



St Francis Xavier Primary School
Communication Procedures 2025

St Francis Xavier communicates with parents, caregivers and the wider community in a range of ways. Digital, print and face-to-face mediums are all utilised at various stages to ensure families are aware of their child's learning progress and events within the school community.

Effective communication is essential in supporting student progress and strengthening the partnership between the school and home.

Further elaboration of the different communication mediums is below:

Email

Staff members at St Francis Xavier have individual email accounts, which is the primary way to contact teachers. It is important to recognise that the primary role of educators is to plan, prepare and teach programs in a child-safe environment that meets the needs of students. To support teachers in undertaking this role, teachers will not be able to respond immediately. **It is a school expectation that teachers will acknowledge emails within two working days of receipt.**

In line with our School Code of Conduct, all communication should be courteous and respectful, focusing on the needs of the student.

If caregivers need to share information immediately, contacting the school reception is the preferred process.

SEQTA

Teachers will utilise **Forums** on SEQTA Engage to communicate:

- A weekly overview of student learning
- Reminders of upcoming events
- Class information

The School Administration also has the capacity to communicate to all caregivers. This will be used to share events and information relevant to the whole school or individual year levels on a need's basis.

SeeSaw

SeeSaw is a digital platform that enables the sharing of student work. Parents and Caregivers are encouraged to access SeeSaw to view and celebrate students' learning. In addition to sharing student work, SeeSaw is a platform that enables students to complete work utilising 21st-century learning skills and digital literacy regardless of their physical location.

Website

The school website communicates St Francis Xavier's policies, governance and general information to the school community. In addition, the website is the first point of contact for new families enrolling at St Francis Xavier. To ensure the information on the school website is accurate and in line with the school's vision and mission, only official St Francis Xavier events or authorised information are published on the school website.

Facebook

St Francis Xavier has a school Facebook page. It is used to communicate student successes and celebrations within the school. Its primary purpose is to promote and celebrate activities facilitated within the school by the school.

SMS

St Francis Xavier can SMS whole school, year levels or individual families. The purpose of SMS is to provide information that is required immediately and pertinent to events happening within the school. All SMS communication is related to school events.

Paper Copies

At times paper copies of information are sent home to families. This predominately includes formal letters of correspondence or legal documents. At times, the school will use paper copies to reinforce activities within the school, however, where possible, sustainable practices will be promoted.

Classroom Access

An opportunity to visit classrooms to view students' learning will be provided informally and formally at several stages during each term. If you wish to discuss your child's learning outside these times, contacting your child's teacher via email to arrange a formal appointment is the correct process.

Term One & Three

- Week One Open Classrooms 8:30 – 8:45 am
- Week Three: P&F Welcome night Friday 21 February
- Week Eight: Three-Way Conferences

Term Two & Four

- Week One - Open Classrooms 8:30 – 8:45 am
- Week Eight - Interviews (as required)
- Final Week – Formal Reports

If essential, parents can access classrooms before school, however, the primary role of educators before school is to plan and prepare learning experiences that meet the needs of students.

If parents need to share information immediately, contacting the school reception is the preferred process or giving students of all ages the confidence to share notes or information with teachers is a powerful life skill.

If you require any support accessing communication platforms, please contact the school administration.