

## **PBC Teacher-Parent Communication Protocols**

Teachers at PBC are committed to positive, proactive communication with parents to support student learning.

## At the commencement of each term

1. All teachers send a positive, introductory email to the parents of each of their classes at the start of each term introducing themselves; outlining the term's curriculum; including links to relevant documents such as the school's website, assessment calendars and assessment policy; and inviting parents to contact them with information or questions.

## During the semester

- 2. All teachers email or phone parents during the term when concerns arise about student welfare, learning, achievement, effort or behaviour. This contact should include information on how the student can improve their achievement, effort or behaviour.
- 3. All teachers email or phone parents during the term if a draft or final assessment is not submitted.

## At reporting time

- 4. On the report preceding parent-teacher interviews teachers must request an interview with the parent of any student who receives either a D or E for achievement, effort or behaviour.
- 5. The standard email that accompanies interim and semester reports includes a clear invitation and encouragement for parents to contact their student's teachers to discuss any aspects of their student's report and a link to the Staff Contact List on the PBC website.
- 6. The school advertises parent-teacher interviews as three-way conferences with the student present as an active member of the interview to build understanding of the student's learning by all parties.
- 7. Teachers are available for at least two days during the parent-teacher interviews to maximise parent's opportunities to meet teachers.