

The purpose of this brochure is to outline how we communicate with the Braeside Primary School community.

Whole school communication at Braeside is provided through many sources including our Facebook page, our Website and Message You service. Individual class communication may additionally be provided through individual Seesaw and Connect Class accounts.



Find Us Here

An Independent Public School

Carinya Gardens
Katanning WA 6317
0898 213 500
Braeside.ps@education.wa.edu.au



Communication
Information

Braeside Primary School

Facebook Page

This page is used primarily to post information on upcoming events, all school information and to share photos of our students engaging in activities.

We do not use our Facebook page to answer enquiries as it is not monitored closely enough and messages get lost too easily. We encourage general enquiries to go through our website www.braesideps.wa.edu.au

Website

Our website contains a lot of valuable information, including an application to contact us quickly and easily via email. We have links to our Uniform Shop, Dress Code and Calendar along with a lot of other important information. We encourage you to get familiar with our website as it is updated regularly. Details of events are easy to see on our calendar with just one click.

Outreach Text Messages

We will send a copy of all permission forms that are coming home in paper via an outreach text message note.

This forum is the one used for urgent information regarding school closures and changes to school timetables. An up-to-date mobile number is essential for us to contact you.

Seesaw

Seesaw is used to generate online student portfolios and provide activities to students. It is also used for family communication specific to your child's class. Each student is generated an individual login which families can connect to, to see work and progress. Families who connect to their child's Seesaw can ONLY see their child's work. Parents and/or caregivers will need to fill out an online form to give their child permission to be in group photos posted on Seesaw.

Families can stay up to date by downloading the Parent and Family Seesaw App and use the individualised login to sign up.

Communication Boards

Whole school information including our calendar is also available on our Communication Boards located in the undercover area. Some classes have a daily Message Board providing classroom specific and some whole school related information.

Email braeside.ps@education.wa.edu.au

Parents and/or caregivers wishing to contact a classroom teacher via email must do so through the teacher email e.g. teresa.wigg@education.wa.edu.au. Emails will be replied to in school hours of 8.15am to 3.30pm within 2 to 3 working days.

Phone 9821 3500

Phone calls will be made home where the school sees fit. For example, situations related to behaviour, medical or appointments. The person listed first on the student's contact list will be called followed by the next person in the event the first person is uncontactable. Phone calls are usually made and received within our school hours of 8.15am to 3.30pm.

MGM

MGM is used to communicate when there is an unexplained absence for a child or when the child has a minor accident at school. A message for attendance is sent out at around 11am. Messages regarding accidents will be sent after the injury is dealt with and the student has returned to class

Hardcopy

If you do not have access to a computer and you would like a copy of any school based documents on the website please let administration know. We will also ensure you receive important information as it comes up. Newsletters and permission forms will be sent home in hardcopy.