**HHPS – Communicating with Parents and Carers**

HHPS uses different ways to communicate information to parents and carers. Communication will be managed via one of the core channels listed below.

|  |  |  |
| --- | --- | --- |
| **Information** | **Channel** | **Description** |
| Urgent matters & emergencies | Telephone with solid fill  Phone calls | Phone-calls will be made to communicate urgent matters eg when a student is unwell at school. The main school office number is (02) 9816 4404. We recommend you save the phone number to your contacts in your phone. |
| Updates, news, events, recognitions, ‘know & do’, fee notices | Newspaper with solid fill  School newsletter | School newsletters will be issued each fortnight on Thursdays of even weeks. The newsletters will be distributed via email and will also be uploaded and saved to the website for future reference (<https://huntershil-p.schools.nsw.gov.au/communication/newsletters.html>). Earlier editions of the newsletter can also be accessed via the website. |
| Email with solid fill  Email | Key messages may be communicated via email. The school email address is [huntershil-p.school@det.nsw.edu.au](mailto:huntershil-p.school@det.nsw.edu.au) and the inbox is managed by the school office. This email address should be added to contacts to avoid emails going to junk.  School fees, including excursion payment, and reminders will be sent via email from a third party called School Bytes. Payments can be made using a debit/credit card by clicking the link provided specific to your child/children in the email body. Excursion permission is also granted in this communication. |
| Internet Banking with solid fill  School Bytes | Key messages (communicated by email) will also be distributed via School Byes. In addition, School Bytes is used to provide immediate community alerts, alerts to parents if their child is absent, and a link to the school newsletter. It also enables parents to provide a quick explanation of student absence. **Please note that partial absences cannot be parent managed.**  Please see Appendix B for information on how to join or follow this link <https://support.schoolbytes.education/hc/en-us> and select ‘Parent Guides’. |
| About our School | Internet with solid fill  HHPS Website | The school website <https://huntershil-p.schools.nsw.gov.au/> is our primary communication channel for reference information about our school**.** It is a comprehensive resource which is growing and contains up-to-date information. It has been designed to be a self-service portal for our parents and carers. We recommend searching the website in the first instance for information required. Use the search function. Please see Appendix A for an outline of website content. |
| Student Specific Information | **Newspaper with solid fill**  Student  Progress Reports | Student Progress Reports are issued at the end of each Semester, in June/July and December.  Reports are accessed electronically in School Bytes. A notification will be sent when they are available. |
| **Newspaper with solid fill**  Parent/Teacher Meetings | Parent and teacher meetings are held in Term 1 and Term 3. Appointments are made via School Bytes. Information regarding booking appointments is sent out in advance as per “Updates, news, events, recognitions, ‘know & do’, fee notices”. |
| Class/Year Specific Information | Document outline  Notes sent home via classroom | On occasion, notes will be sent home via the students. These notes will also be uploaded and saved to the website under the relevant year group at <https://huntershil-p.schools.nsw.gov.au/communication/notes.html>. If notes are misplaced, they can be printed directly from the website and returned to school as required. |
| Group of men with solid fill  Class Parent Communication | In addition to the information communicated by the school, class parents provide additional information which is specific to each class and/or year group eg reminders about library, sport day and class news topics. This communication also reinforces key messages from the school, and in particular information on school events. Further information on class parents can be found in the Class Parent Role Statement available on the HHPS Communication Plan page of our website (<https://huntershil-p.schools.nsw.gov.au/communication/hhps-communication-plan.html>). |
| Internet Banking with solid fill  Seesaw | Seesaw is an App that some teachers use to share student work. Your child’s class teacher will let you know if they use Seesaw and how to access it for your class. Seesaw is a tool that should be considered a ‘bonus’ and not an expectation. It is a platform for sharing student work, but not a two-way communication tool. |
| Canteen & Uniform Shop News | Internet Banking with solid fill  Flexischools | Flexischools is an App used by the P&C for canteen and uniform shop payments as well as the dissemination of information. Information may change daily and is solely distributed by canteen and uniform shop parent facilitators. Please see Appendix C for information on how to join or follow this link <https://www.flexischools.com.au/parents>. |

**APPENDIX A: HHPS Website Contents**

<https://huntershil-p.schools.nsw.gov.au/>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **About our School** | **Supporting our Students** | **Learning at our School** | **Communication** | **Parents & Citizens** | **Contact Us** |
| Our history | Student health and safety | English | HHPS Communication Plan | About the P&C | Key contact details |
| Location and transport | Help with homework | Mathematics | Notes | Out of hours care |  |
| School planning and reporting | Parents, carers and the community | History | Newsletter | Canteen |  |
| Enrolment | Inclusive learning support | Geography |  | School uniform shop |  |
| Financial contributions and assistance | Learning and support | Science and technology |  | Events |  |
| Our staff | Student wellbeing and school discipline code | Creative arts |  | Governance |  |
| Rules and policies |  | Personal development, health & physical education |  | General meeting minutes |  |
| What we offer |  | Library |  | AGM meeting minutes |  |
| School hours |  | French |  | Creative workshops |  |
| Office hours |  | Learning across the curriculum |  | Book club |  |
| General information |  | High potential and gifted education |  | Performing arts committee |  |
|  |  | Assessment and reporting |  |  |  |
|  |  | Religion and ethics |  |  |  |

**APPENDIX B: Accessing School Bytes**

Access School Bytes via <https://support.schoolbytes.education/hc/en-us> .

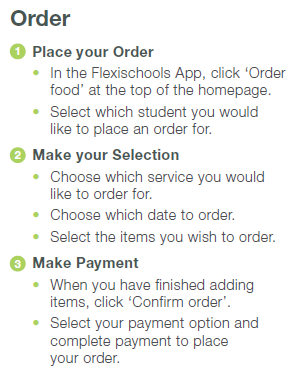
Select ‘Parent Guides’.

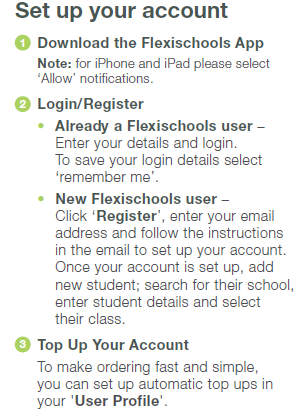
Select ‘Parent Portal: Set up your parent portal account’.

Towards the bottom of the page you will find the heading ‘Detailed Steps’.

Steps are clearly detailed and should be followed to create and set up your account.

Please note that it is important to use the same email address as the one provided to the school.

**APPENDIX C: Accessing Flexischools**

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