PARENT COMMUNICATIONS

The College has a number of ways to communicate with families. Depending on the nature of the communication, it is important you have access to all platforms to ensure you do not miss any information from the College or about your child.

Audiri
The Audiri App (formerly SkoolBag) is used to update our families on College news and information, including upcoming events, school activities and changes in sport fixtures.

Parents are also able to notify the College of absentees and view our website from the App.

> **IMPORTANT - Please Read**
> If there is an emergency at the school and we are unable to access parent records, Audiri will be our only form of communication. We highly recommend you download the App and ensure your profile is correct and up to date, reflecting your current contact details and preferred method of receiving push notifications. Please also ensure that any year level or sport groups you have joined are appropriate for the current school year.
>
> **For information on how to download and use the App, please refer to the Audiri information sheet in the Orientation Pack.**

Email Communication
Email is our preferred method of communication. For this reason, please ensure your email address is up to date by contacting the school with any changes.

Emails that are general in nature and sent to the whole school, sub-school or year level are sent from our Marketing and Communications Coordinator, Meredith Baker. We use Mailchimp to send emails to our families and so it is important you set up your inbox to allow emails from this source to ensure they are not filtered or put in to your junk folder.

If you unsubscribe from our Mailchimp mailing list this will mean you will not receive group emails from the College and to change this you will need to re-subscribe via our contact page on our website.

Text Messaging
The College uses a messaging system to send text messages to parents that are of an important or immediate nature and usually require some sort of action from the parent.

Text Messaging is used to:
- alert parents when their child has been marked absent from school without notification
- remind parents about upcoming events that require an RSVP
- highlight important emails that require action from parents

Seesaw
Seesaw is an App used in our Junior School. It is used in lieu of a diary for Reception to Year 5. It is used to keep families updated with:
- class notices
- event reminders
- student work
- class activities
- homework
- library updates

Year 7 classes may also use the Seesaw App to keep families up to date with class activities and student achievements.

Find Your Remarkable

Year 6 to Year 9 School Diary

Students in Years 6 to 9 are expected to use and maintain their diary to record:

- term timetable
- homework
- assignment due dates
- activities
- special events
- notes from teachers
- notes from parents

It is expected that the diary is checked and signed by parents each week and shown to the student's Tutor Group teacher.

Learning Conversations

Learning Conversations are held during the year and are a valuable opportunity for teachers to discuss progress with students and their parents.

Learning Conversation dates are detailed in the College Calendar and parents are notified by email when bookings are available online via the Community Portal.

In addition to Learning Conversations, the Junior School also hold three-way interviews once a year. These provide an invaluable opportunity for students to talk about their learning and share their goals and achievements.

Reports and Junior School Learning Portfolios

Learning Portfolios are sent home to Junior School families at the end of each term to read through the school holidays. If there are any concerns then the parent will be contacted before the Learning Portfolio is sent home.

Reports are produced for students in Year 7 to Year 12 at the end of each term, and for Years 1 to 6 every Semester. Parents can access student reports online, through the Community Portal. An email is sent when they are available.

Social Media

Woodcroft College host Facebook and Instagram Pages.

You are able to access the official Woodcroft College social media pages by clicking on the appropriate logos located at the top of the College Website home page. Please follow us and feel free to share, like and comment on our posts.

Facebook is used to keep families updated with classroom activities, excursions, upcoming events and other student related activities that are happening on a day to day basis during the school term.

Instagram is used as a fun way to highlight a day in the life of our students.

Written Communication

Occasionally the College hosts special events that require a formal invitation and these are posted direct to the family's postal address for students in the Middle and Senior Schools and sent home with students in the Junior School.

It is important your postal address is kept up to date so any communication sent through the post will reach you.