



Shellharbour
Anglican College

Parent Communication Guide

February 2023



Communication Guide

The Shellharbour Anglican College Communication Guide provides a clear outline of the communication pathways used to keep students, parents, and families up to date with what is happening at the College.

Overview

Priority Communication

Edumate Broadcast	Email / Phone / Letter / Daybook
<p>Edumate is the College's web-based management database. It gives parents access to:</p> <ul style="list-style-type: none"> • Newsfeed/Broadcasts <ul style="list-style-type: none"> - Daily Announcements - Upcoming Events • The College Calendar (via Diary) • Your child's details (including school phone, house, tutor/classroom teacher, year group) • Your child's timetable • Your child's Academic reports • Senior School list of Upcoming tasks/Past tasks (with Task Results). • Senior School Merit Awards <p>For further instructions on Edumate, view the Parent Manual available on the College website.</p>	<p>For direct, fast communication parents may receive an email, phone call or letter to communicate:</p> <ul style="list-style-type: none"> • College updates from the Principal, Head of Junior and Senior School. • Child Specific Updates • Teacher/student communication for Senior School

Educational Platform

Seesaw	Canvas
<p>Used for Prep - Stage 3</p> <ul style="list-style-type: none"> • Updates on child's learning and class activities • Direct communication with child's class teacher <p>A child specific code with instructions on how to download the app are distributed to parents at the beginning of the year.</p>	<p>Used for Senior School Year 7 to 12</p> <ul style="list-style-type: none"> • Teacher-student communication • Classwork • Submission of informal and formal tasks

External Communication

Website	Social Media	Publication
<p>Information for Prospective Families:</p> <ul style="list-style-type: none"> About the College Book a Tour How to Enrol <p>Recruitment:</p> <ul style="list-style-type: none"> Employment Opportunities <p>Information for Current Families:</p> <ul style="list-style-type: none"> Manuals, Policies and Forms Canteen Uniform Shop/s Bus Service Term Dates Link to Edumate <p>News Articles:</p> <ul style="list-style-type: none"> Message from Principal New staff spotlight Chaplain devotion College term achievements Events 	<p>Facebook:</p> <ul style="list-style-type: none"> Day to Day life at the College College Achievements Events <p>Instagram:</p> <ul style="list-style-type: none"> About the College College achievements <p>(Only professional photographs used on Instagram)</p> <p>LinkedIn:</p> <ul style="list-style-type: none"> Latest employment opportunities/ updates Celebrating staff and student achievements Staff profiles Alumni profiles and information 	<p>Published bi-annually.</p> <p>The College will be launching their first publication mid-year 2023. This will be available on the College website and shared via social media.</p> <p>Content can include:</p> <ul style="list-style-type: none"> Message from the Principal and Executive team Student voice House representative major event updates College staff spotlight College Achievements Infrastructure Update Major Sporting achievements Alumni profiles