

National Quality Area 6: Collaborative partnerships with families and communities

AITSL Professional Practice Standard 5: Assess, provide feedback and report on student learning.

AITSL Professional Practice Standard 7: Engage professionally with colleagues, parents / carers and the community

Curriculum Assessment & Reporting in Public Schools Policy and Procedures

RATIONALE

The **North East Metropolitan Language Development Centre (NEMLDC)** is a centre for educational excellence in the provision of specialist programs for eligible students with developmental language disorders. Students attending the school participate in a high quality teaching and learning program that accelerates their language growth and optimises potential as life-long learners.

To ensure the NEMLDC parents are well informed regarding their child's learning program, achievement and progress throughout the school year, using a variety of formal and informal methods that meet systemic requirements, and are tailored to suit the needs of the family and the school community.

AIMS

This document aims to ensure:

- NEMLDC parents are provided timely, accurate information about their child's learning and achievement.
 - Effective and respectful communication between parents and staff
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PROCEDURES: PARENT COMMUNICATION

	K – Year 2
Term 1	<ul style="list-style-type: none">• Classroom Information meeting• Parent interviews• Workshops
Term 2	<ul style="list-style-type: none">• Semester 1 Achievement Report• Language Reporting Grids• Reporting Information Session• Workshops
Term 3	<ul style="list-style-type: none">• Parent interviews• Workshops
Term 4	<ul style="list-style-type: none">• Semester 2 Achievement Report• Language Reporting Grids• Workshops Parents of exiting students also receive: <ul style="list-style-type: none">• Transition Meeting• Strategies to support students returning to mainstream• Speech Pathology Exit Report

Classroom Information Meetings

Within the first 2 weeks of the school year, teachers will provide a parent information session for the purpose of providing parents information specific to their class and year level.

- Classroom operations
- Homework
- Communication – class and school
- Medical/dietary/cultural requirements
- Parent Roster / in-class helpers
- P&C / P&C representative
- Parent Networking
- Timetable
- Meet relevant staff – (Admin, Speech Pathologist, EA, Support staff)

Parent Interviews

Teachers will arrange a 10-15 minute interview with parents to discuss the individual goals, achievements and progress of each child. The student's Language Reporting Grids will be presented, discussed and a copy provided to new parents. This will take place during Weeks 8 or 9 of Term 1. A copy of notes signed by all participants as taken during this meeting will be provided to the parent.

Reporting Information Session

Parents will be offered the opportunity to attend a parent information session during Term 2, explaining:-

1. Department Of Education Achievement Reports **and**
2. NEMLDC Language Reporting Grids.

Language Reporting Grids

The grids provide information specific to the student's receptive and expressive language development, Literacy and Social Skills and are specific to the NEMLDC.

Achievement Reports (Terms 2 & 4)

Informing Student Achievement

Teachers evaluate student achievement using SCSEA Judging Standards, to ensure judgements are comparable across all Western Australian schools. Parents can be assured that report grades provided within Achievement Reports are consistent with those that would be provided in mainstream.

Kindergarten

Department of Education Achievement Reports for Kindergarten provide information against the Early Years Learning Framework. Reports consist of a comment and progress indicators for each of the five areas of learning and development, attendance information and ways to support each child's learning at home.

PP-Year 2

Department of Education Achievement Reports are provided to parents within the final week of Term 2 and Term 4. Student achievement will be reported against the WA Curriculum standards, taking into account the curriculum that has been taught and assessed at that point in time. Achievement will be reported using descriptors. Reports will contain a comment for English, Mathematics and a General Comment. Other learning areas will contain a report comment at teacher discretion. Student attendance will be reported.

Report Provision

1. Teachers are required to prepare a report for all students under their tuition. In circumstances where a student's attendance is low or the student is new to the school, curriculum areas may not be fully assessed and general comments only provided.
2. The Principal does not expect a teacher to provide a report earlier than the advertised date.
3. If a child leaves the NEMLDC within 4 weeks of an expected report, the report will be provided the following term or via post.
4. If a child leaves the NEMLDC and is enrolled in a new school, the receiving school is expected to prepare the report, but input from the NEMLDC teacher, if sought, will be provided.
5. An abridged report may be used for specific cases, as approved by the Principal.
6. Reports will be retained by the school and provided to parents the following term or via post should a student be absent when reports are handed out.
7. The NEMLDC provides one (1) paper report for each child. It is the parent's responsibility to make arrangements with each teacher for extra reports to be provided should they be required.

