

Parental Engagement and Communication

At Newman College, we value strong partnerships with our families and believe that respectful, clear communication is essential in supporting our students.

When contacting the College, we ask that communication with staff is respectful in tone and concise in nature. Long or highly detailed messages can make it difficult to quickly identify the key concern.

Providing a brief summary of the issue will assist staff in responding efficiently.

Please ensure that any concern raised relates directly to your child and that communication is directed to the most appropriate staff member in the first instance. This allows matters to be addressed promptly by the person best placed to assist and ensures that parents receive a clear and complete understanding of the situation from the College's perspective.

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| Incident in the primary playground. | Classroom teacher | Dear Mrs Newman, I would like to discuss with you an incident involving students A and B at lunchtime whilst playing soccer. |
| Incident in the secondary playground | Leader of Wellbeing | Could you please give me a call at your earliest convenience. Kind regards |
| Classroom learning | Classroom Teacher (Primary) / Subject Teacher (Secondary) | Dear Mr Newman, I would appreciate the opportunity to discuss my child's recent assessment and progress in English. Please let me know a suitable time for a call or meeting. Kind regards |
| Wellbeing concern | Classroom Teacher (Primary) / Leader of Wellbeing | Dear Mrs Newman, I would like to speak with you regarding a wellbeing concern relating to my child. Please let me know a suitable time to connect. Kind regards |
| Assessment or feedback question | Classroom / Subject Teacher | Dear Mr Newman, I have a question regarding my child's recent assessment, in relation to the feedback provided. Could we arrange a time for a brief phone conversation. Kind regards |
| Friendship or peer concerns | Classroom teacher (primary) Leader of Wellbeing (Secondary) | Dear Mrs Newman, I would like to speak with you regarding a friendship matter involving my child. Please let me know a suitable time to connect. Kind regards |
| Learning support/adjustments | Classroom Teacher (Primary) Leader of Learning Support and Pedagogy (Secondary) | Dear Mr Newman I would appreciate the opportunity to discuss the learning adjustments supporting my child and their implementation. Could we arrange a time to speak. Kind regards |
| Behaviour concern | Classroom Teacher (Primary) / Leader of Wellbeing (Secondary) | Dear Mrs Newman, I would appreciate the opportunity to discuss a behaviour matter involving my child. Could you please let me know a suitable time to speak. Kind regards |
| Further information regarding a SEQTA notification (assessment, | Classroom Teacher (Primary) / Subject Teacher or Leader of Wellbeing (Secondary) | Dear Mr Newman, I received the recent SEQTA notification regarding my child and would appreciate the opportunity to clarify a few details. Could you please let me know a suitable time for a brief phone conversation. |

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| behaviour, wellbeing or communication) | | Kind regards |
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The College's preference is to engage in a phone call or face-to-face meeting, where conversations can occur with clarity and care. As such, lengthy or highly detailed responses will not be provided through email correspondence.