

# College Communication with Separated Parents Policy

June 2019



## Rationale

The College sees fair dealing with separated parents as important, both as a matter of justice and in the interest of the child.

The College would therefore want to support students and all parents in strengthening this relationship. However for practical reasons the College will normally prefer to direct all correspondence to one address only. The College requests families to nominate one parent as the Primary Contact and one address as the Primary Mailing Address. The College will provide other parents information relating to the students education as outlined by the guidelines below.

The provision of personal student information by the College will be subject to any legal considerations including the wishes of the specific student, family arrangements and the College's Privacy Policy and the Australian Privacy Principles.

## Procedures

a) Information regarding family arrangements will be drawn from the Enrolment form. This information is confirmed each year via the Re-Enrolment Form. Any changes made during the year can be updated, with requests made in writing to the Principal.

b) The Re-enrolment Form (Enrolment Confirmation) is reviewed in November of each year and is a contract signed by all parents. Where new family arrangements arise during the year following separation, a new Re-enrolment Form will be signed establishing the contract between the school and the parents.

c) All parents will be provided with the following information upon request:

### 1. Parent Access Module (PAM)

Access to the Parent Access Module (PAM) is via a password. PAM presents a broad range of information about what is happening at the College.

### 2. College Calendar – Dates and Special Events

This publication lists all important events for the year. Parents can use it to stay abreast of College activities and, by contacting their daughter's pastoral or Year Level Coordinator, ahead of time, can arrange appointments/visits to the College on occasions such as Parent/Teacher/Student Interviews and Performance evenings.

### 3. OLMC Newsletter

The OLMC Newsletter is published once a fortnight (generally Friday). It is posted on PAM for ease of access, with an email link sent to parents advising of the latest edition.

### 4. Photograph Order Form

Photographs are taken at the beginning of each year. The electronic order form is provided prior to the day of photographs.

## **5) Student Reports**

Student Reports and continuous assessment reports are accessible from PAM.

d) Information that will only be sent to the designated primary contact includes:

### **1. General Contact**

Communications that are emailed are generally permission forms for activities and only require one signature. Examples of such communications are: excursion permission forms, Failure to Submit forms, rescheduled task forms, detentions notices and VCE, VCAL, VET and tertiary placement information. The student will take responsibility for informing each parent of such activities.

### **2. Parent/Teacher/Student Interview Appointments**

Other parents should contact the Learning and Teaching Office to request appointments with her teachers.

### **3. Illness**

The designated primary contact will be the first person contacted if a student requires medical treatment or needs to be sent home from school due to illness.

## **References**

MEL-OLMC PRIVACY Policy 2019  
Australian Privacy Principles 2014

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**Approval Authority: College Leadership Team**  
**Person Responsible: Principal**  
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