# Communication at St Joseph's School and ELC

All members of St Joseph's School and ELC belong to the broader St Joseph's community. As part of the community it is important that a communication process is followed. This is a practical guide to facilitate a clear communication process.

Where can you find information about the school?							
TILICOR GODE G CONNOR	School W The school website contains a School and ELC including: • Copies of the newslette • Calendar dates of upco • School contact details Visit - http://www.s	wealth of information about St Joseph's er ming events					
How the	e school communicates with the community?	How parents can communicate with the school?					
	Schoolzine App • Newsletter • Whole school notifications • Calendar • Event reminders	Who do you speak to first? Step 1 - Class teacher If you require further assistance					
	See over the page for download instructions.	Step 2 - Principal / Assistant Principal / ELC Director					
	Email <ul> <li>School correspondence</li> <li>Classroom correspondence</li> </ul> office.sjo@cg.catholic.edu.au	How do you make contact? 1. A NOTE with your concern 2. EMAIL -					
Newsletter	Newsletter • School news • Upcoming events • School Flyers	<ul> <li>au or email the office - <u>office.sjo@cg.catholic.edu.au</u></li> <li>CALL the Office 6248 9818</li> </ul>					
EXCURSIONS & PERMISSION	Uploaded on SZapp Wednesdays <ul> <li><u>Excursion &amp; Permission Notes</u></li> <li>Sent as hard-copies</li> <li>Get-it-back green paper</li> </ul>	Expect a reply within 2 school days. Please call the office if you have not received a reply after 2 school days. Additional Communication					
NOTICES	If you require additional notes, please contact the front office.	Class Contacts					
Seesaw	<u>Seesaw</u> <ul> <li>Student's Online Portfolio</li> <li>Whole Class correspondence (optional)</li> </ul> See classroom teacher for logins.	It is hoped that all classes will have an active Class Contact. This person will provide an avenue of communication between the school and home. All families will be asked to have their contact details added to a Class Contact list.					

# **INSTALLING** SZapp



# Apple devices:

- 1. On your device, open the App Store.
- 2. Search the App Store for SZapp.
- 3. Download and install SZapp.

## Android devices:

- 1. On your device, open the Play Store.
- 2. Search the Play Store for SZapp.
- 3. Download and install SZapp.



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#### 1. FIND YOUR SCHOOL

Select your school's region. Search for and select your school.

email SZapp	← SZapp
First Name	Confirm Password
Last Nome Next	Signup
liready have an account? Login Heref	Already have an account? Login Heref

#### 3. REGISTER A USER

Enter your email and name and then create a password.

For any further information see: http://www.schoolzineplus.com/app-faq



## 2. REGISTER A USER

Before you can add your school, you will need to register. Register with your email, or sign in with Google or Facebook.

← Greenfield School	SAVE	← Greenfield School	500
Greenfield School		Greenfield School	
Push Notifications		Push Notifications	
Default Subscription		Default Subscription	
Parents/Guardians	0	Parents/Guardians	0
<ul> <li>Sport</li> </ul>	10	~ Sport	0.2
Students	10	Football	1.3
P&F		Netball	0
Teacher/Staff Member	A (2)	Students	(2)
		P&F 🔒	0.0
		Teacher/Staff Member	108

#### 4. MANAGING NOTIFICATIONS

Choose which group/s you would like to receive notifications from. Groups with arrows indicate that there are sub-groups which you can join.