Documented Plans / Individual Education Plans (IEPS)

All students at the LDC are provided a specialist learning program delivered at whole class level. If required, students may be provided small group or individual intervention, sometimes withdrawn from class for short periods of up to 45 minutes. An Individual Education Plan is designed by our team, with goals discussed, documented and provided to parents and progress towards these goals regularly reviewed with parents.

Parent Meetings (formal)

These may be arranged either by the Parent, Class Teacher or Deputy Principal. Meetings will be documented and all participants provided a copy. Parents with children on an IEP will regularly be asked to Parent Meetings to discuss and review progress.

Other Opportunities for Parent Involvement

Teachers promote active parent involvement within their classes by providing opportunities, which will be discussed at the Classroom Information Meeting. These vary from class to class and may include, but are not limited to:

- Parent rosters
- Excursion volunteers
- Class events
- Class picnics
- Learning Journeys
- Portfolios / Work Samples

Exiting Students

Ongoing Placement at the LDC (see NEMLDC Placement Guidelines)

During Term 3, each child's progress and ongoing demonstration of the entry criteria is considered, with input from parents when relevant, resulting in either a decision for the child to return to their mainstream school or an additional year of placement offered. All decisions are then formalised in a letter.

Strategies to Support Students Returning to Mainstream

A list of language and literacy support strategies is provided for all students as part of their exit report. A copy is provided to both parents and the mainstream school.

Speech Pathology Exit Reports

An individual speech pathology exit report will be provided to parents in the final week of Term 4 for exiting students. The report will contain results from the *Clinical Evaluation of Language Fundamentals (CELF)* assessment, provide a summary of language strengths and areas of difficulty, and include recommendations for accessing ongoing speech pathology services.

Communication with Mainstream Schools

It is important that parents inform the NEMLDC of the mainstream school into which their child will be enrolled. Teachers receiving our students are supported as follows:

1. Teachers are invited to attend a workshop that focuses on how they can support their former LDC student. (Invitation is provided to the school. We also ask parents to provide the information in a flyer directly to the teacher, early in the year, as the meeting is in Week 3.)
2. Your child's exit report package is provided to their new teacher at this workshop.
3. We suggest that each parent arrange a meeting with the new teacher within the first weeks of school. You are welcome to share the exit report package at this meeting.

GENERAL COMMUNICATION

Phone calls – Please direct all calls to either the West Morley NEMLDC office (9218 1600) or the North Balga NEMLDC office (9442 9050)

Class Dojo – School and class updates are provided to families via the Class Dojo App. All parents will be invited to join the school/ class at the Classroom Information Session. All new families will be provided information on how to join. Important communication items will be provided to parents not accessing Dojo via letter, email or the website.

Website – All information relating to the school can be found on the school website. www.northeastlhc.wa.edu.au. If you are unable to find the information you require, please contact the office.

Term Calendar- The latest version of the Term Calendar is on the website. Parents are provided a week ahead update on Class Dojo.

P&C Facebook – Parents may choose to join the ‘NEMLDC parents’ page. This is arranged by the P&C for parents of LDC students. Note that this managed by the P&C, not the school.

Assemblies – Each class (Pre-primary-Year 2) will run 1 assembly per year. Please see the Term Calendar for when your child’s class assembly is scheduled. The class teacher will also send home a reminder for this important event.

Incursions and Excursions – All extra activities are linked to the Western Australian Curriculum. Participation is an expectation, with some of the events requiring parent funding support. Parents are informed of the charges for these activities the year before. Parents may pay for these events in whole at the office or may arrange a payment system through the office. Regular reminders will be sent for outstanding accounts. A note providing information about the excursion and requesting permission and medical updates will be provided prior to each excursion. Students without permissions and those late on excursion days will be supervised at school.

Graduation Assembly – This is held at the end of Term 4 at the West Morley campus with all students from Pre-primary – Year 2 attending. All parents are welcome to attend, especially parents of students leaving the school. Parents of leaving students and students receiving awards will be informed by a note from the class teacher. Dates are provided in the Term Calendar and a permission form provided to attending North Balga NEMLDC students.

Merit Certificates / Awards – Parents listed as contact number 1 on our records will be provided at least 3 days’ notice should their child be receiving a merit certificate or formal award.

Response to Parental Communication – We ask all staff receiving parent communication to respond within 48 hours from the first working day, at the least with an acknowledgement of the communication. All communication that is sent to the generic NEMLDC email will be acknowledged by office staff and sent to the intended recipient immediately upon receipt.

Parent-Teacher communication – Individual teacher’s preferred communication method will be provided to parents at the Classroom Information Session at the beginning of the year. This may consist of phone, communication book, Dojo or email.

Education Assistant Communication – Parents are asked to communicate with the classroom teacher. Education Assistants are required to redirect parent communications toward teaching staff.

