

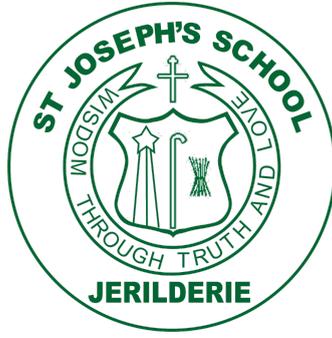
St Joseph's Jerilderie
Wisdom through truth and love



School Communication Procedures

St Joseph's Primary School





St Joseph's, Jerilderie

School Communication Strategies

Absences

If children are absent from school, we require a compass entry explaining the absence to accompany children on their return to school. Any unexplained absences will be followed up by the class teacher within a couple of days of a child's return.

If extended holidays during term time are planned (ie longer than 10 days), parents/guardians are required to apply for a Certificate of Exemption which are available from the School Office.

If students are late to school they are required to be signed in at the office by their parents explaining why they are late. If children need to leave during the day, or before the dismissal bell, they are also required to be signed out of the office.

Annual Report

Each year the school is required to submit an Annual Report outlining school activities and developments for the year. It includes reports on curriculum, school programs, a brief report from parent bodies and other information. Parents can access the report from the school website.

Assemblies

A brief whole school assembly takes place every Friday to disseminate information in an effective, efficient and consistent manner. Classroom awards are also distributed at assembly.

Newsletter

The school newsletter is published each Sunday and is distributed electronically.

Parent/Teacher Interviews

Formal opportunities are provided for parents to meet with teachers twice a year. Early in Term 1 interviews are held in order for the parents and teachers to meet with each other. At these interviews, parents are given the opportunity to share some insights into their children and to set some goals for the year. After Semester 1 reporting, interviews are also held to discuss progress to date. Parents may also request an interview after the Semester 2 reports have been distributed. Parents are also able to request an interview at other times. This needs to be done via either a phone call to the teacher or through the office staff.

Meetings

School Council meetings are held once per term.

Website

The school website has basic information about the school and also has copies of the school newsletter.

Facebook

Current events and achievements at the school are regularly posted on the school Facebook page. All posts are approved by the principal or nominated leader and all students are given the opportunity each year to opt out of being included in photos on Facebook.

Reviewed May 2023