

Kangan Institute

Parent/Carer Information Pack

Guidance and resources for parents and carers

2026



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Acknowledgement of Country

Kangan Institute acknowledges their campuses are located on the ancestral lands of the Wurundjeri Woi-Wurrung people of the Kulin Nations. The institute respects traditional custodians, Elders and their cultural heritage.

Artwork by Jida Gulpilil

Introduction

This Information Pack provides an overview of the services, supports, and information available to help your young person succeed at Kangan Institute. It explains how families, students, and staff can work together to promote safety, wellbeing, attendance, inclusion, and success. The pack also outlines key support services, communication channels, child safety information, and ways parents and carers can stay connected and involved throughout a student’s educational journey.



Families are essential partners in student success

- Importance of family partnerships**
Strong family and education partnerships lead to better attendance, wellbeing, academic performance, and successful completion for students.
- Inclusive and safe environments**
The institute provides welcoming, inclusive spaces that respect diverse backgrounds and foster student wellbeing and safety.
- Active family engagement**
Families are encouraged to engage in educational activities, monitor attendance, and communicate regularly to support student growth.
- Collaborative support systems**
Collaboration between families, educators, and support staff helps students overcome challenges and reach their full potential.

Child safety and student rights

- What child safety means**
Child Safety means creating environments where young people are safe, respected, included, listened to, and protected from harm. This is supported through policies, practices, and a shared commitment from staff, students, families, and the broader community.
- Preventing harm through education**
Child safety includes awareness, supervision, education, and clear reporting to prevent harm and promote wellbeing.
- Empowering student rights**
Students are encouraged to understand their rights and speak up when concerns arise, supported by trusted adults.
- Family and educator collaboration**
Families and educators work together to support student safety, wellbeing, and respectful behaviour.



Inclusive and secure learning environments

- Equitable and inclusive education**
Inclusive education provides equal opportunities for students of all abilities and backgrounds to participate and succeed.
- Safe and respectful environment**
Secure learning spaces promote respectful interactions, clear behavioural expectations, and psychological safety.
- Accessibility and support services**
Kangan Institute promotes accessibility and equity support, and culturally responsive teaching to remove learning barriers.
- Collaborative community efforts**
Educators, families, and students collaborate to ensure a welcoming, supportive, and secure learning environment in person and online.

Building strong communication: How we do this

- Foundation of partnerships**
Clear and timely communication builds effective partnerships between educators and families for student success.
- Early issue identification**
Consistent updates help identify and address attendance, behaviour, and wellbeing concerns early and collaboratively.
- Various communication methods**
Communication can include phone calls, emails, newsletters, meetings, and digital platforms to reach families effectively.
- Two-way collaborative relationship**
Strong communication is two-way, encouraging questions, celebrating achievements, and fostering trust and support.

Student portals, learning platforms and resource access

- Centralised educational access**
Student portals provide centralised access to resources, announcements, assessments, and support materials in one place.
- Support and wellbeing integration**
Platforms share library, learning, wellbeing information, and support services, aiding students' academic and personal development.
- Enhanced student organisation**
Learning platforms offer timetables, assignment details, and messaging tools to keep students organised and engaged.
- Promoting digital literacy**
Using digital systems regularly encourages responsible online behavior and develops students' digital skills.

Attendance responsibilities and reporting requirements

- Importance of regular attendance**
Consistent attendance strongly predicts academic success, wellbeing, and course completion.
- Attendance monitoring and support**
Monitoring attendance helps identify challenges and provides support for health or wellbeing issues.
- Family and student responsibilities**
Families and students must communicate absences, late arrivals or early departures promptly to minimise learning interruptions.
- Collaboration and early intervention**
Educators and families collaborate to address barriers and intervene early to improve attendance. Contact the relevant teaching area to notify teachers of any absence.

Supporting students through extended absences

Causes of extended absences

Students may miss class due to health issues, family responsibilities, or personal challenges requiring flexible support.

Maintaining connection

Ongoing communication with students and families ensures learners stay informed and feel supported during absences.

Educational support strategies

Access to digital platforms, modified timelines, and referrals help students keep up academically and emotionally.

Collaborative problem solving

Meetings between families, students, and staff focus on solutions and flexibility to support student re-engagement.

Student support, wellbeing and campus safety

Comprehensive student support

Support services address academic, personal, financial, and career challenges to help students succeed.

Parent / carer permission

Parent or carer permission is required for students under 18 to leave campus, including classroom breaks and excursions.

Safe campuses

Safer Community supports a safe learning environment by providing advice, support, early intervention and response to student safety, behavioural and child safety concerns.

Collaborative support networks

Educators, families, and support teams work together to create belonging and enhance student resilience.

Feedback, involvement and ways to connect

Importance of family feedback

Feedback provides insights that improve educational services and student experiences. Feedback can be provided using the feedback portal or when completing the parent survey.

Active family involvement

Families are encouraged to engage actively with staff through pre-training reviews, enrolment, progress meetings, events, and graduation.

Accessible communication channels

Multiple contact pathways, including phone and emails, ensure families can reach educational support easily when needed.

Building educational partnerships

Trust and transparency foster partnerships that create safer environments and better learning opportunities for students.



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