

A photograph of Galilee Regional Catholic Primary School. The school is a two-story red brick building with a large white cross on the facade. The name 'GALILEE' is written in green above the entrance, with 'REGIONAL CATHOLIC PRIMARY SCHOOL' and 'NORTH' below it. A group of children in school uniforms are playing on a green artificial turf field in front of the school. A colorful mural is visible on the right side of the image.

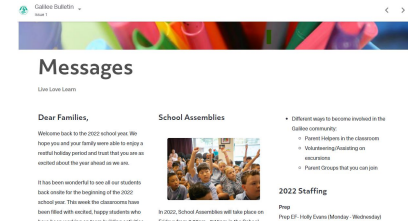
GALILEE
REGIONAL CATHOLIC PRIMARY SCHOOL
NORTH

Communication at Galilee

An Information Session for New Families to Galilee

What we aim to cover in this session...

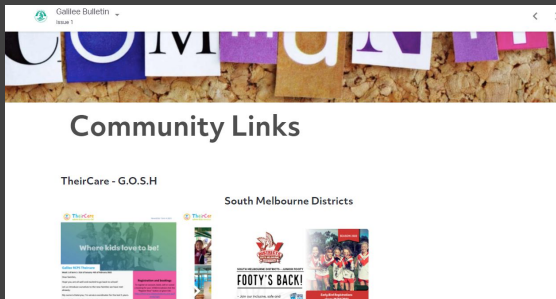
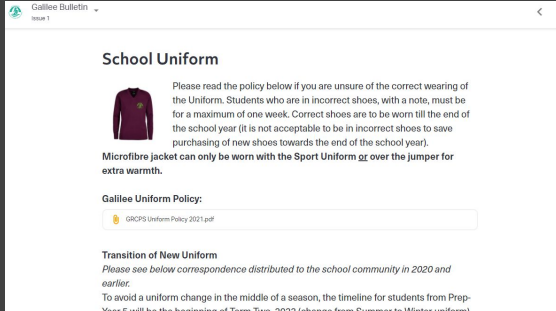
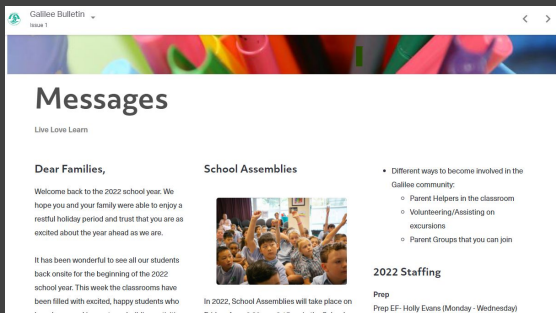
- The different forms of communication that we use at Galilee.
- What you can expect to find on each platform that we use.
- How to access Dojo, PTO, the Parent Calendar, School Assemblies, Operoo and the Newsletter.
- An explanation of the best way to contact staff.
- An explanation of our Parent Representative system that helps you to link up with parents in your child's year level.



Communication at Galilee

- School Newsletter
- Dojo
- Operoo
- PTO
- Parent Calendar
- School Assemblies
- Email
- Parent/Student/Teacher Conferences
- Student Reports





The School Newsletter

- The School Newsletter is published every second Thursday.
- It will be emailed to all families.
- It can also be found on our website.
- The School Newsletter includes important messages from school, an update about what has been happening at school as well as upcoming events.
- It is important that families read the Newsletter every fortnight to stay up to date with the latest news and upcoming events.



Newsletter



Enrolment



Calendar



Parent Portal

Accessing the Newsletter on our Website

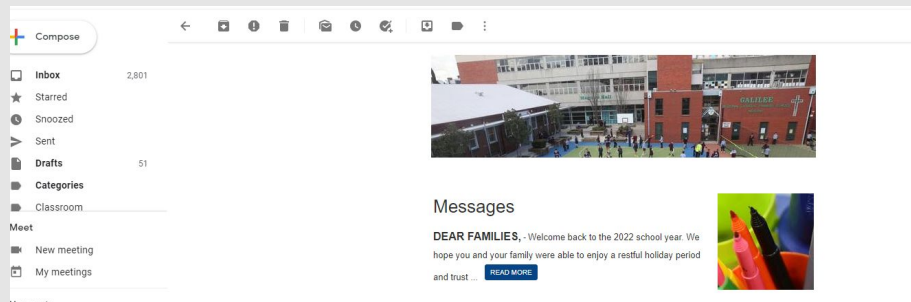
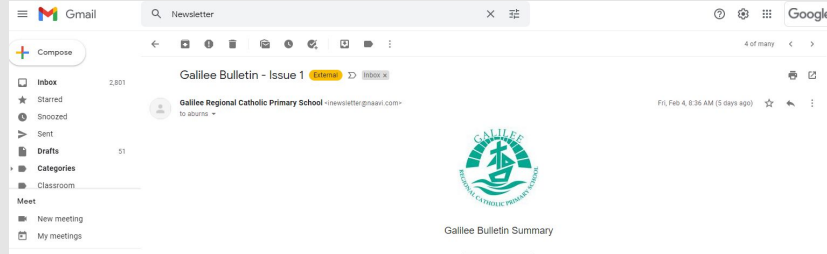
- The Newsletter can be found on our Website: www.gsmelbournesth.catholic.edu.au
- The Newsletter can be found on the top links under the heading: 'News'
- The Newsletter can also be found on our Website by clicking on the Newsletter Icon on the front page.
- We recommend you save the Galilee Website as a favourite so that it is easy to access.

The School Newsletter

- The School Newsletter will be emailed to you each fortnight.

