



Community Communication Protocols

The purpose of these protocols is to provide clear, consistent and efficient information to all stakeholders.

Stakeholder	Phone	Staff work email	School text messaging service	School email service	QParents	ePublisher	School Facebook
	<ul style="list-style-type: none"> DoE staff 	<ul style="list-style-type: none"> DoE staff 	<ul style="list-style-type: none"> Office staff 	<ul style="list-style-type: none"> Office staff 	<ul style="list-style-type: none"> Office staff DP / Principal 	<ul style="list-style-type: none"> DoE staff 	<ul style="list-style-type: none"> Leaders
Student	<ul style="list-style-type: none"> Parent messages Reminders 	<ul style="list-style-type: none"> Class or year level reminders (Year 5 and 6) Assessments (Year 5 and 6) Surveys (Year 5 and 6) 					
Parent	<ul style="list-style-type: none"> 1:1 emergency notification 1:1 celebration notification 1:1 behaviour notification 1:1 student wellbeing communication Payment reminders Consent management 	<ul style="list-style-type: none"> 1:1 celebration notification (if phone fails) Class celebrations 1:1 behaviour notification (if phone fails) 1:1 student wellbeing communication (if phone fails) Consent management 	<ul style="list-style-type: none"> Reminder of school events Whole school emergency notifications School celebrations 	<ul style="list-style-type: none"> P & C notifications P & C events 	<ul style="list-style-type: none"> Consent management for all excursions, incursions School finance Whole school or cohort emergency notifications Payment reminders 	<ul style="list-style-type: none"> School newsletters (fortnightly) 	<ul style="list-style-type: none"> School notifications School events Reminders of school events Student celebrations Cluster of school notifications and or events
Staff	<ul style="list-style-type: none"> Internal school communication External work-related activities 	<ul style="list-style-type: none"> Internal school communication Parent communication – small group External work-related activities School events (specialist staff) Whole class newsletters (optional not mandatory) 		<ul style="list-style-type: none"> Whole school events (carnivals, fundraising – student council) 		<ul style="list-style-type: none"> Whole class newsletters (optional not mandatory) 	