



St. James Primary Communication Strategy

Communication between parents and teachers is essential to the learning environment at St James Primary. As such, it is important that all staff and all families strive to be mutually supportive of each other so that the child's education can be effective. This communication strategy has been developed over the past 12 months during the School Improvement and Review process and through the 2017 Annual Action Plan. This new communication strategy has an electronic basis and we are aiming to use minimal to no paper forms of communication. The new strategies will take effect from Term 3 2017, and will be reviewed at the end of Term 3 and 4 this year to ensure that effective communication is being achieved.

There will be two main platforms for communication: **The School Website (www.bpplism.catholic.edu.au) and School App (School Stream).**

1. The School Website is a public domain that has a two-fold approach:
 - To publicise our school to the wider community and to be a basis for current families to find information.
 - The School Website address is: www.bpplism.catholic.edu.au and it contains the following important sections:
 - Public promotion information.
 - Important school community information e.g.: Policies.
 - School contact details and quick links to other information e.g.: App and CareMonkey.
 - The school google calendar of all known dates.
 - There is a section for each Stage (Class News), which will contain the weekly Grade letter and a celebration/representation of the children's learning.
 - It is anticipated that the school website will be activated for the public domain by the commencement of Term 3. (When the website becomes live, an email will be sent to parents.)
2. The School App (search for School Stream) is a public domain that has quick links and communicates important/instant information to parents. Parents will be able to view dates, alerts etcetera and submit absentee forms to the school.

TEACHERS - COMMUNICATION TO PARENTS:

St James Primary teachers will communicate with parents utilising the following strategies:

DAILY COMMUNICATION:

- Teachers will be available from 8:30am each morning in their classrooms so that students and parents may 'touch base' with the teacher. This enables both teacher and parent an opportunity to build relationships and share quick information. This time is not available for longer informal discussions as the children will be entering the room after the bell. At times teachers will be on yard duty or attending a meeting; a sign will be displayed on the door when this occurs as the teacher will not be available.



- Each student will be supplied with the 'School Diary' or 'Home Reading Diary', both parents and teachers need to check these each day as they may contain quick notes e.g.: out of uniform information.

WEEKLY:

Every Friday each Grade will upload a weekly parent letter (using a standard format) to the School Website. This letter will outline the Week ahead and include:

- A welcome message, including gratitude for the previous week.
- Activities for the week ahead, including special activities, changes to normal uniform and/or curriculum.
- Special activities that might be occurring in the week ahead, e.g.: Camp, excursions etcetera.
- The letter will be placed in the 'Class News' area of the website. All letters will remain as an archive on the school website so that parents can refer back for information.

TERM/SEMESTER:

Teachers will formally report on learning by conducting:

- Formal Parent/Teacher Interviews in Terms 1 and 3.
- Formal reports in Terms 2 and 4.

COMMENCEMENT OF SCHOOL YEAR:

Teachers will send home a 'Welcome to classroom/Introduction' letter at the commencement of the school year (using a standard format). This will introduce the teacher/s (including a photo) and inform parents of the requirements of the new class. It will also enable parents to learn about the program of learning and expectations for the year. This important document will be archived on the school website (Class News section).

ONGOING:

The School Calendar (Google Calendar) contains all known school dates and functions.

Staff will input dates/information to the calendar that relate to their grade and the administration will input school events. The calendar will be located on both the school website and app.

Teachers will add photos to the 'Class News' section of the website as deemed appropriate e.g.: camps, excursions, learning activities etcetera.

Teachers will invite parents/friends to our Masses and Liturgies via the school grade letter.

PARENTS - COMMUNICATION TO TEACHERS/SCHOOL:

Parents of students enrolled at St James Primary will communicate with teachers utilising the following strategies:

PARENTS ARE ENCOURAGED TO:

- Follow all of the communication strategies as outlined in this document, which will assist parents to:



- Develop close links with the school and collaborate with the Teachers in order to develop the full potential of their child/ren.
- Share the responsibility of promoting the ethos, values and distinctive character of the school.
- Become actively involved in the Parent - Teacher communication mechanisms.

WHAT PARENTS ARE EXPECTED TO DO:

The School App (School Stream – St James Primary, Banora Point) is available on Apple/Google Play and it is expected that all families have the School App on their Phone/device (e.g.: iPad). The app is an important whole school communication platform as it enables important information to be sent quickly to parents.

The School Website is located at: www.bppplism.catholic.edu.au It is expected that all families utilise the website to find information (e.g.: school uniform shop hours, canteen menu and additional communication links). **In addition, parents will need to check the ‘Class News’ section of the Website at the end of each week to read the Weekly Parent Letter from the Grade (Letters will be uploaded by late Friday afternoon).** This letter will contain important information for your child’s grade. It will also house photos to celebrate learning. This section of the website will also contain photo galleries of student learning.

