



Caulfield South Outbound Communication Matrix

The following table outlines the protocols and methods of communication that are used by Caulfield South Primary School when communicating with the school community.

What	For Example	Mode of Communication
Event Comms/Fundraising Activities	Ticket Sales	Email to school list from office Reminders from Flexibuzz Reminder in Newsletter
	Announcements	Flexibuzz Parents' Association Facebook page
	Reminders and Updates	Flexibuzz Parents' Association Facebook page
	Call for help	Email to class list from parent reps Parents' Association Facebook page
	Working Bees	Email to year level list from office Parents' Association Facebook page Reminder in Newsletter
School News	Newsletter	Email from school office, Flexibuzz, Paper copies in office
	Community News/Term Dates Reports on school activities	Newsletter
	Information Nights/Upcoming events	Newsletter (reminders from Flexibuzz)
	Notices/Permission Slips	Paper notes given to students P-2 reminders through email 3-6 reminders in student diary

	Class Updates	Seesaw- Learning updates Class Email
Actionable Items	Surveys/Feedback	Email from school office Reminder through Newsletter and Flexibuzz
	Events Booking/Official School Activities	Email from school office Prior Notice given in Newsletter Reminder from Flexibuzz
	Parent-Teacher/3-Way Conference Nights	Paper notes given to students Prior notice given in Newsletter Reminder from Flexibuzz
Change of Plans/Time Sensitive Notifications	Excursion/Camp Updates	Flexibuzz
	Updates due to weather/change of circumstances	Flexibuzz
Student Welfare	Injury/Illness	Paper notification sent home with student. Phonecall for injuries to head and injuries requiring further medical attention.
	Academic/Social Concerns	Phonecall or email at teacher's discretion
Social Updates	Class Parties	Paper notes given to students
	Out of school gatherings	Email to class list from parent rep

Please ensure all changes of contact details are provided to the Caulfield South PS Office.