



WYVERN HOME – SCHOOL COMMUNICATION POLICY

Policy Control				
Date Reviewed	Reviewer	Approved	Date	Next Review
Jan 2019	Ian Holden	Yes	Jan 2019	Jan 2020

INTRODUCTION

Good communication between 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.

1. 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.

2. NEWSLETTER

We send a newsletter via SPACES to parents every fortnight. It contains general details of school news, events and activities. 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.

3. DIARY

Students 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 record of a student's home / school reading.

4. MEETINGS

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 normally family life.

5. 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. 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).

6. 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.

7. 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

8. 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".

9. 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.

10. COMPLAINTS AND GRIEVANCES

Our school aims to be fair, open and honest when dealing with any complaint. We give careful consideration to all complaints and deal with them as swiftly as possible. We aim to resolve any complaint through dialogue and mutual understanding and, in all cases, we put the interests of the child above all other issues.

If a parent is concerned about anything to do with the education that we are providing at our school, they should, in the first instance, discuss the matter with their child's class or subject teacher. Most matters of concern can be dealt with in this way. All teachers work very hard to ensure that each student is happy at school and is making good progress; they always want to know if there is a problem so that they can take action before the problem seriously affects the child's progress.

Where a parent feels that a situation has not been resolved through contact with the class or subject teacher, or that their concern is of a sufficiently serious nature, they should make an appointment to discuss it with the relevant Wyvern Deputy or the Head of Wyvern. We consider any such complaint very seriously and investigate each case thoroughly. Should a parent have a complaint about the Head of Wyvern they should discuss the matter with the Headmaster of Newington College.

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 Absences	Tel: 9568 9444 sraven@newington.nsw.edu.au kobrien@newington.nsw.edu.au ecope@newington.nsw.edu.au wavern@newington.nsw.edu.au
Class Teacher	For issues relating to student care, pastoral, academic issues, organisational matters, etc.	Kindergarten Hana Kitamura KK Jane Wiseman KW	hkitamura@newington.nsw.edu.au jwiseman@newington.nsw.edu.au
		Year 1 Hugh Scott 1S Jenny Yoon 1Y	hscott@newington.nsw.edu.au jyoon@newington.nsw.edu.au
		Year 2 Ashleigh Byers 2B Lulu Sanderson-Green 2S	abyers@newington.nsw.edu.au lsandersongreen@newington.nsw.edu.au
		Year 3 Patrick Jones 3J Alexandra Miles 3M Aimee Parkinson 3P	pjones7@newington.nsw.edu.au amiles@newington.nsw.edu.au aparkinson@newington.nsw.edu.au
		Year 4 Adrian Pollard 4A Sara Hastie 4H Dajana Prizmic 4P	apollard@newington.nsw.edu.au shastie@newington.nsw.edu.au dprizmic@newington.nsw.edu.au
		Year 5 Rachael Dillon 5D Amy Kirk 5K Andy MacRae 5M John Sullivan 5S	rdillon@newington.nsw.edu.au akirk@newington.nsw.edu.au amacrae@newington.nsw.edu.au jsullivan2@newington.nsw.edu.au

		Year 6 Justin Brayley 6B Ciara Harding 6H Jonathan Borger 6J David King 6K	jbrayley@newington.nsw.edu.au charding@newington.nsw.edu.au jborger@newington.nsw.edu.au dking@newington.nsw.edu.au
Specialist Teachers	For all subject specific enquiries	Art Yelena Rubie K-2 Meredith Buining 3-6	yrubie@newington.nsw.edu.au mbuining@newington.nsw.edu.au
		French Athena Spiroglou K-3	aspiroglou@newington.nsw.edu.au
		Library Joanne Barnes K-6	jbarnes@newington.nsw.edu.au
		Mandarin Bee Lee 4-6	blee3@newington.nsw.edu.au
		Music Monique Fuss (K, 1, 3) Libby Moore (2, 4, 5) Isaac Williams (6)	mfuss@newington.nsw.edu.au lmoore3@newington.nsw.edu.au iwilliams1@newington.nsw.edu.au
		PDHPE Jamie Martin Ross Turner Lachlan Fear	jmartin@newington.nsw.edu.au rturner@newington.nsw.edu.au lfear@newington.nsw.edu.au
		Religious Education Isaac Williams K-6	iwilliams1@newington.nsw.edu.au
		STEM Lindsay Bosch	lbosch@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.	Kindergarten Jane Wiseman	jwiseman@newington.nsw.edu.au
		Year 1 Hugh Scott	hscott@newington.nsw.edu.au
		Year 2 Lulu Sanderson-Green	lsandersongreen@newington.nsw.edu.au
		Year 3 Aimee Parkinson	aparkinson@newington.nsw.edu.au
		Year 4 Dajana Prizmic	dprizmic@newington.nsw.edu.au
		Year 5 Racheal Dillon	rdillon@newington.nsw.edu.au
		Year 6 Justin Brayley	jbrayley@newington.nsw.edu.au
Deputies	For significant matters relating to student care, pastoral, academic issues, organisational, etc.	K – 2 Deputy / Head of Early Years Sandra Gray 3 – 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
ICT	For school related (parent and student) IT issues	ICT Help Desk Curriculum matters	Tel: 02 9568 9568 bmartins@newington.nsw.edu.au
Music Team Leader	For music issues, ensembles, individual tutors, etc.	Monique Fuss	mfuss@newington.nsw.edu.au
Sportsmaster	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.	Joel Wilson	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 Chris Steel	csteel@newington.nsw.edu.au
		Rugby Lachlan Fear	lfear@newington.nsw.edu.au
		Football Brian McCarthy	bmccarthy@newington.nsw.edu.au
		Swimming/Water Polo Ryan Moar	rmoar@newington.nsw.edu.au
NewSport	For holiday sport camps, private tennis and swimming lessons	Ed Summers	esummers@newington.nsw.edu.au
Team Leader Learning Enhancement	For student support programs	Jane Vuong	jvuong@newington.nsw.edu.au
Team Leader Gifted Education	For extension and gifted programs	Justin Brayley	jbrayley@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	Isaac Williams	iwilliams1@newington.nsw.edu.au
Finance Department	For school fee and finance enquiries	Svetlana Angelkoski	sangelkoski@newington.nsw.edu.au