



Parent Communication

Communication with Teachers

- Please send all emails to the teacher via Reception reception@capebyronsteiner.nsw.edu.au (please note that teachers are not required to check their work emails at night or on the weekends)
- Please do not email teachers directly unless they have asked you to do so for a specific purpose.
- If you would like to talk to the teacher, please make an appointment through reception or, for K-2, leave a message in the communication book kept outside the classroom.
- Please do not approach the teacher before school to have a discussion about your child. (This is a busy time when the teachers are wholly focused on bringing the children into the classroom and beginning the school day)
- If you have an urgent message for the teacher during the school day, please telephone Reception at the school and they will pass the message on for you.

Communication with the Management Team

- Please call the office if you wish to make an appointment to see the Principal, Deputy Principal or Director Primary K6.
- If you wish to make email contact with the Principal, this can be done directly to principal@capebyronsteiner.nsw.edu.au.
- To make initial email contact with the Deputy Principal or Director Primary K6, please email through Reception reception@capebyronsteiner.nsw.edu.au

After School Messages

- To leave an after school message for your child (bus changes etc.) please call Reception before 2 pm.

Communication with your Child during School Hours

- If you need to communicate with your child during school hours, please do this via Reception. We will pass the message on and, if needed, your child can come to the office to speak to you on the telephone.
- Please do not text or message your child on their mobile phone during school hours and please encourage your child to go to the office to use the school telephone if they need to contact you whilst they are at school.

Friendship Lists/Phone Lists

- Due to the Privacy Act, we cannot allow contact lists to be distributed within the school community.
- Parents are advised to exchange contact numbers at their discretion

How Do We Communicate With You?

We use multiple methods to communicate with parents. One of our primary forms of communication is via email and we ask that parents ensure that the school has a valid email address on record. Forms of communication include:

- Email, text message and telephone Calls
- The School Website (this includes up to date messages in the event of extreme weather events)
- The School Bulletin (sent out fortnightly via email)
- Parent Portal (including information regarding camps and excursions)
- Class Parent meetings (these are an extremely important part of our communication with you)
- Parent teacher interviews and individual parent meetings
- School reports
- School notice boards
- Information nights and school meetings
- P&F meetings