



# PARENT VISITING POLICY

FOR

WOODBURY AUTISM EDUCATION AND  
RESEARCH LIMITED



## **PARENT VISITING**

It is the desire of Woodbury's staff to have a close and collaborative relationship with each student's parent/carer.

The learning needs of our students are unique and as qualified special educators we recognise that for our students having their parents in the classroom for unexpected visits can negatively impact upon their routine and classroom learning.

To resolve the potential negative impact the below policy has been implemented to facilitate parent observations, meetings and visits with minimal disruption to the students education.

Parents are invited to participate in the following school based activities:

- An IEP meeting once per year
- Written reports will be sent at the end of each semester.
- Progress reports will be sent once per month during the months when IEPs and written reports are not provided. These summaries will include videos of the child participating in regular classroom activities.
- Special events such as sports carnivals, family fun days, end of year celebrations and fundraising activities.
- a classroom observation once per term to be scheduled in the penultimate week of the term through the school office
- daily home-school communication with a daily report will be sent home each night and is to be returned the following day.

## **PARENT OBSERVATION GUIDELINES**

These guidelines are set in place to ensure parent observations are helpful and enjoyable. To ensure the classroom continues to run smoothly with an observer in the room the following guidelines are in place:

1. All woodbury visitors are bound by the Woodbury confidentiality policy. As such no activities or event observed nor any information gained within the observation should be shared.
2. Parents should act as a “silent observer”. Please avoid interacting with staff and students during your observation.
  - a. If any questions come up during your observation, we encourage you to set up a meeting or phone call with the teacher and/or clinical supervisor
3. Please keep your observation to the scheduled time. It is very important that you arrive on time and leave on time.
4. As you are a guest within the classroom, please respect direction and guidance from teachers and staff as the authority figures.

It is required that all parent observers follow the above guidelines. Violations of the above guidelines, particularly those related to the Woodbury Confidentiality Policy, may result in the discontinuation of Classroom observations opportunities in the future.

Putting these guidelines in place allows us to accommodate parent observations while minimising the disruption to the classroom, staff and students.