



# Rosalie Primary School

## COMMUNICATION AT ROSALIE



Department of  
Education



## **Communication at Rosalie**

Effective communication is essential in providing all members of the school community with the information they need to make appropriate decisions. Rosalie Primary School is committed to communication that builds a positive learning environment and encourages all students to be their best.

Overarching this document is the Department of Education Communication Protocols which may be found <https://www.education.wa.edu.au/dl/q3vvkq>.

## **How we communicate with our families and community**

Rosalie values a safe and supportive environment where all are treated with dignity and respect. We recognise that how we communicate provides a model for our students and that positive relationships between school and home are in the best interests of all.

The classroom teacher is the first point of contact for anything school related.

Rosalie Primary School uses 'Connect' as our primary source of digital communication. On enrolment, each parent / carer will receive login details and instructions for accessing Connect (our online communication App).

Rosalie has appropriate, timely, and efficient communications for a variety of purposes. The table on Pages 4 and 5 outlines how Rosalie staff connect with parents / carers and keeps the community up-to-date.

The Rosalie P&C conducts its own communication with the community and is guided in part by the P&C social media policy found here: <https://rosalie.wa.edu.au/parents/pc-association/>. For information about P&C related activities or events please speak with your class liaison parent.

## **How families and our community can help us**

At Rosalie we welcome and encourage parent and community collaboration and involvement. We hope that all members of our school community interact in a respectful and positive manner that is consistent with the values and ethos of Rosalie and the Department of Education Communication Protocols.

### **How parents and carers can support effective communication:**

- keep staff updated on new or changed information concerning their child's needs, contact details and individual situation
- sign in and out of the office when visiting the school, taking your child from school, or dropping your child off after 9am
- notify us via SMS 0447 925 809 when your child is sick or will be absent for the day help your children to comply with the Rosalie Mobile Phone Policy
- call the Rosalie Administration office if you need to contact your child during school hours
- avoid posting any images of a student, other than your own, on any online platform without first obtaining the permission of the student's parent. Please extend this same courtesy to staff members and other parents/carers.

### **How families and community can address a concern:**

- if the matter relates to everyday class operation, parents need to make an appointment to see the classroom teacher, detailing the reasons for the appointment. The classroom teacher is the first point of contact
- if the matter involves operations beyond the classroom, or concerns that are not easily resolved, or if a direct approach is not appropriate, an appointment should be made with a member of the school's Administration and, if required, the Principal
- very occasionally a parent / carer may be unhappy about the outcome of their efforts to resolve a concern. They may seek further guidance from The Department of Education's disputes and complaints policy which can be found at:

<http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/disputes-and-complaints.en?cat-id=3457094>

To ensure that all students, staff and parents feel safe and in line with Rosalie's school values (**Be Kind, Be Respectful, Be Your Best and Be Responsible**) any communication that does not meet our values should be raised with the school Administration and may be escalated to the Principal where appropriate.

General Information		
Information	When	How
Term Planner	Available online	Website: <a href="http://www.rosalie.wa.edu.au">www.rosalie.wa.edu.au</a>
Newsletters	Fortnightly	Email via Connect app
Notes and leaflets	As required	Email via Connect App Hard copy Online forms
Activity Notices	As required	Notice boards outside class rooms Early childhood notice boards Sports notice board School entry
General Enquiries	As required	School administration office, Email: <a href="mailto:Rosalie.PS@education.wa.edu.au">Rosalie.PS@education.wa.edu.au</a>
Parent Information Book	Current year available online	Email to new families Website: <a href="http://www.rosalie.wa.edu.au">www.rosalie.wa.edu.au</a>
Class Lists	Friday 2pm prior to Term 1	Notice board in Anzac Courtyard
Strategic Plan	Available online	Website: <a href="http://www.rosalie.wa.edu.au">www.rosalie.wa.edu.au</a>
Policies and Procedures	Available online	Website: <a href="http://www.rosalie.wa.edu.au">www.rosalie.wa.edu.au</a>
Annual Report	Available online	Website: <a href="http://www.rosalie.wa.edu.au">www.rosalie.wa.edu.au</a>
Assemblies	Generally fortnightly on Friday but may be on another scheduled day such as Anzac Day	Undercover area
Absent from School Notice	When a student is absent	Parents / carers send SMS notice to: 0447 925 809
Incidents / Playground incidents	As required	Recorded in Integris by teacher/ playground duty teacher. Parents are contacted if an incident needs to be followed up
Information sessions for specific purposes	As required	Face to face Phone Webinar
Reset Connect password	As required	Send an email to: <a href="mailto:Rosalie.PS@education.wa.edu.au">Rosalie.PS@education.wa.edu.au</a>
Open School Board Meeting (each year there is an open meeting)	Date of meeting advised via newsletter (Connect)	Meeting held in the school Library on the advertised date

<b>Academic progress &amp; classroom information</b>		
<b>Information</b>	<b>When</b>	<b>How</b>
Class Parent Information Meetings	Early in Term 1	Face to face in the classroom Handouts <i>(In this session teachers will outline how they would like to communicate with parents throughout the year, set expectations around homework and other classroom matters)</i>
Teacher Interviews	Upon request	Face to face Phone Email As agreed
Interim Reports	Last week Term 1	Connect Email: <a href="mailto:Rosalie.PS@education.wa.edu.au">Rosalie.PS@education.wa.edu.au</a>
Semester Report	Last week Semester 1 (Term 2) Last week Semester 2 (Term 4)	Connect Email: <a href="mailto:Rosalie.PS@education.wa.edu.au">Rosalie.PS@education.wa.edu.au</a>
Students with Documented Plans	Regular meetings with parents of students	Face to face where possible
ICT agreement	Early Term 1	Hard copy form
Excursions / incursions	As required	Notes home Electronic forms
Parent Help on excursions	As required	Notice boards outside of the classroom, Class liaison Face to face
Parent Help in the Classroom	As requested by the teacher	Notice boards outside of the classroom, Class liaison Face to face
Class activity updates – day to day activities	As required	Applications such as Seesaw, may be used to share events and communicate what is happening in the classroom on a day to day basis
Lessons / access to applications		Google Classroom
<b>Other Helpful Information – go to <a href="http://www.rosalie.wa.edu.au">www.rosalie.wa.edu.au</a> to find more information like:</b>		
Rosalie Learning Hub	Website link: <a href="#">Rosalie Learning Resources Hub   Rosalie Primary School</a>	
School uniform <i>(Orders Managed by the P&amp;C)</i>	Website link: <a href="#">School Uniform   Rosalie Primary School</a>	
School Lunch Online <i>(Managed by the P&amp;C)</i>	Website link: <a href="#">School Lunch Online   Australia's favourite online ordering - School Lunch Online</a>	

## Contact Us

Office Hours: School Days 8:30am to 3:30pm

Phone: 08 9366 9700

Absence reporting: SMS 0447 25 809

Email: [Rosalie.PS@education.wa.edu.au](mailto:Rosalie.PS@education.wa.edu.au)

Website: <https://rosalie.wa.edu.au/contact-us/>

Address: 101 Onslow Road, Shenton Park

Online: <https://rosalie.wa.edu.au/contact-us/>

### Contact Us

101 Onslow Rd, Shenton Park WA 6008  
**Phone:** (08) 9366 9700  
**Email:** [Rosalie.PS@education.wa.edu.au](mailto:Rosalie.PS@education.wa.edu.au)

Name

Phone

Email Address

Message

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