



WYVERN HOME – SCHOOL COMMUNICATION POLICY

Policy Control				
Date Reviewed	Reviewer	Approved	Date	Next Review
Feb 2015	Ian Holden	Yes	Feb 2015	Dec 2016

INTRODUCTION

Good communication between the school and the home is essential. Students achieve more when schools and parents work together. Parents can help more if they know what the school is trying to achieve and how they can help. At Wyvern we aim to have clear and effective communication with parents and the wider community. Effective communication enables us to share our aims and values through keeping parents well informed about school life. This reinforces the importance of the role that parents play in supporting the school in educating their sons.

We highly value our partnership with parents. We appreciate the significant financial and personal sacrifices Wyvern parents make when choosing to enrol their son at our school. We are committed to provide the highest quality of care and service to parents and their sons. We expect all interactions between parents and Wyvern staff to be based on mutual respect, honesty, empathy and, above all, courtesy.

We communicate with parents through a range of different strategies.

SPACES

Our main communication platform is a secure, private online site known as SPACES. It is only accessible by members of the Newington Community and all users must have their own login and password. A vast amount of information about events, key dates, academic, pastoral, co-curricular and wider community matters can be found here. Staff frequently provide updates and we strongly encourage parents to routinely check SPACES.

HOME-SCHOOL COMMUNICATION

We send a newsletter via SPACES to parents every fortnight. It contains general details of school news, events and activities. Parents expect the newsletter and appreciate the regularity of the contact. We send other letters of a general nature when necessary. The Headmaster of Newington Colleges writes to parents just prior to the forthcoming term to provide the latest news and updates about the College.

At the beginning of each term all teachers provide the parents of the students in their classes with an overview of the work to be covered during the term. We invite parents to support their son's work through a range of activities to be shared with the child at home. Each grade also provide regular updates on the learning taking place in their year group as well as home learning requirements and important events.

Students in Years K-5 have a home-school diary. This enables parents to record information that they share regularly with the teacher. Teachers also use the home-school diary as a regular channel of communication with parents. In the early years (K-2) the diary also is used as a record of a student's home / school reading. During the course of their final year of primary school (Y6), in preparation for the senior school, students start to use an electronic diary

We encourage regular and informal opportunities for parents to meet or speak with staff whenever the need arises. When an issue needs to be discussed, either by parents or teachers, we prefer to talk or meet with parents, rather than engage in lengthy email correspondence. Staff aim to acknowledge receipt of parent emails, during the working week, within **24 hours** and then follow up, as appropriate, within the next **48 hours**.

We request that parents share with the relevant staff at the school any information about their child that may affect their learning or behaviour at school. This may include changes to home routines, moving house, family illness or bereavement (including pets), parental separation or any other significant changes to normal family life.

END OF SEMESTER WRITTEN REPORT TO PARENTS:

At the end of each semester we provide a written report to parents on each student's progress in the various areas of learning of NSW Board of Studies subjects. This report also identifies areas of strength and areas for future development. In Term 3 we also give parents in Year 3 and Year 5 the details of their performance in national tests (NAPLAN). In Year 2 and Year 4 we report on the outcome of academic testing carried out by an external provider (Allwell testing).

PARENT TEACHER INTERVIEWS

As well as receiving the end of semester report, parents have the opportunity to meet their son's teacher twice a year for a private consultation in Term 1 and Term 3. This gives parents the opportunity to recognise their son's successes and support their son with any areas of development. Parents are able to look at their son's work during these meetings. We encourage parents to contact the school if any issues arise regarding their son's progress or well-being.

ANNUAL REPORT

At the end of each year the College posts an Annual Report about the work and performance of the College on its website. Amongst other information, the report includes:

- details of the school's performance in national testing (NAPLAN)
- HSC and IB results
- a summary of the progress made in relation to the College's Strategic Plan
- financial information
- staffing information
- school attendance figures
- measures taken in relation to sustainability projects
- college enrolment figures
- the following year's strategic priorities across each of the Newington Campuses

A more detailed summary of the life of the school from the previous calendar year is distributed as a hard copy; this document is called "The Newingtonian".

A hard copy magazine, called "News" is also published twice each year. This covers a wide range of special events, school projects, community news and exceptional student achievement.

