



St Peter's Catholic Primary School Rockhampton Communication Policy

Approved: 2025 | For Review 2029

Policy Statement

As a faith-filled learning community that respects each person and works in partnership to nurture love and learning, St Peter's Catholic Primary School seeks to create safe, open and trusting communication between all stakeholders: staff, parents, students and the wider community.

Description

Partnerships are central to the mission of St Peter's Catholic Primary School and must be characterised by our core purpose of 'inspiring learning together' while witnessing to the values of Jesus Christ. All stakeholders have a right to feel safe and respected. Each person has a valued role within the school and, conversely, has a responsibility to value the role and contributions of others with trust, honesty, an open mind, and kindness.

Additionally, the school has a responsibility to provide means of communication that are characterised by transparency, consistency and diversity, providing meaningful opportunities for education, collaboration and feedback.

Implementation Issues

1. St Peter's will create opportunities for **meaningful open communication** that promote close collaboration between students, parents, staff and the local community. All stakeholders will be regularly informed about whole school priorities, expectations, activities and learning.
2. The school will provide a range of formal and informal opportunities for prompt and meaningful collaboration which engages, recognises and respects the role that parents, students and staff play in the education process.
3. Parents have a responsibility to ensure they are truthful with the school in providing up-to-date information regarding their child.
4. All stakeholders should ensure that information is communicated only with relevant parties. Confidential information is managed in alignment with the Catholic Education Diocesan Council [Privacy Policy](#).
5. The primary contact for parents and students with regards to student learning, relationships and concerns is the classroom teacher.
6. Matters not able to be resolved at this level may need the support of the School Leadership Team. In particular, matters that are sensitive, urgent or relating to the possible harm of a stakeholder should be communicated to the Principal / Leadership Team.
7. All **grievances** (which can arise when a person believes a complaint or concern has not been handled appropriately or where they believe their needs have not been adequately met) are to be handled in accordance with Catholic Education Rockhampton Diocese [Grievance and Resolution Procedure \(Parent and Student\)](#) and the [Parent Code of Conduct](#).
8. **Personal communication devices** including (but are not limited to) items such as mobile phones, electronic tablets and smartwatches/wearables **are not to be used by students during school hours**. The school understands there are times when possession of these devices can provide a sense of safety and security while travelling to and from school. These devices can be distracting in the classroom and can potentially impede the privacy of others.
9. The school accepts no responsibility for replacing lost, stolen or damaged devices.
10. Phones are to be turned off or in silent mode and **kept in the child's school bag or in the school office during school hours**. The school reserves the right to ask that the device be taken to the school office if students are found to be using them in school hours.
11. Use of school devices for communication will be in accordance with Catholic Education's [ICT Code of Practice](#). Parents are asked to carefully monitor and support student electronic communication outside of school hours.



APPENDIX: School Communication Methods

COMMUNICATION AT ST PETER'S CATHOLIC PRIMARY SCHOOL IN 2025

Welcome to the 2025 school year at St Peter's School! Clear communication is a key component to ensuring your children are happy, safe and ready to learn each day.

We thought we would share *how* we communicate at St Peter's School.

SEESAW – LEARNING JOURNAL APP

Seesaw is our primary form of communication with home and school. Teachers and students will post work to the class page which allows parents, students, and staff to see this work and comment on this work. All classes have comment approval, meaning the teachers must approve *all* comments on work.

Each week the teachers will send out a class news with important class information about the week to ensure students and parents are prepared.

If you need to speak with a teacher, you can use the messaging function on the app, you can message any teacher or multiple staff at the same time here.

Please be aware that teachers are busy teaching your children so they may only look at Seesaw before or after school. *If you need to change plans for pick-up or have a time-sensitive concern, please contact the office.*

If a longer correspondence is required or you need to attach items, email is preferred.

Weekly Virtues Awards, Term 1 & 3 Growth Awards, Term 2 & 4 High Flyer - Parents will be notified via Seesaw if their child is receiving an award in the hope that a family member can attend to celebrate this achievement on Friday assemblies. Every effort is made to give parents as much notice as possible.

SEESAW ANNOUNCEMENTS

Announcements in Seesaw will be used for whole school information only so parents will not see the same post in multiple journals for their children.

PARENT ORBIT APP/ PARENT LOUNGE

The Parent Orbit app, which is connected to the Parent Lounge Portal, will provide a quick and easy way to receive notifications, newsletters, view academic reports, book Parent/Teacher interviews, add and

acknowledge student absences, view and pay school fees, book for scheduled Parent Teacher Interviews, update student details, update your contact details, email class teachers and much more.

WHOLE SCHOOL WEEKLY NEWSLETTER

There is a weekly newsletter that is shared each Wednesday afternoon, that features:

- This Week at St Peter's - including a reflection from a member of the Leadership Team
- School News - a live calendar that is updated with any change of dates, link to a parent feedback form and whole school news.
- Community News – shared sports, cultural and art information for families.

This electronic newsletter will be posted as a tile on the Parent Orbit APP with a notification when it is uploaded. If you need to reread or reference a newsletter, you will find them listed under the school links menu in the Parent Orbit App.

ABSENCES

If your child is unwell, please add their absence via the Parent Orbit App. If you need to give more information you can also phone the office or contact the teachers through Seesaw.

TEXT MESSAGES

Parents may receive a text message from time to time if there is a time-sensitive reminder or information that needs to get directly through to parents.

FACE TO FACE

Please remember that we are here to work in partnership with you and your children. If you would like to speak with your child's teacher, their door is always open to pop in for a quick chat before or after school. If you need longer than a 5-minute chat or wish to discuss something in confidence, please contact teachers to make a time to meet.

Formal parent-teacher interviews are offered at the end of Terms 1 & 3. Formal reports are provided through Parent Orbit App in Terms 2 & 4.

We look forward to working with and supporting you and your children on their learning journey in 2025 and beyond!

SCHOOL FACEBOOK

St Peter's Facebook Page provides the community with a snapshot of our school life and school/student achievements. It can be accessed via <https://www.facebook.com/stpetersrockhampton/>

Please note that this is the only Facebook account officially linked to the school. Class messages and event information will only be distributed via Seesaw.

SCHOOL WEBSITE

Our School Website provides the community with a variety of information including: Important Events, Term Planners, Useful Links, Enrolment Information, School contacts and Useful information about our school and what we teach. It can be accessed via the following link: <https://www.stpetersrockhampton.catholic.edu.au/>

Reflection Material

Catholic Education Policies and Documents

References

Information and Communications Technologies Code of Practice – Version 2 January 2018 - [Child/Student Early Learning and Care – Year 2](#)

Information and Communications Technologies Code of Practice – Version 2 January 2018 – [Primary Years 3 to 6](#)

[Information and Communications Technologies Policy](#)

St Peter’s Catholic Primary School website – [Parent information](#)

[ROLE OF PARENTS AND CARERS IN CATHOLIC SCHOOLS, COLLEGES AND SERVICES](#): Diocesan Education Council. Policy Number: 2020/07 DMS: D19/6076. Version: 04 Approval Date: 28 August 2020

Right to Disconnect - [EB 10 Catholic Employers Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2023-2026](#)

