

PARENT COMMUNICATION TOOLBOX 1



The following are communication applications for families. Each application has a particular purpose and supports our commitment to quality family partnerships.



Teachers to Family Communication Tools



SEESAW

A learning and message app from teachers to parents. Posts are short and include learning snapshots and habitat updates.



EMAIL TEACHERS

You can email your child's teaching team to share learning, welfare or wellbeing information about your child or to request a meeting.

School to Family Communication Tools

SCHOOL TO HOME EMAILS



Emails are sent to families. They arrive from Yvette Bacic (Principal Secretary). They include school messages, VIP information and weekly updates.

VIP - FORMS



Permission and Survey forms (slips) are sent to families from EdSmart, e.g. excursion permission. The online **EdSmart slip** captures confidential responses. It has a set date for parents to respond.

BRAG & EVENTS GALLERY



We have a closed **Facebook Group, #St Joseph's Parent Community**, open to family. Posts include invitations to school events, photos of events, student awards, reminders and general information.

ABSENCES



If your child is sick or needs to be absent, **email or phone** the school before **8.30am** on the day they will be absent. See email and phone below.

MESSAGE TO MOBILE



Text messages are sent to your mobile with critical information, e.g. when we are not notified that your child is away or for emergency messages.

@EMAIL secretary.parramatta@cns.catholic.edu.au

PHONE 4038 5100 (general & absences*)
Office Hours: 8.15am** – 4.00pm



Communication Portals on School Website www.stjosephscairns.qld.edu.au



SCHOOL EVENTS

For school-wide events go to the **School Community Calendar** on the website. (For class events, go to Seesaw.)



LUNCH ORDER APP

To order your child's lunch, use the **FlexiSchool** app on the website or, download the app to your phone.



PARENT PORTAL

At the end of each semester, use the **Parent Portal** to download your child's report card. Important Forms and Documents can be found here.



PARENT MEETING APP

Use **PTO** via the school website to book for Parent-Teacher learning conferences for terms 1 and 3.

