

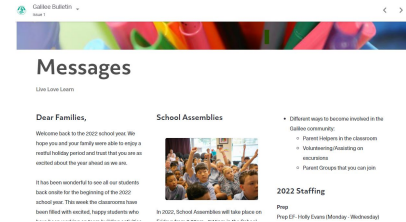
A photograph of Galilee Regional Catholic Primary School. The building is a two-story red brick structure with a large white cross on the facade. The text 'GALILEE REGIONAL CATHOLIC PRIMARY SCHOOL' and 'NO. 10181' is visible on the wall. In the foreground, a large group of children in school uniforms are playing on a green artificial turf field. A colorful mural is visible on the right side of the image.

GALILEE
REGIONAL CATHOLIC PRIMARY SCHOOL
NO. 10181

Communication at Galilee

What we aim to cover in this slide deck...

- The different forms of communication that we use at Galilee.
- What you can expect to find on each platform that we use.
- How to access Dojo, the Parent Calendar, School Assemblies, Operoo and the Newsletter.
- An explanation of the best way to contact staff.
- An explanation of our Parent Representative system that helps you to link up with parents in your child's year level.



Communication at Galilee

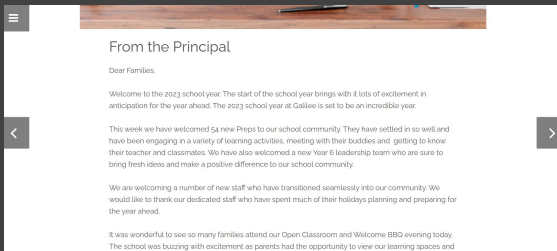
- School Newsletter
- Dojo
- Operoo
- Parent Calendar
- School Assemblies
- Email
- Parent Teacher Conferences
- Student Reports

