nsw.edu.au

Principal: Ms Melissa Harding

School Communication Procedures

The following procedures are designed to clarify the communication processes at Figtree Public School.

We use many different ways to communicate information to parents:

Figtree Public School website	http://www.figtree-p.schools.nsw.edu.au/
School ENews App	http://app.schoolenews.com
Figtree Public School Facebook Page	@figtreepublicschool
NSW Department of Education web site	http://www.dec.nsw.gov.au/
The school newsletter	Download from website and ENews app.
Two written reports	Semester 1 and 2 (provided at the end of Term 2 and the end of Term 4)
Parent/teacher interviews	Term 1 and as requested
The school office	P: 4271 6888 Email: figtree-p.schools.nsw.edu.au 8:30am-3:15pm

Communication is a two way process

Parents/carers are welcome and encouraged to talk with their child's teacher at any time during the year. Where possible we'd prefer to talk to you in person or over the phone. This process allows both parties to clarify questions and issues before trying to solve them. It is always best to make an appointment if you require more than a quick conversation.

How to make an appointment

Contact the office via phone or email and a message will be left for the teacher who will make contact with you. You can also contact class teachers via the Seesaw app. A mutually convenient time for a meeting can then be negotiated.

If you have a question or concern related to your child

- ✓ The class teacher is your first port of call for questions or concerns about your child's progress in learning, learning needs, home learning or wellbeing. See above to make an appointment.
- ✓ If the matter is unresolved please contact the Assistant Principal of the stage. In 2020, stage supervisors are:
Banksia- Ms Ruth Kilah
Kindergarten and Stage 1- Mrs Gina Peros
Stage 2- Mrs Alicia O'Connor
Stage 3- Mr Richard Lloyd
- ✓ If the matter remains unresolved your concerns will be referred to the Principal.

If you have a question or concern related to the actions of another child, staff member, or parent

- ✓ Email or phone the office.
- ✓ The matter will be referred to the appropriate person.
- ✓ All efforts will be made to respond to your questions or concerns as soon as possible.