



Galilee Regional Catholic Primary School

Parent and Carer Communication Guidelines

By participating in such communication, Parents and Carers are agreeing to abide by the Parent, Guardian, Carer Code of Conduct.

Galilee Regional Catholic Primary School promotes a welcoming, inclusive and safe environment for all. The school recognises the strengths of the parent community, who are valuable contributors to the life of the school. All parents and carers who engage in these communication methods such as email and Whatsapp, will agree to conduct and communicate according to the School's rules and regulations, aligned with the School values.

Communication groups are an important tool created, managed and moderated by Year Level Representatives, to facilitate communication amongst Parents and Carers in the Galilee community. This platform enables sharing of questions and information relating to day-to-day logistics of Galilee, specific to Year Levels.

This platform is used to promote a social cohesion and engagement amongst Galilee families and should be used only as an additional source of School information and reminders. It is important that all Galilee families understand that first and foremost, all official School information will always be communicated via School emails, School Dojo or the School Newsletter.

The purpose of any parent communication, using methods such as email and Whatsapp, is to share information such as, but not limited to;

- Asking questions related to events
- Sharing of information regarding your child's Year Level
- Communication from parent groups such as GPA & DOGS
- Updates based on official School communication
- Fostering positive relationships and building a sense of community amongst families
- Supporting the distribution of official information when it is time-sensitive.

Communication groups are not for:

- Airing grievances
- Questions about a particular student, or teacher or School related concern
- Blogging, self-promotion or advertising
- Communication of anything illegal or harmful to others.

General chat such as the following (but not limited to) are not recommended for the whole year level communication pathways;

- ❖ Which uniform to wear
- ❖ Which coloured socks for the day
- ❖ If a sport day has changed

Parents and Carers are encouraged to please refrain from engaging in these kinds of chat in the Year Level Representative communication pathway and find other means of finding out this information.

If using Whatsapp, Parents and Carers are asked to limit the comments of 'thankyou' and 'RSVPs' through the main group message so important information is not lost.

It is expected that all Parents and Carers are:

- Kind and courteous when communicating
- Create a welcoming environment
- Treat everyone with respect.

It is expected that all Parent and Carers:

- Keep communication relevant
- Ensure this is the forum to communicate school information
- Make sure that everyone feels safe.

Privacy

- Parents have given permission for their details to be shared with their year level, their Year Level Representatives and the Galilee Parents Association.
- Please do not share anyone's information without explicit permission.

Parents and Carers communicating or acting inappropriately via methods such as email and Whatsapp or found to be breaching the Code of Conduct, will be removed from the communication methods by Year Level Representatives and if necessary will inform the school.

Galilee Regional Catholic Primary School is not affiliated with managing or monitoring any Parent Communication, using methods such as email and Whatsapp.