



11 February 2020

Dear Parents and Caregivers,

RE: COMMUNICATION AT ST MARY'S 2020

In Term 4 of 2019 a review into the modes and purpose of communication was undertaken at St Mary's Primary School. The review indicated several key points:

- 1) communication to St Mary's families is inconsistent
- 2) there is confusion around the purpose of the modes of communication (paper, SZapp, Facebook)
- 3) the school newsletter does not have a strong viewership
- 4) communication often contained too many messages and became unclear or confusing
- 5) parents were often unaware of the author of the communication

In an attempt to develop stronger channels of communication the school has placed structure around the various forms of communication that is utilised. A summary is below:

- 1) **SZapp** (electronic messaging) will be utilised as the primary form of communication with parents and caregivers. This may include messages for the class or grade, teams, groups or the whole school. **Please download the app to ensure you receive communication.**
- 2) **Paper** will be utilised at times where there is a need for a more formal mode of communication i.e report letters, poor attendance or if a response is required to be returned to the school i.e permission note. **Please note that all communication that is paper will be added to a folder on the school webpage.**
- 3) **Facebook** and **Instagram** will be utilised to celebrate the learning experiences and achievements of St Mary's. Please remember that Facebook is our most public mode of communication.
- 4) **Phone calls** and **emails** are encouraged by parents to touch base with class teachers about smaller matters. This is often the first contact point in relation to most matters relating to your child.

Please do not hesitate to contact me directly via email andrew.casey@cg.catholic.edu.au or through the office on 6382 5844 should you require any further clarification.

Thank you

Andrew Casey
Principal