

## 6.3 FAMILY PARTICIPATION & COMMUNICATION

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### INTRODUCTION

Family participation at Lindfield Montessori School is an important part of making the School a true part of the community. It creates an environment that is welcoming and inclusive and supports a sense of belonging for children, families and educators.

### PURPOSE

- Lindfield Montessori School welcomes and facilitates family participation and open communication. Families are invited to attend parent meetings, assist with fundraising and working bees and attend information events at the School.
- Lindfield Montessori School values the input of families, educators and the wider community to help create a service that meets the needs of the children who attend the school.
- Lindfield Montessori School encourages open communication through the enrolment and orientation process, policy review, the Executive Committee, formal and informal meetings, emails and conversations.

### STRATEGIES

#### **The Approved Provider will:**

- Ensure that the School maintains an 'open door' policy for parents.
- Ensure that educators provide information to families regarding the content and operation of the educational program in relation to their child; and that a copy of the educational program is available for inspection at the school.
- Ensure that parents are notified of any incident, injury, trauma or illness that occurs for their child while at school.
- Ensure that administrative spaces are adequate for the purpose of consulting with parents and for conducting private conversations.
- Ensure that parents are notified of changes to policies or fees and given adequate notice as per the Education and Care Services National Regulations.
- Ensure that a copy of the Education and Care Services National Regulations is available for parents to access.
- Ensure that the enrolment and orientation process provides families with information about the philosophy, policies and practices of the school prior to children's attendance at the school.
- Establish an Executive Committee to encourage family involvement in the school. The Executive Committee will elect representatives to oversee and chair meetings. Each Parent Meeting will have an agenda and Executive Committee attendees will have input into the continuing improvements within the school.

**The Nominated Supervisor will:**

- Enable families to provide feedback regarding the enrolment and orientation process and when reviewing policies and procedures to improve processes and practice.
- Ensure that parents may enter the school at any time unless such entry would pose a risk to the safety of children or educators or breach court orders regarding access to children.
- Inform families about the processes for providing feedback and making complaints.
- Develop enrolment and orientation procedures that ensure families are provided with information about the philosophy, policies and practices of the school prior to the children's attendance at the school.

**Educators will:**

- Inform families about the processes for providing feedback and making complaints.
- Be available for families at pick up and drop off times to pass on important messages and information about their child's participation at school (longer conversations need to be conducted after school via appointment).
- Encourage families to be involved in the school through feedback, observations, and giving feedback on children's emerging interests and needs.
- Promote continuous and open two-way communication with families to assist them to feel connected with their children's experiences in the school and to develop families' trust and confidence in the school.
- Value parents as the first and most important educator in their child's life, seeking to share the parent's understanding, knowledge and preferences for their child and seeking to balance individual needs with practice in the school.
- Recognise that because families, parents in particular, are often busy with many competing priorities, they will need to consider a range of strategies to build and maintain relationships with each family.
- Make documentation available to families and prepare documentation in a way that is readily understandable to parents and other educators.

**Families will:**

- Provide accurate information on enrolment and medical information forms during the enrolment process and notify educators when any information changes.
- Check emails, and the weekly bulletin for information.
- Attend parent interviews twice a year (Terms 1 and 3)
- Be invited to assist with school working bees.
- Be invited to contribute to the quality improvement process within the school.
- Be invited to participate in Parent Meetings.
- Be invited to assist with school fundraising events.
- Be invited to information nights at the School.

<b>Relevant Legislation</b>	Education and Care Services National Regulations 2011. Reg 75, 76, 80, 86, 111, 157, 172, 185 Children (Education and Care Services National Law Application) Act 2010
<b>Related to NQS QA</b>	1.1, 2.1, 2.3, 3.1, 6.1, 6.2, 7.1, 7.2, 7.3
<b>Related Policies</b>	Interactions with Children Excursions Staff Code of Conduct Complaints Handling Enrolment and Orientation Incidents, Injury, Trauma and Illness Record Keeping
<b>Sources &amp; Further Reading</b>	Early Years Learning Framework for Australia: Belonging, Being and Becoming Adapted from Community Early Learning Australia

<b>POLICY REVIEWED</b>	<b>MODIFICATIONS</b>	<b>NEXT REVIEW DATE</b>
February 2022	Checked regulations, updated copy	2024