Clear, timely and open communication between home and school is an important factor in creating a robust and effective learning environment at Hampton Primary School. Accordingly, Hampton Primary has summarised below a number of key initiatives relating to the school direction and policies. These documents are available on the HPS website.

**HPS Strategic Plan (2011-2014)**
This document outlines the school’s strategic direction for the next 4 years. This includes the school’s purpose, values and environmental context as well as goals, targets and key improvement strategies in:

- Student learning
- Student engagement and wellbeing
- Student pathways and transitions

Through the identification of the school’s achievement milestones, the School Strategic Plan sets out the expected changes in practice and behaviours that the school will aim to achieve. The plan helps to focus teaching efforts in areas that will make the most positive impact on our children.

**Related Policies**

- **Student Engagement and Wellbeing Policy** - this sets out the rights and responsibilities of students, teachers and parent/carers. Importantly it summarises the shared expectations of all members of the school community, particularly relating to behaviour, engagement and attendance. The school’s actions and consequences in connection with behaviour management, including the use of restorative practices, is an important element of the policy.

- **Student Code of Conduct** - each year each class will negotiate a set of class norms based on the school values and behavioural expectations, this forms their ‘class agreement’. The agreement reflects the expectation that all members of the class community are expected to participate in the school environment according to the school values and negotiated norms.

- **HPS Communication Protocol Policy** – this policy sets out clear expectations for communication from home to school and school to home for the entire school community and is to be read in conjunction with the communication guidelines to parents brochure.

- **Home to School Communication Guidelines** - this brochure explains how best to communicate with Hampton Primary teachers, management and administration to ensure you receive the guidance and advice you seek. By knowing who to contact and under what circumstances parents are able to ensure their requests, feedback and concerns are heard and then acted on. The Hampton Primary School team believes this will assist parents to be empowered to play a role in their child’s school life and feel a greater sense of connectedness with the school as a whole.

- **Complaints Policy** - this policy sets out the procedures to follow if a parent wishes to make a complaint if they believe their concern has not been adequately addressed by less formal means. Complaints covered by the policy and procedures include:
  - general issues of student behaviour that are contrary to the student code of conduct
  - incidents of bullying or harassment in the classroom or the school yard
  - communication with parents
  - school fees and payments
  - general administrative issues
  - any other school-related matters except for those exceptions noted in the HPS Complaints Policy.

**School website address:** [www.hamptonps.vic.edu.au](http://www.hamptonps.vic.edu.au)

*This document was ratified by School Council - December 2012*