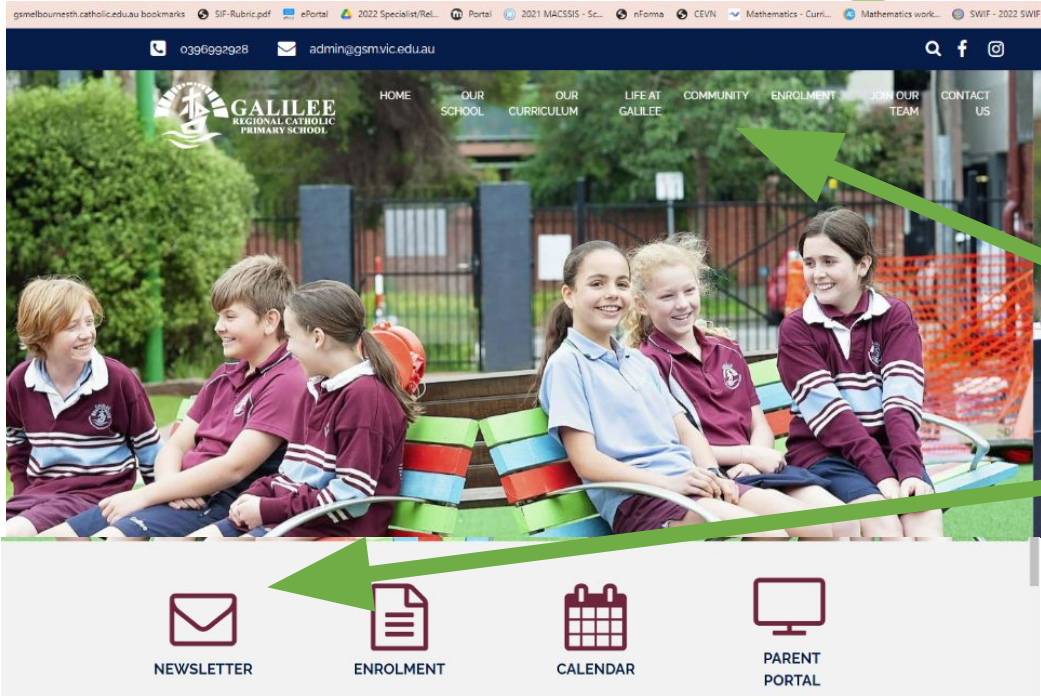




The School Newsletter

- The School Newsletter is published every second Thursday.
- It will be emailed to all families.
- It can also be found on our website.
- The School Newsletter includes important messages from school, an update about what has been happening at school as well as upcoming events.
- It is important that families read the Newsletter every fortnight to stay up to date with the latest news and upcoming events.





- The Newsletter can be found on our Website: www.gsmelbournesth.catholic.edu.au
- The Newsletter can be found on the top links under the heading: 'Community'
- The Newsletter can also be found on our Website by clicking on the Newsletter Icon on the front page.
- We recommend you save the Galilee Website as a favourite so that it is easy to access.

Accessing the Newsletter on our Website

ClassDojo

- Dojo is an app that we use for a range of different reasons including:
 - Updating families with the learning that is happening in the classrooms
 - Reminding families about upcoming events
 - Informing families if there has been a change to an event
 - Dojo Portfolio's are used as a way to share some student work throughout the year
 - Homework is posted to Dojo each week
 - On Dojo, parents can also send messages to their child's classroom teacher. Parents are encouraged to make sure they message teachers between 7am-7pm Monday - Friday. Teachers may take up to 48 hours to respond.
- We urge all Parents to access Dojo and check it each school day for updates.
- Parents will be sent a link via email to join at the start of the year.



Information found on ClassDojo

- Galilee Regional Catholic Primary School messages contains the posts from school that are relevant for the whole school community.

The screenshot displays the ClassDojo interface for Galilee Primary School. The navigation bar at the top includes the ClassDojo logo, the school name 'Galilee Primary School', and notification icons. Below the navigation bar, the 'School Story' tab is selected. The main content area features a 'Welcome to School Story!' message, a post by Mrs. Burns dated Dec 14, 2021, and three sidebars: 'Upcoming Events', 'Reach all families', and 'Get teachers on board'. A green arrow points from the text in the left box to the 'School Story' tab.

Welcome to School Story!
Share schoolwide moments with all parents and teachers connected to your school!

What's happening at your school?

Mrs. Burns
Galilee Primary School
Dec 14, 2021

Good Morning,

It has been wonderful to watch all the excited faces this morning arrive at school for the last day this year.

Today school will finish at 1.30pm. Dismissal will start at 1.15pm and students will need to be collected by 1.30pm

Thank you for a wonderful year. We hope you all have a fantastic

Upcoming Events
No upcoming events

Reach all families
610 parents connected

Get teachers on board
42 teachers connected

Information found on ClassDojo

- **Class Story** contains posts from the classroom teacher that are relevant to the whole school. Posts about student learning, upcoming events, changes to days students wear P.E. Uniform, reminders etc. will all be posted here.

< 2J - Ms. Jones's Class 23 Students 40 Parents

Classroom Portfolios **Class Story** Messages

Student login 96% Home connections Options

96% Connected

One parent still needs to connect!

Class Story is the easiest way to share classroom moments, photos, and updates with parents.

Get Invites

Upcoming Events

No upcoming events

What's happening in your classroom?