WYVERN CONTACTS

Office Staff	For absences, medical issues, notice of appointments, contact detail updates, enrolment enquiries, general school enquiries	Wyvern Office Suzanne Raven Karen O'Brien Emma Cope	Tel: 95689444 sraven@newington.nsw.edu.au kobrien@newington.nsw.edu.au ecope@newington.nsw.edu.au
Class Teacher	For issues relating to student care, pastoral, academic issues, organisational matters, etc.	Kindergarten Michelle Brixen KB Sharon Lewandowski KL	mbrixen@newington.nsw.edu.au slewandowski@newington.nsw.edu.au
		Year 1 Aimee Parkinson 1P Jane Wiseman 1W	aparkinson@newington.nsw.edu.au jwiseman@newington.nsw.edu.au
		Year 2 Hugh Scott 2H Rebecca Stewart 2S	hscott@newington.nsw.edu.au rstewart@newington.nsw.edu.au
		Year Meg Brown 3B Kate Green 3G Andy MacRae 3M	mbrown2@newington.nsw.edu.au kgreen@newington.nsw.edu.au amacrae@newington.nsw.edu.au
		Year 4 Tony Cross 4C Dajana Prizmic 4P Jane Vuong 4V	tcross@newington.nsw.edu.au dprizmic@newington.nsw.edu.au jvuong@newington.nsw.edu.au
		Year 5 Justin Brayley 5B Rachael Dillon 5D Adrian Pollard 5P Joanna Ryan 5R	jbrayley@newington.nsw.edu.au rdillon@newington.nsw.edu.au apollard@newington.nsw.edu.au jryan3@newington.nsw.edu.au

		Year 6 Neil Brunton 6B David Hazelton 6H David King 6K Sara Ratner 6R	nbrunton@newington.nsw.edu.au dhazelton@newington.nsw.edu.au dking@newington.nsw.edu.au sratner@newington.nsw.edu.au
Specialist Teachers	For all subject specific enquiries	Art Debbie Bourne K - 2 Meredith Buining 3 - 6	dbourke@newington.nsw.edu.au mbuining@newington.nsw.edu.au
		French Caoimhe McMillan K - 2 Athena Spiroglou 3 - 6	cmcmillan1@newington.nsw.edu.au aspiroglou@newington.nsw.edu.au
		Library Joanne Barnes K - 6	jbarnes@newington.nsw.edu.au
		Mandarin Linda Gu 5 - 6	lgu@newington.nsw.edu.au
		Music Caoimhe McMillan 4 - 6 Alina Belshaw K - 3	cmcmillan1@newington.nsw.edu.au abelshaw@newington.nsw.edu.au
		PDHPE Jamie Martin	jmartin@newington.nsw.edu.au
		Religious Education Peter Morhpew Michael Bennett	pmorphew@newington.nsw.edu.au mjbennett@newington.nsw.edu.au

Year Team Leader	For more substantial issues within each Year Group relating to student care, pastoral, academic issues, organisational matters, etc.	K-2 Jane Wiseman Hugh Scott	jwiseman@newington.nsw.edu.au hscott@newington.nsw.edu.au
		Year 3 Kate Green	kgreen@newington.nsw.edu.au
		Year 4 Tony Cross	tcross@newington.nsw.edu.au
		Year 5 Justin Brayley	jbrayley@newington.nsw.edu.au
		Year 6 David King	dking@newington.nsw.edu.au
Deputies	For significant matters relating to student care, pastoral, academic issues, organisational, etc.	K – 3 Deputy Sandra Gray 4 – 6 Deputy Richard Baker	sgray@newington.nsw.edu.au rbaker@newington.nsw.edu.au
Head of Wyvern	For all major matters. All leave requests (including sport) submitted in writing to the Head of Wyvern	Ian Holden	iholden@newington.nsw.edu.au
Wyvern ICT/ Teacher/Facilitator	For school related (parent and student) IT issues	Chris Patel	cpatel@newington.nsw.edu.au
Music Team Leader	For music issues, ensembles, individual tutors, etc.	Alina Belshaw	abelshaw@newington.nsw.edu.au
Sports Master or Sport Administrator	For general sport matters, e.g. team allocation, fixtures, organisational issues, carnivals, IPSHA representation in swimming, athletics and cross county, gala days for AFL, Futsal, Rugby 7s, etc.	Neil Brunton Joel Wilson	nbrunton@newington.nsw.edu.au jwilson@newington.nsw.edu.au

Director of Sport	For sport specific matters e.g. coaching, skill development, IPSHA representation, etc.	Basketball Rex Nottage	rnottage@newington.nsw.edu.au
		Cricket Ross Turner	rturner@newington.nsw.edu.au
		Tennis Greg Royle	groyle@newington.nsw.edu.au
		Rugby Ben Manion	bmanion@newington.nsw.edu.au
		Football Brian McCarthy	bmccarthy@newington.nsw.edu.au
		Swimming and Water Polo Ryan Moar	rmoar@newington.nsw.edu.au
Team Leader Learning Enhancement	For student support programmes,	Lucy Wright	lwright@newington.nsw.edu.au
Team Leader Gifted Education	For extension and gifted programs	Richard Baker	rbaker@newington.nsw.edu.au
School Counsellor	For student pastoral, emotional and wellbeing matters	Campbell Jensen-Robilliard	cjensenrobilliard@newington.nsw.edu.au
School Chaplain	For student and family spiritual and pastoral matters	Peter Morphew	pmorphew@newington.nsw.edu.au
Finance Department	For school fee and finance enquiries	Coral Balmer	cbalmer@newington.nsw.edu.au