FIVE TIPS FOR COMMUNICATING

Schools are busy, people places. At times we will need to work with people we don’t get along with. The following are the first five of ten tips for communicating effectively.

Acknowledge others’ feelings and points of view
Listening to and acknowledging the other person’s feelings and points of view can bypass many arguments and misunderstandings. Don’t try to correct them or rebut their points of view or feelings. Just listen. See if you can understand what the other person is trying to communicate. You don’t have to agree with what they are saying, but don’t dismiss or minimize their feelings or tell them they are wrong for feeling that way. Remember that you are always better to understand than you are to be understood.

Apologize wherever you can
This sounds like a strange thing to do, especially if you believe the other person is speaking or acting hurtfully towards you; however, apologies, when given genuinely, often place the other person in a better position to let go of any hurt, also listen to you, and to work something out for the future. Perhaps you can apologize for your part of the hurt, or for how your behaviour was perceived by them, even if it was not intended that way.

Agree with them wherever you can
You may not be able to agree with everything the other person says, but you may be able to agree with parts of it, or at least with what they are wanting for the future. Be quick to agree and slow to where you disagree.

Share your own opinion respectfully
So often, it is not so much what we are saying, but how we are saying it that counts. A good way to share your view respectfully is to start what you are saying with, “This is how I see it...” or “This is my opinion on this...”. By doing so, you are acknowledging there is more than just your view to see a situation. It is also important to watch your tone of voice. Use the most laid-back tone of voice you can, avoiding any tone of defensiveness or aggression. Remember to be aware of how your body language is coming across. It also helps to acknowledge your understanding of the other person’s perspective and feelings before sharing your own view.

Offer something for the future
Offer to do something different for the future which you believe will help. Or suggest a compromise that involves effort from you both. Be careful not to impose your ideas on the other person. Make sure you do what you say you are going to do.

Jane’s Jottings...

Long-term memory and working memory are particularly relevant to academic learning. More to follow: Mnemonics. Teachers once used all manner of mnemonic devices to help kids remember. Some, like Every Good Boy Deserves Fruit, for remembering which note goes on which line in musical notation, are still used. These strategies became less popular as educators began to rely less on rote memorizing. It would be good to see them come back. Not only do mnemonic devices help children remember specific things, they also provide good general training for working memory.

Returning to Balaclava in 2015?
If your child/ren are returning to Balaclava State School next year we need to know in advance for planning purposes. Last week saw an important notice go home with students with the heading ‘2015 Enrolments’ which is printed on cream coloured paper. Please fill out this notice and return to the office or classroom teacher at your earliest convenience. Copies can be obtained from the office if you need a replacement. Thank you for your prompt response. Hope to see you again next year.
**Children born between 1st July 2009 and 30th June 2010 are eligible to enrol this term for Prep here at Balalava State School. Birth certificates must be presented upon enrolment. Enquiries are most welcome on (07) 40815333.**

**BREAKFAST READING**

The breakfast reading program will continue this term with reading and breakfast available from 8 am until 8:30 each Monday and Thursday morning. Students who read 5 times will receive a McDonald’s voucher. We have approximately 15 – 20 students who turn up each day for this program but all are welcome.

**HATS and SHOES**

- Students are encouraged to wear hats and shoes. Shoes must NOT be thongs, but enclosed joggers are fine.
- All students have until the 1st of November to make sure they are wearing hats and shoes.

**REMINDER**

- Be on time - every minute may mean missing out on a place and will affect ABSTUDY numbers and staffing for 2015.
- If you or someone you know is planning to move to high school, local school or boardering school in 2015. Leaving it to the last minute may mean missing out on a place and will affect ABDUOT payments.
- PREP ENROLMENTS for 2015 can be lodged from 1st October 2014 by calling ABDUOT on FreeCall™ 1800 132 317 or visit your nearest Service Centre or Agent.

**Enquiries are most welcome on (07) 40815333.**