

## Communication Channels

Teachers at Clapham Primary are highly committed to maintaining effective communication with parents/carers and we ask that you:

- Provide up to date contact details such as email address, phone and postal address.
- Read the school newsletter. NB: Please subscribe via our website [www.claphamps.sa.edu.au](http://www.claphamps.sa.edu.au)
- Download and use the school Skoolbag App (as per other apps this app requires to be updated – please update regularly)
- Please be mindful of other parents needs as well as teacher workload.



**Skoolbag App** is our main means of communicating **whole school events** including SRC fundraisers; Governing Council Sub-committee meetings and events eg: Community Action Day. This is also where you can access information about School Policies; SAPSASA and After School Sports; OSHC, and the school newsletter. A calendar of events is also available on the app.



**Seesaw** is used to share information about classroom based activities and/or events including excursions; possibly homework tasks or class reminders. Seesaw is used to share what your child/ren are learning. This individual portfolio will contain photos and/or videos of work which you can view and comment on. In 2022 “SeeSaw for Schools” will be provided. The paid version of the app providing many more functionalities.

**Communication Book OR Diary** Individual communication to and/or from your child’s teacher. Your child’s teacher may use Seesaw in preference to this.

**Email** All teachers have a school email address that is published in the newsletter in Term 1. Parents may also email leadership at the following email address [dl.0952.info@schools.sa.edu.au](mailto:dl.0952.info@schools.sa.edu.au)

To help us improve the school-home partnership we ask that you consider the following points:

- Clapham Primary School staff prioritise time spent teaching and building a positive learning environment, and they will often not get the chance to check messages or emails during the school day. If you have an urgent message for your child’s teacher, e.g. after school arrangements such as OSHC, please phone our front office staff, who will pass on the message.
- Teachers are encouraged to only check or respond to emails during working hours and not at night or on the weekends. For urgent matters, please phone the front office as this will ensure your message is received. For non-urgent matters, teachers will respond to your email when practicable.
- Please remember to phone the front office or use the Skoolbag app to notify us if your child is absent or late. If you email your child’s class teacher, it is likely they will not receive the message in time, resulting in an ‘unexplained absence’ being recorded.
- If you would like to raise a sensitive or complex issue with your child’s teacher, you are welcome to send a brief email outlining your concerns (please note email is preferred rather than SeeSaw). Teachers will make a time to talk about the matter in person or over the phone so that the issue can be given the depth of discussion it deserves.