



2025 Communication Procedures and School Routines

Clear communication between home and school is essential for fostering a strong partnership that supports our students' educational experiences.

We believe that effective dialogue enhances our ability to work collaboratively in the best interests of all children. To ensure that our interactions are constructive and professional, we must all uphold the values outlined in our Community Charter and Code of Conduct, which emphasise respect, integrity, and the establishment of appropriate boundaries. We kindly request that communications with school staff occur during designated hours to maximise preparation time for teaching and maintain a healthy work-life balance, allowing our educators to focus on delivering high quality education while also attending to their personal well-being.

Furthermore, this is an important proactive step for our community with the increase of occupational violence in schools across Australia. Occupational violence, which includes any act of aggression or threatening behaviour directed towards staff, is a serious concern in the school environment. It is crucial for parents and caregivers to understand that respecting boundaries plays a vital role in ensuring a safe and supportive atmosphere for both students and staff. When boundaries are upheld, it fosters a culture of mutual respect and professionalism, allowing educators to focus on teaching and providing the best possible support for all children.

By working together to maintain these boundaries, we can help create a safe learning environment where all members of our school community feel valued and protected.

Thank you for your understanding and commitment to creating a positive and respectful school community. We are here to be the best people we can be for the little people in our care, every day.

You can read more about the Code of Conduct, Community Charter and Occupational Violence here:

Occupational Violence: <https://disability.royalcommission.gov.au/system/files/exhibit/YPL.200.006.0251.pdf>

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

NSW Department of Education Code of Conduct: <https://education.nsw.gov.au/policy-library/policies/pd-2004-0020>



Communication Procedures

Communication with school staff

The best point of contact regarding any queries or concerns is your child's classroom teacher via the school email address scarboroug-p.school@det.nsw.edu.au with the subject titled 'Please forward to class teacher name'.

Alternatively, you can leave a message with the office to arrange a meeting in person or via phone. We always appreciate concerns being raised in real-time to ensure a conversation for clarity and an efficient resolution. Please remember that teachers will be unavailable during the school day to reply to messages and will endeavour to respond within 48 hours (Monday-Friday). Any urgent information should be directed to the school office to be relayed as appropriate. This could include pick up arrangements or notifying the school of absences.

Please only contact teaching staff via the official school email address, not their personal email address. We understand this has been a practice in the past and appreciate your shift to support consistency across the school. We also ask out of respect that if you have previously saved a staff member's mobile number for a school event or communication that you, please delete it and use the school phone number. Thank you for your understanding and support as we work together in respectful and transparent ways.

If you have any questions or concerns after meeting with the classroom teacher, the next point of contact is Miss Hutchinson who is available via the school email, phone or meeting.

Seesaw

As a school we have made the decision to not use Seesaw for 2025.

Parent/carer communication will be streamlined through email and School Bytes. Student work and classroom insights will be shared through our social media (permission dependent).

Social Media - Facebook and Instagram

We are excited to continue using social media platforms such as Facebook and Instagram to share and showcase student learning, events, and programs. These platforms provide a wonderful opportunity to stay connected to the school community and offer valuable insights for prospective enrolments.

Please note that we ensure the privacy and safety of our students by only sharing content with parental/carer permission and consent. This includes images, videos, and other information related to students. We encourage you to stay engaged and informed by following our official social media accounts.

You can find more information about the Department's social media policy and procedures here:

<https://education.nsw.gov.au/policy-library/policies/pd-2011-0418-01>



School Newsletter

The school newsletter serves as an essential tool for keeping our community informed and connected. It provides important updates, upcoming events, academic achievements, and highlights from around the school. The newsletter is designed to foster communication between parents, staff, and students, ensuring everyone stays up to date with the latest school news.

Our newsletters will be distributed three times each term: during weeks 3, 6, and 9. By providing timely information at these intervals, we aim to keep you well-informed throughout the term and allow ample time for participation in school activities.

School Bytes

School Bytes is our primary communication platform for both whole-school updates and individual family notifications. It plays a key role in keeping our school community informed about upcoming events, important reminders, and key announcements related to school activities.

