

PURPOSE

Our goal is to foster a supportive and collaborative environment where students, staff, and families can thrive. Effective communication is key to achieving this, and we are committed to ensuring that all interactions are respectful, timely, and constructive.

Core beliefs

- **All members of the community must have access to tools to communicate at the whole school and classroom levels.**
- Kidman Park Primary School staff have a firm belief in working together and communicating in open and trusting ways. Everyone should be treated with respect and has the right to feel safe.
- We have established processes to address concerns, complaints, and grievances in a timely and confidential manner.
- We recognise the importance of staff disconnecting from digital technologies and communications during non-business hours.

COMMUNICATION GUIDELINES

Response times

- Staff will respond to general queries within 1-3 business days.
- Urgent enquiries should be directed to school leadership for prioritised attention.

Feedback and grievances

- Concerns should be communicated respectfully through the appropriate channels.
- Refer to the school's grievance policy for detailed procedures on lodging complaints and resolving issues.

Right to disconnect

- Policy alignment: Staff are encouraged to disconnect from digital communications outside of working hours to maintain a healthy work-life balance. Non-urgent communications should be sent during business hours.
- Response Expectation: Staff are not expected to respond to messages outside their working hours (8.30 am – 4.30 pm).

Guidelines for families

- For communications that require detailed discussion, families are encouraged to schedule a meeting to discuss the matter in detail. This ensure concerns are addressed thoughtfully and respectfully.
- Meeting requests can be made with the class teacher through Seesaw, via email or through contacting the front office. Meetings should be scheduled within the teacher's working hours.

By adhering to these communication guidelines, Kidman Park Primary School aims to create a positive and efficient communication environment that supports the well-being of our staff, students, and families.

SENTRAL

Download the Sentral App from your app store



PURPOSE

For announcements, newsletters, key dates, absences, parent teacher interview bookings, school reports and important updates.

PARENTS/CAREGIVERS:

Ensure they access the app using their personal unique Access Key. Keep their personal details updated to ensure receipt of communications. Download any records they may need for the future, such as reports. For planned absences (more than three days) parents need to contact the front office for a Principal Approved Exemption form.

EMAILS/CONSENT

dl.0996.admin@schools.sa.edu.au



PURPOSE

Important communications, updates, and consent forms will be distributed via email. Please ensure you regularly check your inbox to avoid missing any important information.

SEESAW

Download the SeeSaw App from your app store



PURPOSE

For highlights from classroom-specific activities including photos of learning experiences. Not to be used for reporting absences or passing on time sensitive information.

PARENTS/CAREGIVERS:

Ensure they connect via the QR code provided by their child's teacher at the beginning of each year and regularly check any information sent.

QKR! APP

Download the Qkr! App from your app store



PURPOSE

For canteen lunch and recess orders, please ensure all orders are submitted by 9am.

PARENTS/CAREGIVERS:

Ensure they update their student(s) class at the beginning of each year.

FACEBOOK



PURPOSE

The schools official Facebook page is used to highlight school events and achievements. This is a public page managed by the school administration.

Kidman Park Primary School Parents Page:

The Parents Page is for just-in-time queries and support, overseen by the 'Community Network'. Only for family members, to join you must answer the approval questions to gain access.

WEBSITE

www.kidmanpkps.sa.edu.au



PURPOSE

Find everything you need in one place, including school policies, fees, timetable information, and helpful guides for using apps such as Sentral and Qkr!