



Communication at our School

Brighton-Le-Sands Public School is committed to effective communication with our parents and community. This communication takes a number of forms outlined below.

What is it?	What goes in it?
'The Brighton Brief' (Weekly Newsletter)	Reminders about school procedures, messages from the Principal and information about upcoming events and activities.
'The Brighton Buzz' Sent home: Term 1 – Week 10 Term 2, 3 and 4 – Week 5 and 10	Photos and information about any class, grade, sport, arts or school activity that has taken place in the period leading into the publication of 'The Brighton Buzz'. Classes will also contribute work on a roster throughout the year.
Notes	Notes about school activities and events are sent home as required. Notes that are for small groups of students will be sent home as a hard copy. Notes for a whole grade, stage or the school will be sent home through email and updated on the School App and Website.
School App	Our School newsletter and other 'alerts' are sent through the School App. Parents are also able to access the school calendar, make a payment, explain their child's absence and access the canteen online ordering system through the App.
School Website	The website contains notes that have been sent home, the school newsletter and general information about our school. It is designed to be an 'online information book' which is usually updated annually, rather than having information about school events.
Facebook	Our school Facebook page is used to celebrate and share student achievement and showcase many of the exciting things taking place at Brighton-Le-Sands PS. The page is also used to post announcements or reminders.
Twitter	Our school Facebook page is used to celebrate and share student achievement and showcase many of the exciting things taking place at Brighton-Le-Sands PS.
SeeSaw	Some staff may choose to share their student's work or their classroom experience using SeeSaw. General parent questions or enquiries relating to work on SeeSaw can be addressed through this platform. Any parent complaints or issues that may require ongoing follow up should not be addressed through SeeSaw. These enquiries need to go through the school's official email addressed to the teacher. Parents who make contact or raise general questions through SeeSaw should expect that a response may take up to 48 hours. If the issue is urgent, they need to contact the school directly.

Raising Concerns

All members of staff at Brighton-Le-Sands Public School are committed to supporting and extending all students in all areas of school life. In particular, staff members are more than willing to discuss with parents the progress or welfare of their child, or to raise matters concerning actions of other students, school policy or practice, or concerns about actions of staff.

So that staff members can give parents an opportunity to raise questions or concerns in an appropriate setting and at a convenient time for both staff and parents, we have set out the following guidelines.

Concern	What Should I do?
The academic progress of my child	Directly contact the child's teacher either by note, by phone or in person to arrange a suitable time to discuss any issues.
The welfare of my child	For minor issues directly contact your child's teacher to clarify information. For more serious concerns, contact office. State nature of concern and the school will arrange a suitable time to talk with the appropriate staff member. To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. please contact the office.
Actions of other students	Contact the class teacher for a classroom problem. Contact the classroom teacher or stage supervisor initially for playground problems. They will arrange a suitable time to talk with the appropriate staff member.
School policy or practice	Contact office. State nature of concern and the school will arrange a suitable time to talk with the appropriate staff member.
Actions of a staff member	Contact the office and arrange a time to discuss your concerns directly with the Principal or Deputy Principal.