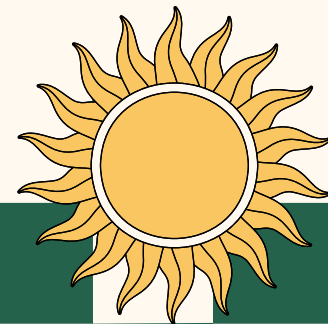


Dear Parents and Guardians

Welcome to Term 1!

HERE IS WHAT YOU NEED TO KNOW ABOUT YEAR 9 BIOLOGY



★ ***Lets learn a
little about
myself.*** ★

- Hi, my name is Anabel Austin.
- I will be your child's biology teacher for this term.
- I am a preservice teacher in my final year of study and I am excited to begin teaching full time!
- I have worked as a teachers aid for the past 4 years whilst completing my degree and have learnt various strategies to support students with their studies.
- I plan to work collaboratively with you to further improve your child's understandings of all thing biology.

My *aim for this term*

Throughout the duration of this term I plan to collaborate with you to ensure your child has the best learning experience I can provide them.

Further on in this presentation you will find policies and frameworks I will need to follow to ensure any type of communication between myself and you is professional, respectful and beneficial to your child's learning.

Please click one of the links to the right to find more information about communications this term.

[School Policy](#)

[State Policy](#)

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School Policy

This slide will demonstrate the policies and procedures that our staff follow to ensure all communications between parents/guardians and teachers is respectful, responsible, and beneficial to students well-being.

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communicational procedures are important when sharing information about our students and your children. The school has various forms of communication that they use to ensure that our parents are kept up to date with all developments within the school. For example, if a teacher is required to send out a message for all parents, they will use an electronic messaging system called Edsmart. Edsmart allows teachers to send out permission slips for excursions/incursions and provides information to large groups of people. The school has their own app that also shares updates like the school newsletter, extra curricular activities, the college calendar and photos from various activities around the school. our school also provides general updates from prep- year 12 on their social media pages. these pages are home to celebrations around the college, exciting upcoming events and representations from students outside the college.

Our college is supported under the Dioceses of Toowoomba Catholic Schools (TCSO, 2021). TCSO provides all staff with a code of conduct training that ensures staff members are keeping their students safe, respected and protected. under this code of conduct, relationships are a strong section. Relationships between teachers and students and teachers and parents are important for the well being of students. TCSO's (2021) guideline 7.1 states that TCS employees are to maintain appropriate professional boundaries in their relationships between students and their families. What this means for teachers is that we have to be mindful of how communication is sent to parents and students, ensuring that everything is kept professional and respectful for both parties. TCSO (2021) also develops the notion that, 'Employees must be aware of their position as a role model to students and their broader responsibilities as a representative of TCS when communicating with students and families.' Code of conduct 7.3 assists teachers and staff members in ensuring that they know that their actions are reflective of TCS and must remain respectful when talking to students and their families. Teachers and staff members must also be mindful of how they interact outside of school on social media platforms where students may be able to view what they upload. TCSO has a guideline for this type of communication which is a subcategory of guideline 7.1, this subcategory mentions that TCS employees must not upload inappropriate photos, videos, comments and images where they can be viewed by the public. This subcategory is important for teachers to continue to maintain a respectful, responsible and safe relationship between students and parents.

State Policy

Here we will learn how, as a teacher, it is expected to work appropriately under Queensland State Policies to ensure that communications between parents and teachers is as professional as possible.

The Queensland Government of Education states, 'Effective communication between schools, parents, students and the community forms the foundation for developing and maintaining partnerships.' (Queensland government, 2023). Teachers need to be conscious that they are maintaining positive relationships between all parties when communicating. Queensland Education also notes that for communication to have positive outcomes for students, it must be focused on their learning and well-being. This means for teachers that every communication between parents and teachers should be for the best interests of the child's learning and well-being. The Queensland Government states that 92% of state school parents say that their child's school supports their learning, this statistic has been researched and is a result of teachers communicating to parents about how their child is tracking with their school work and their behaviour. The Child Mind Institute studied students who have learning difficulties and noticed that their parents observed them one way and their teacher observed them in a completely different way (Arky, 2024). The teachers then set up a meeting with the student's parents to discuss how to assist their child's learning experience at school. One of the students who has been diagnosed with ASD, ADHD and learning difficulties was experiencing explosive behaviour at home because he was trying to be friendly to everyone all day. This led to the students' parents and the teacher communicating to assist the student in having time to take breaks from the facade he had put up during the day. This plan eventually resulted in fewer meltdowns and tantrums when he came home from school (Arky, 2024). Communication between teachers and parents is important as it can result in strategies for students to maintain their well-being.

As a teacher, it is important to make sure that these policies are followed when communicating to parents about their child. It is important that teachers are continuing to be respectful, responsible, reasonable and they maintaining a positive rapport with parents when talking about a student. The Parent and Community Engagement Framework (Department of Education, n.d.) is a guideline for all teachers to follow when communicating with parents about their children.

