

# School-Home Communication Plan 2022

## Medium Level Matters

- Medical information needed for the school to look after the wellbeing of the student (anxiety, school refusal,
- Injury requiring first aid or ongoing management
- Medium level behaviour incident that would result in withdrawal from the yard, or class
  - **Bullying** (repeated targeting of a student, older to younger student, group to individual)
  - **Medium level physical incident** (kicking, hitting, repeated slapping intended to injure)
  - **Unsafe Conduct** - (throwing objects etc)
  - **Threatening behaviour** - (shouting, swearing at or belittling others)
  - **Minor theft** - theft of other students items or pocket money

## Communication - within a day or two

- Phone/email/dojo contact between home and school should occur **within a day or two**
- Messages left if not available for a call back

## Minor Level Matters

- **Minor Injury requiring minimal first aid or management - i.e.band-aid,**
- Minor classroom or yard incident
  - **Minor defiance or non cooperation** (not following school rules, calling out, interrupting, not following instructions after repeated attempts)
  - **Inappropriate comments**, name calling swearing etc
  - **Minor physical incident** (Play fighting, pushing, poked, slapped, knocked over etc)

## Communication

- **Note/email: to or from home explaining the situation**
- Discussed at parent teacher meetings (if needed)
- Discussed at care-team meetings (if needed)
- Discussed at school pick/up or drop off

## Serious Level Matters

- Medical information required for the school to look after the immediate health or safety of the student (i.e. diabetes, anaphylaxis, self-harm attempt)
- **Serious injury requiring first aid - knock to head/ambulance**
- Serious incident requiring a suspension
  - **Significant physical violence** (full on fight)
  - **Significant Theft** - mobile phone etc
  - **Vandalism**
  - **Smoking / use of banned substances**
  - **Bringing or carrying weapon**
  - **Leaving the school grounds**

## Communication - ASAP

- Phone contact between home and school should occur **as soon as possible.**
- Messages left if not available. Return calls or contact with emergency contacts.

## Day-to-Day Matters

- Attendance/Late to school/early leave
- Student is sick and won't attend school
- School Events
- Class Events - teaching practice
- Excursions

## Communication

- Attendance - parents log absence reason on Compass
- Attendance - teachers mark role (am / pm) - auto sms generated
- Latenes - parents sign kids in and out at front office
- Sickness
- School Events - ClassDojo whole school feed
- Class Events - ClassDojo class feed
- Excursions - paper forms or Compass online