- The Title of the Email will be: **Galilee Bulletin – Issue 1**

- The Newsletter can be read on the computer or on your phone.



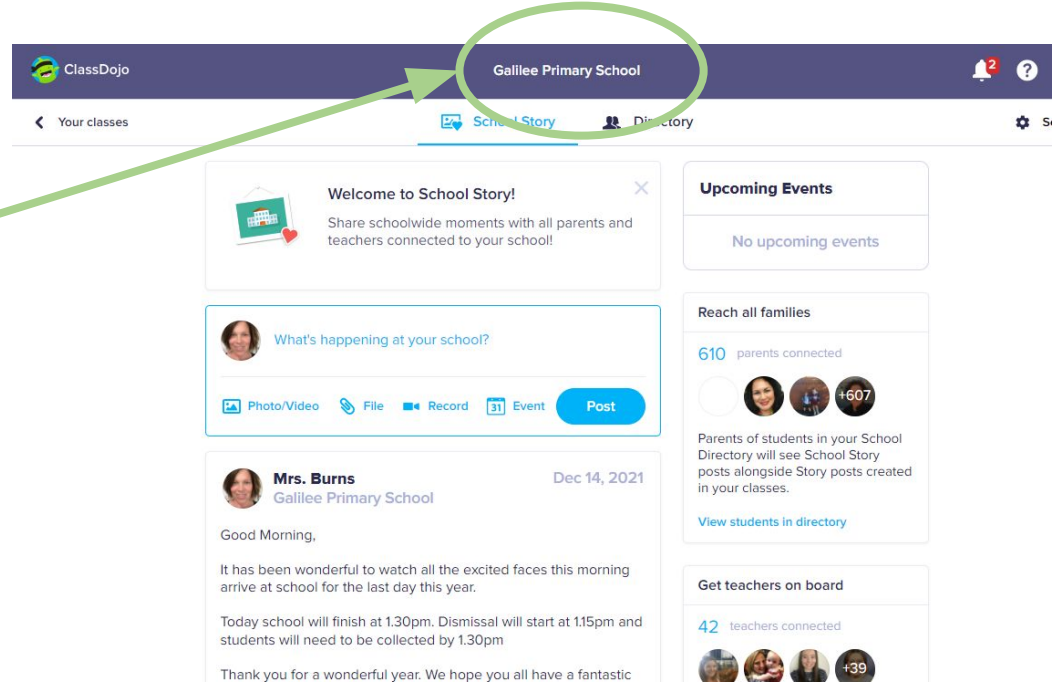
ClassDojo

- Dojo is an app that we use for a range of different reasons including:
 - Updating families with the learning that is happening in the classrooms
 - Reminding families about upcoming events
 - Informing families if there has been a change to an event
 - Some teachers use Dojo as a way to share some student work throughout the year
 - During Remote Learning, classroom teachers used Dojo as their main form of communication. They posted links to live lessons and shared templates that students could work from.
 - On Dojo, parents can also send messages to their child's classroom teacher
- We urge all Parents to access Dojo and check it each school day for updates.
- Parents will be sent a link via email to join.



