












# Adamstown PS Community Communication Guide

This guide is provided to help community stay connected to our school (Current from 2024)



| Communication Tool  | What is this?  | Where can I find this? How can I connect?  | Why would I access this? Purpose? Audience?   |
|---|--|--|---|
| In writing via the <b>Meeting Request Form</b>  | Meeting Request Forms allow parents and carers to book an appointment with their classroom teacher.                                  | Completed by hand at the office or downloaded from the school website.   | The purpose of appointments with classroom teachers are to:<br><input checked="" type="checkbox"/> Raise concerns about your child <input checked="" type="checkbox"/> Communicate significant issues.  |
| <b>Seesaw</b><br>  | An education platform used by K-6 staff and parents and carers. Access is via an App or desktop application.                         | Parents and carers can access Seesaw by using a unique QR code available from the classroom teacher. The QR Code prompts you to download the App from your providers App Store or access it via the Seesaw online website. You can then set up your individual notification preferences. | The purpose of Seesaw is to;<br><input checked="" type="checkbox"/> Allow parents/carers to gain a window into their child's learning in the classroom and provide feedback on student work samples uploaded<br><input checked="" type="checkbox"/> To send non-urgent/general messages directly to the teacher.  |
| <b>Audiri App</b><br>  | A notification based app for instant whole school communication with parents and carers.   | Download the App from your providers App Store to your phone or tablet. Search Adamstown Public School and set up your notification preferences.   | The purpose of Audiri is to:<br><input checked="" type="checkbox"/> Notify parents and carers of upcoming school events, reminders and whole school requests.<br><input checked="" type="checkbox"/> Access Mindabooka, notify and explain student absences and notify of change of contact details.  |
| <b>Mindabooka</b><br>  | Our School Mindabooka Newsletter which is published fortnightly on Microsoft Sway and is released on Wednesday of even school weeks. | Mindabooka can be accessed via Facebook, our School Website, Skoolbag or the NSW Education Parent App.   | The newsletter is written to communicate general information with parents and carers:<br><input checked="" type="checkbox"/> Details around upcoming events <input checked="" type="checkbox"/> Report on recent events that have been held<br><input checked="" type="checkbox"/> P&C communication <input checked="" type="checkbox"/> Announcements <input checked="" type="checkbox"/> Assembly award recipients.   |
| <b>School Bytes Parent Portal App (Active in 2024)</b><br> | Parent Portal and App used to access important documentation and give permission and/or payment for school activities.               | Online using the School Bytes Parent Portal, a link on our School Website assists with setting up your School Bytes App and details.   | The School Bytes Parent Portal can be accessed to:<br><input checked="" type="checkbox"/> Book Parent Teacher Interviews <input checked="" type="checkbox"/> Download student reports<br><input checked="" type="checkbox"/> Access student attendance data <input checked="" type="checkbox"/> Make payments and give permissions  |
| <b>SMS Text Message</b>   | A direct text message from APS to your preferred mobile contact number.  | As long as your details are current you will be able to receive these messages.  | Text messages are for:<br><input checked="" type="checkbox"/> Direct communication with every family generally requiring an action.   |
| <b>NSW Education Parent App</b><br>                        | App used to access specific information, this app feeds information from the school website.   | Download the App from your providers App Store to your phone or tablet. Search Adamstown Public School and set up your notification preferences.   | The NSW Education Parent App can be accessed to see:<br><input checked="" type="checkbox"/> Department News <input checked="" type="checkbox"/> APS Calendar dates <input checked="" type="checkbox"/> Read Mindabooka Newsletter<br><input checked="" type="checkbox"/> School operational status  |
| <b>School Website</b><br>                                  | Our Adamstown Public School Website outlines all important information about our school.   | Online website found through a Google Search<br><a href="https://adamstown-p.schools.nsw.gov.au/">https://adamstown-p.schools.nsw.gov.au/</a>  | The school website is a hub of information:<br><input checked="" type="checkbox"/> School Bytes Parent Portal Information<br><input checked="" type="checkbox"/> Information for prospective families <input checked="" type="checkbox"/> Information from NSW Dept of Education<br><input checked="" type="checkbox"/> School procedures and protocols that address departmental policies<br><input checked="" type="checkbox"/> Mindabooka Newsletters <input checked="" type="checkbox"/> Social Media latest news<br><input checked="" type="checkbox"/> Contact details for the school <input checked="" type="checkbox"/> School calendar of events |
| <b>Facebook</b><br>  | Facebook is aimed at promoting and celebrating initiatives, events and learning activities.  | Adamstown Public School's Facebook Page accessed via the App or website.   | The purpose of Facebook is to:<br><input checked="" type="checkbox"/> Celebrate and share positive whole school achievements and events<br><input checked="" type="checkbox"/> Share Department of Education, APS P&C communications and other relevant Department Posts.   |
| <b>Email</b><br>   | Parents and carers can send information and enquiries to the school email address:<br>adamstown-p.school@det.nsw.edu.au              | School Email address found on the school website. You may email the school directly with your enquiries. Please ensure you include the name of whom you would like the email attention to in the subject line. You can also mark an email 'confidential' in the subject line.            | Emails can be sent for:<br><input checked="" type="checkbox"/> Specific meeting requests with your child's teacher<br><input checked="" type="checkbox"/> Change of personal details, phone, address, emergency contact, custody details, health issues <input checked="" type="checkbox"/> Absence notifications   |
| <b>Telephone</b><br>                                       | Contacting the School's phone number will connect you to the office between 8.30-3.15pm, 02 49571114.                                | Please call the office between the hours of 8:30am and 3:15pm Monday to Friday. Be aware that teachers are not able to take calls while on class or playground duty. A detailed message left with office staff will be passed on to the teachers on the day.                             | Telephone the office:<br><input checked="" type="checkbox"/> For specific meeting requests with your child's teacher <input checked="" type="checkbox"/> Change of personal details, phone, address, emergency contacts, custody details, health issues<br><input checked="" type="checkbox"/> Request a meeting with an Assistant Principal or Principal regarding actions of a staff member or student <input checked="" type="checkbox"/> Absence notifications <input checked="" type="checkbox"/> General school information   |