

Communication Tree

Please see below a list of how we maintain communication with our families:

Office

- Attendance via SMS/Xuno (0447 819 086)
- Phone call through the office on 03 9366 4322
- News and announcements through iNewsletter
- Letters (Some Paper / Xuno News)
- Email: jacksonsch@education.vic.gov.au

Classroom Teacher (Main Point of Contact)

- SeeSaw
- Phone call through the office on 03 9366 4322 (not during teaching time)
- SSG Meeting (by appointment)

Sub-School Leading Teacher

- Phone call through the office on 03 9366 4322
- Email
- SSG Meeting (by appointment)

Principal Team

- Phone call through the office on 03 9366 4322
- Email
- SSG Meeting (by appointment)

Official Complaints

- To view our complaints policy on the Jackson Policy Advisory Library visit: <https://newsletters.naavi.com/i/xM83YwJ/complaints>
- Complete the Contact Us form on our website and select "Complaint / Issue" <https://www.jacksons.vic.edu.au/contact-us/>
- Email: complaints@jacksons.vic.gov.au

Department of Education (South West Victorian Region)

- Phone: 1300 333 232
- Email: swvr@education.vic.gov.au
- Visit: <https://www.vic.gov.au/school-complaints#speaking-to-your-school>

Respectful school communities start with respectful behaviour

Parents, carers, staff and students can help keep our school community safe, supportive and respectful.

Good relationships are based on:



Open and honest communication



Trust and respect



Working together



Fair and reasonable expectations by all

These behaviours are not okay in our school community:

- ⊗ Threats
- ⊗ Violence
- ⊗ Rudeness
- ⊗ Harassment
- ⊗ Discriminatory and derogatory comments
- ⊗ Aggression
- ⊗ Intimidation
- ⊗ Threatening gestures

This includes in-person, over-the-phone, email, text message, social media and online.

For more information ask your school about the **Respectful Behaviours within the School Community Policy**.