



BRAEVIEW SCHOOL

1A Montana Drive, Happy Valley 5159

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www.braeview.sa.edu.au



Braeview School Communication Policy



Braeview School is committed to open, honest and timely communication in a respectful and constructive manner. We believe that this will strengthen relationships, build positive partnerships and enhance the wellbeing and learning opportunities for our students.

Statement of Purpose

The vision of this policy is to ensure:

- Teachers and the school administration have clear, efficient means of communicating with parents.
- Parents are well-informed, feel 'heard' and rely on reputable sources for information and additional clarification.
- The school communication channels are used by all parties as the most reliable, consistent and timely sources of information.
- All parties support the communication protocols.
- A spirit of cooperation and collaboration is maintained through these protocols.

Communication channels

Seesaw

The Seesaw app is utilised to share information about what and how students are learning at school, at least once a week by teachers. It encourages a shared dialogue between staff, families and students by providing a snapshot of classroom learning and activities. In addition, Seesaw is used to communicate upcoming events, reminders, photos, messages and information. Whole school announcements are made via Seesaw each day, when necessary, between 3:30pm and 4:00pm. Time sensitive information is required to go through the front office on 8381-2966.

Newsletters

Whole school newsletters are published fortnightly; in Weeks 1, 3, 5, 7, 9 and 11 of each term. They are shared with families via seesaw announcements.



Government of South Australia
Department for Education

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Classroom newsletters are published at least twice a term. First newsletter shared by the end of Week 2 and the second newsletter shared by the end of Week 8. Specialist teachers are to contribute and share an aspect of learning for each term.

Website

Braeview School website provides a wealth of information about the schools priorities and directions. It identifies what our school offers, from teaching and learning programs, policies, site improvement plan, transition programs, outlining the school community, facilities and school context. This can be accessed via <http://braeview.sa.edu.au/>

Learning Discussions

Discussions are held Week 9 and Week 10 of Term 1. Additional meetings are held to develop and update One Plans. Parents may request additional meetings with class teachers.

Reception students partake in a 'Building Connections' meeting in Term 1, Week 1, in addition to their learning discussion.

Acquaintance Evening

This is held Week 4 of Term 1 each year and is an opportunity for families to meet their child's teacher.

Teachers are available in classrooms to introduce themselves and answer any questions regarding classroom expectations, routines and learning for the coming school year. Families are also invited to attend the AGM Assembly following the meet and greet.

Social Media

Facebook pages are used to keep families and the community up-to-date with what is happening in our school. Specifically, Braeview School Kitchen/ Garden, Sport at Braeview and Braeview School Fundraising.

Governing council

Governing Council meet twice a term, in Week 2 and Week 8. The AGM is held in Week 4 of Term 1.

Leadership

For most discussions, the classroom teacher will be parents first point of contact. However, either a staff member or a parent may request the involvement of the school leadership team at any time.

If required, further information can be found in our 'Raising a complaint with the DfE Policy'.