



FACT SHEET 3

School communication to parents/caregivers regarding student centred matters



Channel	Details	Response expectations
Email	School administration to utilise email as preferred channel	Information on emerging matters will be provided to parents/caregivers within two working days
Phone	School administration to utilise phone communication if this is considered the most appropriate method of managing the emerging matter	Information on emerging matters will be provided to parents/caregivers within two working days
SMS	<ul style="list-style-type: none"> • Advise of student absence • Advise of important reminders or last minute changes in programs or calendar 	SMS system designed to send a message if student has not been marked on the roll - same day response
QSchools app	<ul style="list-style-type: none"> • Latest news, events and newsletters • Up to date notifications 	Latest notifications available
Face to face meeting	School administration to utilise face to face meeting if this is considered the most appropriate method of managing the emerging matter	Information on emerging matters will be provided to parents/caregivers within two working days
Parent information sessions	Provided early in term 1 by class teachers and specialist teachers	Information to be provided at the end of previous year and reinforced once school commences for the new year
Assemblies	Fridays 2.10pm - 2.40pm fortnightly alternating Prep to year 2 and years 3-6 on a weekly rotation	Dates are available in events calendar at least one term in advance