Photo/Video File Record Event Post

Ms. Jones Feb 8

2J - Ms. Jones's Class

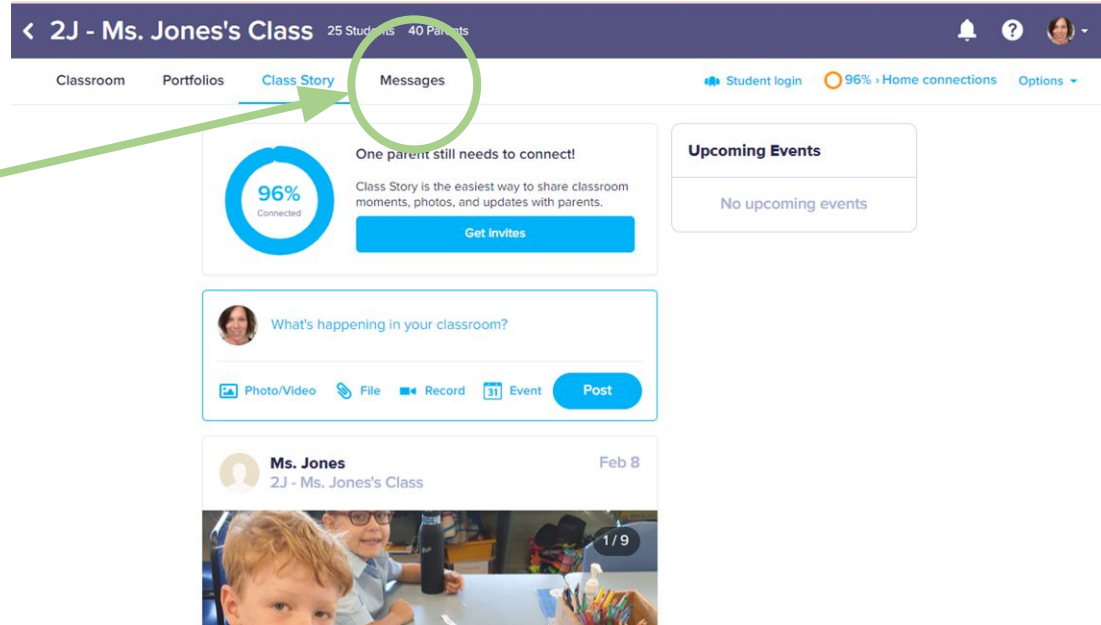
Today in Reading Skills, we began to unpack the concept of Cause and Effect. We are learning that things happen for a reason, there is a cause and the effect is the description of what happened. We shared

Information found on ClassDojo

- **Messages** is a platform that can be used to contact the classroom teachers.
- You can send the classroom teacher short messages using the Dojo app, and teachers may use the message system to contact you.
- We encourage messages be sent between 7am - 7pm Monday -Friday.
- Teachers may take up to 48hrs to respond.

An example of a message that could be posted on Dojo is:

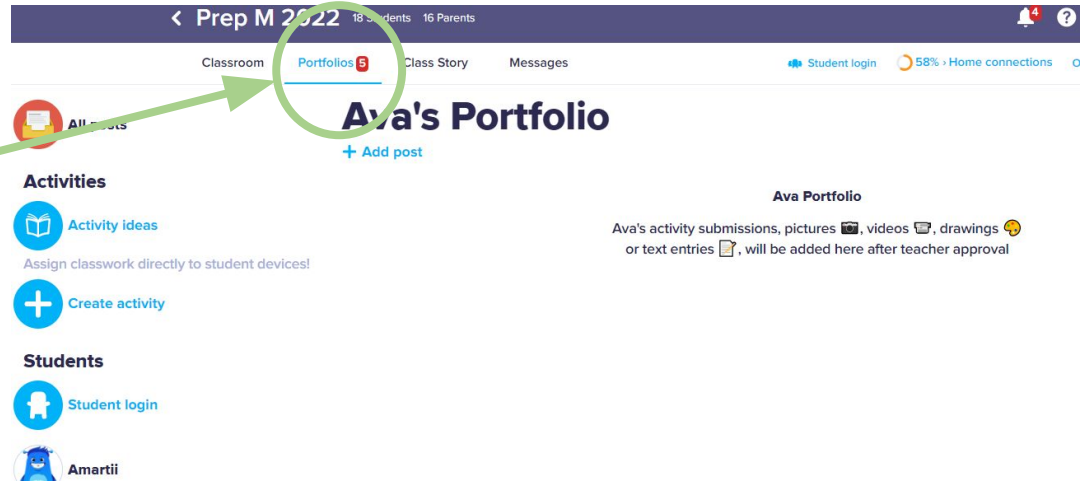
Hi Mrs. Purple, I will be collecting Tony at 1.30 today because he has a doctor's appointment.



