

COMMUNICATION GUIDELINES

RATIONALE

Effective communication between home and school is the cornerstone of a strong relationship. When families and educators communicate effectively, positive relationships are fostered, problems are more easily resolved, and students' learning thrives.

Communication is a two-way process, and we encourage families to actively seek any information they need to confidently support their child's development and learning.

All communication should be respectful and considerate, as we are all working together towards the same goal: ensuring **every child learns, every day**

OPERATIONAL GUIDELINES

METHODS OF COMMUNICATION

As a school community, we value face-to-face and telephone communication, and these are our preferred methods. We acknowledge that electronic communication is an environmentally friendly option that can save time when used effectively.

Staff and parents are not expected to respond to electronic communications that are contentious or require ongoing dialogue. In such cases, a face-to-face meeting should be arranged to ensure effective communication and resolution.

☐ Telephone

To speak with the principal or your child's teacher, please phone the front office (8346 3701) to schedule a time.

If your message is urgent, please call the front office. The information will be promptly forwarded to the relevant person.

For issues requiring detailed discussion, parents and caregivers will be contacted by telephone.

☐ Email

This channel of communication may be used for reminders and notices.

Staff will check/respond to emails on arrival to school (approximately 8.30am) and prior to leaving site (approximately 4pm)

Please note that email is not a suitable platform to use for communication of urgent nature. If of an urgent nature contact the principal (tina.treffers145@schools.sa.edu.au) or front office for prompt attention.

☐ Class Dojo

Class Dojo connects the school and teachers with students and parents to build classroom communities. The teachers will invite families to join this platform on enrolment.

Class Dojo works on iOS, Android, Kindle Fire, and on any computer.

- Students can showcase their learning by adding photos and videos to their own digital portfolios.
- Teachers will post reminders as they occur.
- Teachers will post a showcase of student learning once per week.
- Teachers will check/respond to Class Dojo messages on arrival to school (approximately 8.30am) and prior to leaving site (approximately 4pm)
- Translation service is available.

Please note that Class Dojo is not a suitable platform to use for communication of urgent nature. If of an urgent nature contact the principal (tina.treffers145@schools.sa.edu.au) or front office for prompt attention.

☐ **Blue Folder - Junior Primary**

Students are provided with a Blue Folder on enrolment in Reception that acts as a communication diary for parent-teacher correspondence and notices. There is a responsibility for families and staff to embed a routine to ensure this tool goes home each night and returns to school each day.

☐ **Term Planner**

At the beginning of the year a draft version of all four term planners is sent out via Class Dojo. A hard copy of the updated term planner will be sent home at the start of each term. The planner will also be posted on Class Dojo. Any changes are communicated via Class Dojo

☐ **Assemblies**

We warmly invite families and friends to attend our assemblies, held twice per term. Dates are published on the term planner, and reminders are sent via ClassDojo. Assemblies offer an opportunity for families to enjoy a showcase of learning from across the site.

☐ **Acquaintance Evening**

Held early in term 1 of the new school year. It is an opportunity for you to meet your child's teacher, visit the classroom, tour the school, and be provided with detailed information about the year ahead. It is not an opportunity to discuss your individual child's learning progress or needs.

☐ **Reporting**

The reporting process is designed to provide families with clear information about their child's learning in relation to the Department of Education's achievement standards. The process includes:

Term 1: Three-way (parent/student/teacher) interview, with a brief written summary provided afterward

Term 2: Mid-year written report

Term 3: Three-way (parent/student/teacher) interview, with a brief written summary provided afterward

Term 4: End-of-year written report

Interpreters are available for interviews if required.

There should not be any 'surprises' for families throughout the reporting process, as each check-in builds upon the previous one, summarising learning achieved and setting future goals.

☐ **Parent/Teacher Communication**

Staff are responsible for responding to the inquiries of families within a reasonable timeframe (24 hours for acknowledgement and 3 days for a response).

All teachers will provide families with:

- term overviews of each term
- weekly class post on Class Dojo, sharing classroom learning activities
- excursion notices - allowing minimum of 4 weeks if payment is required
- event updates and reminders on Class Dojo

We encourage families to meet with their child's teacher at any time throughout the year if they would like more information about their child's progress and achievement.

Teachers are in the yard at dismissal time each day. This provides families with the opportunity to catch up with their child's teacher, informally, and check in about the day.

☐ **Social Networks** - no current active social media platforms

☐ **QKR App**

QKR is used to pay school fees, excursions/camps, after school sport, fundraising etc. Information on how to join this app is provided on enrolment.

☐ **BPS Website**

This site is a window into the school's activity and provides a platform for parents to find information on the school's current policies, procedures, and processes.

The following documents are available on the website:

- Annual Report
- Site Improvement Plan
- Site Context Statement
- Virtual tour of the site
- Parent Handbook

☐ **Annual Report & Context Statement**

BPS Context Statement is updated annually and available on the school website.

The Annual Report is presented at the Annual General Meeting as a summary of the year's work, including financial statements, statistical data that provides evidence of school growth as related to the school's strategic directions. A link to the Annual Report is included on the website.

☐ **AGM /Governing Council**

Members of the Governing Council are elected to represent the community of the school. Each member brings a different and valued perspective.

The role of governing council is expressed through the legislation, the administrative instructions and guidelines (AIGs) (PDF, 1.1 MB) section 5, the governing council constitution and the governing council code of practice. The role of the governing council is to:

- focus on improving student learning outcomes in collaboration with the principal and staff
- develop a cooperative working relationship between the governing council and the principal and staff
- represent the whole school community in understanding local educational needs
- set general directions for the school and monitor and report on achievements

Members are elected at the Annual General Meeting held in Term 1 and serve a two-year term of office.

The name of our current Chairperson is published, via Class Dojo, after the Annual General Meeting. Community members may want to place items on the agenda of the Governing Council meetings. This can be done by contacting the Chairperson or emailing Principal to discuss.

Reminders on this process are sent out via Class Dojo prior to each meeting.

☐ **Feedback Surveys**

An opportunity exists for families to respond to a Perspective Survey- allowing for feedback to be provided. Communication regarding this survey is sent directly to families from the Department of Education.

The results from this survey guide future planning.

Results are discussed at Governing Council and aspects shared with the wider community.

Ratified at Governing Council: 7/8/2025

Review Date: 8/27 or in line with DoFE updates