

A guide to communications at Flemington Primary School



Flemington Primary School
Be Your Best

THE PURPOSE OF COMMUNICATIONS

At Flemington Primary School we aim to provide timely, clear, effective and professional communications to students, parents and carers, and the wider school community.

We believe that positive and thoughtful communications can support educational outcomes by involving parents and carers in school life and the educational journey of the student. Consistent and appropriate communications also inspire a sense of pride and confidence in the school's ability to provide excellent educational outcomes for all students.

Parents, guardians and the wider school community can expect that all communications with Flemington Primary School staff are respectful, and school staff have the expectation they will be communicated with in a reciprocal manner.

In support of the above, this framework aims to:

- help parents know what communications they can expect from the school
- help parents understand their responsibilities when communicating with the school
- provide examples of appropriate communications for common situations.



Flemington Primary School
Be Your Best

Corner of Mount Alexander Road and Padman Lane, (PO Box 7) Flemington Victoria 3031



Students: 8.55am – 3.30pm
Office: 8.30am – 4.00pm



03 9376 7137
Dial 1 – student absence
Dial 2 – after school program
Hold – reception



flemington.ps@edumail.vic.gov.au



flemington.vic.gov.au



03 9376 2230

HOW THE SCHOOL COMMUNICATES WITH YOU

Flemington Primary School communicates with parents and carers about student wellbeing and school news in a number of different ways. Depending on what needs to be said and how time sensitive it is, the school will use one of the following methods:

- Compass (online app)
- Class Dojo (online app)
- In person
- Newsletters
- Fliers/ notes in schoolbags
- Noticeboards
- Telephone

See below for additional information about these methods of communication.

Accurate contact information

It is important that the school has accurate contact details for parents/ carers and emergency contacts. This includes your address, landline, mobile and preferred email addresses.

If you change your contact details during the year or become aware that you have not received correspondence, please contact the school office to update your details and preferences as a matter of priority.

HOW YOU CAN COMMUNICATE WITH THE SCHOOL

As a parent or carer of a student at Flemington Primary School your first point of contact for a student's academic progress and wellbeing is your child's teacher. For other matters, there are a number of ways you can communicate with the school, including:

- Class Dojo (online app)
- In person - teacher and leadership team
- In person - school office
- Email
- Telephone

FURTHER RESOURCES

In addition to the modes of communication listed above, you can learn more about the school and the curriculum in the following ways:

- Flemington Primary School website
- Department of Education and Training website
- Annual report

WAYS OF COMMUNICATING IN MORE DETAIL

COMPASS (ONLINE APP AND WEBSITE)

Compass is an app that sends notifications about school news and events to your smart phone, tablet or email. The website version also contains information about your child such as school reports and attendance records. Compass is free for parents and carers to use.

CLASS DOJO (ONLINE APP)

The school uses another app called Class Dojo for securely sharing student information with parents, such as learning stories. There is a messaging function on Class Dojo, which you can use to send a message to class teachers, and which class teachers may use to reach out to you. Teachers will endeavour to reply to all enquiries and requests within 24 hours (during the school week).

Your child's teacher will invite you to join Class Dojo.

IN PERSON - TEACHER AND LEADERSHIP TEAM

Class teachers are the first point of contact for parents and carers in relation to a student's academic progress and wellbeing. Should parents have any questions, concerns or information to share about their child throughout the year, we encourage them to arrange a meeting with their class teacher.

It is not always possible or appropriate to discuss issues immediately before or after school without arranging a meeting as teachers have a duty of care for the class and often other school commitments to perform.

Members of the Flemington Primary School Leadership Team are also happy to arrange a time to talk to you or should a concern not be addressed after first talking to the class teacher. If this is required, please contact the school office to arrange a meeting with a member of the team:

Principal: Amanda Williams
Assistant Principal: Laura Boylan
Student Wellbeing Leader: Agata Gervasi

If you have continuing concerns or grievances, please refer to our [Issues Resolution Policy](#) on the school website.

NEWSLETTERS

Newsletters give students, parents, carers and the wider community an insight into what is happening in the school. They are intended to share information, stories, events, extra-curricular activities and community notices.

Newsletters are distributed via Compass and are also available on the school's website. Printed versions are kept at the office and are also placed on the community noticeboard.

In Touch newsletter

In Touch newsletter is published every fortnight and includes news and information about the whole school. It includes a calendar of events and activities on the front page, a report from the Principal, and a report from School Council as and when they meet.

Curriculum newsletters

Class newsletters are published by the teaching team for the year level and sent home in hard copy once per term. A copy can also be found on the school's website.

FLIERS/ NOTES IN SCHOOLBAG

For key events in the school calendar, teachers or staff will send a flier home with students in their school bag. Please check your child's bag - including their satchel - at the end of each day to ensure you are receiving these.

NOTICEBOARDS

There are two noticeboards for display of the newsletter and other posters. These noticeboards provide a quick visual guide to students, parents and carers as to what is happening in the school. They are located near the blue outdoor stage and outside the Foundation Learning Precinct. A notice board for parents and carers' activities is located near the school canteen and gymnasium.

NOTE:

All fliers, posters and notices (digital or print) are to be approved by the principal or a member of the leadership team before being distributed to the school community.

Staff members and volunteers are to provide the text and/ or digital copy of the proposed communication by email to the principal or designated member of the leadership team for approval. Approval will be given with any changes required or another draft may be requested. This allows for oversight and consistency with all school communications.

FRONT OFFICE / TELEPHONE

The school office is the primary point of contact to report student absences and to make administrative queries. The school office is open from 8.30am until 4pm.

You may call the front office and leave a message for your child's teacher. Teachers are usually unable to talk during school hours, however, if a call back is required, teachers will endeavour to return the call as soon as practicably possible.

In the event of sickness, injury or incident, the school will contact the student's parent / carer, or designated emergency contact (EMC) should the first and second preferred contacts not be contactable by phone.

FLEMINGTON PRIMARY SCHOOL WEBSITE

The Flemington Primary School website provides a range of information and is the public face of the school to the greater community.

You can find past editions of In Touch newsletter, a calendar of upcoming events and information about the curriculum.

www.flemingtonps.vic.edu.au/

DEPARTMENT OF EDUCATION AND TRAINING WEBSITE

As a state government school, Flemington Primary is operated by the Department of Education and Training. Their website provides information and policies on public schooling in Victoria.

<https://education.vic.gov.au/Pages/default.aspx>

ANNUAL REPORT

The Victorian Government's Department of Education and Training produces an Annual Report every February. An Annual General Meeting is held at the beginning of the year where the Annual Report is presented and it is also available on the website.

COMMUNICATIONS FOR COMMON SITUATIONS

TOPIC	WAYS OF COMMUNICATING
All-school events, eg Book Week parade	Compass, Class Dojo, In Touch newsletter, school assembly, fliers in school bags and on noticeboards, school website
Class and year level events, eg camps	Class Dojo, fliers in school bags
Curriculum days	Compass, In Touch newsletter, school website
School reports	Compass, In person meetings with your teacher
Sickness, injury or incident	Telephone
Emergencies	In the unlikely event of a more serious incident, the response will depend on the circumstances. The first and greatest priority will always be to look after student safety and wellbeing. The second priority will be to give parents the fullest possible account of events as soon as possible.