The screenshot displays the ClassDojo interface for a classroom named "2J - Ms. Jones's Class". The top navigation bar includes "Classroom", "Portfolios", "Class Story", and "Messages", with "Messages" highlighted by a green circle and a green arrow pointing from the text on the left. The interface shows a 96% connection rate for parents, a "Get Invites" button, and a section for "Upcoming Events" which currently has none. Below this is a "What's happening in your classroom?" section with a "Post" button and options for "Photo/Video", "File", "Record", and "Event". A post by "Ms. Jones" from "2J - Ms. Jones's Class" dated "Feb 8" is visible, featuring a photo of two children at a desk.

Information found on ClassDojo

- **Portfolio** is a platform that can be used to share individual student work to families.
- Teachers will use this platform to share individual student work with you to provide feedback about the work that your child is completing in school



The screenshot shows the ClassDojo interface for a student named Ava. At the top, there is a navigation bar with the text '< Prep M 2022' and '18 Students 16 Parents'. Below this, there are tabs for 'Classroom', 'Portfolios 5', 'Class Story', and 'Messages'. A green circle highlights the 'Portfolios 5' tab, and a green arrow points from the text 'Portfolio' in the text box to this tab. To the right of the navigation bar, there are links for 'Student login' and '58% Home connections'. The main content area is titled 'Ava's Portfolio' with a '+ Add post' button. Under the 'Activities' section, there are options for 'Activity ideas' (with the instruction 'Assign classwork directly to student devices!') and 'Create activity'. The 'Students' section includes 'Student login' and 'Amartii'.

Accessing Dojo



ClassDojo

[Parent Information about Dojo](#)

Operoo

- Operoo helps schools and other groups with a duty of care go paperless, save time and be prepared for emergencies. The web and mobile platform automates forms, medical records, online payments, incident reporting and approval processes.
- It is used to manage excursions, to automate parent and staff forms and to keep medical data up to date and secure.
- It reduces risks by providing instant access to medical data on mobile devices in an emergency - even if the user is offline.
- With Operoo we will rarely have to send a paper form home or chase up parents for missing information.
- Operoo is used by Galilee for medical data, excursions information and permission forms.
- You will receive an email from OPEROO with a link to set up a profile for your child-please update regularly or if there is any change.



[Settings](#)[Triggers](#)[Preview](#)[Send Test Email](#)

Galilee Athletics Day 2022

Date: 23 Feb 2022

On Wednesday 23rd of February, we are planning to hold "The Galilee Athletics Day" at **Lakeland Athletics Track (Albert Park)**.

This event is an opportunity for students to experience the excitement of participating in a range of Athletic events with some students being selected for our Dendy Athletics Team.

Our Athletics day will involve all students from Prep to 6, competing in the following events:

Prep 3-6 Children	Novelty Events	Prep – 2 Children
*Shot-put	*Long Jump	*Low Hurdles
*High Jump	*Discus	*Tunnel Ball
*100m	*Hurdles	*50/75/100m
*200m	*200m	* Soft Javelin
		* Hop Scotch Relay
		* Rubber Chicken Throw

*200m to be filled later based on longer distance running results.

