



# St. Martin de Porres School

Avondale Heights

## PARENT COMMUNICATIONS POLICY

- St. Martin de Porres is now implementing a total communications strategy to ensure prompt and efficient communication is available to and from families for the future. The strategies agreed from March 2020 are as follows :

1. **Telephone the school** on 9331 9000 between 8.30 am and 4.00 pm on school days for all enquiries. Teaching staff are unlikely to be available – please use email.

2. **Email** only for important parent communications to and from the Principal or to and from school staff members.

a) For example :

[principal@smavondaleheights.catholic.edu.au](mailto:principal@smavondaleheights.catholic.edu.au) (School Principal)

[dbryar@smavondaleheights.catholic.edu.au](mailto:dbryar@smavondaleheights.catholic.edu.au) (Deputy Principal)

[acochrane@smavondaleheights.catholic.edu.au](mailto:acochrane@smavondaleheights.catholic.edu.au) (Student Wellbeing)

[dathaide@smavondaleheights.catholic.edu.au](mailto:dathaide@smavondaleheights.catholic.edu.au) (Religious Education & Liturgy)

[mcarmuciano@smavondaleheights.catholic.edu.au](mailto:mcarmuciano@smavondaleheights.catholic.edu.au) (Administration)

[maloe@smavondaleheights.catholic.edu.au](mailto:maloe@smavondaleheights.catholic.edu.au) (Fees & Finance)

b) For teaching staff – the first initial of teacher’s christian name plus surname – all in lower case - then add [@smavondaleheights.catholic.edu.au](mailto:@smavondaleheights.catholic.edu.au).

3. **School Website** – [www.smavondaleheights.catholic.edu.au](http://www.smavondaleheights.catholic.edu.au) - only for marketing strategy for Prospective Parents (including a ‘Virtual Tour’ & ‘Enrolment Pack’) section and for parents to access School Policy, Parent Handbooks & School Administration information (e.g. school uniform) which are available in the (password protected) Parent Portal.

4. **‘Seesaw’ and ‘Google Classrooms’** only for sharing student learning between parents and classroom teachers. QR Codes are distributed to each family each year to access Seesaw.

5. **‘SkoolBag App’** only for sharing of general day to day communications by the App Administrator(s), including School Newsletters, P & F communications and reminders.

6. **‘My School Connect’** – only for use by staff and parents when ordering from the Tuckshop.

### Please Note :

- ❖ All communications between parents and with school staff must be respectful and consistent with the ‘Dealing with Complaints & Concerns’ policy and the ‘Parent Code of Conduct’ policy.
- ❖ All communications with teaching staff should be undertaken during the school hours of 8.30 am – 4.30 pm.
- ❖ No staff member is permitted to respond to parent communications outside of the above times.
- ❖ Teaching staff are not available for parent communications after 3.40 pm on afternoons (Tuesday and Wednesday) they are required at Staff Meetings and Professional Learning Team Meetings.
- ❖ Responses to inquiries should be undertaken by school staff within 24 hours.