

Communication Type	Intended Audience	Type of news	Frequency	Your Participation
School Newsletter	Parents and wider community	Whole school news, coming events and class news	Every second Friday	Email Newsletter feedback anytime
email	Parents/staff	Special messages, updated information	As the need arises	Email contact welcome anytime
Wednesday's Assembly	Students, parents and staff	Revisiting expectations, student awards, messages and coming events	Weekly	Parents warmly welcomed and encouraged to see the
Website	Wide ranging	School news		Access as needed
Road sign	Wide ranging	Coming events/messages	Weekly	Check Road sign
Phone calls	Parents	Individual information/message/request	As the need arises	Mon-Thurs office is usually attended. Friday – messages checked frequently
Post cards	Parents, students	Special congratulations	As occasions arise	Respond as necessary/convenient
P&C meetings	Parents	School operations/news/special events/requests/actions	Monthly	Attendance at meetings, access minutes from website
Homework & Data Journals	All parents	Each class has a slightly different method of parent communication. Year 6/7 have Data Journals to inform parents of weekly pre and post test results and behaviour/effort reflections.	Weekly/daily	Check teacher feedback, check your child's progress tables reflection and
Face to face meetings	All parents and community as the need arises	Individual contact at an agreed time or informal meetings with teacher.	Formal – every second term Upon request	Come and say hello!