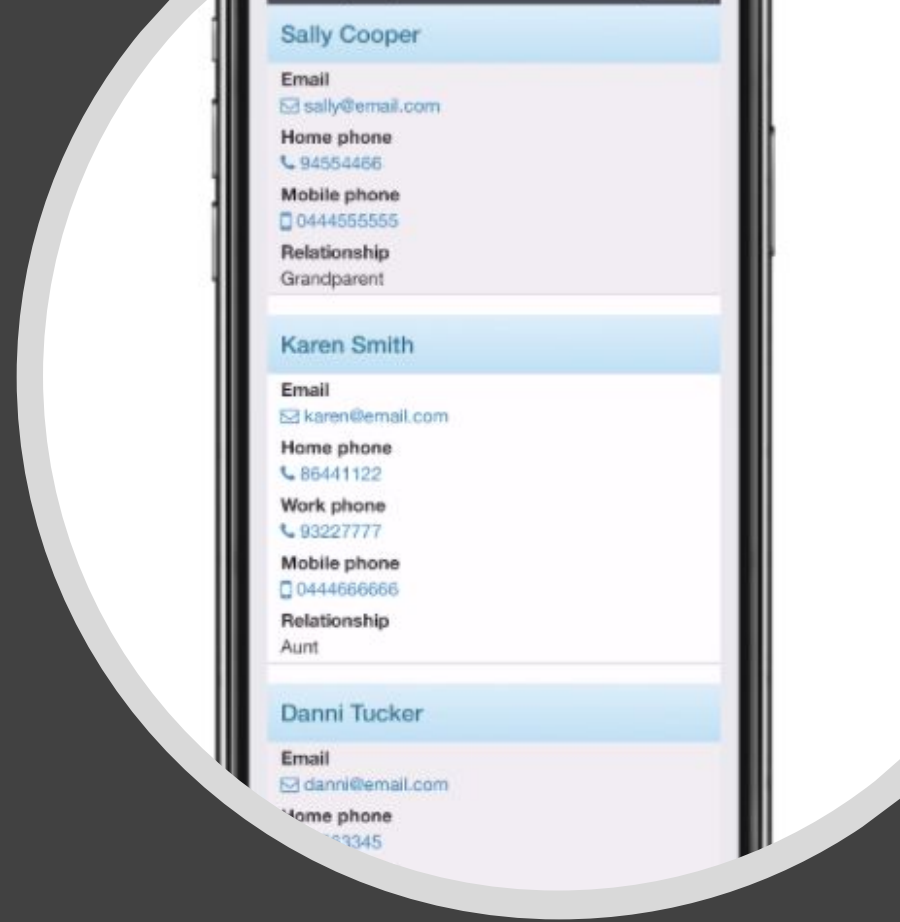
and we will present ribbons

We use Operoo for excursions

- Permission for students to attend excursions, camps, sporting events etc. will all occur on Operoo.
- You will be notified that a form for your child has been posted, via email.

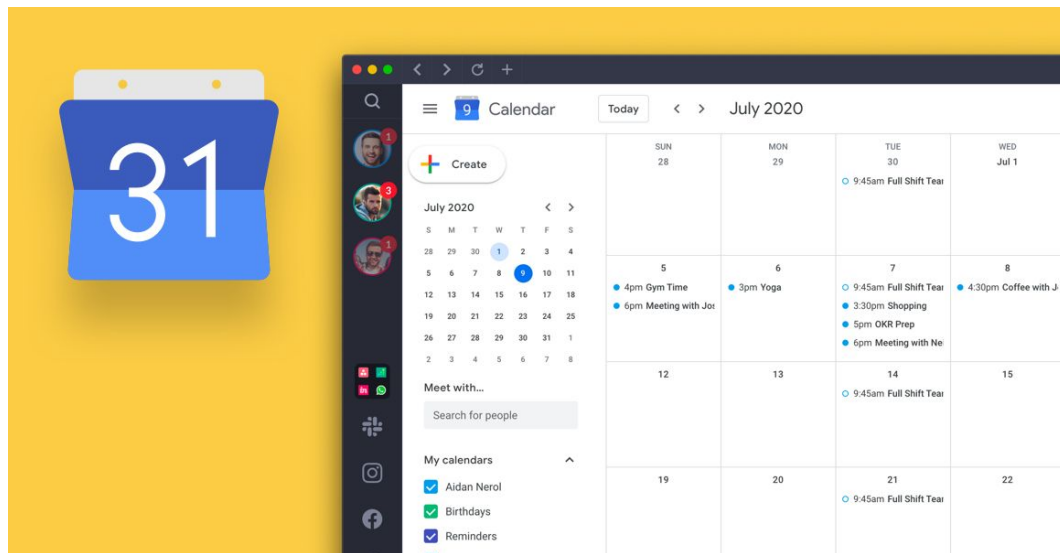
We use Operoo to share medical information

