



# Moorine Rock Primary School

## Communication Guide

Moorine Rock Primary School has a variety of platforms that it uses to communicate to families and the wider community. The purpose of this is to have an informed community and celebrate our school successes.

<b><u>Facebook</u></b>	<b><u>MRPS Newsletter</u></b>	<b><u>Crosswords</u></b> <b><u>– local Southern Cross</u></b> <b><u>community newsletter</u></b>	<b><u>Weekly Update</u></b>	<b><u>Webpage –</u></b> <a href="http://moorinerockps.wa.edu.au">(<a href="http://moorinerockps.wa.edu.au">moorinerockps.wa.edu.au</a>)</a>	<b><u>Student diaries</u></b>
Tell stories, show off our partnerships and showcase significant events; i.e. NAIDOC, Science Week, Sporting events, etc This is for everyone	Pictures and keys community messages for extended family/ friends (i.e. grandparents, uncles, aunts, etc) and community members	Share news and information to the wider Yilgarn community	Operational information at the school level for the week – sent via email	Information repository especially for current parents, prospective staff and prospective parents. Includes school planning, policies, term planners etc	Communicate directly with families about students' days, homework, upcoming events, minor incidents that have occurred etc
<b><u>Reach:</u></b> Parents, friends and family not in Moorine Rock, prospective students and staff, community members not directly linked to the school	<b><u>Reach:</u></b> Community in and around Moorine Rock. Copy sent via email – available on website.	<b><u>Reach:</u></b> Community in and around Moorine Rock/ Southern Cross	<b><u>Reach:</u></b> Staff only	<b><u>Reach:</u></b> Worldwide	<b><u>Reach:</u></b> Parents or guardians only
<b>Showcase</b>	<b>Share</b>	<b>Share</b>	<b>Staff Information</b>	<b>Reference</b>	<b>Parent Communication</b>

- It is important to remember that staff are not expected to respond to communication from families outside of school hours. Staff will endeavour to respond within 24 business hours, where possible.
- Please also note that staff WILL NOT respond to communication sent to their private Messenger, Facebook or other social media accounts.
- Communication should be directed through official channels with email or phone calls being the preferred for parent/ teacher communication and emails or paper copies preferred for official administration communication.
- Any issues relating to the classroom must be directed to the relevant classroom teacher prior to contacting the administration team.