

Communication Guide

How the school may
communicate with
families

How families may
communicate with
the school

Phone



To contact families
for urgent matters
or if their child is
hurt/unwell.

To communicate an
urgent message or
query.

Facebook



To publish
celebrations,
successes and
community events.

Like, comment and
share posts.
Response by school
is not immediate.

Website



Information for
prospective families
including applications
for enrolment.

First place for families
to gather general
school information.

Compass

Compass
Notifications



Weekly class updates.
Upcoming dates/events.
Whole school updates.

Families notify
of an absence.
Read weekly updates.

Compass
Emails



Emails sent to families.

Families email school
for general enquiries,
concerns and notify
absence.

Compass
SMS



SMS families for
unexplained absence
Contact families for
urgent matters.

Reply to SMS is
NOT AVAILABLE.
Reply to SMS via link
to Compass App.

Compass
Newsfeed



Daily news items.
School Newsletter.

Read about events and
school based
information.