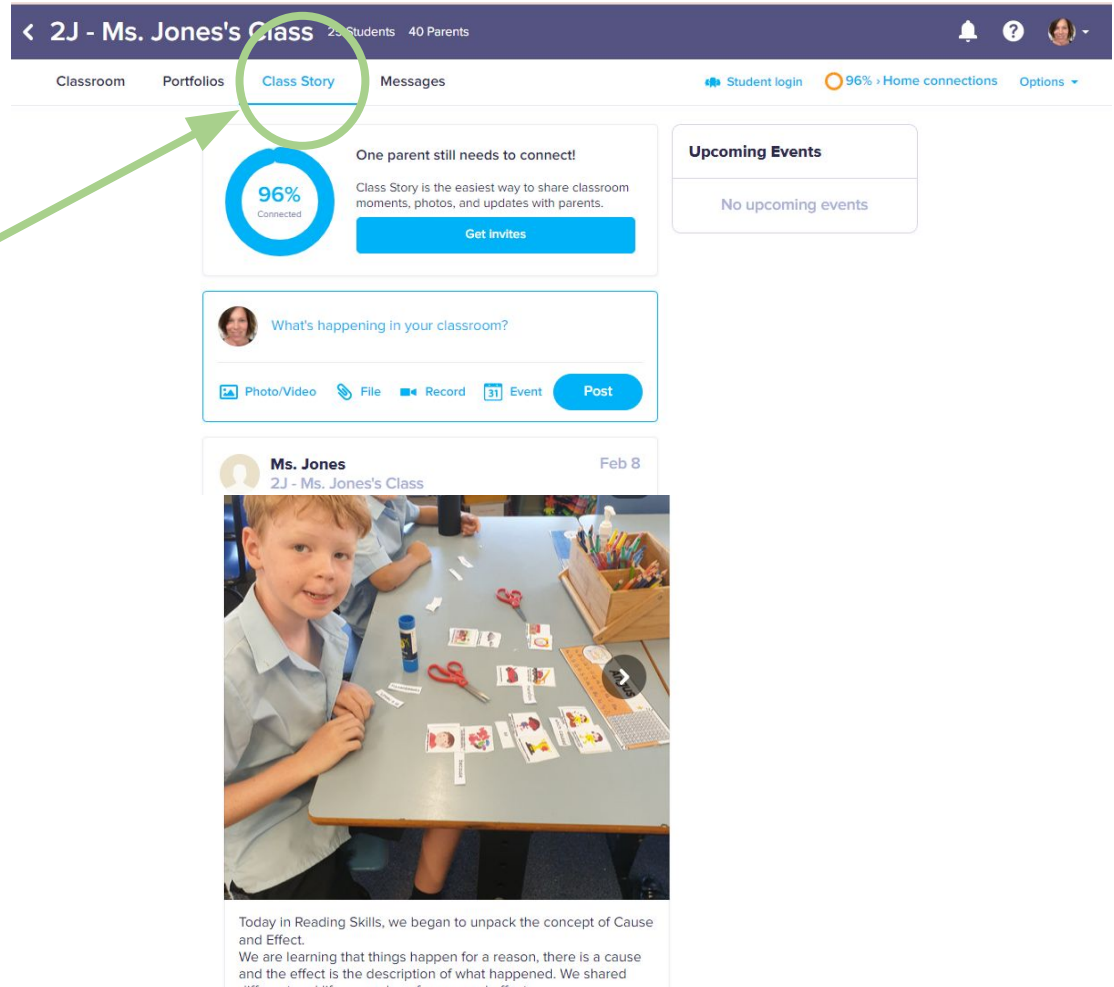
Information found on ClassDojo

- **Galilee Regional Catholic Primary School** messages contains the posts from school that are relevant for the whole school community.



Information found on ClassDojo

- **Class Story** contains posts from the classroom teacher that are relevant to the whole school. Posts about student learning, upcoming events, changes to days students wear P.E. Uniform, reminders etc. will all be posted here.



< 2J - Ms. Jones's Class 23 Students 40 Parents

Classroom Portfolios **Class Story** Messages

Student login 96% Home connections Options

One parent still needs to connect!

Class Story is the easiest way to share classroom moments, photos, and updates with parents.

Get Invites

Upcoming Events

No upcoming events

What's happening in your classroom?

Photo/Video File Record Event Post

Ms. Jones
2J - Ms. Jones's Class Feb 8

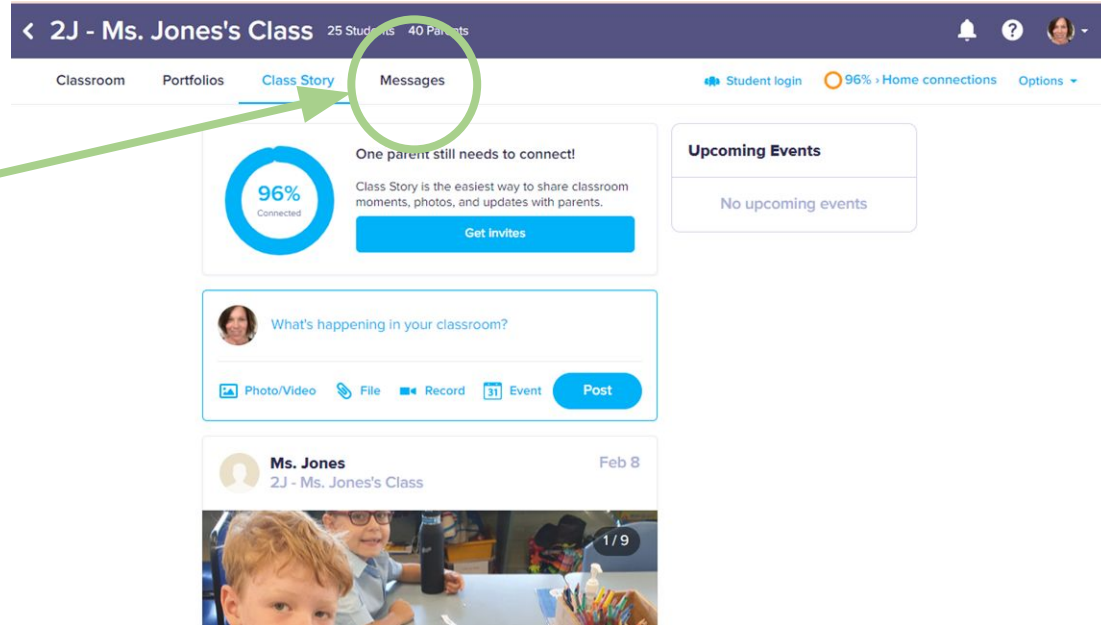
Today in Reading Skills, we began to unpack the concept of Cause and Effect. We are learning that things happen for a reason, there is a cause and the effect is the description of what happened. We shared

Information found on ClassDojo

- **Messages** is a platform that can be used to contact the classroom teachers.
- You can send the classroom teacher short messages using the Dojo app. and teachers may use the message system to contact you.

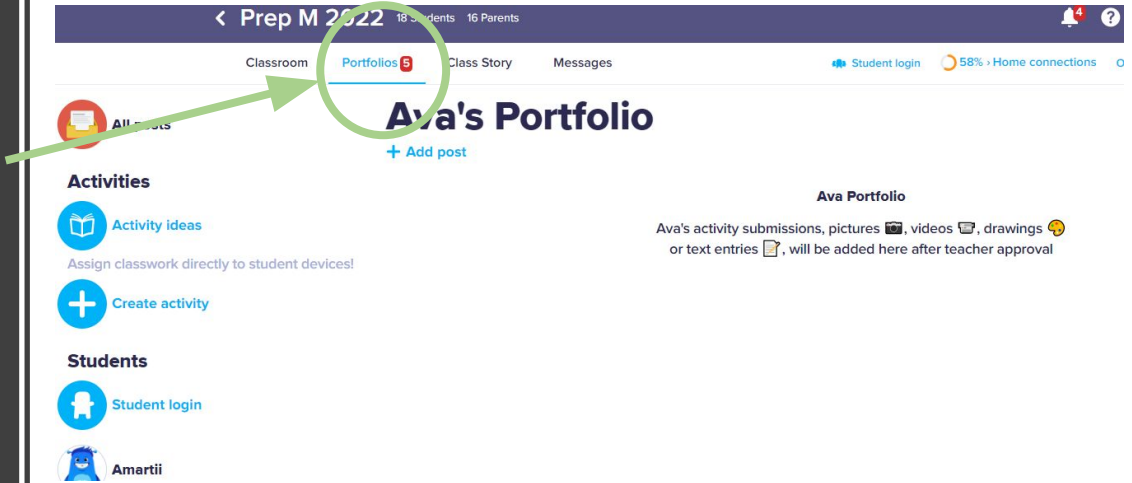
An example of a message that could be posted on Dojo is:

