

OUTWARDS CORRESPONDENCE

a) Correspondence with Parents

Teachers frequently communicate with parents in writing for one reason or another. Usually such communication is routine and uncontroversial but past experience suggest that there is a need for such communication to be monitored.

Any written communication with parents that involves.....

- expressions of concerns regarding attendance, behavior, diet, health, progress etc
- requests for information regarding family circumstances
- requests for interviews

Must be countersigned by the Team Leader and a copy provided for the Principal prior to it being sent home.

A copy of any written communication with parents initiated by the Principal will be given to the Class teacher and it must then be communicated to the3 Team Leader.

A master letter is available in the cabinet in the office if you need to request a parent to contact you regarding their child (This letter does not need to be copied for the Principal – just advise her of the contact). It is more appropriate to use a “covering” wording as in this letter, than trying to explain why the contact is necessary which parents may misinterpret.

b) Other

Teachers are requested to supply the Principal with copies of all school related outwards correspondence prior to it being sent home.