




# Communications @ St Monica's

St Monica's Footscray uses various forms of communication for a variety of purposes to ensure effective communication with students, parents, staff, and the broader community.

**Here are some common purposes of school communication:**

Communication Tool	School Staff Communications	Parents & Caregivers
<p><b>Email</b></p> 	<p>The school will contact you via email for a range of different reasons. Please make sure that your current email address is on Operoo. Please check your emails regularly so that you can stay abreast of all emails from school.</p> <p>Emails may include:</p> <ul style="list-style-type: none"> <li>• Notifications from Operoo , The School Newsletter, A letter from the Principal to the school community</li> <li>• A letter from the school regarding important health advice e.g. a case of Headlice</li> <li>• Fee statements</li> </ul>	<p>You are able to contact staff via email. Staff email addresses all follow the same pattern. First name. last name @smfootscray.catholic.edu.au</p> <p>E.g. Andrea Wilberger's email is <a href="mailto:andrea.wilberger@smfootscray.catholic.edu.au">andrea.wilberger@smfootscray.catholic.edu.au</a></p>
<p><i>We ask that any emails sent to staff are done between the hours of 8am and 6pm. Teachers do not check their emails while they are teaching students so it may take them a little while to respond to your email. Staff will endeavour to respond to emails within two working days. If you have an urgent message for your child, please call the school office.</i></p>		
<p><b>Operoo</b></p> 	<p>We use this platform to send out alerts, newsletters and reminders to our school community. We also use this platform to send our excursion permission forms and additional documents to parents. You will be notified that a form for your child has been posted, via email.</p>	<p>It is important that your details are up to date on Operoo. This includes your child/s medical needs.</p>
	<p>We use this platform to send out Student Reports. Student Reports are written and sent out to parents at the end of <b>Semester 1</b> (June) and <b>Semester 2</b> (December). You can view all student reports from 2023 onwards on nForma via the Parent Portal. New families will be sent instructions for creating an account around reporting times (June or December).</p>	<p>We use the email details provided on Operoo to create Parent Portal accounts so please make sure these are up to date.</p>

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	<p>We use this platform (parent app and website) as a digital portfolio to showcase student learning. Teachers and students regularly upload evidence of their class work in the form of photos, videos and annotations. <b>Guidelines around SeeSaw to come in 2024</b></p>	<p>Families can keep up to date with student learning and also provide positive feedback on their child's posts.</p>
<p><b>Term Overview</b></p>	<p>At the beginning of each term, each Year Level will share an overview with families with information on the focus for each learning area, key dates and reminders for the term.</p>	<p>Provides you with an insight into the learning foci for the term in key curriculum areas.</p>
<p><b>Newsletter &amp; Weekly Overview</b></p>	<p>Newsletter is shared 3 to 4 times a term.  Weekly overview is shared every Sunday afternoon on Facebook, Instagram and Operoo. This provides a brief overview of the week ahead.</p>	<p>The newsletter provides you with important information, dates, events and celebrations of learning that occur during the term.</p>
<p><b>School Website</b></p>	<p>Contains whole school general information, including school vision and school policies.</p> 	<p>Provides information to find current newsletter, parent information and school policies.</p>
<p><b>Assemblies</b></p> 	<p><b>School Assemblies take place fortnightly on Monday afternoon from 2.45 – 3.15pm.</b></p> <p><b>Our Year 6 students run School Assemblies. Each fortnight a different Year Level is rostered on to present what's been happening in their classroom. Awards are also presented at Assembly.</b></p>	<p><b>Parents and families are invited to attend our assemblies.</b></p>
<p><b>Facebook</b></p>  <p><b>Instagram</b></p> 	<p>We use this platform to update the school community about events and fundraisers. We also use this platform to promote our school to the wider community.</p> <p>Join our page at St Monica's Primary School Footscray  <a href="https://www.facebook.com/stmonicasfootscray/">https://www.facebook.com/stmonicasfootscray/</a>   <a href="https://www.instagram.com/stmonicasfootscray/">https://www.instagram.com/stmonicasfootscray/</a></p>	<p>Shared snapshots of school events and student learning.</p>

**At any time, teachers welcome parents to make appointments to discuss their child's progress and wellbeing. The Principal and Deputy Principal also welcome appointments to discuss issues which may not easily be resolved by the class teacher.**