DAILY:

- Notify the school of student absences by completing the electronic Absentee Form located on the app (Forms Tab). If the form is not completed before 9:30am, an SMS text will be sent, which requires a response with a reason for the absence before 3pm. Please do not telephone with regard to student absences. (For requests of leave from school for 10 or more days, parents must complete the extended leave form available on the app).
- For collection of students before the end of the day, parents are required to come into the office to sign their child/ren out. Please do not telephone the school to arrange early collection. When you arrive to collect your child/ren, the office will notify the teacher.
- Each student will be supplied with the ‘School Diary’ or ‘Home Reading Diary’, both parents and teachers need to check these each day as they may contain quick notes e.g.: out of uniform information.
- The app may present various information on any given day (e.g.: alerts); parents should ensure that the app settings enable information to be viewed quickly and appropriately.

WEEKLY:

- Access the website and read information that is relevant to your child’s grade/s.
- Check the calendar for upcoming dates.

TERM/SEMESTER & YEARLY:

- A ‘Hello Welcome Night’ will occur at the commencement of each year, in early Term 1 where parents/teachers can mingle on a social level. Classrooms will be open for a period of time so that parents can familiarise themselves with their child’s learning space.
- A Christmas celebration will occur in late Term 4 that will bring the community together.



- A standardised written report on each student is provided at the end of each school Semester (Terms 2 & 4);
- Formal Individual Parent/Teacher interviews take place in Term 1 and 3 (see below);
- Informal Parent/Teacher Discussions may occur during the year (see below);
- Once per semester (during the school day) classes will hold a 'Celebration of Learning Expo' where parents and friends are invited to attend school to view their child's learning and classroom environment.

FORMAL PARENT/TEACHER MEETINGS:

Formal timetabled Parent/Teacher Interviews take place in Terms 1 and 3.

These meetings aim to:

- Celebrate the learning of the child.
- Offer parents an opportunity to share relevant information.
- Establish an ongoing relationship and communication with parents.
- Allow teachers/parents to get to know the children better as individual learners.
- Help children realise that home and school are working together.
- Plan for future learning.

OTHER INFORMAL PARENT/TEACHER MEETINGS:

Other informal meetings and communications can be arranged to discuss a significant concern/celebration. An informal meeting may occur at a mutual time and may include other staff/support people. This meeting may be an informal chat between Teacher/Parent or it may become more formal depending upon the nature of the discussion/concern; the decision to promote the conversation to a formal level will be made by the teacher or school leadership. Both parents and teachers may request a meeting. Likewise, the Principal/Principal's Delegate may request meetings with parents and parents can request a meeting with the Principal/Principal's Delegate if:

- The concern has been discussed with the child's teacher and has not been resolved;
- The concern is not in relation to the child's learning or wellbeing.

Meetings with class teachers at class doors to discuss a child's progress or concerns are not appropriate on a number of grounds:

- A teacher cannot adequately supervise a class while at the same time speaking to a parent;
- It is difficult to be discreet when so many children/others are standing close by;
- It can be embarrassing for a child when his/her parent is talking to the teacher at a classroom door;
- If parents need to drop in lunch boxes, sports gear etcetera this must be done through the School Office as it is important to keep class interruptions down to a minimum. The school office staff can relay messages onto children if necessary.

ONGOING:

Caremonkey:

Parents are responsible for keeping their child/ren's records up to date by logging onto the Caremonkey website (via the link on the school website or via the Caremonkey App that can be downloaded, see attachment 3). The Caremonkey system is a web based system that assists our school to eliminate paper forms, and helps staff know exactly what to do and who to call in an emergency during excursions. This new system provides an online medical profile with immediate emergency contacts (max of 2), and will



be used to seek electronic permission for excursions. All costs associated with excursions will be electronically invoiced, with payment available via Bpay, credit card or cash (money can be sent to school in a marked envelope with students or paid by parents at the office).

School Newsletter from the Principal:

These will occur once per fortnight (Friday, end of even weeks) and will be published on the school website/app. Parents will receive an app alert when each fortnight's newsletter is published. The newsletter will celebrate events, look forward to the coming weeks and bring the community together. The newsletter will specify the important dates of the coming fortnight.

Emails from the school:

These will occur when the communication is of vital importance (e.g.: a special letter from the Principal).

Emails/Phone calls:

Parents and Teachers will use email and telephone calls as a means of effective communication, please note:

- Email is useful to inform a Teacher/Parent of something e.g.: arranging a meeting. To contact a teacher please use the following email link (bpp@lism.catholic.edu.au), which sends an email to the school office who will pass it on to the appropriate member of staff.
- Email is useful for a Teacher/Parent to schedule a meeting, but it is not appropriate for emails to be used as a meeting forum or for parents to air grievances. Emails should only be sent in normal business hours.
- Telephone conversations are important, however teachers generally cannot speak with Parents during the day, and an attempt will be made to reply to missed phone calls asap.

Other important communication information:

- A 'Sandwich Board' will be placed at the school entrance gate each day. This board will outline the school activities for the week ahead.
- Parents are invited to attend assemblies (Even Weeks Monday 2pm) and Flag Raising (each Monday morning at 8:40am).
- Parents and staff are expected to adhere to the school's social media guidelines as agreed upon at the time of enrolment (See policy section of the Website).

Developed: 2016 – 2017

Ratified: June 2017

Review: End of Term 3 & End of Term 4 2017

Full ongoing implementation: 2018