



Communication

- The school has formally established its own parent-run **Parent Committee** and **Board of Directors** to ensure that there is a free-flow of information into, about and from the school to the general community.
- This exchange process can include significant others interested in current and prospective students' education and wellbeing at The Joseph Varga School.
- At the outset, it should be clear that any stakeholder, including new, old or prospective parents are free to approach the school, by telephone, mail, or electronic mail, for advise, or about any matter associated with the programs of the school.
- Several other communication mechanisms are also in place at the school to provide a healthy exchange of ideas, or feedback about specific problems, or to certain questions, as they arise (see school's *Assessment Handbooks*).
- Most teachers, for example, employ a Diary system, through which teachers record notes about a child, with parent/ and guardians invited to respond on a regular basis.
- It is also now not unusual for parents, and even parties interested in the welfare of the school and its pupils, to use Electronic Mail as a means of staying in touch with what occurs at the school. Teachers have all been allocated a school-based email address for communication and convenience given the geographic difficulties for some parents to meet face-to-face on a more regular basis.
- Individual class teachers handle some issues of an educational nature, while the Principal tends to handle all other educational and welfare issues, and those of a more administrative and financial nature, when it comes to email.
- A **Newsletter** is regularly circulated to all parents and interested parties, with members of the public also able to contact the school through phone calls, letter, and its website at www.josephvargaschool.nsw.edu.au.
- **Class Newsletters** can also be distributed to the parents of the relevant class, from time to time.

- Stakeholders are also involved in the life of the school through connections made by the **Board of Directors** as well as through the agency of **Work Experience Supervisors** and **Corporate Sponsors**.
- The school plans **Curriculum Information** evenings for parents and interested stakeholders, so that they become familiar with curriculum developments, current thoughts on pedagogy, and possible strategies or tasks that can be achieved at home to support student learning.
- The Principal is charged with producing a **Report** for each Board of Directors' Meeting on the functioning and development of the school. The report covers all aspects of the Principal's portfolios including school finances, student health and safety, community, property, curriculum, and compliance.
- An **Annual Educational and Financial Report** is produced by the Principal each year detailing the school's achievements and financial viability. The report follows the requirements as set out by the *Education Act*. A copy of this report is placed on the school website.

Last Updated: 22 March 2013