Hi Mrs. Gleeson, I will be collecting Tony at 1.30 today because he has a doctor's appointment.



Information found on ClassDojo

- **Portfolio** is a platform that can be used to share individual student work to families.
- At times, teachers may use this platform to share individual student work with you.
- During Remote Learning students were asked to share the work that they completed at home using the Portfolio function.



Accessing Dojo



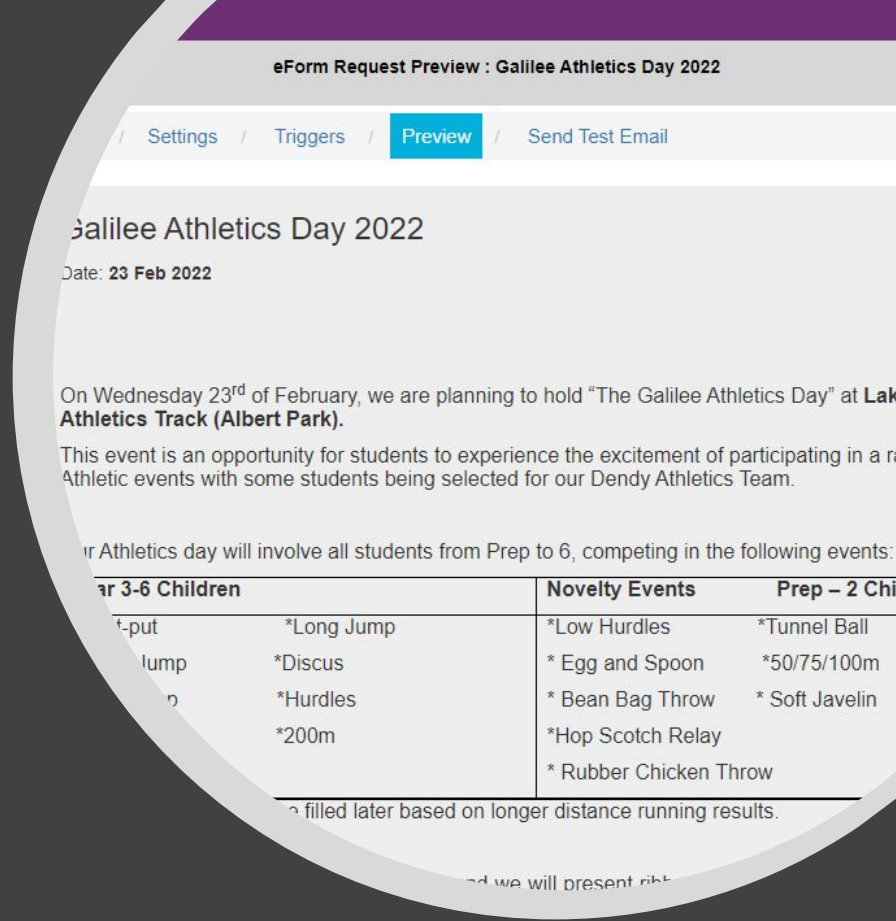
Operoo

- Operoo helps schools and other groups with a duty of care go paperless, save time and be prepared for emergencies. The web and mobile platform automates forms, medical records, online payments, incident reporting and approval processes.
- It is used to manage excursions, to automate parent and staff forms and to keep medical data up to date and secure.
- It reduces risks by providing instant access to medical data on mobile devices in an emergency - even if the user is offline.
- With Operoo we will rarely have to send a paper form home or chase up parents for missing information.
- Operoo is used by Galilee for medical data, excursions information and permission forms.
- You will receive an email from OPEROO with a link to set up a profile for your child-please update regularly or if there is any change.



