

2023 Biddabah Public School Communication Policy

PURPOSE: Educational outcomes for students are enhanced when positive partnerships are established and valued between home and school. Biddabah Public School staff strive to promote and facilitate harmonious relationships through effective, open and timely communication. This ensures that parents/carers are well-informed and included in the learning process.

AIM OF THE POLICY:

- To provide clear, two-way communication guidelines that foster a strong community network and supports student learning.
- To provide a structured outline for the ways information will be communicated by the school to the community as well as suggest the most suitable avenues for parents/carers to communicate with the school.

Means of communication at BPS

- Our newsletter is available via the schoolbytes platform
- Or on our website www.biddabah-p.school@det.nsw.edu.au
- Or “opt in” for a paper copy by phoning the school on 4954 6058.
- Biddabah Public School Facebook page
- P&C meet 3rd Wednesday of each month at 7.00pm in the school library.
- Our front electronic noticeboard is updated regularly (many classrooms have their own individual noticeboards).
- Phone, email, and face-to-face meetings

Communicating with your child’s teacher or the Principal

Principal:

- Mr. Gately has an open-door policy. Unless he is already in a meeting he will attempt to meet with you immediately or otherwise by appointment at a time that is suitable to you. Please contact the office to request a meeting.

Class Teacher:

- The Classroom Teacher is your first point-of-contact for any concerns you may have surrounding your child’s learning. The best way to contact your child’s teacher is via the office either by phone 4954 6058 or Email: biddabah-p.school@det.nsw.edu.au to ensure your message is promptly received.
- Teachers are unable to be interrupted during lesson time but if you make an appointment at the office to speak with them, they will be more than happy to meet with you ASAP. If there is an important message to be passed on to the teacher or your child, you may advise the office who will do their utmost to oblige.

Code of Conduct

All staff are expected to conduct themselves in accordance with the NSW Department of Education’s Code of Conduct. The code states that “All employees are expected to exercise sound judgement and live up to both the content and spirit of the Code.” (NSW DoE Code of Conduct, updated July 15, 2021). Parents and carers are also expected to engage respectfully with BPS staff. Communication by all parties that adheres to the guidelines outlined in this policy will ensure the DoE Code of Conduct is upheld.

Concern Management at BPS

At times, concerns may arise surrounding your child’s learning or wellbeing. Your child’s classroom teacher is the best point-of-contact and will do their best to address these concerns promptly with empathy and compassion. The steps outlined below can be followed to ensure issues / concerns are resolved promptly.

1. Contact the school office via phone or email stating your request for contact with your child’s teacher with a brief outline of your concern or request. Our office staff will deliver the message promptly.
2. Classroom teachers will contact you within 24-48hrs to organise either a face-to-face meeting or phone conversation.
3. Classroom teachers will listen to your concerns with empathy and care. The teacher will develop a plan of action with you to resolve the issue.
4. At times, issues may require involvement from Executive Staff. In this event, your child’s Stage Assistant Principal (ES1 / S1 - Mrs. McEachern, Stage 2 - Mr. Leadbeatter or Stage 3 – Mrs Filipcevic) may contact you to assist in the resolution process.

Frequently Asked Questions

What if I forget to return a permission note?

- If we have not received a permission note we may attempt to contact you to get verbal permission over the phone. However, if this is not possible, your child will be unable to take part in that excursion/school event.
- Replacement notes and other community information documents are available in the admin foyer and website.

How will I know if an event is postponed or cancelled?

- Postponements and cancellations will be made as early as practicable by either Schoolbytes notification, note home, on facebook or via the newsletter (in less urgent cases). Or you may phone the office after 8.30am.

What do I do if my child is away from school?

- Short term absences can be notified in writing to the teacher via note or by phoning the office on 49546058
- School absence can also be notified electronically via our Schoolbytes app (choose e-forms).
- If your child is absent from school you will receive an SMS.
- Applications for extended leave or school exemption need to be made in writing to the principal (forms available at the office).

When are the Assemblies on?

- Whole school Assembly is at 12.45pm every second Friday (Even Weeks).
- K-2 Assembly (12.45pm Friday odd weeks)
Any changes to these times will be notified on school website.

What happens if my child has an accident or gets sick at school?

- Children who become ill or are injured at school are recorded as unwell and monitored and cared for in sick bay by our trained office staff. If the office staff believe your child is too unwell to remain at school they will contact you or the next person on the contact list to collect them from school.
- If your child has an 'upset' or 'conflict' at school of a concerning nature, the Principal or Assistant Principal will make a courtesy call to you to advise you that this has happened.
- If your child becomes seriously ill or injured at school you will be advised immediately and an ambulance will be called straight away if deemed necessary.

What happens in the unlikely event of an emergency at the school?

- If the school needs to be closed due to an emergency either before or during school hours parents/carers will be notified by Skoolbag App, email, website, noticeboard and if possible via announcement on local radio.
- The school will implement lockdown or evacuation procedures in keeping with our emergency management policy.

What are our school bell times?

- Supervision commences from 8.30am. There are no staff on duty prior to this.
- First bell is at 8.55am. School commences at 9am and finishes at 3pm.
- Lunch is 11am, Recess commences at 1.45am.