



Boroondara Park Primary School

School No. 5288

ABN 55 983 557 174

8 February, 2017

Dear Parents/Carers

At Boroondara Park Primary School we value the link between home and school, vital components of which are the **communication** processes we adopt to ensure a seamless flow of information.

The following outlines our school's mechanisms for such.

School Website - <http://www.bpark.vic.edu.au/>

For new families our school website is often their first opportunity to find out about our school. Our site, which was revamped last year, and includes information under the following headings.

- **Our School** - Annual Report, Core Values, Facilities, Principal's Welcome, School Strategic Plan and Student Voice.
- **Curriculum** – Curriculum [including a link to the term planners in English, Mathematics and Integrated Studies], iPad program, Languages, PE/Sport, Performing Arts, Visual Arts, Support Programs and Camps.
- **Enrolment**
- **Teams** – Foundation, Grade 1/2, Grade 3/4, Grade 5/6 and Specialists
- **Parent Information** – Canteen, Communication, Camps, Sports and Excursions Fund (CSEF), Notices, Out of Hours School Care, Parents and Friends Association, Pastoral Care (Care Learn and Share program), Resources, School Council, Term Dates and Transition (Kindergarten to Foundation, Year 6 to 7).
- **Calendar** – a calendar of school events
- **Contact Us** – contact details for BPPS

School Events

School events will be entered onto the school's website calendar appearing on the right hand side of the front page - <http://www.bpark.vic.edu.au/>. There is an 'Event Quick View' which displays the next 10 events. As well there is a calendar which denotes events by black shading over the related dates. If you click on one it takes you to a page with the greater detail. Finally, by clicking 'Calendar' at the top of the front page you will see a month's view of events.

Sentral

Our school uses the 'Sentral' communication and administration package for you to: book interviews, update your emergency contact details, update absences and access student reports for Semester 1 and 2 of each academic year. At times the staff will use the 'Portal Messages' feature to contact you. You will receive an email (the one provided when you set up your Sentral account) which will direct you to the portal (for instructions please Attachment 1). The link to the Parent Portal is <https://sentral.bpark.vic.edu.au/portal/login>. The following is a suggested list of communications that would be suitable for you to contact a teacher about:

- Notification and reasons for absences
- General messages about your child (e.g. Didn't sleep well last night)
- Scheduling an appointment for a meeting. (It is good practice, if proposing a specific time, to give the teacher a few options so that a mutually convenient time can be agreed upon)
- Notification about appointments
- Excursion enquiries

** These messages should be brief – no more than about 30 words.

Your child's teacher will endeavour to reply at their earliest convenience between the hours of 8.00 a.m. and 5.00 p.m. Monday to Friday. If they are unable to respond before 5.00 p.m. on the night you have sent the message, they will try to reply as soon as possible the next day.

Please note there is a link to the Portal on the front page of our new website.

Notices

All notices will be sent to you via the 'Portal Messaging System'. Similar to the portal messages, this more advanced feature allows our school to contact **large groups** of parents/carers. This process is completed via an email. All notices will also be placed on the school's website under the 'Parent Information – Notices' section. Soon you will be able to authorise your child to attend school events as well as pay (when required) online. At this stage any notices requiring a signature will be sent home in hard copy.

Skoolbag

The Skoolbag app (Apple and Android) enables our school to send out **last minute** reminders. We ask if you have a smartphone for you to download the app and follow the attached instructions to activate this service (Attachment 2).

Newsletter

The newsletter 'Boroondara Park Press' is produced every second Friday and will be emailed to you, sent via an alert through the Skoolbag app and a copy placed on the school's website.

Translation

BPPS is an inclusive school and as such we endeavour to provide translation of documentation as well as interpreter services for parent teacher interviews and other meeting times.

If you have feedback to improve our processes please send them to the school's email address with the subject 'Feedback – Communication' to boroondara.park.ps@edumail.vic.gov.au

Thank-you

Eric Regester

Principal