



Meekatharra School of the Air Home Visits Policy

Established 1959

'Wisdom by Wireless'

Rationale:

Whilst MSOTA strives to provide quality distance education, we acknowledge that effective teacher / student relationships are supported through personal contact between teacher and student. MSOTA endeavours to provide support in the delivery of distance education courses to ensure students have the opportunity to achieve their full potential in the pursuit of their education. To this end MSOTA strives to provide contact with students through a variety of means including, but not limited to, Teacher / Student / Home Tutor Home Visits within the context of the 540,000 km² it covers.

Aims:

MSOTA aims to provide support to students, their parents and / or Home Tutors through Home Visits. It is an opportunity to work with and assess students' progress and development. It is also an opportunity to build relationships between home and schools.

The school aims to provide one visit a year to families, with the second visit as part of a combined visit, (surrounding families meet at one location) or based on need (eg IEP student working with STL). Kindy students will receive one visit a year (Please see further information below).

Considerations:

- All visits are negotiated with the school (Principal and teaching staff)
- Visits may be cancelled due to staff illness, road closures, weather, at the request of families or for unforeseen circumstances. All attempts will be made to re schedule.
- Some families may receive extra visits based on need. (eg students identified as Students at Educational Risk)
- Since the school has relocated to Geraldton the visits to families has increased travel time for staff, therefore the school needs to modify some visiting conditions.
- K students are officially 15 hours a week. These students will receive one visit a year or in conjunction with older siblings.
- Each family will receive a visit at least once from their class teacher. At times, families may receive a visit from another teacher or Principal depending on circumstances.
- Families may choose to 'negotiate', as part of their one visit, to arrange a visit or a series of visits to the class teacher at the MSOTA site. (eg whole day or a series of half days). These visits must be negotiated with teaching staff beforehand.
- Families are welcome to visit the school informally (eg dropping off set work, attending Muster) but consideration must be made for teaching staff who have pre-arranged commitments as part of their teaching role. Ringing or emailing beforehand is essential.

Implementation:

- Home Visits will be managed by individual teachers in consultation with the Principal and relevant MSOTA staff – e.g. the Support Teacher Learning (STL).
- At all times, the safety and wellbeing of staff needs to be of consideration in relation to Home Visits. This is part of the OHS (Occupational Health and Safety) of the Department of Education (D of E)
- At the beginning of each term, teachers will develop a general plan/timetable for proposed Home Visits as early as possible (keeping in mind D of E and MSOTA needs and requirements) and provide the Principal with a home visit plan.
- Visits that are cancelled by the teacher for operational or personal reasons (Professional Development / illness etc.) will be rescheduled as soon as is convenient for all parties and within the same term if possible. Visits cancelled by the Family / Home Tutor may be rescheduled as deemed appropriate by the class teacher, bearing in mind both their timetable and school requirements.
- Class teachers will endeavour, where possible, to provide each full time school age student / family with one visit by their teacher / teachers per year. Students identified by the STL as 'Learning Difficulties Students' may also receive additional visits on an 'as needs' basis.
- Some families may receive more visits than others in any given term / semester / year– this will be as a result of professional decisions and at the discretion of the Principal.
- Teachers will plan their departure and subsequent return to MSOTA so as to ensure their arrival back at school in daylight hours. Teacher safety is, at all times, paramount. This is in-line with MSOTA, Department of Education and Risk Cover requirements.
- Any issues or concerns raised by staff in connection to a request for a visit and or an actual visit will be discussed with the teacher and Principal.
- A meeting of the Principal and all MSOTA Teachers will be held at the end of each term to evaluate the effectiveness of all Home Visits. All teaching staff will be requested to provide feedback at this meeting regarding any aspect they feel is relevant in connection with Home Visits. This information will then be considered and changes will be made accordingly if deemed appropriate by the Principal.

Evaluation:

This policy will be reviewed and shown to School Council as part of the school's review cycle.

This policy was ratified by MSOTA School Council on... 27/03/13