



Spencer Park Primary School Communication Channels Procedure

The following communication processes have been put to use in the school:

- Daily P.A Notices: These are conducted by the students at 8:50am each morning. Children are expected to stop all activity and listen.
- Newsletters: The school newsletter is published online Thursday afternoon fortnightly. Notification of publication is sent via SMS to all parents, email to all registered interested persons and on the school Facebook page. Teachers wishing to place information into the newsletter should have draft details into the office by 2:00pm on Tuesday afternoon.
- Teacher Messages: These will be either placed in the teachers' pigeon hole or on the staff notice board outside the staffroom. Occasional announcements will be made at morning tea.
- Staff Meetings: After school staff meetings commence at 3:25pm. Minutes are taken and circulated to staff.
- Staff Memo: These are issued as required and are placed in staff pigeon holes. They include information relevant to all staff on a variety of school and broader matters.
- Teacher Letters/Circulars: Teachers can send letters (either circularised or individual) to parents of their class through the principal. Teachers may discuss any matters with school administrators during any time breaks in the instructional programme.
- Communication File: This will be circulated when written responses are required or to convey urgent information.
- **Weekly Communications via E-Mail:** Information relevant to staff for the week is sent via e-mail. This includes information about special events and a calendar overview. **E-mail should be checked regularly for this information.** The Ed-e-mail, issued weekly from central office, is one such piece of information about a range of matters that may be relevant to staff.

Semper Tenta - Always Strive