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 Flexischools Reminder in Newsletter
	Announcements	Flexischools Parents' Association Facebook page
	Reminders and Updates	Flexischools 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, Flexischools, Paper copies in office
	Community News/Term Dates Reports on school activities	Newsletter
	Information Nights/Upcoming events	Newsletter (reminders from Flexischools)
	Notices/Permission Slips	Paper notes given to students P-2 reminders through email 3-6 reminders in student diary

Appendix 1: Outbound Communication Matrix

	Class Updates	Seesaw- Learning updates Class Email
Actionable Items	Surveys/Feedback	Email from school office Reminder through Newsletter and Flexischools
	Events Booking/Official School Activities	Email from school office Prior Notice given in Newsletter Reminder from Flexischools
	Parent-Teacher/3-Way Conference Nights	Paper notes given to students Prior notice given in Newsletter Reminder from Flexischools
Change of Plans/Time Sensitive Notifications	Excursion/Camp Updates	Flexischools
	Updates due to weather/change of circumstances	Flexischools
Student Welfare	Injury/Illness	Paper notification sent home with student. Phone call for injuries to head and injuries requiring further medical attention.
	Academic/Social Concerns	Phone call 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.

Appendix 1: Outbound Communication Matrix