**Communication Guide**

In a large school, the need for effective communication is paramount. The school takes every opportunity to communicate to members of our school community in a number of ways, including text, email and newsletter.

**Daily Notices**

Information for students is provided in the daily notices. These notices are read to students during House Group after recess. Sporting team notices, special upcoming events and reminders of Year assemblies are just some of the information regularly included in the notices.

**Assemblies**

Whole-school assemblies are held once a term in the Recreation Centre. Parents are invited to attend the award assemblies. The dates for the assemblies are published on the school calendar which can be located on the school website. Year assemblies are held once a week in Year 8 during House group time.

**School Calendar**

A comprehensive calendar is issued to parents and students early in Term 1. It contains the dates of significant events to be held during the year. School camps, exam times, report distribution dates, school development days, staff meetings and parent/teacher evenings are just some of the dates recorded.

**Newsletters**

School newsletters are distributed to parents via an email. The newsletters contain details of school activities, significant dates and other aspects of school life. The school newsletter is published twice a term.
**Student Diary**

Every student is expected to purchase a diary. This is used to record homework details but may also be used by teachers and parents to communicate with each other.

**Contact with Teachers**

If you wish to make an appointment please contact the Front school office or contact the teacher directly. We encourage all parents to keep in regular contact with the school. When parents contact the school, it is quite possible that the staff member that you wish to speak to is teaching. In this circumstance the staff member will ring you back at the earliest opportunity.

Phone: 9310 1300  
Email: leeming.shs@education.wa.edu.au  
Internet: www.leeming.wa.edu.au

**Personal Interviews**

Interviews are easily arranged. The teacher can be contacted by telephone or e-mail - they will contact you to arrange a convenient time for the interview. Several days’ notice is necessary.

**Specific purpose Notices – or SMS**

These are issued occasionally to inform and remind parents about specific events such as school photos, parent evenings.

**Publications**

The school produces a number of brochures, including brochures on course selection. These brochures are now located on the school website and can be downloaded.
Local Media
The local paper will often contain details and pictures of special events held at the school. Success of our students in sport, academic achievements and community involvement is also submitted to the local media for publication.

Reports
Reports will be sent home with students on the dates specified in the school calendar. Students in all years will receive a report for each semester.

Maintenance of Information
It is important that the school be notified promptly of any change of circumstance including address, phone number, including mobile phone number, email address, living arrangements and medical information. Up to date information contributes to effective communication.

Messages to Students
Parents are requested not to ask the office staff to pass messages to students, unless they are of an urgent and serious nature.

Parents are reminded that student mobile phones must be turned off during class time