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Communication Platforms

You can use these platform for:

Social Media

Updates on school
life

Photos from
events like sports
carnivals or
fundraising days

Up coming news



Edsmart

Assessment dates will be
sent to parents for the
term

Permission slips for
excursions and incursions
will be sent to parents

Any information parents
need to know can be sent
through Edsmart

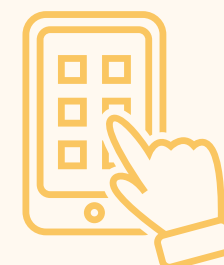


School App

Stay up to date with the
school through
newsletters, available in
the app.

Photos from school
events

Extra curricular
notifications



Teacher Contact

Your teacher may contact
you via email or phone call
for assessment check ins,
behaviour reports or well-
being checks.

A teacher will only contact
if it is regarding your child
and will not include other
parents.



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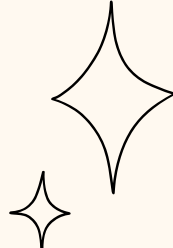
When should you expect to hear from me?

Start of Term	<ul style="list-style-type: none">• This email should tell you everything you need to know about what is happening in this term in regards to assessments, events, and excursions.
Assessment Time	<ul style="list-style-type: none">• You will be sent an Edsmart that outlines the assessment check points and due dates for this term. This is a courtesy for you so you have an idea of what your child is required to do in my class.• You may receive an email or a phone call if I am worried about your child's assessment, if they have missed a deadline or are needing an extension. This email or phone call is to let you know that your child may need some extra support to meet assessment deadlines.
Mid Term Check In	<ul style="list-style-type: none">• During the middle of this term, there will be parent/ teacher meetings, you will be able to book in a time to meet with me to discuss how your child is tracking and if there is anything they need to improve on. From here we can discuss any strategies we can use to best benefit your child's learning.
End of Term	<ul style="list-style-type: none">• At the end of the term, you will receive an interim report of your child's learning for this term, this will be based on their grade and their behaviour in my class. If you receive this report and you have questions about anything regarding your child's learning, I will be more than happy to provide you with an explanation.
Any other times	<ul style="list-style-type: none">• If I am worried about how your child is learning or if I am worried about your child's well-being, you may expect an email or a phone call from me. This will be to make sure that if there is anyway that I can help your child's life at school more enjoyable and relaxed, I will be able to do so.

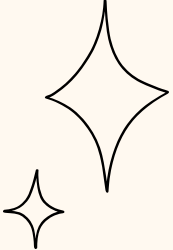


How can you contact me?

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Email	<ul style="list-style-type: none">• If you feel that I am failing to support your child with their learning and well-being you are welcome to set up a formal meeting after school hours. I am willing to make sure that all of my students are receiving the best learning experience I can supply to them.• If you are worried about your child's behaviour, well-being and general self you are more than welcome to email me about your concerns. I am willing to work with you and your child to create learning strategies that will support the learning of your child.
Phone	<ul style="list-style-type: none">• If you prefer to talk on the phone about your concerns for your child or about anything that will benefit their learning, you are welcome to call the school who will be able to transfer to my staffroom. however, email is the most preferred use of contact if you have anything you need to discuss with me.





Timeline for this term

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week 1	<ul style="list-style-type: none">• Introduction to year 9 Biology- students will begin to learn about body systems and responses• You should have also received this email
week 2	<ul style="list-style-type: none">• continuing on from last weeks discussions on body systems and responses• You will receive an assessment timetable this week.
week 3	<ul style="list-style-type: none">• First assessment task will be handed out and students will be permitted to start- research how an animal responds to seasons• If you have any questions about the assignment at this stage you are welcome to email me• learning will still continue around assessment- students will begin to learn about the form and function of reproductive cells and organs in animals and plants
week 4	<ul style="list-style-type: none">• Assessment check in- I will be checking every students' progress on their assignment and will start to email parents about possible support.• draft for this assessment will be due next Friday• continue learning about reproductive organs in plants and animals
week 5	<ul style="list-style-type: none">• Students will submit a draft of their assessment Friday of this week.• You will be phoned or emailed if your child does not hand in a draft, I will allow them until the following Monday to submit something.



Timeline for this term

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week 6	<ul style="list-style-type: none">• I will be handing back drafting feed back this week so students can continue working on their final submissions.• parent/ teacher meetings will also be happening this week, if you would like to know how your child is tracking please book in.
week 7	<ul style="list-style-type: none">• students will have this whole week to work on their final submission during class time as final is due Monday week 8• I will be conducting check ins this week also.
week 8	<ul style="list-style-type: none">• Final assessment is due Monday• If your child has not submitted anything you will be contacted and they will have until Wednesday to submit a final. if failure to submit anything of Wednesday, appropriate school assessment procedures will commence.
week 9	<ul style="list-style-type: none">• Last bits of learning for this term will continue of the next two weeks.• Please do not hesitate to email me if you are unsure of how your child is doing.
week 10	<ul style="list-style-type: none">• You will receive an interim report about how your child performed this term.



Questions & Queries

Please do not hesitate to contact me if you have any questions about my teaching, your child or anything else you would like to know.

I am more than happy to discuss any concerns to have as well.

I look forward to meeting with you at some point this term!

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