

Communication Procedures at Madeley Primary School



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Communication Policy, MPS

1 Rationale

This policy applies to all administration, teaching staff, parents, and caregivers of students at Madeley Primary School. The policy applies to aspects of communication between the school and students' homes.

Evidence shows the relationships between the school, home and the community are key drivers for a child's success in school. This policy outlines our whole-school approach to provide consistent and clear communication at all levels of schooling.

Those activities organised outside of the direct responsibility of the principal are not required to adhere to the policy, for example, fundraising by the P&C and school fetes. However, consistent use of the below mentioned platforms are encouraged.

2 Attendance

It is a legal requirement to notify the school if your child is absent.

Notice of absence will be via **text message only** and input by administration staff. Please text any absentee to **0437 419 118** before 8.30am.

The only exception will be planned holiday leave where families are required to submit the Leave of Absence Request Form, two weeks prior, found on our website under *forms*. This leave will then be reviewed by the principal prior to approval.

Teachers will **not** action any attendance or late notices sent directly to them via Seesaw, email or any other communication channel.

Text messages at 9:30am will advise if your child has an unexplained absence.

If a child has three consecutive days of unexplained absence the classroom teacher will phone or email to discuss absence.

3 Whole School Communication

Notices

Whole school information will be posted as a SeeSaw Announcement. When required, reminders of these notices will be sent via the school text message service.

Newsletters

School newsletters will be posted as a SeeSaw Announcement on Friday of week 3, 6 and 9.

Incursions & Excursions

Information for whole school incursions and excursions will be sent through a SeeSaw Announcement. Permission forms and payment will be through the QKR App. If you are unable to use this app please contact the school office.

Swimming Lessons

Communication Policy, MPS

Information for swimming lessons will be sent in printed form by the student's classroom teacher. Payment will be accepted via the QKR App. Permission and medical information must be completed in written form and returned to the classroom teacher for submission at the aquatic center.

Emergency Notifications

Emergency notifications i.e. evacuations, and lockdowns will be sent via the school text message service.

Reports

End of semester reports will be sent via Connect in week 10 of Term 2 and 4. This is a requirement of the Department of Education.

P&C

Our Parents and Citizens group will send communication via a SeeSaw Announcement or Facebook. Their Facebook page is *Madeley Primary School P&C*.

4 Classroom and Specialist Communication

Parent Information Sessions

Parents and carers are invited into the classroom during which information surrounding routines and learning intentions specific to each class will be outlined. Parents unable to attend will be given the information via a SeeSaw Announcement. These will be held during week 2 or 3 of Term 1. Details will be provided by the classroom teacher via Seesaw.

Open Night

Families are invited to view their children's work in the classroom and around the school. Open Night is held in Term 3.

Term Overview

This will be provided by your classroom teacher via SeeSaw Announcement in week 1 of each term. This document will outline the curriculum content being taught over the term. Specialist teachers will also provide a year level overview each term.

Class Check In

Updates on classroom learning will be given via SeeSaw Announcements in weeks 4 and 8 of each term. The format of these will be suited to each classroom's context. Teachers can update families on SeeSaw more frequently with photos, learning activities and resources, however this is at the teachers' discretion.

Class Incursions & Excursions

Information will be posted on SeeSaw as an announcement via the class teacher. QKR will be used for all payments and permission notes.

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Camps

Information about camps will be provided in written form and via SeeSaw Announcement as needed.

5 Individual Student Communication

Individual Education Plans, Group Education Plans and Individual Behaviour Plans require parent interviews and will be arranged as necessary between parents and relevant stakeholders.

Individual parent and teacher communication will be via email or phone call as needed. Teachers will **not** use SeeSaw conversations for direct individual communication between parents and teachers.

For urgent communication to your child, please contact the school office on 9306 6900.

For all direct communication with teachers, please use email.

6 Communication Through Student Device

As per the school's Mobile Phone Policy, students are not able to send or receive communication through their personal devices, including Macbooks, mobile phones and smartwatches.

Mobile phones must be handed to the classroom teacher when students arrive at school and smart watches must be in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day. This includes break times. Madeley Primary School has duty of care for all students when they are attending the school. All communication between parents and students, during school hours, should occur via the school's administration.

7 Hours of Communication

Staff will send and respond to communication between the hours of 7am and 5pm on their attended workdays only. Individual emails will be replied to within 3 working days.

8 School Contact Information

Madeley Primary School
41 Martindale Avenue
Madeley 6065

Ph. 9306 6900
Text. 0437 419 118
Email. Madeley.PS@education.wa.edu.au

<https://www.madeleyprimary.wa.edu.au/>

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9 Appendix

1. Early Childhood Term Planner Template
2. Primary Term Planner Template
3. Madeley Primary SeeSaw Use (Staff Only)