









# Communication Fact Sheet

## Parent Communication - Methods Glen Eira College uses to communicate with parents.

Method	Purpose	Parent Actions
 <b>Phone</b>	Used to reach primary contact in an emergency or if unreachable, the secondary contact or emergency contacts.	Ensure that all contact details are up to date via the Parent Portal or General Office.
 <b>Messages</b>	Used to alert parents to student absence or event changes. Do not 'reply' to SMS's, contact the school on 95714178	Call General Office ASAP to notify of student's absence. Phone: 95714178 Email: glen.eira.co@edumail.vic.gov.au
 <b>Email</b>	For excursion permissions, student and medical information updates, event reminders, important information, Bulletin, news and contact from teachers.	Check emails for important information. Update email address with the school if changed.

## Information Sharing - Methods Glen Eira College uses to distribute and collect information from parents.

Method	Purpose	Parent Actions
 <b>Website</b>	General school information, policies, calendars, key dates, scholarships	Regularly check calendars for important dates and relevant policies
 <b>Newsletter</b>	Upcoming events, School news, Parents and Friends news.	Read news to keep up to date on school happenings.
 <b>XUNO</b>	Secure website for reviewing and managing your student's information such as family and medical information, downloading student timetables, reports, booking parent teacher interviews and contacting teachers.	Regularly check that all information is up to date and correct. Update any information as required. Download school reports as they are distributed and book interviews with teachers. View school calendars, make payments, give permission for excursions/incursions/camps, view assessments tasks and progress reports and view the latest news.