



You will keep this **Communication Notebook (« cahier de communication »)** all year long.

It will travel with you between school and home. That way, your teachers and your parents can exchange information.


The Communication Notebook is also a way for you and your parents to talk about your life in class.

### When you take your Communication Notebook home with you:



Show it to your parents.



With your parents' help you can fill in the **« Famille » (Family)** space  with a comment, a picture (drawn or glued), etc.



Bring it back to school the next day or after the weekend.



Take good care of it.

**Generally, the term 'parents' means those who hold parental authority or any other legal representative.**

Good cooperation between the school and the family is important to ensure the pupil's school journey is as smooth as possible. The communication book is a tool that the school and family can use to share information and work together.

It is important to think carefully about the type of comments made in the communication book and how they are expressed. Contributions from both the school and the family ensure a detailed, nuanced conversation about the pupil's schooling. The description of responsibilities below aims to support this exchange of ideas.

Pupils in 1P and 2P do not have homework.

### Teacher's responsibilities

The teacher provides information from the school, particularly about the activities done in class or announcements about special events. Documents showing the pupil's work are regularly sent to parents for them to look at (reports, exercise books, etc.) They are shown in the « Documents en consultation jusqu'au \_\_\_\_ » (Documents to view until \_\_\_\_ ) section.

### Parents' responsibilities

Parents must sign the communication book every week. This confirms they have noted its contents. There is a space for them to make their own comments. This can be used freely by the parents and the child, and is used to share information with the teacher, ask a question, tell them about a family event, etc.

### Parents' commitment

We have familiarised ourselves with the rules on the communication book. We undertake to abide by them and ensure others do likewise.

Signature of parent (or their representative): \_\_\_\_\_

**Weekly double pages (pages 14 to 93)**

The weekly pages maintain the link between the school and family throughout the year on activities carried out in class, school life and important information.

The teacher or parents can ask for a meeting at any time, by ticking the relevant box.

**School contacts (page 2)**

This is where you will find teachers' names, contact details and availabilities.

**Well-being – Living well (page 3)**

This page highlights the resources available in school and elsewhere in case you have a question or concern of any kind.

**Class, site and school rules (page 8 onwards)**

Each class or site can create its own rules for its community, provided they are consistent with the law on compulsory education and its implementing regulation.

**Absence and time off – procedure and forms (pages 12 and 100 onwards)**

The school must be informed of any absence, in advance wherever possible, and in any case as soon as possible. Please refer to the procedure described on page 12.

**Digital education (pages 115 to 117)**

Cooperation between the school and family helps pupils to develop their digital skills and take advantage of the many positive aspects of digital tools and services. Pages 115 «Utilisation de dispositifs numériques personnels» and 116-117 «Ch@rte Éducation numérique» provide a framework for the use of digital tools and services both in school and at other times.

The school educates children in conjunction with their parents. It supports parents in their role as educators.

Regular communication of important information and constructive cooperation between the school and the family are essential. Both support the pupil's progress. They also provide an opportunity to reflect together on the best possible solutions for the pupil's schooling.

There are various opportunities for families to get information and talk about what is happening at school. For example, parents are invited to a joint information session every year, when they can meet their child's teachers. Parents can also ask for an individual appointment.

Page 3 «Bien être – Bien vivre» is designed to let pupils and their family know that there are people both in school and outside to whom they can turn, if needed. These people are there to inform, help, support, advise and guide pupils and their family.

The first people to contact if parents have any questions or concerns, or if any difficulties arise, are the teacher concerned and the class administrator. Other professionals at the school can also be contacted:

- mediator;
- nurse;
- psychologist;
- psychomotricity therapist;
- speech therapist;
- school social worker, e.g. a youth worker,
- etc.

Later, if necessary, the parents can contact members of the senior management team: the dean or head teacher.

Finally, if parents feel that the steps taken by the school have not addressed the difficulties encountered by their child satisfactorily, they can contact the Department of education, youth and culture (Département de la formation, de la jeunesse et de la culture, DFJC). The Department can then offer its help and support and propose a reconciliation to improve the relationship between the school and the family and help find a solution in the pupil's best interests.

*For more information, see our website*

*[www.vd.ch/scolarite](http://www.vd.ch/scolarite) > Relations entre l'école et la famille  
or the school's website.*

