Beaumaris Secondary College

Communication Guide

For BSC Families

1 COMMUNICATION CHANNELS

COMPASS

- Key information and action items
- Attendance
- Event consent
- Timetable & calendar
- Learning tasks
- Reports
- Payments
- Email teachers

TEAMS / ONENOTE

- Student learning
- Year level updates for students
- Parent /Student / Teacher Conferences
- Online information evenings

NEWSLETTER

- College updates
- Key dates
- Student reports
- Achievements
- Staff interviews
- Wellbeing articles
- Careers news
- Community news
- Reminders

WEBSITE

- Policies
- Event calendar
- Publications
- College information

SOCIAL MEDIA

- College life and events
- Student achievements
- Learning in action
- Reminders

EMAIL/PHONE

- Direct communication with staff

2 WHO TO CONTACT

GOAL MENTOR

Primary point of contact

- General support
- Wellbeing
- Behaviour
- Uniform
- Attendance concerns
- Family circumstances

LEARNING AREA TEACHER

- Learning and curriculum
- Academic progress
- Assessment
- Home learning
- Classroom matters

OFFICE

- Urgent matters
- Attendance notes
- Medical information
- Payments
- General enquiries
- Lost property
- Changes to contact details

HEAD OF YEAR / HEAD OF HOUSE

- Safety and security
- Complex concerns
- Unresolved issues

See our Contact Us page for your child's Head of Year and Head of House

3 RESPONSE TIME

- Please allow up to 48 working hours for a response, though response times may occasionally be longer
- Urgent or safety matters will be prioritised and responded to as soon as possible

4 COMMUNICATION EXPECTATIONS

We ask all members of our community to communicate respectfully and follow the appropriate communication channels.

During school hours, messages for students should be communicated via the Office, not via students' mobile phones.

Please note our social media channels are not monitored for enquiries.

View our Communication Policy