

## HUKANUI SCHOOL NAG 2:

### COMMUNICATION PROCEDURE

#### **Rationale:**

To ensure the Board fulfils its responsibilities in terms of keeping the community informed of its decisions and priorities with regard to the Charter, the National Education Goals and the National Administration Guidelines. To ensure all members of our community feel welcomed and included by having clear procedures to keep them well informed about student learning, school direction, programmes and events.

#### **Guidelines:**

1. The school has an open door policy to encourage clear lines of communication between home and school. First point of contact in most cases is the classroom teacher before or after school, or the school office.
2. A copy of the School Charter is sent home to every family each year and is also available to download from the school webpage. The full Annual Plan, Annual Report and current Analysis of Variance are made available to the school community to read in the school office.
3. The school will seek to provide a welcoming, inclusive and informative first point of contact to the school.
4. The school will maintain a current informative Prospectus. This will be available in the school office and on the school web page together with a map of our enrolment zone and other relevant information
5. The Board will communicate with the community through the school newsletter on student progress and achievement results mid and end of year. Monthly Board meeting minutes are available for reading in the school office.
6. The Board seeks feedback from parents by an annual survey as part of our school wide review. Results are shared with the community.
7. A Board representative when possible will attend PTA meetings and vice versa to facilitate collaboration.
8. A current calendar of school events will be communicated through the school newsletter and school web page.
9. A weekly school newsletter informing the school community of school events and learning achievements will be sent home by email or a paper copy provided if requested and made available on the school web page.

10. The school will endeavour to keep both parents in a separated relationship informed of their child's learning progress and of important school events, unless there is a legal document in place banning such communication with either parent. Mutual agreement needs to be reached between the school and the non-custodial parent as to the best way this communication can be achieved.
11. The school community will be provided with prior warning of all PTA, Board and school meetings.
12. The school will keep the community updated on curriculum issues through the newsletter and parent information evenings or open days.
13. Families are invited to 3 way learning conferences twice a year to discuss student learning. The attendance of all children is important to assist the development of self directed learners which is one of the school's learning priorities. Written reports are also sent home mid year and end of year.
14. All interaction will take into account cultural awareness and sensitivity to language and cultural difference.
15. The school will maximise the use of digital media to connect with families through Facebook, our Digital Smartphone App and Digital School Signage.
16. Email groups will be set up each year by teachers to communicate with the parents of children in their home class and mathematics class. The Seesaw App will be used by children to share work with home and invite feedback.
17. Families will be invited to regular sharing learning events or open days to celebrate learning. Opportunities to meet mathematics teachers are also provided through open days and extra optional learning conferences mid year.
18. Whanau will be invited to school hui twice a year.
19. Parents of English Second Language Learners will be invited to regular English Language Meetings with our ELL lead teacher in the school.
20. All new parents are invited to an induction session with the Principal to be welcomed to Hukanui and to learn about distinctive features of our school.
21. A clear procedure will be communicated to all new parents when seeking to enrol their child at Hukanui. This will include personal invitations to information meetings, an information pack and a series of school visits to assist new entrants transition into school.