

## Our Parent / Carer Communication Plan

Introduced Nov 2020  
Reviewed November 2024

The aim of this plan is to outline how communication will occur between all members of the school community. Communication is key in a school community and is a key ingredient to working together for our children. Having good communication in place allows everyone to be informed and aware of everything that is occurring with all children and the school.

### Whole school level with parents

Type	Purpose	How
<b>School Information</b>	All relevant plans, policies, planners and information about the school.	School website Class Dojo Term Planner Newsletter
<b>School and Student Highlights</b>	Special highlights and stories of student achievements, activities and learning.	Class Dojo Newsletter (Wk 3, 6 & 9) Assemblies (Wk 5,10)
<b>Permission Slips</b>	Information sent home before an incursion or excursion with consent form.	With students
<b>Individual Student Information</b>	Discussion of any concerns regarding individual student achievement, attitude, behaviour or other.	Face to face meeting Email Phone call
<b>Individual Student Information- Student Services</b>	Discuss information about: <ul style="list-style-type: none"> <li>- External agency reports E.g. disability, therapy</li> <li>- Case Meetings</li> <li>- Unresolved ongoing concerns</li> </ul>	Face to face meetings Email Phone call

### Classroom level with parents

Type	Purpose	How
<b>Classroom Welcome Night</b>	Meet all parents/carers and outline school and classroom expectations for the year.	Face to face meeting Term 1
<b>Every day messages</b>	Informal chat between teacher and parents regarding any daily successes, challenges, behaviour or other .	Class Dojo Face to face Phone call or email
<b>Individual Student Progress/ plans</b>	Discuss student progress, documented plans, behaviour, health or other.	Face to face meeting Phone call or email
<b>Term Learning Updates- beginning of each term</b>	Outline what is being taught in the classroom across priority learning areas.	Class Dojo end of week 1
<b>Student Semester Reports</b>	Report student achievement and progress.	Semester 1 and 2 Reports

### Parent level with the school

Type	Purpose	How
<b>Absenteeism</b>	Notify the school of a child's absence and provide a reason by 10am.	SMS- 0447 897 159 Class Dojo Call front office- 9462 9999
<b>Every day messages</b>	Informal chat between parent/carer and the school about illnesses, a heads up about things coming up, birthdays.	Class Dojo Face to face
<b>Individual Student Progress</b>	Formal discussions relating to academic, social and emotional needs.	Teacher/Parent meeting Phone call or email
<b>Concerns</b>	Concerns about your child or an incident that is occurred.	Class Dojo Teacher/Parent meeting Admin/Parent meeting Email
<b>Student Services</b>	Enrolment enquiries, medical updates, school psychologist, special needs enquiries, therapy.	Teacher/Admin meeting Phone call or email

## Other Information

### General

- Teachers are only expected to respond to messages (email or ClassDojo message) during work hours.
- A response from the school/ teacher should occur within 48 hours of receiving the message.
- Download the ClassDojo app from Google Play or Apple Store.
- Make sure your parent/carer email address is up to date.

### Class Dojo Troubleshooting

- Contact the classroom teacher for help.
- Contact Class Dojo helpline <https://bit.ly/2BHCoNv>

### How to book a teacher meeting with classroom teacher?

- Send a message via ClassDojo.
- Send an email to Marangaroo.PS@education.wa.edu.au
- Phone the front office to request a call back from the teacher.
- It is sometimes difficult to coordinate meetings when you drop off your children first thing in the morning with teaching staff. If you are dropping off your children, please come to Administration and we will coordinate a appropriate meeting time with the teacher and contact you back.

### How to book a meeting with a member of administration?

- Send an email to Marangaroo.PS@education.wa.edu.au
- Phone the front office to request a meeting time.

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