

Conversation 2: The parent and the teacher then participate in a second discussion that takes about 20 minutes. If the principles of 'ADOPT' are used, it gives each person some certainty that the conversation is not going to 'go off the rails'. Here is the process:

ADOPT

A Agenda – The agenda is set by all participants. Name what you think the problem is.

D Discuss each agenda item using the FIX model

F Facts. Using facts rather than emotion makes your point more effectively

I Inference. Tell the teacher /parent what you think the problem is, based on the facts outlined.
A useful phrase: "It seems to me that..."

X Explain. Ask the other person to explain how they see things from their point of view.
It is important to hear their perspective.
Listen to what they have to say.

O Options - explore as many options as you can. They need to be practical to implement.

P Proposal - make a proposal for moving forward. Advice may be sought from others.
A follow-up email is sent confirming agreed action being taken, by whom, by when.

T Time to review – set a time to meet and follow-up.

CONTACT DETAILS

You are welcome to meet with me, in person, as I prefer to discuss matters face to face wherever possible.

The best way to contact me is **via email to arrange a suitable time**. Please refer to the Parent Portal and our class Blog for class/school information.

If you would like to convey a brief message (eg. John has a 2:30 dentist appointment today – will collect him at 2pm) **please send an email or write me a note**.

If unforeseen circumstances arise, please phone the school office on 5409 8900 and leave your message with the school's receptionist.

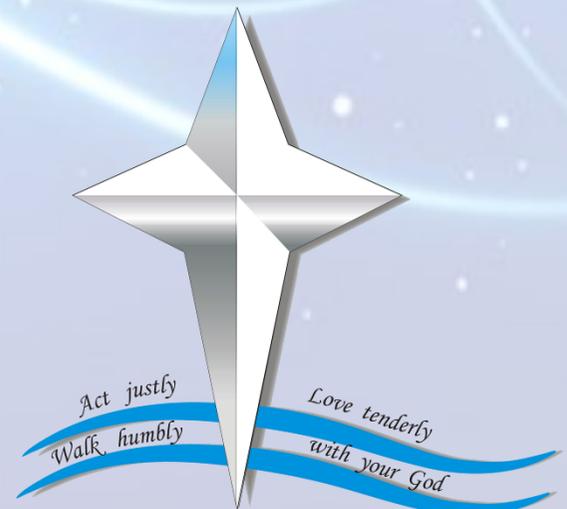
I am generally available at the following times as they work well around my duty and meeting responsibilities:

I look forward to getting to know you and working in partnership with you this school year.

Sincerely,

Stella Maris
CATHOLIC PRIMARY SCHOOL

*Achieving
Better
Outcomes for
Students,
Parents and
Teachers*



Dear Parents and Caregivers

Welcome. We look forward to teaching your child this year. As we know, mutually respectful, supportive and trusting relationships between teachers and parents provide the foundation for maximising student learning and wellbeing.

To this end, this brochure provides information and suggestions as to how students, parents and teachers can work together productively and harmoniously.

EXPECTATIONS & RESPONSIBILITIES

Membership of any group or organisation carries with it certain expectations and responsibilities, and of course, the Stella Maris School community is no different. Outlined below are teacher, parent and student expectations and responsibilities which, when achieved, move this school towards achievement of its Vision which states,

'We are an inclusive, high quality learning community where faith inspires action.'

Expectation and Responsibilities of Teachers

- To keep students, parents and administration well-informed of what is happening at school
- To have high but realistic expectations of each student
- To provide a safe and supportive learning environment for students
- To come to know and earnestly endeavour to meet the learning needs of all students
- To work collaboratively with other school personnel, parents, students and outside school agencies to maximize student learning
- To forgive students for lapses in behaviour
- To be timely, open and honest in notifying parents and other school personnel of achievements and concerns held for a student's wellbeing and learning
- To work through contentious issues with students, parents and school administration in a respectful and professional manner
- To support the school's educational, religious and community-building mission

Expectations and Responsibilities of Parents

- To be proactive and prompt in sharing information and flagging concerns with relevant school personnel
- To build Christian community through support of other students, parents, staff members and community activities
- To operate from a position of trust in school personnel and their care, goodwill and professional knowledge and judgement
- To get students to school regularly and punctually for the full school day, in correct uniform and with necessary supplies
- To work through contentious issues with the school in a respectful manner
- To meet all financial and educational responsibilities in a timely manner or to initiate communication with the Principal when this is not possible.

Expectations and Responsibilities of Students

- To attend school regularly, on time, in correct uniform and well-prepared for the day's learning
- To be punctual in returning to class after lunch breaks
- To learn to the best of their abilities by engaging fully in activities and opportunities
- To complete homework and other set tasks, on time, and to the best of their ability
- To accept others as they are and treat all students, staff members – indeed EVERYONE - with courtesy and respect
- To care for the total school environment and clean up after themselves
- To bravely take responsibility by owning up truthfully and accepting the consequences of their behaviour choices



WORKING THINGS OUT

What can be done if you have concerns?

When concerns arise it is best if those concerns:

- are dealt with early;
- are managed informally (if appropriate); and
- involve the most appropriate people.

Therefore the following process is suggested to optimise chances of a successful outcome for all:

Conversation 1: Set up an appointment time to meet.

- Name the key concerns
- Explain when it is best for you to have the second 'in-depth' conversation

This first conversation should only take a few minutes or can be undertaken by a brief email. A parent or a teacher can initiate these conversations at any time that is reasonable.