



# The Catlins Area School

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## Currently under review

We are reviewing this policy for its content and how well the school implements it. To share your comments and rate its implementation, click the "Start your review" button.

## About the review process

[Start your review](#)

## Communicating with Parents

Our communication strategies help us inform and engage parents on matters related to the school. Current, clear, and consistent information helps staff, students, and parents feel connected and confident that they know how the school operates, and what is going on in the school.

We encourage parents to **raise any questions or concerns** with the school directly, so that any issues can be addressed and resolved for the whole school community.

### Contact details

- Parent and caregiver contact information is updated by the school at the beginning of each year. Parents are responsible for letting the school know about any changes to their contact details, including details of parents who don't live with the child but who wish to receive school information and notices.
- Parents can access school and staff contact information through the school office.

### Everyday communication

- We use a range of methods to communicate general information with parents and our school community including the school website and regular newsletters.
- If the school has concerns about a student's welfare or behaviour, we will contact parents.
- We protect the privacy of our students and their families in our communications as appropriate.
- Parents are asked to contact the school if their child will be absent or late that day.

### Urgent communication

- In the event of an emergency, disaster, crisis, or school closure, the school contacts parents and caregivers when it can, using the **available communication options**.
- The Catlins Area School notifies parents/caregivers when a student has an illness or injury that requires rest at home or attention from a doctor. Parents are also notified of any head or spinal injuries, notifiable injuries, or any other injury that may cause concern. When in doubt, we contact parents/caregivers so they can decide whether any further action is needed. If parents/caregivers cannot be reached, we try emergency contacts. We decide at the time which staff member will liaise with whānau.

### Reporting to parents

Communicating with parents about their child's progress and achievement is an important part of school life. Reporting methods may include parent interviews, written reports, and informal conversations.

The school also celebrates the success of students and shares achievements within the school community.

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### Related topics

- **Rights of Parents, Guardians, and Caregivers**
- **Privacy**
- **Student Attendance**
- **Communicating During an Emergency, Disaster, or Crisis**
- **School Closure**
- **Communicating about Injuries and Illness**
- **Reporting to Parents on Student Progress and Achievement**
- **Recognising Student Achievement**

**Release history:** Term 3 2022, Term 2 2022, Term 1 2019

<b>Last review</b>	Term 1 2019
<b>Topic type</b>	Core