

Our Parent / Carer Communication Plan

Introduced Nov 2020

Review July 2021

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
School Information	All relevant plans, policies, planners and information about the school.	School website Class Dojo Parent Info Booklet Term Planner
School and Student Highlights	Special highlights and stories of student achievements, activities and learning.	Class Dojo Newsletter (Wk 2,4,7,10) Assemblies (Wk 3,6,9)
Permission Slips	Information sent home before an incursion or excursion with consent form.	With students
Individual Student Information	Discussion of any concerns regarding individual student achievement, attitude, behaviour or other.	Face to face meeting Email Phone call
Individual Student Information- Student Services	Discuss information about: <ul style="list-style-type: none"> - External agency reports E.g. disability, therapy - Case Meetings - Unresolved ongoing concerns 	Face to face meetings Email Phone call

Classroom level with parents

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

Parent level with the school

Type	Purpose	How
Absenteeism	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
Every day messages	Informal chat between parent/carer and the school about illnesses, a heads up about things coming up, birthdays.	Class Dojo Face to face
Individual Student Progress	Formal discussions relating to academic, social and emotional needs.	Teacher/Parent meeting Phone call or email
Concerns	Concerns about your child or an incident that is occurred.	Class Dojo Teacher/Parent meeting Email
Student Services	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.

How to book a teacher 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.