



Program Information for Families Nominated Supervisor

NQS Element 1.3.3 Information for families

Name of the person conducting the checklist: _____ Date: _____

Consultation and Communication

Have you consulted with families about their communication preferences eg service displays, emails, closed Facebook groups, Apps, communication book? Yes No NA

Do you have evidence to support consultations about communication preferences? Yes No NA

Do you implement a range of communication strategies to meet the preferences of all families? Yes No NA

Do you regularly review educators' documentation to ensure families can understand it and it's meaningful to them? Yes No NA

Do you get feedback from families about their understandings of the documentation eg through surveys, questionnaires, conversations? Yes No NA

Do you make sure the curriculum is always displayed where families can easily view it? Yes No NA

Do you provide information about the MTOP in the home languages of service families? Yes No NA

Do you organise regular parent/teacher meetings? Yes No NA

Are you always available to talk with families about any issues or concerns regarding the educational program or their child's progress? Yes No NA

Do you make sure educators keep sensitive information about children and their families confidential? Yes No NA

Have you established professional relationships with the school executive and teachers to help educators support consistent learning? Yes No NA

Roles and responsibilities

Do you engage interpreters or bilingual staff to assist families understand the program and make contributions to the assessment cycle? Yes No NA

Do you make sure the Educational Leader supports educators in sharing information with families in a meaningful way? Yes No NA

Do you make sure the Educational Leader guides and coaches educators where necessary in obtaining family contributions to the program? Yes No NA

Do your educator job descriptions include requirements to regularly share information with families eg about the curriculum and their child's progress? Yes No NA

Do your orientation and induction procedures include information for families about the learning program? Yes No NA

Actions required