COMMUNICATION POLICY

Catherine McAuley Westmead works in partnership with parents and the community in the education of its students. As a Mercy school we practice the value of Hospitality by seeking to create a community where all feel welcome.

Formal means of communication include
- School newsletters which are distributed fortnightly and available also online at www.mcauley.nsw.edu.au
- Scheduled Parent Teacher Interviews which are listed on the school calendar.
- School Reports which are issued every semester.
- Letters to parents regarding school events, excursions etc
- Information to parents via the Parent Portal on the School website.

Student References
- All official student references are on school stationery and must be signed by the Principal
- Individual teacher references are not to be on school stationery

Informal communication may take the form of
- Notes written in the student diary
- Letters, phone calls, faxes, emails
- Interviews

Use of School Name and/or Logo
- All official school communication is to be on school letterhead and must be signed by a member of the Leadership Team
- No item of clothing or other article which includes the school name and/or logo may be ordered without the permission of the Principal

Parents are encouraged to communicate with the school in the following ways:

PARENT INFORMATION

School Reception is open from 8:15am to 3:55pm. At other times you may leave a message on Voice Mail. Some staff members may be contacted directly. Their numbers are listed in this section. If they are unable to take a call, you may switch the call back to the main office or leave a message on Voice Mail.

You may write a note to a teacher in the school diary.
Any staff member may be contacted directly by letter. These may be posted to the school or handed directly to the teacher by your daughter.

In order to see a staff member, appointments are necessary. Appointments may be made either by phone or letter.

Any parent who visits the school is asked to come directly to the School Reception area through the front entrance of the school.

**DECLARATION**

- This diary is a record of the school year and is one of the means of communication between parents and teachers.
- It contains information about the school, procedures to be followed, and our expectations of our students.
- It also contains a section in which involvement in co-curricular activities and service to the school may be recorded.
- If your daughter is late to school, has to leave early or is sick, details will be entered in the diary.
- Teachers and parents may use the diary as a means of written communication.
- Your daughter is expected to have her diary with her at all times and use it as a systematic record of homework and assignments.

The school has a formal Complaints Handling Policy which is accessible on our website at www.mcauley.nsw.edu.au. Where a complaint is not resolved satisfactorily at the school level, parents are encouraged to refer the complaint to the Catholic Education Office, Parramatta Diocese.

*September 2007*
*Revised March 2009*
*Revised March 2010*