

 <p>OAKLEIGH GRAMMAR Empowering young minds</p>	Oakleigh Grammar	
Policy Document Name	Communication with Separated Parents	
Date Ratified by The Board of Management	November 2023	
Date for Review	November 2026	

1. Preamble:

Oakleigh Grammar sees fair dealing with separated parents as important, both as a matter of justice and in the interest of the child. The School would therefore want to support students and all parents in strengthening this relationship. In order to facilitate and clarify processes and procedures for parents the following guidelines will apply.

2. Guidelines:

Primary and Alternate Contact Details.

For practical reasons the School requests that families nominate one parent as the Primary Contact (usually the Parent with whom the child mostly lives) and the other parent will be listed as the Alternate Contact. The provision of personal student information by the School will be subject to any legal considerations including the wishes of the specific student, family arrangements and the Schools' Privacy Policy and the Commonwealth Privacy Act.

3. General Information.

- a. Information regarding contact details will initially be drawn from the Application for Enrolment Form and thereafter from the Confirmation of Student Details Form which is updated at the commencement of the academic year. Only the Primary Contact will receive the Confirmation of Student Details Form which is distributed through the student. Upon request at the beginning of each year, a separate Confirmation of Student Details Form can be sent to the Alternate Contact which will confirm information currently on the database regarding communication. However, for information other than that used for communication, parents should ensure they are in agreement with information on the form and that this information is consistent with their expectations. For information other than that used for communication, only details from the Primary Contact form will be entered on the database.

- b. A Notice of Intent (Confirmation of Enrolment Status for the following year) is distributed in August and is addressed to the Primary Contact. If there was a change in status of the enrolment, then the Alternate Contact would be contacted. Parents are expected to communicate with each other regarding the enrolment status for the following year.

- c. All parents will be provided with the following information:

- i. School Calendar – Dates and Special Events: This publication lists all important events for the year and is distributed at the commencement of the academic year. The calendar is also available on the website. Changes to the calendar are published in the newsletter.
 - ii. Newsletter (Grammar News): The Newsletter is published several times per term. It is emailed and posted on the website. If a parent is listed to receive general email correspondence, this will automatically occur.
 - iii. Student photographs are taken at the beginning of each year. The order form is taken home by the student. Additional order forms are available from the company. Photographs will be sent home with the student. On request, parents can ask to collect photographs from the School.
 - iv. The School will determine on enrolment whether both parents wish to receive a copy of the student report. Reports will be emailed to both parents. The reports are provided:
 - As per the Continuous Reporting Cycle for each year level
 - Interim Report – End of Term 1 for designated year level
 - Semester 1 Report – End of Term 2
 - Interim Report – End of Term 3 for designated year level
 - Semester 2 Report – End of Term 4
 - d. Either parent can contact their child's teachers or Year Level Leader to discuss their child's progress, arrange appointments/visits to the School, attend Parent Teacher Interviews and other functions, noting that this may be subject to Family Court orders.
 - e. Information nights are held at the beginning of each academic year. Details are in the calendar distributed with the parent notices and both parents are encouraged to attend.
 - f. Communication about camps, excursions or other activities where permission forms may be required, and detention notices or curriculum information etc. are emailed to both parents.
 - g. If teachers choose to contact parents by email, these emails will go to both parents in the first instance but typically as separate emails. A response to a query from one parent, will only receive a response to that parent. It is expected that parents communicate with each other to give a consistent response to the teacher.
- 4. Illness:**
- a. The designated Primary Contact will be the person contacted if a student requires medical treatment or needs to be sent home from school due to illness. If they are unavailable the Alternate Contact will be contacted. In the event of a serious injury/illness it is expected that the parent contacted communicates this to the other parent.

- b. For serious medical conditions, management plans will be sent to the Primary Contact for completion. It is the responsibility of the Primary Contact to share this information with the other parent. Normally these are completed at the beginning of each school year.

5. Absence:

It is the responsibility of parents to notify the School if their child will be absent. This becomes an explained absence. The School will not notify the other parent of an explained absence and it is expected that parents take responsibility for sharing this information with each other. In the event of an unexplained absence the designated Primary Contact will be the person contacted.

6. Serious Discipline Matters:

In the event of serious discipline matters that may involve suspension or expulsion both parents will be contacted, unless otherwise stated in Court Orders.

7. School Year Book:

A yearbook is distributed to each student. It is the students' responsibility to share this publication with the parents. Second copies are available on request at the cost of the publication.

8. School Fees:

The School will mail the School Fee account to the Primary Contact unless otherwise instructed.

9. Expectations of Parents:

Parents are required to notify the School of the terms of any Court Order, including a Family Court Parenting Order, that contains residence, contact or specific issues orders that may affect the manner in which the School is to communicate with both parents, or either of them. The School will not act as an intermediary between parents.

Any dispute between parents in relation to matters affecting the educational welfare of their child should be resolved between the parents or by the appropriate court. The School will endeavour to meet the requirements in its responsibility towards the child as a student of the School and will always abide by any court orders.