



| <b>FUTURE EVENTS</b>                  | <b>WHEN</b>                            |
|---------------------------------------|--|
| Interm Swimming Lessons               | Monday 22nd May—Friday 2nd June        |
| <b>CANTEEN CLOSED FOR RECESS ONLY</b> | <b>Monday 22nd May—Friday 2nd June</b> |
| Final Camp Payment Due                | Friday 2nd June                        |
| Assembly—Swan 3                       | Friday 9th June 9.00am                 |

**Dear Parents/Carers,**

***IMPORTANT! IMPORTANT! IMPORTANT!***

**School Communication**

We have developed a strong bond between our school and our families and good communication is an essential tool to maintain this relationship. Please read this information, fill in the attached slip and return to the OFFICE.

Banksia Grove Primary School is trying very hard to make sure that communication with our families is equal to the very best school in the state. Responses such as; “Nobody told me that swimming was starting today!” or “I didn’t get any note!” and “Is school starting today?” are all indicators of a breakdown in the communication process. I would like to take this opportunity to reflect on the processes we have in place at our school and the responsibilities of all parties.

When there is something special happening at our school such as swimming, parent three-way conferences or a special assembly, the school has the **responsibility to** communicate this through the following forms:

- Form 1:** Note. If whole school involved then this is sent home with the eldest member of the family. For class events or those requiring consent – all children.
- Form 2:** Newsletter. A weekly newsletter is posted online and a hard copy sent home if requested each Thursday. ( Please indicate via the tear off slip attached).
- Form 3:** Upcoming events, reminders and the newsletter are posted on our “Skoolbag” APP. (Download this from your app or play store).
- Form 4:** Often upcoming events or information are also posted on the School’s Facebook page.
- Form 5:** The newsletter is also published along with key information on our school web-site: [www.banksiagrove.wa.edu.au](http://www.banksiagrove.wa.edu.au)
- Form 6:** Upcoming events are also discussed with the children in PrePrimay – Year 6 at school assemblies.
- Form 7:** Sometimes, when urgent, information is sent out by SMS.
- Form 8:** Some teachers have notes on whiteboards outside their classrooms.

I am also investigating the cost of having an electronic sign out the front of the school.

Parents/ Caregivers, it is **your responsibility** to check these forms at least once a week to see what is going on at the school. I strongly encourage you to; download the school app, connect to our Facebook page and check your child’s bag for notes.

A child is **responsible for** getting any notes home to you. A great idea for making sure they get them out of the school bag is having a ‘note’ magnet on the fridge which they must clip new notes to as soon as they get home. Training and then expecting your child to do this will lead to fewer headaches. If your child is absent, please remind them to check with their teacher for notes when they return to class.

**Mr David Hall**  
**Principal**

**School office hours.**  
**Office Hours—8.30am—3.30pm**  
**NEW PHONE NUMBER: 9233 6333**

**PLEASE COMPLETE AND RETURN THE SLIP BELOW TO THE OFFICE**

***Communication Slip—Please complete and return for every student.***

I received this note from my child and understand that it is the school’s responsibility to send information home through various forms such as newsletters and notes. It is my child’s responsibility to get the information home and my responsibility to read this information.

Signed: \_\_\_\_\_ Child’s name \_\_\_\_\_ Class \_\_\_\_\_

Please tick this box if you would still like to receive a hard copy of our newsletter.

**I would like a hard copy of the newsletter.**