



WATERVALE PRIMARY SCHOOL



COMMUNICATION GUIDELINES

At Watervale we acknowledge the importance of timely and supportive communication with our families and wider community. To ensure an effective partnership continues, this document supports and acknowledges the variety of communication forms and how they can be used effectively.

Our main forms of communication are as follows:

SeeSaw

On SeeSaw you will see teachers and learners using this platform to communicate and engage with children's learning. The information you will find on this application includes work samples, achievements or share information about notes and the weekly plan

Children will:

- Use Seesaw to share their success in learning regularly
- Use Seesaw to communicate learning goals to parents.

Teachers will:

- Use Seesaw to send home weekly reminders.

Due to having multi-teacher classes, SeeSaw **will not be** used to communicate 1:1 or send absence to teachers.

Assembly:

Assembly will be run 3 times per term. The assembly time will rotate due to the nature of staffing but will begin **at 2:45pm**. It will be held in the Community Learning Space.

Newsletter

This publication will come home 3 times a term. You will receive **the link via email** and it will be found on our website. In the newsletter, teachers will include a small paragraph and photo that demonstrates connection with the SIP goals. Other items will include photos of recent achievements, school priorities and learning outcomes.

School Phones:

The school landline or mobile phone is to be used to communicate:

- Absence
- Early or late arrival and departures
- Confirm appointments

The school will use this for:

- Communicating quick reminders
- For camps and excursions
- To confirm meeting requests (if necessary)

Emails

Emails will be **the primary communication tool for parents** to contact their child's class teacher and the receiving of notes through the Department for Education's rollout of EdSmart.

EdSmart:

EdSmart will send emails directly to your inbox with notes for upcoming excursions and permissions slips. You are able to sign them from your device and get them back to school without the handling of paper. It is an Australian tool trusted by hundreds of schools to improve communication in the school community and all data is held in a secure database only accessible to selected school staff.

Teachers:

We ask that you email teachers for all learning, social emotional and other concerns. Parents must follow the Grievance Procedure, first talking with your child's teacher and then get in contact with the principal. **Please respect that teachers may not respond to messages after 5:30pm or before 8am and on weekends**

We will use emails to share the newsletter link; OSHC information; Governing Council information; parent information; or follow up from principal in regard to parent meetings.

Term Overviews and Calendars

A term overview and calendar will be sent home to each family at the beginning of the term. This will give families an understanding of what is happening during the term. The newsletter will also have an updated calendar at the bottom of each edition.

Watervale Primary will continue to:

- Connect with families via informal conversations
- Have formal interviews in Term 1 & 3
- Send home reports in Term 2 & 4
- Create learning achievement folders to share children's success and gather work samples throughout the year
- Meet with families as necessary to discuss children progress
- Use the Facebook and Web Page to promote the school

However, the forms of communication demonstrated above are our optimum communication styles and will allow for consistency throughout the site.

Please Note:

The Messenger group allows for families, should they choose, to communicate informally with one another and be supportive around questions/answers. All staff are now removed from this page. This group is to be used in a supportive and thoughtful manner.

This policy has been created in connection with parent feedback. Through this information, we have refined our communication processes to ensure there is consistency and ease of understanding for all.