WHITFORD
CATHOLIC PRIMARY SCHOOL
Faith in God, Faith in Self

COMMUNICATIONS PROCEDURE

Sources of Authority	
CECWA Policy	Community
Executive Directive	

RATIONALE
The aim of this procedure is to make communication from the school easier for parents by providing clear, consistent and relevant information, focussing on quality and accessibility, while still maintaining community ties. It sets the standards for parent-to-teacher communication and the standard for school-to-parent communication.

PARENT TO TEACHER COMMUNICATION

Although communication from parents is important, a teacher's focus must always be the safety and education of the students.

EMAILS
Teachers will try to respond to all emails within 2 school days.

TEACHER MEETINGS
Parents are encouraged to meet with their teacher to discuss student's progress or any issues, but these meetings must be arranged in advance via phone or email. Parents are strongly discouraged from meeting with the teacher without an appointment as the teacher will be unable to provide their undivided attention to the matter.

TELEPHONE
In most cases, we are unable to transfer phone calls to the classroom. Please leave a message with the office and the message will be passed on to the classroom.

URGENT MATTERS
For urgent matters, please contact the office on (08) 9404 4200 and the message will be passed on to the appropriate member of staff.

SCHOOL TO PARENT COMMUNICATION

SCHOOL STREAM
School Stream is the main communication tool for the school to disseminate information to parents. It is used by teachers to send information to specific groups/year levels/classes, and by the administration team to send school-wide notices. It is main source of information for parents to find out what is happening at the school.

NEWSLETTER
The fortnightly newsletter is used to remind parents of upcoming events and information, to look back at the past week's events, and to provide information that is not sent in School Stream. The newsletter is sent to parents fortnightly every Wednesday via School Stream commencing week 1 of each term. It is also available on the school website and printed copies are available in the office.

CALENDAR
The school's online calendar is available through School Stream and also on the school website.
A list of upcoming dates is also published in the fortnightly newsletter.

EMAILS
Teachers will only email parents if the message is only appropriate for individual families, not class groups, and therefore cannot be sent through School Stream.

SCHOOL WEBSITE
The school website contains information useful to current families such as policies, code of conduct, fees, links etc. It also acts as a source of information for families looking to join the school.

SEESAW
SeeSaw is used to maintain a digital portfolio of student work.

SOCIAL MEDIA

Whitford Catholic Primary School - Facebook & Instagram
These accounts are used to showcase happenings within the school and future events to existing families. It also provides information for families looking to join the school.

Whitfords Parents Page - Facebook
This page is used as a community building tool, encouraging questions and communication between WCPS community members. Although parents are encouraged to send reminders to other parents on this page, it should not be used to 'cut and paste' information sent via School Stream or the fortnightly newsletter.

Individual Year/Class Groups - Facebook
PEACE Reps for each year group are administrators of these Facebook groups and will disseminate information relevant to that group. Invitations to the group, moderation and deletions are managed by the PEACE Reps.

Kindergarten and Pre-Primary have their own individual class group pages. Years 1-6 will have whole year group pages.

Whitford Catholic Primary School Parents and Friends Association - Facebook
This page is used as a communication tool for P&F to contact outside agencies and for P&F to create events to be shared on the Whitfords Parents Page.

Reviewed: 2025