- Parents can easily add and keep contact details up to date with Operoo's medical forms.
- Only 1 parent per family can give permission for their child.
- Staff can access those contacts in an emergency.
- Touch a number to instantly dial the contact – it's that easy.



Galilee's Parent Calendar

- Galilee's Parent Calendar is a Google Calendar that is updated with school events regularly
- It is the best way to find out about upcoming events.
- The Calendar will have the title of events and you will find more information in our School Newsletter and on Dojo Posts.



Use [THIS LINK](#) to access the calendar.

You can add Galilee's Google Parent Calendar to your smartphone

1. Write down or copy the URL for the Google Calendar you want to add to your iPhone.
2. Tap the "Settings" icon, then scroll down and select "Mail, Contacts, Calendars."
3. Tap "Add Account" and select "Other."
4. Select the "Add Subscribed Calendar" option, fill in the Google Calendar URL in the Server box and click "Next." Change any settings you see fit before saving the calendar. You do not need a username or password.
5. Toggle your view of the subscribed calendar by opening the Calendar app and tapping "Calendars" in the upper left corner.



**HOW TO SYNC
GOOGLE
CALENDAR ON
IPHONE OR IPAD**

School Assemblies

- School Assemblies take place each Friday afternoon from 2.50 – 3.20pm.
- Our Year 6 students organise and run School Assemblies.
- Each week a different Year level is rostered on to present what's been happening in their classroom.
- Each week, a student from each Class will receive a Student of the Week Award that is presented at Assembly.
- Assemblies are held in the Basketball Stadium and we welcome all parents and extended family to attend when they can.



Email

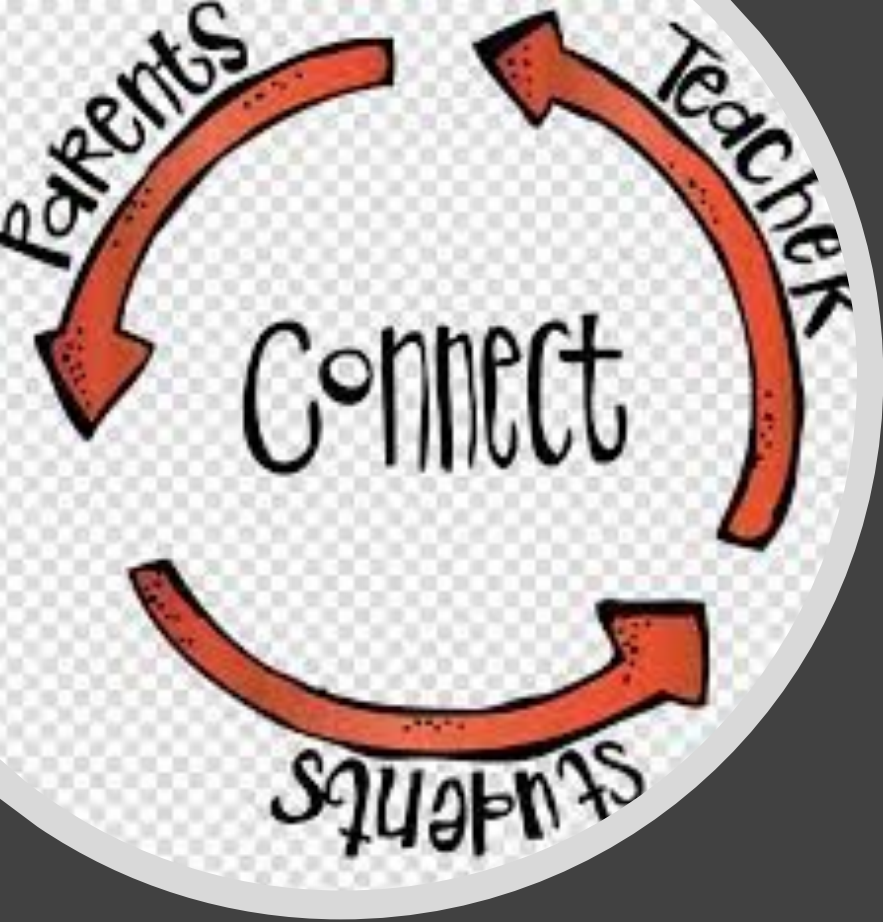
- You are able to contact staff via email. Staff email addresses all follow the same pattern. First initial, last name @gsm.vic.edu.au
- E.g. School Office's email is admin@gsm.vic.edu.au
- We ask the emails be sent to staff between the hours of 7am and 7pm.
- Teachers do not check their emails while they are teaching students so it may take them a little while to respond to your email up to 48 hours. Staff will endeavour to respond to emails within two working days. If you have an urgent message for your child, please call the school office.
- Please keep all communication and contents of emails respectful at all times.



