

COMMUNICATING WITH PARENTS / TEACHERS

Parents are welcome to come and speak to the teachers any time during the year to discuss their child's progress. However, where possible this should be by appointment only.

Parents are asked NOT to speak to teachers during class time or whilst on duty before or after school, as teachers have a "**duty of care**" to their class and students.

To arrange an appointment please send a note to the teacher, send an email to sjbww@dbb.catholic.edu.au or contact the School Office.

It is useful to write in the letter the matter that you wish to discuss to allow the teacher to gather any relevant information needed.

Please note Staff Meetings are held each Tuesday

Each Tuesday morning staff meet at 8.20am for an administrative briefing to discuss organizational issues of upcoming events.

The afternoon meetings are used for professional development in curriculum, teaching and learning areas. The meetings begin at 3.30pm and usually finish at 4.30pm. These meetings are designed to be interactive so that the staff are able to contribute to the curriculum development of the school.

It should be noted that staff may not be available before or after school to meet with a parent on Tuesdays.

Goal Setting Interviews

At the beginning of each year parents have the opportunity to meet with the teachers at Goal Setting Night. This allows them the opportunity of discussing their child's strengths and challenges and establishing realistic goals for them to achieve.

Half Yearly Interviews

In June/July parents are given a Semester 1 school report on their child's progress. The report forms the basis of the half yearly interview.

COMPLAINTS

At St John the Baptist we take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:

- If you have a complaint about a student, other than your own child, you should raise it with your child's class teacher in the first instance.
- If you have a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the Principal.
- If you have a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained (see Child Protection).

Please refer to the Parent and Community Information Brochure – Addressing Concerns About a School. [Click here](#)