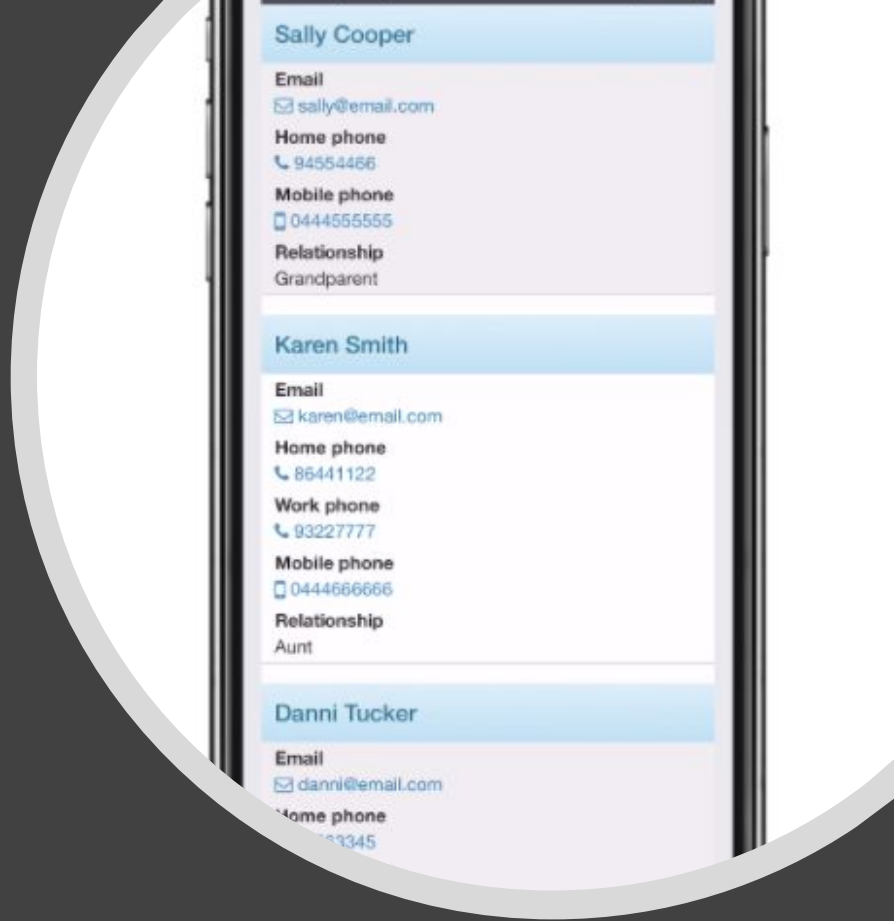
We use Operoo for excursions

- Permission for students to attend excursions, camps, sporting events etc. will all occur on Operoo.
- You will be notified that a form for your child has been posted, via email.



We use Operoo to share medical information

- Parents can easily add and keep contact details up to date with Operoo's medical forms.
- Only 1 parent per family can give permission for their child.
- Staff can access those contacts in an emergency.
- Touch a number to instantly dial the contact – it's that easy.



PTO

her Educonnex Solution

Features

Reviews

Try Now

Pricing

Cont



- We use PTO as a platform to book times for special events including:
 - *Parent/Student/Teacher Conferences*
 - *Student testing*

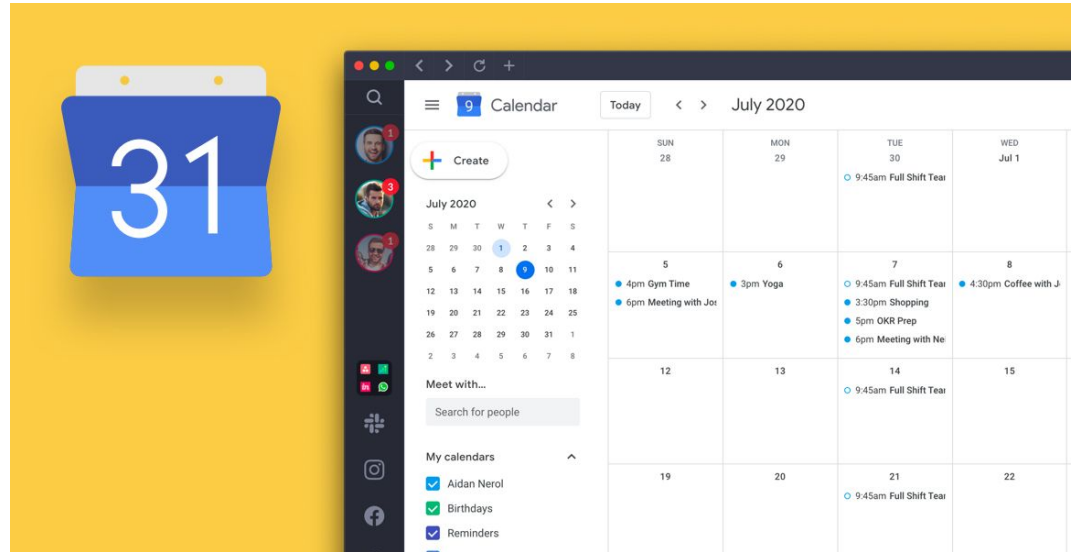
Accessing PTO

- If you need to use PTO to book in, you will be sent an invitation via email from the school before the event.
- We will advertise the upcoming event in the newsletter so that you know to check your emails regarding PTO.



Galilee's Parent Calendar

- Galilee's Parent Calendar is a Google Calendar that is updated with school events regularly
- It is the best way to find out about upcoming events.
- The Calendar will have the title of events and you will find more information in our School Newsletter and on Dojo Posts.