Email

- The school will contact you via email for a range of different reasons.
- Please make sure that your current email address is on our system by emailing updated contact details to administration.
- Please check your emails regularly so that you can stay abreast of all emails from school.
- Emails may include:
 - Notifications from Operoo
 - Notifications about a PTO booking that needs to be made
 - The School Newsletter
 - A letter from the Principal to the school community



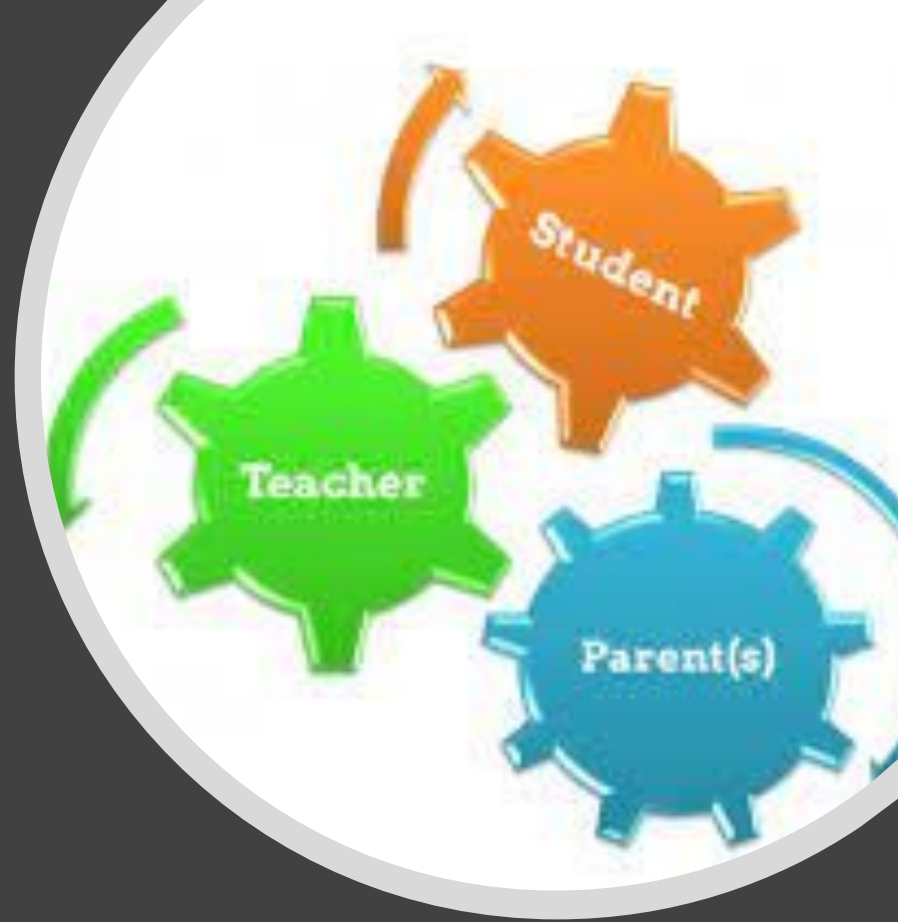


Parent/Teacher Conferences and Student Reports

- **For students in Year 1-6**, we offer two Parent/Teacher/Student Conferences. The first Parent/Teacher/Student Conference will take place at the end of Term 1 and the second will take place at the end of Term 3. A written Student Report will be sent home at the end of Term 2 and the end of Term 4.
- **For students in Prep**, we offer a Meet the Teacher Conference at the beginning of Term 1, a Parent/Teacher/Student Conference at the end of Term 3 and we will send home two written Student Reports per year, one at the end of Term 2 and one at the end of Term 4.

Parent/Teacher Conferences

- The Parent-Teacher conference provides an opportunity to create a connection between home and school.
- The meeting is an opportunity to discuss student progress, behaviour and work habits.
- During the conference teachers will talk about your child's progress. They will talk about what will be happening at school to support your child's learning journey and they may suggest things that you might be able to do at home.
- These meetings may take place face-to-face at school or they may occur online using Google Meet depending on your preference.



Student Reports

- Student Reports will be available at the end of Term 2 and the end of Term 4.
- Student Reports are written by classroom teachers. Teachers use assessment to benchmark students against the Victorian Curriculum and Religious Education Curriculum indicating their achievement at the end of Term 2 and the end of Term 4. As students go through the school, you will be able to see the progression they have made from year to year.
- Student Reports will be made available on the Nforma Parent Portal.
- Parents will have access to the electronic copy of the student report and can download and print their own copy.
