



How do we communicate?	What do we communicate?
<p>School Office and Electronic Sign phone (07) 3426 5333</p> <p>Monday to Friday 8:00am - 4:00pm</p>	<ul style="list-style-type: none"> • For Urgent matters always phone the school office • Enrolment inquiries, student absences or to change your contact details • Book a meeting with teachers, the Principal or Deputy Principal • Contact is not made via staff personal mobile phones. • Electronic Sign (corner of Sherley St and Beaudesert Rd) information, updates, reminders for school events, activities and initiatives.
<p>QParents</p> <p>A secure, online portal giving all State School Parents/Carers 24 hour access</p> <p>https://qparents.qld.edu.au</p>	<ul style="list-style-type: none"> • Update your child’s address and medical conditions • Notify of your child’s absence and update for unexplained absences • Make online payments against school invoices • Once registered, parents/carers login to the portal using their secure account details • Access QParents through a smartphone (mobile browser or download the QParents app from the iTunes App Store or Google Play Store), on a tablet or your personal computer.
<p>QSchools App</p> <p>Quick, easy access to school information</p>	<ul style="list-style-type: none"> • Download the QSchools app to access information about every Queensland State school with live links to each school’s website event calendar, documents, google maps address, contact details and the school FaceBook.
<p>Text Messaging Service</p> <p>SMS</p>	<ul style="list-style-type: none"> • An automated SMS is sent by 10 am daily to notify parents and carers of unexplained student absences. • You will receive this SMS if your child has not yet attended school and the school has not been notified of their absence via phone, QParents or any other means. Generally the text message is sent to one parent or carer per student • The SMS may also be used to contact Parents/Carers for other urgent matters; e.g. school closure due to an extreme weather
<p>Moorooka SS website</p> <p>www.moorookass.eq.edu.au</p>	<ul style="list-style-type: none"> • School contact details and policies • Calendar of upcoming school events – check this regularly for updates and changes • Our School Handbook provides an overview of school policies and procedures • Student reporting information and links to school resources including Year Level Book Lists
<p>Moorooka SS Facebook Page</p> <p>https://www.facebook.com/morookastateschool</p>	<ul style="list-style-type: none"> • Updates for school events and activities e.g. changes due to extreme weather • Access via the school website, the QSchools App or our school newsletter • Follow the Department of Education Acceptable Use and Social Media Guidelines Click Here • This Facebook page is not used for complaints – phone the school office if you have a concern or an issue to be resolved.
<p>School Newsletter</p> <p>emailed via Australian Newsletter Publishing</p>	<ul style="list-style-type: none"> • Distributed electronically each fortnight in the odd weeks (Weeks 1, 3, 5, 7, 9) • The School Newsletter includes – celebrations, School and P&C information, date claimers and events • It features a translation service to accommodate the needs of our diverse community language backgrounds.
<p>MSS Parents’ and Citizens’ Association</p> <p>https:// email: pandc@moorookass.eq.edu.au</p>	<ul style="list-style-type: none"> • The P&C Association consists of Parents, Carers and community members • It is a key forum for consultation with the school community and operates the Uniform Shop. Marlins Swim Club and Tuckshop • Facebook: https://www.facebook.com/moorookastateschoolpac • Qkr (pronounced – Quicker) is used by the P&C for parents to make tuckshop, uniform and event payments with a smartphone.

<p style="text-align: center;">Email</p> <p style="text-align: center;">for all formal communication with Parents and Carers</p> <p>The Office email office@moorookass.eq.edu.au</p>	<ul style="list-style-type: none"> • Each staff member has a Department of Education email and usually checks this daily during school hours. Staff are not required to check emails outside of the school operating hours of 8am-4pm. • School Leaders and the office staff check emails at various times in their day. They respond to emails within 24 hours. • Teachers respond to Parent/Carer emails within 48 hours. • Families provide their email address at enrolment. Please keep this updated by contacting the School Office or using QParents • Newsletters and invoices for excursions and other school activities are distributed to families by email • Parents/Carers may choose to use email or QParents to advise of short-term student absences.
<p style="text-align: center;">Contact with your child's Teachers</p>	<ul style="list-style-type: none"> • Parent/Carer-Teacher Information Evening - Week 3, Term 1. Teachers share procedures, expectations and the curriculum • Book a meeting with your child's Teacher via email with the Teacher or through the School Office. • Teachers are busy with the students from 8:40am to 3:00pm so meeting times are outside these times • Teacher emails are provided at the beginning of the year, at parent/carers evenings and in class newsletters.
<p style="text-align: center;">Student Support Services</p> <p>referral and follow up communication</p>	<ul style="list-style-type: none"> • If a child requires support for their learning progress, the class teacher and Parents/Carers work together. They may also complete a referral to the MSS Student Support Service's team. After the Student Support Service's team meet, a follow up letter is sent to Parents/Carers with the meeting outcomes and recommendations for their child's learning.
<p style="text-align: center;">Parental Permission</p> <p>for excursions, incursions and events</p>	<ul style="list-style-type: none"> • School excursions, incursions and events require a signed Parent/Carer permission form • Payment of an invoice does not replace the signed permission form for these activities
<p style="text-align: center;">Curriculum Newsletter</p>	<ul style="list-style-type: none"> • Provided to Parents/Carers via email by the end of Week 1 each term, from your child's class teacher and specialist teachers. • Features current curriculum, excursions/incursions, timetables for swimming and library, Parent/Carer opportunities to participate in or volunteer for school activities.
<p style="text-align: center;">Class communication</p>	<ul style="list-style-type: none"> • Class Dojo <u>messaging and class story</u> may be used with student information or images only with parent consent. • Conversation between Parents/Carers and class teachers is to be via teacher EQ email or phone. A standard message to inform Parents/Carers of this arrangement is to be shared on each Class Dojo. Relevant parent-teacher email or phone discussions are recorded in OneSchool. General whole class messages from the teacher are not recorded in Oneschool.
<p style="text-align: center;">Reporting on your child's progress</p> <p>Report Cards and formal Interviews</p>	<ul style="list-style-type: none"> • Report cards are emailed twice yearly at the end of Terms 2 and 4. Report cards are also accessible via QParents. • Parent/Carer-Teacher interviews are provided in Terms 1 and 3 to share student progress, learning goals and next steps. • Parents/Carers book these interviews online via the SOBS tab on our school website www.moorookass.eq.edu.au
<p style="text-align: center;">School Assembly</p>	<ul style="list-style-type: none"> • Students participate in a weekly assembly. They learn to be an audience member, public speaking and celebrate their schoolmates • Held each Friday at 2:15pm – check the school calendar on the school website for any changes • Parents/Carers of students receiving an award on assembly are notified prior to the day of the assembly by the class teacher • Parents/Carers are welcomed at assemblies to engage with celebrations, information, learning and performances.
<p style="text-align: center;">Annual School Opinion Survey</p> <p>Administered by the Department of Education</p>	<ul style="list-style-type: none"> • Obtains the views of Parents/Carers, students and school staff on what the school does well and how we can improve • Key survey results are used to plan for school improvement and are shared with the community via the School Newsletter