



Wasleys Primary School

Communication Policy

Aim:

Our school's vision and values underpin our Communication Policy and Guidelines to promote collaborative relationships and positive engagement with our school community. It is important that communication between all parties is respectful and courteous at all times.

Rationale:

Effective communication, negotiation and collaboration supports the overall efficiency of the school, improves learning opportunities for students and assists in developing mutually respectful relationships between the school, the student and parents/carers at home. Wasleys Primary School and the Principal provide regular communication to engage and inform our community as partners in the education of our students. Leadership liaises with the Department for Education, Education Director and LET team.

Audiri

Audiri is an App that is our main form of communication. News, reminders, important dates, attachments and weblinks are sent via Audiri. Forms for attendance, and extracurricular activities can also be accessed.

Seesaw

Seesaw is an App that is a means of communication between the classroom and home. Teachers invite parents to sign up to Seesaw on their mobile device in order to communicate with the classroom's teachers. Please refer to the **Wasleys Primary School Seesaw Guidelines** for more information.

Newsletters

Newsletters are published in week 5 and week 9 or 10 (depending on length of term). An Audiri post is sent to families and staff containing a link to the newsletter. Which is available on the Wasleys Primary School's webpage. The newsletter contains a comment from the Principal, current news in the school, as well as information from stakeholders in the school to advertise upcoming meetings and events. Student learning from classes and specialist lessons is shared.

Link: <https://wasleysps.sa.edu.au/news-events/>

The School Website

The School website is a window into school life and a snapshot of the current staff, teaching and learning programs and activities. Our website provides a range of school information: Context Statement; Site Improvement Plan; Annual Report; External Review; Policies and Procedures; Teaching and Learning programs.

Assemblies

Assemblies are hosted by Upper Primary students every 5 weeks. Students showcase their learning, celebrate Special Days, and acknowledge students with a range of awards for their efforts and achievements. The dates of our school assemblies are published in our school newsletter.

Facebook

Our Facebook page promotes Wasleys Primary School and community events. It provides reminders and information for our school community.

Link: <https://www.facebook.com/p/Wasleys-Primary-School-100057636790396/>

Attendance

Parents are to notify the Front Office: 08 85254073 or via the Audiri form.

Front Office E-mails

Emails coming through the Front Office will be forwarded to relevant staff at the earliest convenience and may take up to two working days for a response. If you have not received a response after two working days please phone the Front Office and request that the relevant person contact them.

School e-mail address: dl.0469.info@schools.sa.edu.au

School Phone

Phone calls are useful for student absences and urgent messages that need to be relayed to students and staff. Phone number: 08 85254073.

Diaries

Notes can be written in your child's diary for class teacher communication.

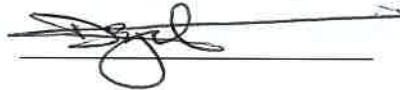
Complaints and Grievance Procedures

Please refer to the **Wasleys Primary School Grievance Procedure**.

Policy Updated June 2024 by Governing Council. Review date: June 2025.



Courtney Adams
Acting Principal
Wasleys Primary School



David Bywater
Chair Governing Council
Wasleys Primary School