Galilee's Parent Calendar



Newsletter



Enrolment



Calendar



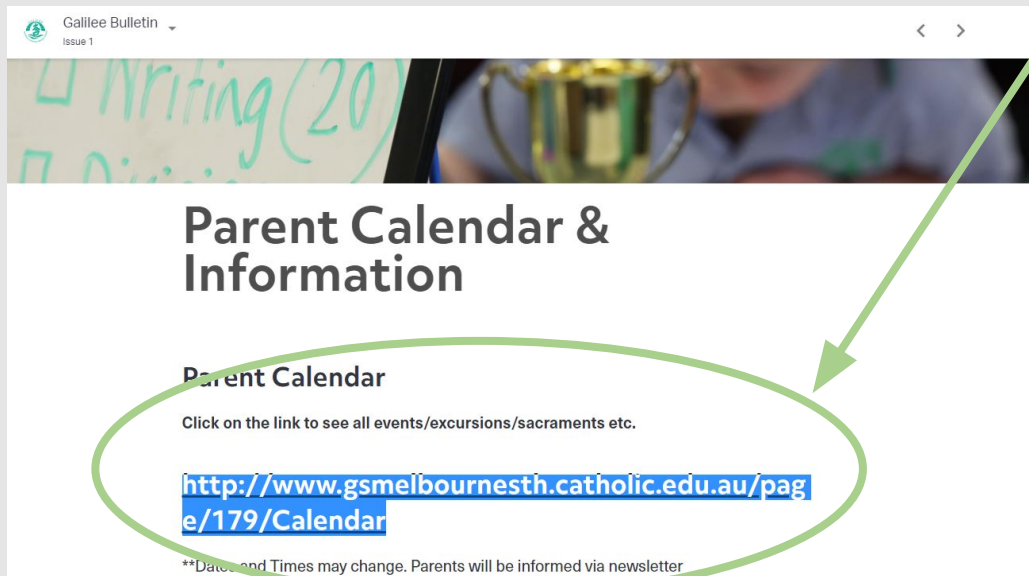
Parent Portal

- You can find the Galilee Parent Calendar on our Website:

<https://www.gsmelbournesth.catholic.edu.au/>

- On our front page there is a button titled: Calendar
- The link will take you to Galilee's Parent Calendar

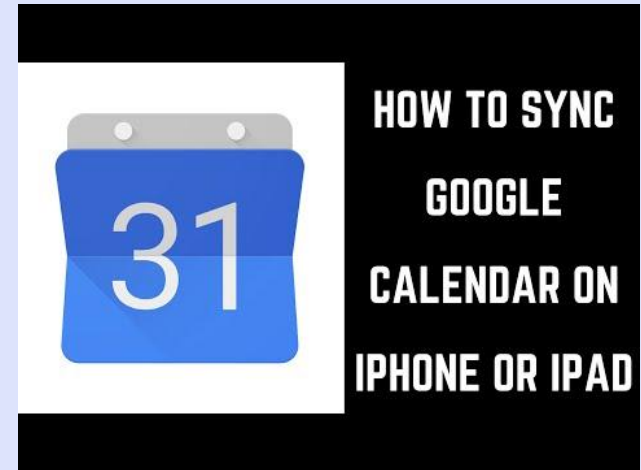
You can find the link to our Parent Calendar in our School Newsletter



- The Link to the Galilee Parent Calendar is available in our School Newsletter.
- With the link you should be able to link the Parent Calendar on your smartphone and bookmark it on your computer so that you have easy access to all the latest events that are occurring at school.
- <http://www.gsmelbournesth.catholic.edu.au/page/179/Calendar>

You can add Galilee's Google Parent Calendar to your smartphone

1. Write down or copy the URL for the Google Calendar you want to add to your iPhone.
2. Tap the "Settings" icon, then scroll down and select "Mail, Contacts, Calendars."
3. Tap "Add Account" and select "Other."
4. Select the "Add Subscribed Calendar" option, fill in the Google Calendar URL in the Server box and click "Next." Change any settings you see fit before saving the calendar. You do not need a username or password.
5. Toggle your view of the subscribed calendar by opening the Calendar app and tapping "Calendars" in the upper left corner.



