



# PARENT & COMMUNITY ENGAGEMENT FRAMEWORK

## FIVE KEY ELEMENTS & STRATEGIES



### COMMUNICATION

#### RESPECT

- *Participate in and support SWPBS: Acknowledgement and Behaviour matrices; sharing consistent and high expectations for students and their learning*
- *SWPBS decision making communicated to all members of the school community through various media*
- *Streamlined enrolment processes with consistent and clear expectations of requirements*
- *Respect for cultural differences and for country – acknowledgement to country; National Anthem*
- *A user friendly parent hub on website to assist with relevant information*
- *Translation of key information into our dominant languages other than English eg Samoan; etc*
- *School transition calendar detailing who; what, when, why, how of events / activities for students and parent / caregiver transitioning to high school and also transitioning to Senior Secondary*

#### EXCEL

- *Promotion and marketing of school brand and achievements eg Showcase Awards; NAB Schools First; extracurricular programs etc through school newsletters; Social Media; print media etc*
- *Promotion and marketing of opportunities to students; parents / caregivers etc via emails*
- *Promotion to the community of school events and achievements through social media*

## ATTEND

- *ID Attend text messages to parent/ Caregiver for unexplained absences etc*
- *Follow up phone calls to parent / caregivers for multiple absences*
- *CLO follow up – phone calls, meetings, home visits*
- *Promote high expectations of attendance through data collection and analysis; follow up with relevant staff; whole school at assemblies; communication with parent / care giver; etc*
- *Attendance processes and procedures communicated phone calls, school magnets, newsletters, emails, school diary etc*
- *Follow up meeting with relevant Youth Support Service members*
- *Active use of the School calendar for P& C meetings; school events; excursions; Parent / teacher meetings etc*
- *P & C participation and support promoted through marketing materials*
- *Parent/ caregiver to attend parent / teacher interviews*
- *Parent / caregiver to attend information evening on learning opportunities eg Creative Industries*
- *Timely return of permission forms and other relevant documents*
- *SMS reminders to parent / caregiver regarding permission forms*

## LEARN

- *Timely school reports keep parent / caregiver informed of student achievements*
- *Professional Development conducted for staff to communicate effectively with parent / caregiver*
- *Professional Development conducted for parent / caregiver to communicate effectively with staff and teach the language of schooling*
- *Resources developed to address questions and concerns that parents / caregivers may have regarding Junior Secondary*
- *Marketing / Public Relations Officer to support student enrolments, transition, and parent liaison (one point of contact)*
- *Curriculum and assessment overviews on school website*
- *Junior Secondary home room teachers send a weekly email of upcoming events, homework etc*
- *Marketing of curriculum support personnel and services to parent / caregiver and students via school website; newsletters; parent evenings; etc eg ESL support; STLaN; Homework centre*
- *Share consistent and ongoing messages of high expectations for all students and their learning*

## **LEARNING PARTNERSHIPS**

## RESPECT

- *Share the cultural diversity and skills with affiliate schools – Harmony Day; NAIDOC Day; etc*
- *Instrumental Music partnership with affiliate schools; etc*
- *Parent / Community involvement in embedding Aboriginal and Torres Strait Islander Perspectives into the curriculum*

### EXCEL

- *Facilitate transition programs with affiliate schools*
- *Maintain networks with post-secondary options eg university; TAFE; private colleges; etc*
- *Facilitate flexible arrangements in response to individual needs eg SATs; tertiary programs; etc*
- *Scholarships offers to high achieving students from affiliate schools*

### ATTEND

- *Parent/ caregiver participate in Senior Education and Training Plan (SETP) interviews*
- *Regular meetings with parent/ caregiver from the Aboriginal & Torres Strait Islander; Pacific Islander and African groups (all facets of school)*
- *Parent/ caregiver participate in Subject Selection and new programs information sessions*

### LEARN

- *Open school facilities for community use targeting community needs – short course programs; resume writing; job readiness skills and employment opportunities*
- *Liaising with education and training organisations to maintain standards eg QSA; QTAC; ASQA; etc*
- *Consultation with Elders regarding traditional customs for Platters on Willow venture*
- *Sharing facilities with community groups for parent/ caregiver and teacher workshops targeting areas of need or interest eg adult education*
- *Collaboration and specialised teaching within the curriculum by specialised personnel eg Health Education; Law; Braveheart ; etc*
- *Partnerships with outside agencies for study skills; tutoring; tertiary preparation; etc*
- *Parent/ Caregiver feedback sought through School Opinion Survey and other methods*

- *Industry mentors, critical friends and endorsement of VET*
- *Partnerships with other Registered Training Organisations (RTOs) eg My Other Mom (MOM); On-fit; Arrow*
- *Parent / Caregiver having access to the school Resource Centre*

## **COMMUNITY COLLABORATION**

### **RESPECT**

- *Maintain networks with relevant health professionals to support referrals*
- *Maintain networks with external support agencies*
- *Sharing school facilities for community use including community meetings and interest groups (outside of school hours)*
- *Support community networks in charitable programs eg Blood Bank; Relay for Life; Shave for a Cure; Movember etc*

### **EXCEL**

- *Community sponsorship of school awards and scholarships*
- *School Youth Services Team to communicate services via newsletters; website; assemblies etc*

### **ATTEND**

- *Parent / caregiver attendance at community information nights for all programs encouraged*
- *Local business support in promoting school attendance policy*

### LEARN

- *Networks established for community integrated learning to develop employment skills for post school choices and transitioning eg Choices not Chances (GenR8); Work experience; structure workplace learning*
- *Enhance Junior Secondary parent /caregiver involvement in education eg helpers / in and out of class support eg excursions*
- *Education and training of parents /caregivers in IT applications; literacy and numeracy*
- *Networking with the community to address community needs, etc eg Worklinks Advisory Groups; Greater Springfield Chamber of Commerce*

## DECISION-MAKING

### RESPECT

- *Established SWPBS team with representation from relevant stakeholders including parent / community*
- *P & C consultation on school expectations, policy and procedures eg behaviour matrix, uniform*
- *Student Council organise and manage school and community fundraising initiatives*

### EXCEL

- *Administration team ( Executive & Leadership) drive the holistic focus of the school direction*
- *Business Service Manager (BSM) coordinates and manages the facilities and non-teaching personnel to achieve school direction*
- *Youth Services Committee oversees management of services and programs within school eg Career blueprint; breakfast program; etc*

### ATTEND

- *Facilitate flexible arrangements in response to individual needs eg graduated entry; SATs*

### LEARN

- *Consultative processes with Local Consultative Council (LCC) to inform the direction of the school with respect to policy changes*
- *Administration team ( Executive & Leadership) set priorities, lead pedagogical change for improved learning outcomes*
- *Youth Services Committee oversee the implementation and clarification of policies and procedures eg Standards of Practice; Code of Conduct etc*

## **PARTICIPATION**

### RESPECT

- *School support to community events eg ANZAC Day; Remembrance Day; Jacaranda Festival etc*
- *Community engagement in Awards Ceremonies, Assemblies and special events*
- *Acknowledgement of parents and community through letters of appreciation, morning teas, etc*

### EXCEL

- *Participation of students parent / caregiver and staff in school events / activities eg Open Days; school dances; parent evenings; graduation; awards evening.*
- *Develop database of community members and past students willing to share their expertise and information about careers*

### ATTEND

- *Parent / caregiver to attend Academic Award ceremonies; Sports awards etc*

- *Access to a common room for parent / community with computer access and school information*
- *P&C representation at key events*
- *Parent / caregiver volunteering eg tuckshop; uniform shop etc.*