



**Plympton  
International  
College**

普林顿国际学校

*Centre of excellence  
for R-12 learners*

学前班 - 12年级学生的卓越教育中心

# Right to disconnect – communication protocol

Communication at **Plympton International College**

## **What you can expect from us:**

We will communicate with you in a timely, respectful, and professional manner.

Specifically, we will:

- Contact you as soon as possible about any concerns related to your child's learning, behaviour, wellbeing or attendance and seek your involvement in addressing those concerns.
- Respond promptly if you have raised any concerns about your child. Under normal circumstances, after raising a concern you can expect a return phone call or email within 2-3 business days to either discuss the issue or arrange a convenient time to do so.
- Regularly report on your child's progress by Daymap continuous assessment, parent/teacher interviews and or end of term reports.
- Provide class updates through our parent portal/learner management system Daymap and also seesaw
- Display key school events, policies and procedures on our school website, Facebook parents and friends, Instagram and in our newsletter.
- Facilitate and advertise school governance and parent committee opportunities to support parent engagement in our school.

What we expect from parents/caregivers:

Communication with all members of our school community including staff, other parents, and children, in a respectful and calm manner at all times.

Specifically, we expect you to:

- Text or ring the school reception front office/student services before 9am if your child is unwell and not going to be attending school.



- Remember that drop off and pick up times provide only very brief and non-confidential opportunities for information sharing. Teachers are extremely busy at these times, managing several communication exchanges, duty of care responsibilities and urgent preparation for learning activities and teacher meetings.
- Contact your child's class teacher/and or year level manager or head of school via phone call to college reception, or emails listed on our website if you want to share important information, clarify information, or make an appointment time for a longer discussion.
- Raise any concerns about another child or parent with Plympton International College staff to receive support and assistance in resolving the issue.
- Be reasonable and respectful in all you interactions with staff, keep an open mind and be aware that there may be different views and perspectives of the situation. Sometimes an issue cannot be immediately resolves as further information needs to be obtained first. Be patient and calm.
- Engage with all members of the Plympton International College community in a positive manner during all interactions, including on social media and through Daymap.



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2024年7月

## 断开通信权利 – 家校通信协议

普林顿国际学校的沟通协议

**您可以期待我们：**

我们将以尊重及专业的态度与您有效沟通。

具体来说，我们将：

- 尽快联系您，讨论涉及到您孩子学习、行为、健康或出勤的任何问题，并诚邀您参与解决这些问题。
- 如您提出任何有关孩子的担忧，我们将迅速作出回应。通常情况下，询问以后，可以在 2-3 个工作日内收到电话或电子邮件的回复，以讨论问题或安排适合的时间来讨论。
- 通过 Daymap 连续评估、家长/教师会议或学期末报告定期报告孩子的进展。
- 通过我们的家长平台学习管理系统 Daymap 和 Seesaw 更新班级的资讯。
- 在我们的学校网站、Facebook 家长和朋友群、Instagram 以及我们的学校通讯简报中发布重要的学校活动及规章制度。
- 宣传学校治理和家长委员会的机会，支持家长参与我们学校的活动。

**我们期待家长和监护人：**

以尊重和冷静的方式与学校社区的所有成员，包括教职员工、其他家长和孩子们进行沟通。

具体来说，我们期待您：





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- 如果您的孩子生病无法上学，请在上午 9 点之前通过短信或电话联系学校前台/学生服务处告知。
- 请您理解，接送孩子期间，教师只能提供非常简短和非保密的信息交流机会，因为教师在这段时间非常忙碌，包括处理多方沟通交流、履行教职关怀责任、紧急准备学习活动和教师会议。
- 如果您希望分享重要信息、澄清信息或安排更长时间的沟通，请通过电话联系您孩子的班级老师、年级领导或学校负责人，或发送电子邮件至我们网站上列出的地址。
- 如事情是有关于其他孩子或家长，请向学校工作人员寻求支持和协助来解决问题。
- 与教职员工的所有互动时，请持理性、尊重及开放的心态，值得注意的是，我们都存在不同的看法和观点。有时候问题可能无法立即解决，并需要进一步获取信息。因此请您保持耐心和冷静。
- 在所有互动中，包括社交媒体和 Daymap 上，与普林顿国际学校社区的所有成员进行积极正面的交流。