Through School Bytes, you will receive notifications about whole-school events such as assemblies, excursions, incursions, and special programs. It is also the platform we use to send individual messages to families, including essential information regarding permissions, excursion details, and payment requests for various school programs.

We encourage all families to check School Bytes regularly to stay informed and to ensure timely responses to permission slips and payments. This system helps streamline communication, ensuring that all necessary details reach you quickly and efficiently.

Parent/Teacher Conferences

- Term 1, Week 3 - Meet the Principal/Teacher evening
- Term 1, Week 9 (Parents/carers and teacher)
- Term 3, Week 8 (Student-led conferences)
- Term 4, TBC (Student project showcase)

Individual Education Plan and Personalised Learning Pathways meetings

Some students require individual and personalised learning plans that require consultation between classroom teachers, Learning Support, students, families and carers. These include students with a disability, identified personal and social capability challenges, students of Aboriginal and Torres Strait Islander background, Out of Home Care, working below or above stage level and identified High Potential and Gifted students.

Students who require plans, please note the following weeks in your diary for our consultation meetings:

Term 1 - Week 4 (in-person)

Term 2 - Week 3 (in-person)

Term 3 - Week 3 (in-person)

Term 4 - Week 5: End of Year review meeting and 2026 planning (in-person)



These meetings are often attended by the Learning Support Teacher and at times, the school counsellor, external therapists/service providers and/or the principal. All meetings will be organised and facilitated by the classroom teacher so please await their communication. We hope this schedule aids your organisation and seeks to provide whole-school consistency for every family within a sustainable timeline.

School Routines

Before school

The playground is supervised from 8:30-8:55am every day. Students enter the school from the front gate and place their bag in under the cola.

At 8:55am, students gather for our morning meeting and are collected by their teacher to start the day. It is highly important students are here at this time to start the day calmly with their peers and be a part of our whole school wellbeing initiative.

Parents and students should not enter classrooms before school as teachers engage in planning, meetings and collaborative practices. For any enquiries, please speak with Ms McKellar in the office or phone/email the school to make an appointment.

After School

Students are collected from the top playground at 2:45pm.

- The Heights bus (S354) departs at approximately 2:47 pm each day, except on Wednesdays, when it departs at approximately 3:10 pm.
- The Routes 2 bus departs at approximately 2:55 pm each day.
- The Wild Care afterschool service bus departs at approximately 2:50 pm each day.

Attendance

Regular attendance is vital for your child's success and development. Being present at school, on time, every day ensures that your child maximises learning opportunities, engages in classroom activities, and fosters positive social interactions with peers and teachers. Consistent attendance also supports the development of essential life skills, such as responsibility and time management, which are key to academic and personal growth.

Late Arrivals: If your child arrives late, it is important that they are accompanied by an adult to the school office to ensure proper check-in. This allows us to acknowledge their arrival and ensure their safety on-site.

Leaving Early: If your child needs to leave school early, please visit the office to sign them out. A staff member will then collect your child from their classroom and escort them to the office.

Absences: If your child is absent for the day, please provide a reason and any required documentation (such as a doctor's note) within seven days of the absence via the School Bytes Parent Portal. This ensures that we maintain accurate attendance records and meet school and legal requirements.

Thank you for supporting your child's education by ensuring regular and timely attendance. Your cooperation helps us maintain a safe and effective learning environment.



Assemblies

We hold two assemblies each term:

In Terms 1–3, assemblies take place in Week 5 and Week 10 at 9:05 am.

In Term 4, there is an assembly in Week 5 at 9:05 am.

Families and caregivers are warmly invited to attend these assemblies, where we showcase students' work and celebrate their efforts and achievements.

Our Presentation Assembly is held in Week 9 of Term 4 at 9:30 am (day TBC). This assembly is a special opportunity to recognise students' outstanding achievements throughout the year.

Hallway and Classroom Access

To support smooth school operations and foster student independence, we kindly request that parents and caregivers refrain from entering the school hallways at any time, including before school or when dropping their child off late. This includes placing student bags on hooks or handing in homework.

Our staff are available to assist students as needed, ensuring that classrooms and learning areas remain focused and disruption-free. Thank you for your understanding and cooperation in creating a respectful and supportive school environment.