



Norton Summit Primary School

Communication Policy



In 2023, 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 best means of communication as part of their welcome back newsletter and at Acquaintance Night 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.

A Class Curriculum Overview will be sent home at the beginning of each term and will include an outline of learning in each subject area so parents are informed and can support this learning at home. Newsletters will be uploaded to our Website under the Events tab, sent home via email, as well as by hard copy with the eldest child of each family.



We are only ever a phone call away. If you are wishing to speak with a staff member, please call **8390 1771** during school between 8.30am and 4pm.



Our teaching staff are friendly and approachable. Parents are invited to enter our learning spaces and are welcomed to approach staff for incidental chats. If parents are wishing to discuss matters in relation to their child, they are encouraged to arrange an appointment in consultation with relevant staff at their earliest convenience.

ClassDojo is a school communication platform that teachers, students, and families use regularly to build close-knit communities by sharing what's being learned in the classroom 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.



Class/school based social media ie ClassDojo

- Students will (as part of ICT learning) be made aware of the associated ethical and social protocols.
- Photos of student and their work will only be added for students who have parent signed permission to publish forms.
- Posts may include photos or movies of students working together. Images **MUST NOT** be downloaded by parents and shared to personal social media ie Facebook



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 (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. Parents are required to complete an exemption form for absences exceeding 2 weeks. In the event that your child is absent and notification isn't received from families, we will follow up with a phone call.



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.