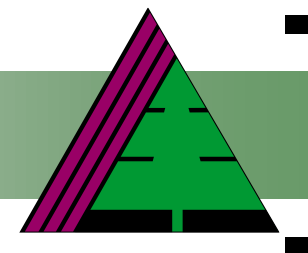




Government  
of South Australia  
Department for Education  
and Child Development

# The Pines Pre-School

## Communication Plan



Form of Communication	Why	When	Who
Informal Conversations	To communicate with families about their child	When required	All staff Families
Phone calls	Speak to families directly about their child when required, in particular in regard to illnesses, injuries or other relevant/important information	When required	Teachers Families
Entry whiteboard display	Give parents daily information of events, reminders etc	Daily	All Staff Families
Parent Diary	Daily communication from parents to staff	When required	All staff Families
Parent interviews	To discuss each child in more detail with families	Term 2	Teachers Families
Newsletters	To communicate news relevant to the kindergarten e.g payment of fees, excursions, dates for the diary, special events, what has been happening	2-3 weeks (minimum 4 per term)	Teachers Families
Regular notes/handouts	Keep families up to date with any changes in processes, new information, excursions, surveys etc	When required	Teachers Families
'Current Notes' for parents folder	Parents can keep track of what notes have been given out.	When required	Teachers Families
Programming and NQS Displays: Programs, photos, art, learning etc	Families to be aware of learning that is occurring at kindergarten and explanation of procedures	Regularly	All staff families
E-mails and Skoolbag app.	To communicate with families about individual children and inform families of any special information.	As required	Teachers Families
Preschool Website	A way to promote our kindergarten to the wider community. To communicate with the perspective preschool community regarding enrolling their child Provide access for families to preschool policies, newsletters and happenings with in the preschool.	As required	Wider community Families Staff
Staff Diary	Jottings of what is or has occurred throughout the day	Daily	All staff

