



Annesley Junior School
Values Matter

Annesley Early Learning Centre

POLICY STATEMENT ON COMMUNICATION

In order to establish collaborative relationships with the families in our community we value clear and frequent communication with the children, their families and fellow staff members. We achieve this by:-

School Newsletter

The Annesley News newsletter includes a feature on the Early Learning Centre. This is produced electronically and emailed fortnightly to all parents. Parents are asked to make sure they read this newsletter as it contains important notices and news of forthcoming events and information on the development of the ELC learning program. A hard copy is also displayed on the parents table in each ELC room. The newsletter is also published on the school website: www.annesley.sa.edu.au. A hard copy version is available upon request.

Assessment Reports

Summative assessment reports are written for all children as they move from one ELC program to another within the Centre or as they commence school.

Parent Teacher Interviews

Parent teacher interviews are offered in a child's first term in each ELC program, to discuss how the child is settling in and to define common goals to assist the child's development. The next interview is held each time the child moves to the next ELC program so that goals can be reviewed and preparations made to ensure a smooth commencement for the child in the next ELC program. If the child is due to have an interview, parents will have received a letter in the child's communication folder.

Parents are always welcome to make an appointment to meet with their child's Educator/Teacher or Director at any time throughout the year.

ELC staff is available for informal discussions throughout the day. However appointment times can be made to ensure privacy at mutually convenient times.

Student Portfolios

Portfolio's which document each child's learning journey contain a variety of work samples, reflections on group projects and individual learning stories. These are available to be viewed by parents and their child in their ELC room.

Daily Reflection Journal

Each day the children gather to reflect on their day, to share experiences and celebrate each other's successes. These recordings, photographs of the day's events, wonderings shared by the children and possible future directions are documented in each room in the Daily Reflection Journal. This is on display on the parents table in each ELC room. This provides a valuable tool to inform and communicate our day's adventures.

Sign In/Out Sheets

To ensure effective communication between home and school comments and messages are recorded next to each child's sign in sheet. Parents are asked to refer to staff for further information when they read *'Please See Staff'*.

ELC Committee

As we are a community of learners we invite support and input from our wider community members. The ELC Committee function is to assist the Director, ELC and staff with a variety of events, such as; fundraising, parent social events, working bees, reviewing and developing policies, and input into the learning program. Any interested person is invited to join. Please speak to the Director, ELC for future information.

Changes

Any changes to policy and procedures that affect the operation of the ELC will be explained and communicated to the families in our Centre prior to implementation, with a minimum of 14 days notice.