

Parent Communication at Highgate School



As a school we have reviewed and rationalised our ways of communicating with families. This is in response to feedback about different platforms used across our classrooms.

Please note that if you are reporting absences, please either phone the office or use Skoolbag

Whole School Communication

School Website

This is a resource for all parents and contains information about policies and processes, as well as a Calendar of Upcoming Events.

Skoolbag

This is an app that is used to send out whole school or class notices/reminders. It also contains information about OSHC, Uniforms, Canteen and links to Qkr! for orders and payments.

School Newsletter

This is sent out through Skoolbag and includes updates about school news.

Sentral

This is used to publish Student Reports in terms 2 & 4. It is also used to book Parent/Teacher interviews in term 1.

Classroom Communication

Term Overviews

All teachers send out a term overview at the beginning of each term.

Seesaw

This is an app that teachers in Years R-4 use to share examples of student work during the week.

Class Newsletters

Teachers in years 5-7 send out class newsletters twice a term.

Email

All teachers will use email as necessary to communicate with parents about individual students.

Seesaw (Years R-4)

This is a platform for staff to share relevant opportunities throughout the year, sharing student or class learning. This could look like:

- Weekly updates to the whole class
- Snapshots of class, group or individual student learning

Please be aware that teachers will not post or communicate with parents outside of normal school hours on a working day, during weekends or periods of leave. In these circumstances, please contact the school office as necessary.

Confidentiality

- All parents are asked to sign a consent for their child to be included in Seesaw communications. This may include permission to share with our partner schools in Cherbourg.
- Staff will use their department email for Seesaw.
- Students will be identified as *first name: first letter of last name* in Seesaw
- Staff will not use third party logins such as facebook to log in to Seesaw and parents are requested to do the same.
- All photos will be taken through the Seesaw app, meaning that they are not stored on the device used, or saved anywhere else.