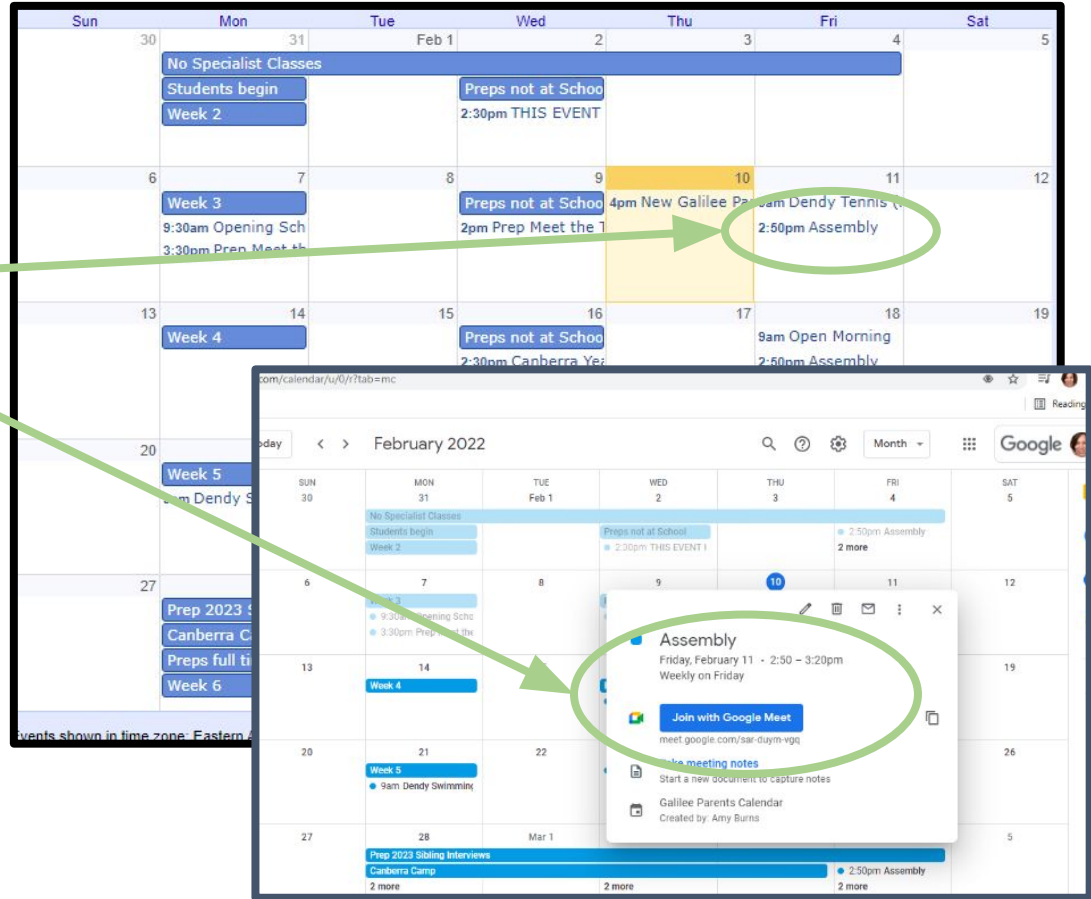
School Assemblies

- School Assemblies take place each Friday afternoon from 2.50 – 3.25pm.
- Our Year 6 students organise and run School Assemblies.
- Each week a different Grade is rostered on to present what's been happening in their classroom.
- Each week, a student from each Grade will receive a Student of the Week Award that is presented at Assembly.
- At this stage, we are only able to invite parents to view our Assemblies online.
- We will invite parents and families to attend our assembly in person as soon as restrictions allow.



Viewing School Assemblies On-Line

- We live stream our School Assemblies each week.
- You can access the live stream link on our Parent Calendar.
- Please click on the link and it will take you to Google Meet link.
- You may need to use your child's school email address if you can not access the link.
- A staff member will give you access to view Assembly.
- We ask that you put your camera on while viewing Assembly for child safety reasons.
- We ask that you turn your microphone off while viewing Assembly.
- Only people within our school community will be allowed to view Assembly and a staff member will monitor this.



Email

- You are able to contact staff via email. Staff email addresses all follow the same pattern. First initial, last name @gsm.vic.edu.au
- E.g. Amy Burns email is aburns@gsm.vic.edu.au and Wendy Dalton's email is wdalton@gsm.vic.edu.au
- We ask the emails be sent to staff between the hours of 7am and 7pm.
- Teachers do not check their emails while they are teaching students so it may take them a little while to respond to your email. Staff will endeavour to respond to emails within two working days. If you have an urgent message for your child, please call the school office.



Email

- The school will contact you via email for a range of different reasons.
- Please make sure that your current email address is on our system by emailing updated contact details to Wendy or Tegan.
- Please check your emails regularly so that you can stay abreast of all emails from school.
- Emails may include:
 - Notifications from Operoo
 - Notifications about a PTO booking that needs to be made
 - The School Newsletter
 - A letter from the Principal to the school community
 - A letter from the school regarding important health advice e.g. a positive COVID-19 result or a case of Headlice.



Contacting Galilee Staff

- A staff list was published in our first Newsletter that went home last Thursday.
- At different stages of the year you may need to contact different staff members.
- Email is usually the best way to contact staff members who are not your child's class teachers.
- Staff email addresses always use the first initial followed by their last name @gsm.vic.edu.au
- EG. Amy Burns = aburns@gsm.vic.edu.au

2022 Staffing

Prep

Prep EF- Holly Evans (Monday - Wednesday)

/Brigid Fahy (Thursday and Friday)

Prep P - Annmaree Pinner

Prep M - Sheridan McAuliffe (Linda Florenca-

Grillo will teach Prep M on a Friday)

Year 1

Year 1B - Sammy Bamford (Brigid Fahy will teach 1B on a Tuesday)

Year 1T - Sarah Terrill

Year 2

Year 2J - Karen Jones

Year 2F - Julie Ferguson

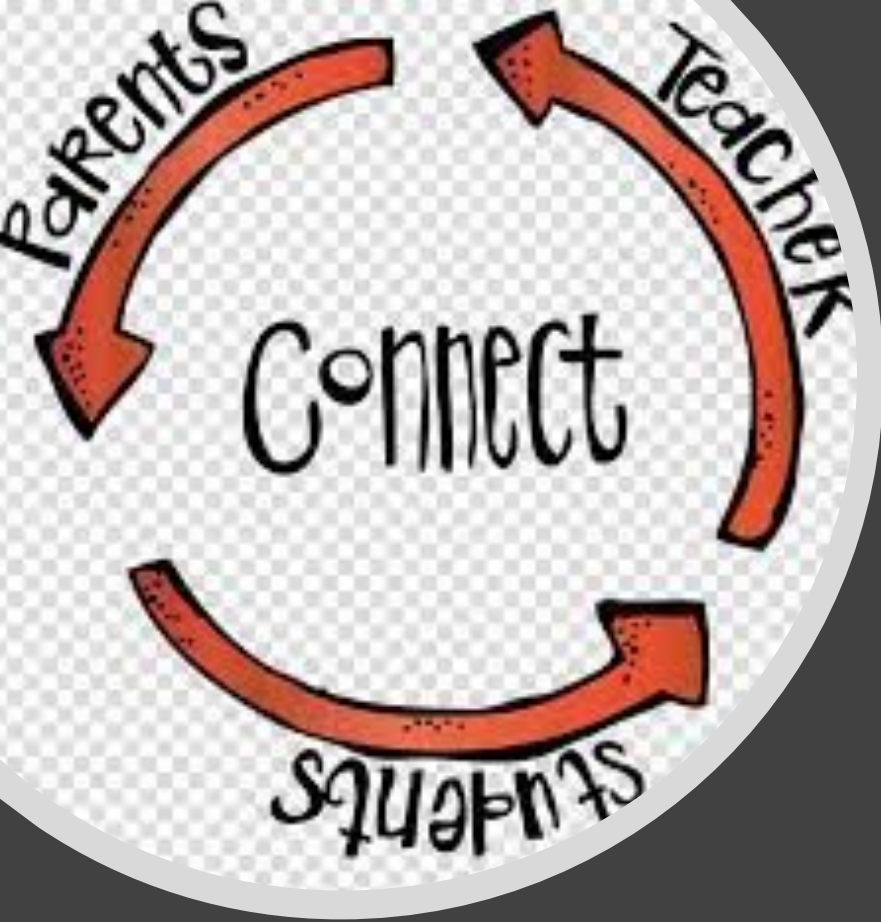
Year 3

Year 3G - Cassandra Gleeson (nee Smith)

