



St Brigid's Catholic School

Communication Policy

At St Brigid's Catholic School, New Norfolk, education is seen as a partnership between home and school. As all successful partnerships are based on effective communication, it is essential that home and school keep in close contact. Communication is the key and allows us to deal with matters of concern in a fast and efficient manner. It also enables us to have an understanding of any issues or areas of concern that may impact on your child's wellbeing.

Class teachers will build the rapport necessary for providing support for the students for whom they are responsible. Relationships based on trust are at the centre of these interactions. The Principal, Assistant Principals, Leadership Team, Chaplain, Specialist Teachers and Ancillary Staff also combine with the Class Teacher in a collaborative role to build an understanding of each child as a person, as a member of their family and as a member of the School. This involves being sensitive to a wide range of signals that are indicative of each student's academic, social, emotional and personal development. With home and school working together there is a much greater chance of a child developing their potential as an individual and as a member of the St Brigid's Catholic School community.

We have a variety of communication systems in place to ensure information is readily accessible for parents.

School Communication with parents is through the following means:

- Skoolbag App
- Seesaw family portal (Prep - Grade 6)
- Educa (for Kindergarten)
- Fortnightly school newsletter
- Parent / Teacher meetings
- Emails or calls from teachers
- Information evenings
- Through your child's diary

Parent Communication with the School may be:

- through Seesaw messaging direct to classroom teacher
- telephone call to classroom teacher, Assistant Principal or Principal
- making an appointment to see any teaching member of staff
- email to staff member concerned and
- through your child's diary if their teacher has issued one

The Skoolbag and Seesaw Apps are an extension of the School's online learning management system. The Apps provide online access to student information and official School communication. It is important that all families have access in order to receive news, events and messages. The messaging mechanism through Seesaw is an effective form of one-to-one communication between parents and classroom teachers. This is the perfect forum for brief communication making the teacher aware of minor queries about a child's health, confidence, relationships, academic engagement or homework.

The School Newsletter is sent out fortnightly, and is the official form of communication between the School and parents. It is sent home every second Thursday electronically through the Skoolbag App (or in hard copy on request) and contains news items, reminders, and lists upcoming dates and events.

The St Brigid's [website](http://www.stbrigidssn.tas.edu.au) is a useful overview of the School. It also houses School policies. – www.stbrigidssn.tas.edu.au

The School uses [Facebook](#) on a regular basis to communicate upcoming events, reminders and School news. The official St Brigid's Facebook page: www.facebook.com/StBrigid'sCatholicSchoolNewNorfolk/

A St Brigid's Catholic School Parents and Friends Association Facebook group is managed by the "Friends of St. Brigid's" and provides a useful place to facilitate involvement, contributions and networking between parents, Parish and the school. It is also a forum for members of the school community to buy, sell and exchange uniform and other items related to the School. This is a closed Facebook group – a request to join will be promptly processed. It is asked that you answer the question "What is your connection to our school?" so page administrators can ascertain who should be given access.

Face-to-face dialogue between parents and classroom teachers is encouraged. Before school and after school can be very busy times for classroom teachers, so are not always convenient for more than a quick exchange. Teachers often cannot give you their undivided attention at these times of day. Should you need more than a 2 minute chat, or a private chat, each classroom teacher is timetabled for one morning session (8am – 8.20am) or one afternoon session (3.05 – 3.30pm) each fortnight as a classroom parent drop-in session. Please ask your class teacher about their scheduled day of the week, this will also be noted in the beginning of the year class information pack.

Email is a good vehicle for communicating with your child's classroom teacher if you do not have access to the Seesaw App, or if you would like to include other St Brigid's staff in the communication. The Principal is agreeable to being a part of parent/teacher email correspondence should it be warranted.

Out of hours communication is enabled through direct email to staff or Seesaw messaging.

Response time policy: Please respect the St Brigid's Catholic School response time policy of a turnaround time for both teachers and parents of 48 hours, not including weekends. This may include responses regarding:

- teachers responding to parent messages
- teachers reporting issues or concerns to parents
- parents responding to teacher messages
- parents returning notices, forms, money etc. to school

The staff at St Brigid's encourage you to get in touch at any time. Don't hesitate to ask questions when you have a concern. Please share information about changes in the home that may affect your child's behaviour or performance at school. It is important to notify staff about things such as a family bereavement, a medical problem or special family difficulties. Such matters are treated in absolute confidence but may be shared with other staff members who need to know, such as the principal, chaplain or special learning needs teacher. Please maintain regular contact.

This Communication Policy was drafted by The St Brigid's School Board in September 2018, as a result of responses received from both parent and staff surveys. Should you have any recommendations for changes to the Communication Policy, the Board would like to hear from you. This Communication Policy will be reviewed every two years.