



## THE IPSWICH State High School

### Parent Communication

@ISH open communication between the school and parent/guardians is a valued part of the successful running of the school. Communication from the school can come in many forms including:

- Emails
- SMS messages
- Phone calls
- Newsletters
- School Website - [ipswichshs.eq.edu.au](http://ipswichshs.eq.edu.au)
- Facebook – 'The Ipswich State High School'

To ensure that clear communication between the school and parent/guardians remains productive it is paramount that all student details are updated, if any changes occur. If any details need to be updated or changed, it is as simple as sending an email through to [office@ipswichshs.eq.edu.au](mailto:office@ipswichshs.eq.edu.au) with the new information, by calling the office on 07 3813 4488 (the form will be sent via email or given directly to the student) or by obtaining it directly from the office.

@ISH we endeavour to be as environmentally friendly as possible, aiming towards a paperless workplace therefore, if possible, an email address is to be provided so that the school can email out academic reports and newsletters. This is the preferred method of communication @ISH. This is also a quick and simple way for teachers to communicate with parents/guardians, keeping them updated on their student's progress and behaviour.

### Student message policy

@ISH we aim to provide quality uninterrupted lesson time for your students to learn in best learning environment

For this reason, we have chosen not to have a PA system in our school as this continually interrupts essential learning.

Please understand that at times when critical and urgent situations arise and messages need to be given immediately, students will be removed from class and messages will be physically passed on. No messages will be passed on during class time unless of an urgent nature. If the matter is not urgent, we ask our parents to make family arrangements with your child, prior to the school day commencing, or message the student directly. Students are able to access their phones for texts, phone calls and messages during break times.

Ph: (07) 3813 4488

PO Box 5069 Brassall QLD 4305 | 1 Hunter Street Brassall QLD 4305 | [office@ipswichshs.eq.edu.au](mailto:office@ipswichshs.eq.edu.au) | [www.ipswichshs.eq.edu.au](http://www.ipswichshs.eq.edu.au)

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## Early Departures

No students are permitted to leave the school grounds without parent/guardian's permission and a leave slip must be obtained from Administration.

Early departures are only permitted if students have obtained a leave request by presenting a signed note or signed message in their student diary to Student Services prior to the start of the school day or during lunch breaks. Student Services will issue the student with a leave request which must be shown to the teacher, if the departure is to occur during class time. Students will not be permitted to leave the classroom unless a leave request is presented. Students who have followed the procedure correctly will then be able to sign out at the Student Services window or by using the self-service device.

The school respectfully asks that early departures are avoided where possible, and used only in emergency or urgent circumstances. Please try and arrange appointments outside of school times, pre-arrange collection with the student and have them be responsible for their actions – follow the departure process. This will avoid all unnecessary interruptions to essential learning.

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