



Sandgate District SHS

Parents and Guardians Engagement Plan 2023

Preamble

Every student of Sandgate District State High School is important. We cater for a huge range of diversity in our students and so, to best look after all of our students, it is important to acknowledge that we want to work with families and carers to ensure the best possible outcome for individuals and cohorts of students.

As can be seen in the Standards of Engagement section, communication, collaboration, and school culture underpin our interactions with parents and guardians.

As we say at all our enrolment interviews: we can't help if we don't know.

Modes of Communication

QParents is a user-friendly portal accessible via app or web browser, providing parents with secure online access to information about their child's state schooling.

QParents allows you to access and manage information online about your child. You can access information about:

- attendance details
- timetables and upcoming events
- report cards and assessments
- invoices and payment history.

More information and sign up for QParents is available here: <https://qparents.qld.edu.au/#/login> and here: <https://qparents.qld.edu.au/#/help>

Compass is our school software for tracking attendance, out of class movement and positive behaviour for students. Parent-teacher conferences are also booked through Compass and key school information of a timely manner is also sent through this platform.

If your child is marked as absent without prior approval you will receive a message containing a link. When you follow the link, you will have the opportunity to explain the absence.

More information is available here: <https://www.compass.education/guide>

Both apps allow for parents to stay more informed and, if they wish, track their child/ren's attendance across the day.



Communication from School

Fortnightly newsletters are sent home electronically. This communication is a great source of information for all families and has the changes and additions to our daily operations. The newsletter is uploaded to the website where it is easily accessed. Past issues are also available for reading.

The school calendar, available on the school website, also provides numerous useful dates for parents and guardians, such as excursions and school camps.

Each student is sent an individualised assessment planner each semester, with due dates stated for each subject.

Classroom teachers are expected to communicate to families and carers if a student is not on-track to pass the unit, term, or semester of work. This is often done via email and can occur at several junctures, such as: repeated missed homework submissions, failure to submit a draft, failure to attend an exam (particularly in senior school when an AARA is required).

Twice yearly, face to face interviews are scheduled between teachers and families.

Parents are also welcomed to speak to teachers outside these times. We do request that these conversations do not take place between the hours of 8:40 am and 2:55 pm as this is teaching time. Parents may also email teachers. These addresses are generally found on the school website or may be obtained via the office.

Communication to School

Parents and guardians can help by informing the school of changes to the following circumstances:

- Parent contact details
- Custody details/ court orders
- Student contact details
- Health issues
- Social/emotional issues
- Family issues
- Diagnosed or suspected diagnosable conditions not already recorded by the school
- Any other information that could impact your child's behaviour or experience at school.

Key Events for Parent Engagement

There are several ways for parents to get involved in school events, and Sandgate District State High School welcomes parental involvement. After all, we are all working towards the same goal!

Every Term:

- P&C meetings- see school calendar online

Term 1	Term 2
<ul style="list-style-type: none"> • Year 7 Welcome Evening • Interhouse Swimming Carnival • Senior Induction Ceremony 	<ul style="list-style-type: none"> • ANZAC Day March at Sandgate • Parent-Teacher Interviews • Open Day/Evening



<ul style="list-style-type: none"> • Music Recital Evening • Clean Up Australia Day 	<ul style="list-style-type: none"> • Careers Expo
<p>Term 3</p> <ul style="list-style-type: none"> • SET Plans 	<p>Term 4</p> <ul style="list-style-type: none"> • Awards Night

Standards of Engagement

At all times, Sandgate District State High School is guided by the Queensland Government Department of Education 'Parent and Community Code of Conduct'. More information can be found here: <https://education.qld.gov.au/parents/community-engagement/Documents/parent-community-code-of-conduct.pdf>

Please also see the following page.




Parent and Community Code of Conduct

Supporting learning, wellbeing and safety in our school

We welcome parents¹ and other members of our diverse community into our school.

Working together with the school community², school staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and other visitors to our school support safety by ensuring their communications and conduct at the school and school activities is respectful.

ELEMENTS OF ENGAGEMENT	It is expected that parents and visitors to our school will:	Parents and visitors to our school demonstrate this by:
 <p>Communication</p>	<ul style="list-style-type: none"> • be polite to others • act as positive role models • recognise and respect personal differences • use the school's communication process to address concerns 	<ul style="list-style-type: none"> • using polite spoken and written language • speaking and behaving respectfully at all times • being compassionate when interacting with others • informing staff if the behaviour of others is negatively impacting them or their family • respecting staff time by accepting they will respond to appropriate communication when they are able • requesting a meeting to discuss any concerns about their child's education – allowing staff time to prepare and appreciating their time may be limited
 <p>Collaboration</p>	<ul style="list-style-type: none"> • (parents) ensure their child attends school ready to learn • support the Student Code of Conduct 	<ul style="list-style-type: none"> • taking responsibility for their child arriving and departing school safely on time every day • reading and encouraging their child to understand and follow the Student Code of Conduct
 <p>School Culture</p>	<ul style="list-style-type: none"> • recognise every student is important to us • contribute to a positive school culture • work together with staff to resolve issues or concerns • respect people's privacy 	<ul style="list-style-type: none"> • valuing each child's education • acknowledging staff are responsible for supporting the whole school community • speaking positively about the school and its staff • not making negative comments or gossiping about other school community members, including students – in person, in writing or on social media • understanding, at times, compromises may be necessary • considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.

¹ The term 'parent' refers to parents, carers, guardians and people who exercise parental responsibility for a child.

² The term 'school community' refers to staff, students, parents, local business and community organisations and visitors to the school.