



Richmond Primary School

Communication Policy

Rationale

Richmond Primary School staff aim to strengthen the goodwill and positive partnership between parents and the school, to enhance the wellbeing and learning opportunities for our students.

This policy aims to establish clear expectations for both staff and parents in the use of communication tools to support the whole school community.

Implementation

Teachers at Richmond Primary are committed to maintaining effective, respectful and constructive communication with parents and carers. **Email** or **Seesaw**, can be a great way of getting in touch with your child's class teacher. To help us improve the school-home partnership we ask that you consider the following points:

Richmond Primary School staff prioritise time spent teaching and building a positive learning environment, and may not get the chance to check messages or emails during the school day. If you have an **urgent** message for your child's teacher, e.g. after school arrangements such as OSHC, health issues or serious concerns, then please **phone** the front office on 8293 1863 between 8.30am and 3.30pm. Non urgent communication is via Seesaw or email direct to the class teacher, or alternatively, by emailing the front office on: dl.0381.info@schools.sa.edu.au

Teachers are encouraged to only check or respond to emails during working hours and not at night or on the weekends.

If you would like to raise a sensitive or complex issue with your child's teacher, you are welcome to send a brief *email* or *seesaw* outlining your concerns. Teachers will make a time to talk about the matter in person or over the phone so that the issue can be given the depth of discussion it deserves.

Student absence - please communicate to our SMS system by sending a **text message to: 0437 697 858** at any time. Students who are absent or late (after 8.50am) without explanation will have an 'unexplained whole-day' absence entered on the child's attendance records and the family will receive a text message asking for an explanation to ensure all enrolled students are accounted for during school hours.

Face to face meetings

Teachers are available to meet with parents at scheduled parent/teacher interviews to discuss your child's learning and progress. If you wish to speak to your child's teacher or school leader outside of those occasions about a particular issue please email or seesaw your child's teacher for a suitable time.

Your child's teacher or school staff may also contact you to arrange a face-to-face meeting to discuss a particular issue regarding your child.

Written notes

Parents are welcome to send their child to school with a note for the office or their teacher. Some class teachers will use dairies or communication/message books for this reason.

Social Media

School staff are not able to connect with students or parents via social media for child protection reasons. Please do not attempt to contact school staff via social media.

Whole School Communication

We are pleased to be able to offer our school community regular information and updates via:

Richmond Primary School website: <https://www.richmondps.sa.edu.au/>

Skoolbag: <https://www.mogproducts.com.au/skoolbag/installation-instructions/> both of which include our fortnightly school newsletter. Skoolbag also offers access to co-curricular groups i.e. Choir, Instrumental Music etc.

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Department for Education

Learning and Caring for Life