



## TPS Communication Flowchart

### Methods of communication:

#### Social Media:

- Facebook
- Website
- Newsletter

→ **What is it used for:** School promotions, celebrating success – academic and extra curricular.

#### School Business:

- SchoolBytes
- ClassDojo
- Email

→ **What is it used for:** Student absence, Academic Reports, booking Student Led Conferences, Permission notes, communicating with classroom teachers, sharing student learning, newsletters and class messages.

#### Academic:

- Student Reports
- Student Led Conferences
- Presentation Day

→ **What is it used for:** Sharing academic success through Student Led Conferences at the end of Term 1, Academic Reports in Term 2 and Term 4 and Presentation Day in Term 4.

#### General Enquiries/Concerns:

- Phone: (02) 6977 2877
- Email: temora-p.school@det.nsw.edu.au

→ **What is it used for:** General enquiries, sharing concerns or making appointments.

### Who do I communicate to?

#### Front office staff:

- Phone: (02) 6977 2877
- Email: temora-p.school@det.nsw.edu.au

→ **What do I communicate for:** Enrolment or financial enquiries, making appointments, change of information relating to your child, change to medication, arriving late or leaving early, change to pick up arrangement, extended leave, moving and changing schools, clarify information about an event.

#### Classroom Teacher:

- Phone: (02) 6977 2877
- Class Dojo
- Email

→ **What do I communicate for:** The welfare of your child, academic concerns and progress, information to support your child's learning, student absence, social or emotional issue, classroom behaviour or general concerns.

#### Assistant Principals:

- Phone: (02) 69 772 877
- Email: temora-p.school@det.nsw.edu.au

→ **What do I communicate for:** The welfare of your child, School Policy or process, Learning and Support or Wellbeing/behaviour beyond the classroom, access to services, behaviour aligning to the School Flowchart or concerns relating to the Stage/Year group.

#### Principal:

- Phone: (02) 69 772 877
- Email: temora-p.school@det.nsw.edu.au

→ **What do I communicate for:** The welfare of your child, School Policy or process, student or staff concerns, incidences involving your child, suspensions or behaviour aligning to the School Flowchart, school wide issues, academic program concerns, financial or funding issues, community concerns or involvement, general feedback or suggestions.