- Parents will be emailed instructions on how to access the student report on the Nforma Parent Portal on the day that you can access the student report.



Parent Reps at Galilee

- **Parent Representative** are parents who volunteer to keep families within their year level up to date with what is happening at school.
- **Parent Reps** will liaise with families regarding events that are coming up in the school calendar and how you can be involved.



Communication Groups set up by Parent Reps

Parent Representative frequently use WhatsApp Groups to communicate. Communication groups are an important tool created, managed and moderated by Year Level Representatives, to facilitate communication amongst Parents and Carers in the Galilee community.

This platform enables sharing of questions and information relating to day-to-day logistics of Galilee, specific to Year Levels.

This platform is used to promote a social cohesion and engagement amongst Galilee families and should be used only as an additional source of School information and reminders. It is important that all Galilee families understand that first and foremost, all official School information will always be communicated via School emails, School Dojo or the School Newsletter.

Please see Communication Guidelines for these groups:

https://drive.google.com/file/d/17Pd3siHnRFvv-Dc0z-61iyJAUwic8j_z/view?usp=sharing



Expected Conduct and Bearing of all Parents/Guardians/Carers

It is expected that every parent/guardian/carer will:

- uphold the school's core beliefs and values.
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others.
- abide by all health and safety rules and procedures operating within the school and other locations at which they may visit while representing the school.
- ensure that their actions do not bring the school into disrepute.
- respect school staff and accept their authority and direction within the exercise of their duties at the school.
- observe all school rules as required
- strictly adhere to the school's policies and procedures as required.
- behave with respect, courtesy and consideration for others.

The rest of this policy and other relevant policies are located on the Galilee website under the Our School-Our Policies tabs or the following link: [Our Policies](#)

We look forward to connecting with you in
a variety of ways while your child is with
us at Galilee