



## FACT SHEET 1

### School communication to parents/caregivers - general information



| Channel  | Details/Expectations   | Audience   | Lead responsibility   |
|--|--|--|-----------------------|
| School newsletter<br><i>(primary channel of communication)</i> | <ul style="list-style-type: none"> <li>• Available fortnightly on:               <ul style="list-style-type: none"> <li>• school website,</li> <li>• QSchools app</li> </ul> </li> <li>• Email alert with link for registered subscribers</li> <li>• Paper copies available at school office</li> </ul>  | Parents/caregivers<br>Staff<br>Broader community | School administration |
| P&C newsletter   | <ul style="list-style-type: none"> <li>• Available fortnightly (alternate week to school newsletter) on:               <ul style="list-style-type: none"> <li>• school website</li> <li>• QSchools app</li> </ul> </li> <li>• Email alert with link for registered subscribers</li> <li>• Paper copies available at school office</li> </ul>   | Parents/caregivers<br>Staff<br>Broader community | c                     |
| QSchools app   | <p>Download from application store for preferred device</p> <p>The app is integrated with the department's preferred school website platform allowing users to:</p> <ul style="list-style-type: none"> <li>• find and add favourite school</li> <li>• receive real-time notifications and updates as well as school push notifications</li> <li>• access latest news, events and newsletters</li> <li>• easily access tuck shop and uniform shop information</li> <li>• view social media feeds</li> </ul> | Parents/caregivers<br>Staff<br>Broader community | School administration |
| QParents app   | <p>Download from application store for preferred device</p> <p>The app will provide access to:</p> <ul style="list-style-type: none"> <li>• timetables</li> <li>• report cards for individual student</li> <li>• positive behaviour record for individual student</li> <li>• making payments</li> <li>• events calendar</li> </ul>   | Parents/caregivers                               | School administration |

| Channel                | Details/Expectations   | Audience  | Lead responsibility                            |
|------------------------|--|---|--|
| Emails                 | <ul style="list-style-type: none"> <li>• Newsletter alert</li> <li>• Important timely school information</li> <li>• Teacher to parent contact</li> <li>• Parent to teacher contact</li> <li>• Leadership team and school administration contact</li> </ul>   | Parents/caregivers<br>Staff<br>School administration  | Individual                                     |
| Website                | <ul style="list-style-type: none"> <li>• Current, informative, user friendly</li> <li>• School and P&amp;C newsletters published fortnightly</li> <li>• Events calendar</li> <li>• Annual reports, school information, curriculum</li> <li>• Tuckshop, uniform shop, out of school hours care, swimming club</li> </ul>      | Parents/caregivers<br>Staff<br>Broader community  | School administration                          |
| Facebook               | Promotion of good news stories and school activities<br>Secondary channel for event reminders and urgent changes to routine  | Parents/caregivers<br>Staff<br>Broader community  | School administration                          |
| Parent representatives | Support role for classroom teachers including: <ul style="list-style-type: none"> <li>• assisting teachers in keeping parents informed of happenings within the class</li> <li>• gaining parent support for class activities</li> <li>• promoting family involvement</li> <li>• point of contact for new families</li> </ul> | Parents/caregivers<br><i>(The parent representative is not intended to be a direct communication channel for key school messages)</i> | School administration through Deputy Principal |
| Paper copy forms       | Forms are emailed to parents. Examples include: <ul style="list-style-type: none"> <li>• excursions</li> <li>• religion</li> <li>• swimming</li> </ul>   | Parents/caregivers<br>Staff   | School administration                          |
| Parent Handbook        | Provided to: <ul style="list-style-type: none"> <li>• new enrolments</li> <li>• parents at information nights term1</li> </ul> Available on website, with updates as required  | Parents/caregivers<br>Staff   | School administration                          |
| Assemblies             | Fridays 2.10pm - 2.40pm fortnightly alternating<br>Prep to year 2 and years 3-6 on a weekly rotation<br>Dates on events calendar   | Students<br>Staff<br>Parents/caregivers<br>Families and broader community   | Deputy Principals                              |
| Notice board           | Current events and information for school and P&C  | Parents/caregivers<br>Staff<br>Broader community  | School administration                          |