



Mandama Primary School Communications Guide

Effective communication is paramount to Mandama Primary School as it serves as the backbone of a successful and harmonious educational environment. It encompasses interactions between families and the school, as well as communication among staff members. Mandama values effective communication in order to ensure:

Student Well-Being: Proper communication ensures that students' needs, concerns, and progress are accurately and timely conveyed to parents and caregivers. It allows the school to address issues that might affect a child's well-being promptly.

Parental Engagement: Effective communication between families and the school fosters parental involvement in a child's education. Informed parents can provide better support at home, attend school events, and participate in parent-teacher meetings.

Academic Success: Clear communication ensures that parents understand the curriculum, assessments, and homework expectations. This can lead to improved student performance as parents can reinforce learning at home.

Safety: In cases of emergencies or unforeseen events, timely communication ensures that parents are informed about their child's safety and the school's response plan.

Collaboration: Among staff members, good communication is essential for teamwork, lesson planning, and addressing students' individual needs effectively.



Guidelines for good communication at Mandama

Between Families and the School

Regular Updates: Parents can expect regular updates from teachers on their child's academic progress and behaviour through ClassDojo, Compass, School Reports, meetings and phone calls. This includes Dynamic Reporting tasks and weekly posts to Dojo of activities within the classroom, changes to timetables and reminders of coming events.

Scheduled Parent-Teacher Meetings: Parents should expect opportunities to meet with teachers to discuss their child's development. These meetings will be scheduled in advance during Term 1 and Term 3.

Dojo Communication: Teachers will respond to Dojo messages within 24 hours during school hours (8:00 AM - 5:00 PM on school days), but not while actively teaching a class. This is inline with the right to disconnect laws and school policy. School administration and Principal do not use class dojo for direct message communication. Parents can email the school mandama.ps@education.vic.gov.au or call the office 5243 0820.

Urgent Messages: Urgent messages and matters that require leadership involvement should be directed through the school office or by phone call.

Photo Sharing: Staff will post photos from school events and excursions by the end of the week following the activity. Parents should understand that staff are supervising during these events and may not post photos in real-time.