(Julianne Price will teach 3G on a Tuesday)

Year 3L - Bianca Latto (Colleen Giles will teach

3L on a Friday)

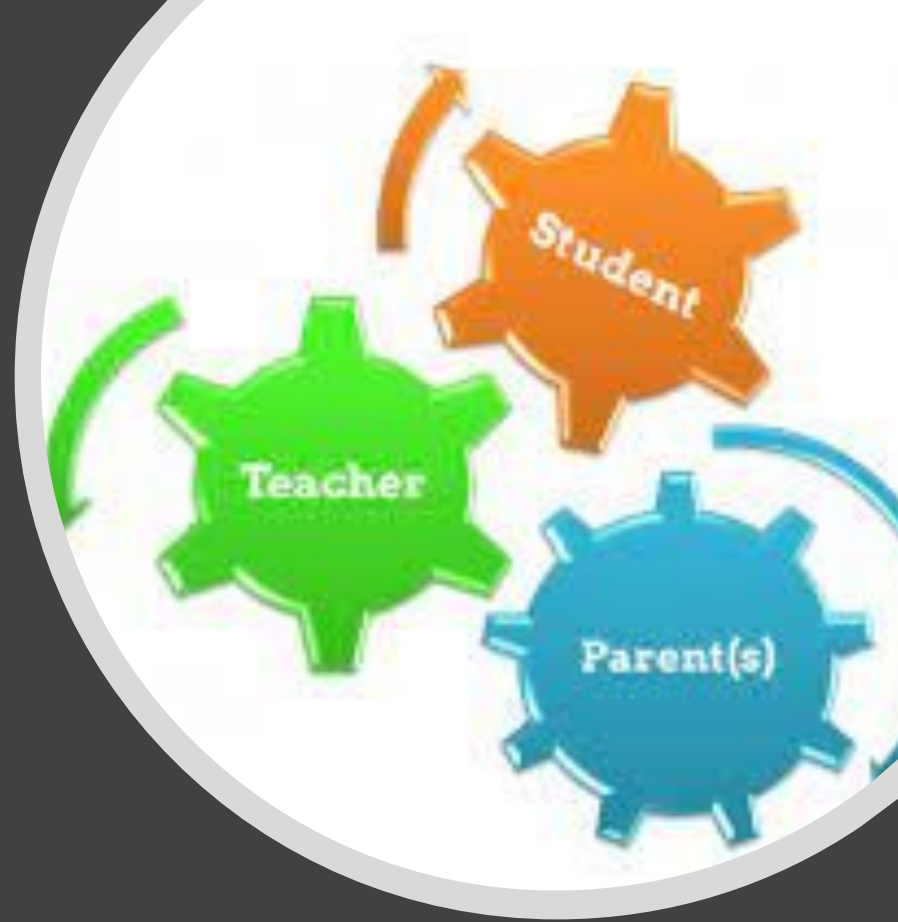


Parent/Student/Teacher Conferences and Student Reports

- **For students in Year 1-6**, we offer two Parent/Teacher/Student Conferences. The first Parent/Teacher/Student Conference will take place at the end of Term 1 and the second will take place at the end of Term 3. A written Student Report will be sent home at the end of Term 2 and the end of Term 4.
- **For students in Prep**, we offer a Meet the Teacher Conference at the beginning of Term 1, a Parent/Teacher/Student Conference at the end of Term 3 and we will send home two written Student Reports per year, one at the end of Term 2 and one at the end of Term 4.

Parent/Student/Teacher Conferences

- The Parent-Teacher-Student conference provides an opportunity to create a connection between home and school.
- Have everyone (parents, teacher, and student) is will come to the meeting with questions about student progress in all areas of their schooling – academic, social etc...
- During the conference teachers will talk about your child's progress. They will talk about what will be happening at school to support your child's learning journey and they may suggest things that you might be able to do at home.
- These meetings may take place face-to-face at school or they may occur online using Google Meet depending on COVID-19 restrictions.



Student Reports

- Student Reports will be available at the end of Term 2 and the end of Term 4.
- Student Reports are written by classroom teachers. Teachers use assessment to benchmark students against the Victorian Curriculum and Religious Education Curriculum indicating their achievement at the end of Term 2 and the end of Term 4. As students go through the school, you will be able to see the progression they have made from year to year.
- Student Reports will be made available on the Nforma Parent Portal.
- Parents will have access to the electronic copy of the student report and can download and print their own copy.
- Parents will be emailed instructions on how to access the student report on the Nforma Parent Portal on the day that you can access the student report.



Parent Reps at Galilee

- **Parent Representative** are parents who volunteer to keep families within their year level up to date with what is happening at school.
- **2022 Parent Representatives** are still being established. When we have finalised out 2022 Parent Reps you will receive a contact email notifying you of who your Parent Rep is.
- **Parent Reps** will liaise with families regarding events that are coming up in the school calendar and how you can be involved.



We look
forward to
connecting
with you in a
variety of ways
while your
child is with us
at Galilee



Contact Us

General Enquiries

Telephone: (03) 9699 2928

Email: wdalton@gsm.vic.edu.au

Address:

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301-319 Bank Street,
South Melbourne, 3205