Channels of Communication Between Parents and PAL International School Staff

A parent’s main point of contact is with the Deputy Headmaster (for issues relating to discipline and pastoral care) or the Student’s Classroom Teacher/Subject Teacher (for academic issues).

The best means of initial communication with any staff member is via e-mail. State your question on the e-mail. You will receive an answer via phone or e-mail as soon as possible.

In the case of a Year 12 Student suffering Illness or Misadventure affecting a Higher School Certificate Assessment, immediate contact should be made with the Deputy Headmaster or Head of Department.

In case of emergency, or when a parent needs to convey an urgent message to a student, a telephone call to School Administration is the most efficient means of contact. The student will be located, and the message passed on in person, within minutes if the student is on Campus.
Chain of Communication

- Discipline/ Welfare
- Daily Routine
  - Absences
  - Student details
  - Records
- Subject selection
  - Subject change
  - Examination
- Curriculum/ reports
  - (specific subjects)
- MUSIC
  - Choir
  - Groups
  - Instrumental
- Sport
  - Teams
  - Weekend fixtures
  - Carnivals

- Deputy Headmaster
- School Administration
- Deputy Headmaster
- Subject teacher
- Head of Music
- Head of Sport

HEADMASTER
Academic Reports

These reports are the School’s formal communication with Parents/Guardians/Carers, of each student’s academic progress and achievement. The report will also contain details of Absences and partial absences from school.

Each student will receive two reports each year, in alternate terms, with the exception of Year 12, who will receive a report after the Half-yearly Examination, and at the end of Term 3.

Years 7 – 10 will receive their reports at the end of Terms 2 and 4, and Year 11, who begin their HSC Course in Term 4, will, accordingly, receive their reports after their half yearly exam and Term 3, to complete their Preliminary Course.

Parent – Teacher Interviews

There will be two Parent-Teacher Interviews each year, and these will be scheduled following the distribution of Reports to enable the parents to digest the content of the report during the holidays. Parent Teacher Interviews are offered in accordance with the 2006 Government legislation.

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<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>Notify Teachers at the start of each Term when they must be available for Parent Teacher Interviews for each Year Group. Prepare notes and roster based on this information.</td>
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<td>2.</td>
<td>Send home notes to parents asking for preferences for Interview times</td>
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<td>3.</td>
<td>Parents complete numbered preferences</td>
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<td>4.</td>
<td>Complete whole school roster for Parent Teacher Interviews. Roster is prepared on a “first in, first served” basis. Where possible, siblings should have consecutive or close interview times.</td>
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<td>5.</td>
<td>Interviews take place by the end of the semester.</td>
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<td>6.</td>
<td>Take notes of any issues identified during interview appointments and place in the student’s file</td>
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<td>7.</td>
<td>Parents who do not attend an interview may make appointments with teachers.</td>
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