

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?






School Website



The school website contains a wealth of information about St Joseph's School and ELC including:

- Copies of the newsletter
- Calendar dates of upcoming events
- School contact details

Visit - <http://www.sjo.act.edu.au>

How the school communicates with the community?	How parents can communicate with the school?
 <p style="text-align: center;"><u>Schoolzine App</u></p> <ul style="list-style-type: none"> • Newsletter • Whole school notifications • Calendar • Event reminders <p style="text-align: center;"><i>See over the page for download instructions.</i></p>	<p>Who do you speak to first?</p> <p>Step 1 - Class teacher</p> <p>If you require further assistance</p> <p>Step 2 - Principal / Assistant Principal / ELC Director</p>
 <p style="text-align: center;"><u>Email</u></p> <ul style="list-style-type: none"> • School correspondence • Classroom correspondence <p style="text-align: center;">office.sjo@cg.catholic.edu.au</p>	<p>How do you make contact?</p> <ol style="list-style-type: none"> 1. A NOTE with your concern 2. EMAIL - firstname.lastname@cg.catholic.edu.au or email the office - office.sjo@cg.catholic.edu.au 3. CALL the Office 6248 9818
 <p style="text-align: center;"><u>Newsletter</u></p> <ul style="list-style-type: none"> • School news • Upcoming events • School Flyers <p style="text-align: center;"><i>Uploaded on SZapp Wednesdays</i></p>	<p>Expect a reply within 2 school days. Please call the office if you have not received a reply after 2 school days.</p>
 <p style="text-align: center;"><u>Excursion & Permission Notes</u></p> <ul style="list-style-type: none"> • Sent as hard-copies • Get-it-back green paper <p style="text-align: center;"><i>If you require additional notes, please contact the front office.</i></p>	<p style="text-align: center;">Additional Communication</p> <p style="text-align: center;">Class Contacts</p>
 <p style="text-align: center;"><u>Seesaw</u></p> <ul style="list-style-type: none"> • Student's Online Portfolio • Whole Class correspondence (optional) <p style="text-align: center;"><i>See classroom teacher for logins.</i></p>	<p>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.</p>

INSTALLING SZapp

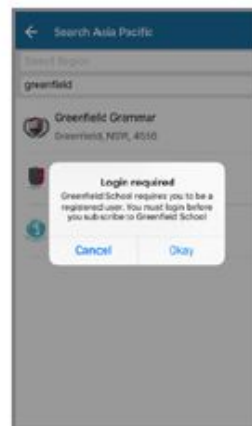
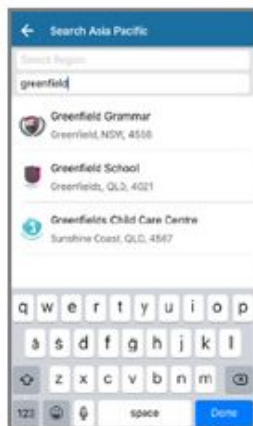
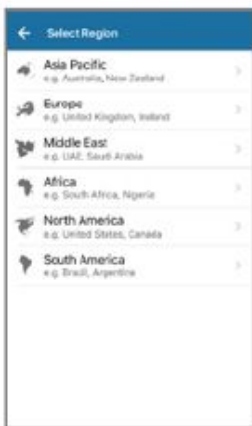


Apple devices:

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.

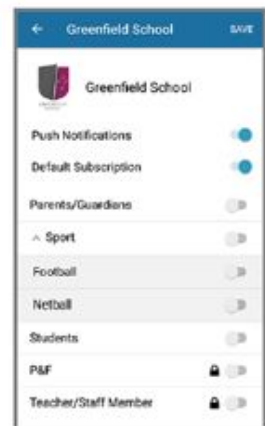
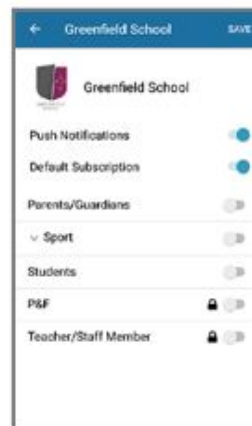


1. FIND YOUR SCHOOL

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

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.



3. REGISTER A USER

Enter your email and name and then create a password.

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.

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

