

The purpose of this brochure is to outline how we communicate with the Woodland Grove community.

Whole school communication at Woodland Grove is provided through many sources including our Facebook page, our Website and Connect Community. Individual class communication may additionally be provided through individual Seesaw and Connect Class accounts.

FIND US HERE

AN INDEPENDENT PUBLIC SCHOOL

15 McMillan Road, Byford WA

08 9526 4000

WoodlandGrove.PS@education.wa.edu.au



Woodland Grove Primary School

COMMUNICATION INFORMATION

Facebook Page

This page is used primarily to post information on upcoming events, all school information, and links to our weekly Blog post.

We do not use our Facebook page to answer enquiries as it is not monitored closely enough and messages get lost too easily. We encourage general enquiries to go through our website woodlandgroveps.wa.edu.au

Website

Our website contains a lot of valuable information, including an application to contact us quickly and easily via email. We have links to our Uniform Shop, Dress Code and Calendar along with a lot of other important information. Our Blog is also posted here at the beginning of the week.

We encourage you to get familiar with our website as it is updated regularly. Details of events are easy to see on our calendar with just one click.
woodlandgroveps.wa.edu.au

Connect

Our mobile Connect application allows us to provide families with whole school information, events and reminders. Our weekly Blog will be posted on Connect with a link to our website. Most of you will be familiar with School Bag or School Stream. Connect is similar and is provided by the Department of Education.

Seesaw

Seesaw is used to generate online student portfolios and provide activities to students. It is also used for family communication specific to your child's class. Each student is generated an individual login which families can connect to, to see work and progress. Families who connect to their child's Seesaw can ONLY see their child's work. Parents and/or caregivers will need to fill out an online form to give their child permission to be in group photos posted on Seesaw.

Families can stay up to date by downloading the Parent and Family Seesaw App and use the individualised login to sign up.

Communication Boards

Whole school information including our calendar is also available on our Communication Boards located in the breezeway. Each class has a daily Message Board providing classroom specific and some whole school related information.

Email woodlandgrove.ps@education.wa.edu.au

Parents and/or caregivers wishing to contact a classroom teacher via email must do so through the WGPS email located on the school website. Emails will be replied to in school hours of 8:15am to 3:30pm within 2 to 3 working days.

Phone 9526 4000

Phone calls will be made home where the school sees fit. For example, situations related to behaviour, medical or appointments. The person listed first on the student's contact list will be called followed by the next person in the event the first is uncontactable. Phone calls are usually made and received within our school hours of 8:15am to 3:30pm

MGM

MGM is used to communicate with parents when there is an unexplained absence for their child. Two messages are sent out at around 10am and 2pm. The second messages sent if there is still no explained reason for the absence.

Hardcopy

If you do not have access to a computer and you would like a copy of our weekly Blog please let Administration know. We will also ensure you receive important whole school information as it comes up.