Sharing Information with External Services – Information exchange between the school and external services, should it be required, will be following discussion and signed approval from the parents. See

APPENDIX A

Informal Meetings – Parents and teachers may provide short messages relating to day-to-day matters, before or after school during informal meetings. The teacher must prioritise care and responsibility for students and will ask a parent to schedule a formal meeting if it is required.

Formal Meetings – Please contact the office or the class teacher if you would like to arrange a formal meeting. Staff arranging formal parent meetings will endeavour to find a time suitable for all parties.

Communication on Excursion – Please contact the school office should you require urgent communication with staff while your child is on excursion.

Social media – Staff are not required to respond to messages or posts sent using Social Media, Dojo the exception. Staff are instructed not to post comments that are not reflective of Department values, standards and integrity.

Emails – Teachers, if electing to communicate with parents via email, are not required to answer emails after hours, including the weekend or during teaching time.

Mobile - A teacher is not required to provide their private mobile or communicate via mobile.

Parent Rosters – If you are unable to attend on your rostered day, please inform the teacher as soon as possible so they can arrange a swap or activities that do not require extra input.

Bus communications – Please talk directly with your bus driver regarding all communications relating to bus services. Communications regarding school matters (e.g. illness, absenteeism) should be directed to the school as well as the bus driver.

After hours – Office hours are 8am – 4pm, school days. There is an option to leave a voice message which will be responded to within 48 hours of receipt by office staff if required

Absentee advice – Please advise the school of your child’s absence and reason for absence as soon as possible by phone, email, Dojo, note or face-to-face.

Communicable diseases – The school will advise parents of Communicable Diseases in the school, of which they have been made aware, in line with the Department of Education Guidelines, via a letter home. Parents are required to notify the school immediately if their child is diagnosed with such a disease. A list of these can be found on the Department of Health website.

Absenteeism – The school promotes and expects daily attendance. Should a child be unable to attend due to illness, parents must advise the school immediately. The school does not authorise absence for family vacation. Please discuss your needs with the Principal.

Parents of students with at risk (below 90%) attendance will be contacted and provided support for improved attendance in accordance with Department policy. This includes formal communication of the process by letter and a requirement to attend attendance improvement meetings.

Staff Leave – Every endeavour is made to reduce the impact of staff leave, although at times leave is unforeseen. Parents will be informed of staff changes or lengthy leave via class note or Dojo should this be required.

Consent forms – Parents are asked to complete consent forms as part of the enrolment documentation. A full list of consent items is available on the enrolment form. Consents are valid for the duration of your child’s enrolment in the school. Should you wish to change the information you have provided, contact the office.

APPENDIX A

Medical updates – The medical form is provided to all parents upon enrolment. Should any changes to your child’s health or well-being care occur, you are required to provide the school with updates immediately.

This includes administration of medications, which will not be provided without signed parental/ carer consent.

Version: 1/2018

Amendment: 2019 (inclusion of Dojo / removal of newsletters)

Amendment: 2020 (phone numbers updated)

Effective Date: November 2018

Full Review: 2022



APPENDIX A

North East Metropolitan
LANGUAGE DEVELOPMENT CENTRE
Developing language. Building futures.

18 View Street, Dianella WA 6059
9275 5511
northeastmetro ldc@education.wa.edu.au
northeastldc.wa.edu.au
ABN: 21 465 662 968

Dear Parent/ Carer,

We would like to find out if your child is accessing **therapy services outside the NEMLDC**. Please fill out the form below and return it to your child's teacher. With your consent, we may contact external providers to share information and discuss the ways in which we can work together to support your child's therapy goals.

Please contact us on (08) 9275 5511 if you have any questions or concerns. Thank you.

North East Metropolitan Language Development Centre



CHILD'S NAME: _____ YEAR LEVEL & CLASS: _____ Date: _____

1. Please indicate if your child is accessing any of the following services:

Speech Pathology

Name and contact information: _____

I provide consent for the NEMLDC to contact and share information with this person Yes

Occupational Therapy

Name and contact information: _____

I provide consent for the NEMLDC to contact and share information with this person Yes

Physiotherapy

Name and contact information: _____

I provide consent for the NEMLDC to contact and share information with this person Yes

Social Work

Name and contact information: _____

I provide consent for the NEMLDC to contact and share information with this person Yes

Other

Name and contact information: _____

I provide consent for the NEMLDC to contact and share information with this person Yes

2. Does your child receive NDIS funding? (National Disability Insurance Scheme) Yes No

Signed: _____

Parent/Caregiver Name
(please print): _____