



St Francis of Assisi School COMMUNICATIONS PROTOCOL

In valuing our Franciscan heritage of sustainability, the school's communication, commencing 2020, has been constructed to eliminate/reduce the amount of paperwork being sent home.

While making some changes to achieve this, there will be no change to the importance & value of clear concise communication in the partnership between the school and parents/caregivers.

Type of Information	Newsletter Odd weeks of Term	SeeSaw	Skoolbag	QKR app for all financial	Email	Phone	Face to face by appointment
Emergency Alerts							
EventPromotion or information							
Class/Year Group							
Important Reminders							
Forms & Documents							
General school information -							
Parent to Teacher & Teacher to Parent							

To ensure that you receive all the information that you require it is important that you have access to the following: -

1. **SKOOLBAG APP** – how to download this is available in the school website
<https://www.sfoa.catholic.edu.au/news-events/skoolbag-app>
2. **SEESAW**- class/student information access – information can be obtained from the class teacher as to how to access this.
3. **EMAIL**: Please ensure that your email address is kept up to date. You can use the “contact us” – “Update information” email on the school website to update your email address or any other information.
<https://www.sfoa.catholic.edu.au/contact-us/change-of-information>
4. **QKR APP**: This is the app for making financial payments but also holds the forms associated with those payments, e.g. permission notes and order details.
<https://www.sfoa.catholic.edu.au/community/for-our-parents>

While this sounds like a lot of things to look at, it can be easily managed.

Newsletters: The newsletter is emailed to families each fortnight and contains school happenings, school calendar, *event updates and information from Leadership.*

SeeSaw: A quick look at SeeSaw each day will provide you with any updates from your child's teacher and information on his/her studies.

A Skoolbag notification will come up on your phone should the school need to advise you of information urgently or remind you of closing dates etc.

Emails: It is assumed that if you have an email address you check it on a regular basis and therefore any information sent to you via email will be read in a timely manner.

Parent -Teacher and Teacher to Parent: Please be advised that teachers are not required to respond to emails, seesaw or any other form of communication before 8:30am or after 4.30pm on a school day or during holiday periods, including weekends.

If you wish to have a face to face conversation with your child's Teacher, please make an appointment for this. Conversations in the classroom at drop off or pick up time, are not appropriate as the teacher cannot give you the required attention as they have students to attend to. If you make an appointment, the conversation is focused, and the teacher can be prepared with any information you may require.

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January 2020