

**Coolbinia Primary School**

**Communication Guidelines**

*Reviewed June 2021*



**Coolbinia Primary School**  
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# Communication Guidelines

## Communication Guidelines

At Coolbinia Primary School we value open, honest and transparent communication between home and school to ensure the best possible outcomes for our students.

The purpose of these Guidelines is to outline the standards and ways in which our school community communicates with each other.

### How we communicate with you:

- Weekly Bulletin – Sent via Connect
- School Website - <https://coolbiniaps.wa.edu.au>
- Parent Handbook - <https://coolbiniaps.wa.edu.au/wp-content/uploads/Parent-Handbook.pdf>
- Connect School Space - <https://connect.det.wa.edu.au>
- SMS – Absences or urgent updates – 0418 911 341

### How our teachers communicate with you:

- Classroom meeting – Term 1
- Connect Class notice – once per fortnight
- Connect Extra Curricula groups – as required
- Phone call
- Face to face meeting – by appointment
- Email – to arrange meeting

### How you can communicate with us:

- Phone message through the office – 9427 8450
- Email to arrange a meeting or give information (injury, illness, appointment, etc). Where required, teachers will respond to emails within two working days.
- Face to face meeting - by appointment
- SMS – attendance – 0418 911 341

### Official Parent & Community Groups

- P&C – Facebook page, School Bulletin, School Website <https://coolbiniaps.wa.edu.au>
- School Board – School Bulletin, School Website

### Other parent groups

- Please note that information shared on other Social Media platforms involving parents is not considered official school communication. eg. What's App, Facebook, etc.

### What to do if you have a concern:

- Refer to DOE Guidelines – Talk with your School [Understand the complaints process - Department of Education](#)