



In 2023 **Pacific Palms Public School** communication channels include:

- NSW Education Parent App
- Digital Newsletter three times per term
- Permission notes for event participation
- Emails, phone calls
- Facebook
- Assembly



Communication Method	Use	Response Rate/ Frequency
Phone 6554 0249	<ul style="list-style-type: none"> • Absence notifications • Changes to transport routines • Urgent messages for your child • Scheduling a phone call or meeting with a staff member • Office enquiries 	<ul style="list-style-type: none"> • Whilst office is attended during office hours 8:30 – 3:30pm • Messages checked and returned daily during business hours
School email pacificpal- p.school@det.nsw.edu.au	<ul style="list-style-type: none"> • Message to be forwarded onto a particular staff member • Non-urgent messages • General enquiries • Scheduling a phone call or meeting with a staff member 	<ul style="list-style-type: none"> • Messages checked and forwarded daily during business hours
Teacher email	<ul style="list-style-type: none"> • School-based communication with teacher • Class-specific enquiries • Non-urgent messages for the teacher 	<ul style="list-style-type: none"> • Teachers endeavour to respond within 3 working days
In-person meetings	<ul style="list-style-type: none"> • Discussing wellbeing, academic and social progress of your child • Opportunity to meet with the team of staff supporting your child 	<ul style="list-style-type: none"> • As needed. • We endeavour to schedule a meeting within one week of your enquiry. (Subject to staff availability)
Newsletter/Sway	<ul style="list-style-type: none"> • Whole school information • Key events and reminders • Academic and whole school focus areas 	<ul style="list-style-type: none"> • Three times per term • Paper copy available on request
Social Media/ school website/ Facebook	<ul style="list-style-type: none"> • Whole school information • Key events and reminders • Celebrating success 	<ul style="list-style-type: none"> • Regularly
Complaints feedback	<ul style="list-style-type: none"> • School and community complaints https://education.nsw.gov.au/policy-library/policies/pd-2002-0051	<ul style="list-style-type: none"> • As required
P&C Qkr App	<ul style="list-style-type: none"> • Order Uniforms • Donate to fundraisers • Order Meal Deals • Contribute to raffles 	<ul style="list-style-type: none"> • As needed
Palms Kids Canteen QuickCliq website	<ul style="list-style-type: none"> • Order lunches 	<ul style="list-style-type: none"> • Wed/ Thur/ Fri