



Mukinbudin District High School

Communication Guide

Mukinbudin DHS has a variety of platforms that it uses to communicate to families and the wider community. The purpose of this is to have an informed community and celebrate our school successes.

<u>Facebook</u>	<u>Compass</u>	<u>Seesaw</u>	<u>Newsletter – MDHS Messenger</u>	<u>Muka Matters</u>	<u>Weekly Memo</u>	<u>Webpage – mukinbudindhs.wa.edu.au</u>
Tell stories, show off our partnerships and showcase significant events; i.e. NAIDOC, Science Week, Sporting events, etc This is for everyone	Share parent info, send notices regarding upcoming events, email parents, publish newsletters, schedule parent meetings, track parent communication	Share class photos and build confidence in our parent base of our learning intents and programs. Through 'class' it also engages students in their learning	Pictures and keys community messages for extended family/ friends (i.e. grandparents, uncles, aunts, etc) and community members	Share news and information to the wider Mukinbudin community	Operational information at the school level for the week	Information repository especially for current parents, prospective staff and prospective parents. Includes school planning, behaviour management policy etc
Reach: Parents, friends and family not in Mukinbudin, prospective students and staff, community members not directly linked to the school	Reach: Current parents. Specific classes and groups can be targeted	Reach: Current parents. Specific students or class groups can be targeted. Can include extended family (i.e. grandparents)	Reach: Community in and around Mukinbudin. Copy sent through Compass – available on website. Often parts sent to the 'Muka Matters'	Reach: Community in and around Mukinbudin	Reach: Staff only	Reach: Worldwide
Showcase	Inform	Share	Share	Share	Staff Information	Reference

- It is important to remember that staff are not expected to respond to communication from families outside of school hours. Staff will endeavour to respond within 24 business hours, where possible.
- Please also note that staff WILL NOT respond to communication sent to their private Messenger, Facebook or other social media accounts.
- Communication should be directed through official channels with Seesaw or email being the preferred for parent/ teacher communication and Compass the preferred for official administration communication.

