



Tirriwirri School Communication Guide

Please respect our teachers and remember they cannot respond to families while they are teaching and supervising students.

As a NSW Government School, Tirriwirri uses the NSW Department of Education Community Charter as a foundation for all school communication. All members of the Tirriwirri Community should be familiar with this document:

<https://education.nsw.gov.au/schooling/parents-and-carers/going-to-school/school-community-charter#Communicating2>

Communication Platform

Sentral Parent Portal

SeeSaw

School Phone

6206 2500

School Email

tirriwirri-s.school@det.nsw.edu.au

Communication Purpose

- Student Attendance
- Student Payments - Including uniform & Student Led Lunch.
- Student Reports, Plans & Personalised Learning & Support Plans
- Broadcasts - Newsfeed with school notices/ notes
- Excursions - Permissions

- Daily communication log between families & teachers.
- Teachers to provide periodic learning updates

- General Enquires
- Urgent Updates
- If staff require a meeting, either informally or for PLSP meetings, they will call families.

- General Enquires
- External Service Provider Requests/ Enquiries
- Report issues with Sentral or SeeSaw via school email.
- Request Meeting with School Staff

School Newsletter

- General Information & School Updates
- Anticipated School Activity Plan
- Link on website & published to Facebook & Parent Portal

School Facebook

- General Information & School Updates
- What's On Weekly Update

School Text Messages

- Student absences will be sent to parents via text.
- Important reminders.

Physical Notes

- We are working to remove all physical notes from our school. All notes can be found on the Sentral Parent Portal.
- Important notices will continue coming home physically

Student Led Lunch Bags

- Use order bags to select menu items.
- Our school does not accept cash - Invoices will be sent via Sentral Parent Portal

Communication Expectations:

- By Phone:
 - Families should only be calling the school office on 6206 2500
 - Call during 8:30am - 3:30pm. Send an email if unable to connect.
- By Email:
 - Emails will be read within 3 school days.
 - Responded to by relevant staff, only if required.
- In Person:
 - Refer to the School Community Charter for appropriate ways to communicate with staff.

Requests for student updates will be responded to within 48 business hours of receipt of request.