

# COMMUNICATION - VITAL TO THE PARTNERSHIP BETWEEN HOME AND SCHOOL

Where do I find out what's happening?

How do I address concerns?

- **The Newsletter:** Every week both a whole school and a Prep newsletter are published. In week 4 and 8 we publish level newsletters, which outline what is happening within each specific area. It is critical for parents to read all this information. These newsletters are forwarded each week through all of the following ways: Tiqbiz, a web based application where you can read the newsletter on line; a link to our website can be emailed to you each week; you can collect a hard copy at the office; or it is on display in the notice board outside the office. It can also be found on our website: [www.overport-ps.vic.ed.au](http://www.overport-ps.vic.ed.au) It is every parent's responsibility to ensure they read the newsletter every week to be properly informed of school activities as well as relevant information regarding student development.
- **Addressing Concerns:** Sometimes young students may not tell teachers something that is worrying them but will discuss it at home. Therefore, it is most important that you contact your child's teacher if your child is upset or uncertain in any way. They are more than happy to meet with you to discuss any concerns. Beyond this, a conversation with either our Wellbeing Coordinator, the Assistant Principal or Principal is also welcome. We strive to ensure your child is happy, safe, learning and enjoying the whole experience of school.
- **Communication with Teachers:** All teachers can be contacted through the school email address. Parents who wish to contact teachers can send their first email to the school email address marking it to the attention of the teacher concerned: [overport.ps@edumail.vic.gov.au](mailto:overport.ps@edumail.vic.gov.au) and this will be forwarded to the teacher. They will then respond to you through their direct email. Or you may simply ask them for their email address; whichever is most convenient. You may also phone the office for an appointment or request a teacher to contact you. All teachers are very happy for your to contact them in either of these ways, so do not hesitate to do so.