



## Norton Summit Primary School

### *Teacher Communication Policy*



In 2021, we aim to provide consistency of information in a timely manner.

Below is an outline of our school communication platforms. Please take the time to read the information carefully, ensure your contact information is updated at the front office and upload the appropriate apps to ensure you receive school communications.



We will connect with families via email. Please keep your email address up to date with the school. Your child's teacher will share their email address with you as part of their welcome back newsletter in early Term 1. all whole school communication will be sent via email and newsletters.

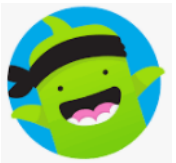


Newsletters are a central platform for communication with families. They are a great way to share news, upcoming events, celebrate achievement and to stay connected across the school. Whole school newsletters will be sent home every 3 weeks each term; weeks 3, 6 and 9. Class newsletters will be sent home at the beginning of each term and will include a term overview of learning in each subject area so parents are informed and can support this learning at home. Newsletters will be sent home via email, but also hard copy with the eldest child of each family.



We are only ever a phone call away. If you are wishing to speak with Tanya of the principal, please call **08 8390 1771** during school between 8.15am and 4pm.

If you would like to speak with a teacher during the day, we can take a message and they can return your call to speak with you or arrange a time to meet.



ClassDojo is a school communication platform that teachers, students, and families use every day to build close-knit communities by sharing what's being learned in the classroom home through photos, videos, and messages. This is not a reporting or assessment platform, more of a showcase of learning, highlights and class culture that parents can interact with. Download the ClassDojo app in your app store and follow the instructions in the class newsletter to connect with your child's class.



The Norton Summit Primary School facebook page works in conjunction with our website to keep families updated and informed, but also celebrate the wonderful things that happen at our school on a regular basis. This facebook page is managed within the school and is inline with our Social Media Policy on our website.



The Department for Education requires that families advise schools regarding a child's absence/s. an easy way to do this is via email to your child's teacher (CC tanya.frohloff481@schools.sa.edu.au) or call the school on 08 8390 1771.

Advance notice of absence is appreciated, but we understand that this is not always possible. In the event that your child is absent and notification isn't received from families, we will follow up with a