

Beerwah State School – Communication Placemat

Please refer to the table below to determine the appropriate method and avenue of communication for any information you require. If you are unsure, please email admin@beerwahss.eq.edu.au and your query will be passed on to the appropriate staff member.

Class Teacher	Administration	Newsletter Published fortnightly – Skoolbag App & Website
<ul style="list-style-type: none"> ➤ <u>Class Newsletter</u> – issued every term with an overview of learning programs and class routines and events. ➤ <u>Student issues</u> – learning including reporting and assessment, behaviour, peers (including playground/friendship issues); Please email to arrange a time for a meeting or phone call, or to share concerns. ➤ <u>Interviews</u> – Parent Teacher interviews are conducted formally twice per year. ➤ <u>Classroom routines</u> – home learning; volunteering/class help, organisation. 	<ul style="list-style-type: none"> ➤ <u>Notifications</u> Skoolbag App; direct SMS, Newsletter. ➤ <u>Event Permissions</u> direct email and posted in Skoolbag App. ➤ <u>Payments</u> – QKR! is a convenient payment App; QParents, BPoint are online payment systems available to all parents for payment of invoices; please see office staff for any issues arising. ➤ <u>Student Absences</u> – QParents, response to SMS text; Skoolbag eforms, Phone the Absentee Line (07 5436 5588), email admin@beerwahss.eq.edu.au ➤ <u>Report Cards</u> – Issued by email each semester (ie. twice per year). ➤ <u>Requests for Student Information</u> – copies of previous reports; checklists/ letters for health professionals. ➤ <u>School Website</u> –information on school routines and programs 	<ul style="list-style-type: none"> ➤ <u>Tuckshop</u> – orders, schedule,volunteers (also P&C Facebook). ➤ <u>Events</u> – camps, excursions, athletics, swimming, special parades, school concert (also school Facebook) ➤ <u>Celebrations/Commemorations</u> – ANZAC day, Under 8’s Day; Reconciliation Week, Chappy Week, Book Week. (also school Facebook) ➤ <u>Instrumental Music Program</u> –expressions of interest, general information. ➤ <u>P&C Meetings</u> – scheduled meetings, volunteers, uniform shop, other fund raising and social events. (also P&C Facebook). ➤ <u>School Calendar</u> - items can be synced to your smart phone.
<p><u>Principal</u></p> <ul style="list-style-type: none"> ➤ <u>Student Issues</u> – when the Class Teacher is unavailable or serious matters require a higher referral – Please email or phone to arrange a meeting. 		