



STUDENT/PARENT/TEACHER COMMUNICATION POLICY

- Teachers are not to pass out private contact information of other students or parents.
- Indecent or inappropriate language or communication by either student, parent or teacher must be reported to TCDA directors.
- Teachers are not available during class time to discuss matters or answer queries, nor to be confronted in front of their students or on studio property.
- Communication of concerns or queries must be directed to TCDA directors.
- Digital communication must be respectful and should not offend, intimidate humiliate or bully another person.
- Digital communication must not be misleading, false or injure the reputation of another person.
- Under no circumstance should any students under the age of 18 have personal phone numbers of their teachers.
- No information should be passed onto the parent via the student. All communication must go direct to the parents.
- Where parents/caregivers seek to make appointments, contact should be made through reception, so that an appointment may be made at a mutually convenient time.
- Parents/Caregivers with questions about classroom teaching and learning matters should initially address their concerns to the relevant teacher. Any further communication deemed necessary should begin with the directors.
- Our primary means of communication is via email and all enquiries should be directed to the office via email dance@thecollectivedanceacademy.com.au or phone 0403 543 680
- All important correspondence including invoices will be sent via email. Please ensure you provide us with a current email address that is checked regularly.
- All information is also posted on our closed Facebook group. Parents/Caregivers are encouraged to join the group.