



Communication & Information at Pymble Public School

The following sets out the best ways/channels to stay well informed as a parent or carer of a child/ren at Pymble Public School. ****Important** – for most of these channels you must choose to opt-in before receiving information.

Child-Specific Queries:

The first point of contact for queries relating to your child is via your class teacher. Parents are requested to make an appointment with their class teacher PRIOR to their meeting, rather than trying to catch the teacher at random times. Teachers have a responsibility for all students and cannot be expected to be called away to meet with a parent at any time. Appointments also allow the teacher to better prepare for the meeting. Appointments can be made via a phone call to the office or a note to the teacher via your child.

General Information:

The best way of keeping informed of school activities & events is:

1. Ensure the relevant people have your correct contact details (school office and Class Representative);
2. Sign up to/opt-in to the key channels of communication at PPS, as listed below.
3. Know who your key points of contact are that can help.

1/ Get to Know Your Class Representatives:

Each year two parents per class will volunteer their time to organise and coordinate class-related activities. Their role is to provide key communication between the teacher and other class parents in their class (e.g. organize reading group rosters, provide last minute email reminders on behalf of the teacher and organize class social functions). If you would like to be a Class Representative (Class Rep) please advise your class teacher at the Parent Information Night (held in the first few weeks of term 1). Once appointed, the Class Reps will introduce themselves via email to all class parents.

Ensure your Class Rep has your up-to-date contact email and phone number. If you do not know who your Class Rep is ask your teacher or the office.

From 2017, all school year groups will be allocated an event/activity which is to be managed collectively by the Class Reps across the grade. Class Reps can either choose to manage the event/activity themselves or ideally call out for other volunteer parents within their class to assist.

2/ Download the School Directory:

This is a document containing contact details for each class member and their parents/carers, school administration staff and the P&C representatives. It can be accessed from the school website (<http://www.pymble-p.schools.nsw.edu.au>) and your Class Rep will send you the password once the directory has been completed.

3/ Sign Up for the Myalla:

The Myalla newsletter is sent out by the office *via email* and showcases PPS news from the previous week as well as listing important upcoming events/dates. You must sign up to receive the Myalla by sending an email request to: pymblepsnewsletter@gmail.com. From term 1 2017, the Myalla will be issued on a fortnightly basis.

4/ Download School Stream: (Mobile App - full details at www.schoolstream.com.au/download)



School Stream sends you event alerts and key date reminders to your mobile device. Here's how to download your free app:

From your mobile device go to App Store (iPhone/iPad) OR Google Play (Android), search for School Stream and download the app to your phone.

Make sure you AGREE to push notifications.

Once School Stream has finished installing, open the app, type your school name into the search THEN select your school.

5/ Sign Up to the “Pymble Public School Parents” Facebook Page:

This is strictly a closed group, managed by parents for parents. This site is very useful to send any queries to other parents that may hold a quick answer (e.g. “What time does the Yr 3 excursion bus leave?”). Send a Facebook request to join and if you have any queries/problems with access, contact the Parent Liaison Officer who administers the site.

6/ View the PPS Website:

Check out the school website for general information (www.pymble-p.schools.nsw.edu.au). The “For Parents” tab contains all information relating to the Parents & Citizens (P&C) Association (e.g. Uniform, 2nd Hand Uniform, fundraising events, volunteering opportunities etc).

7/ Read Notes Sent Home:

Notes and permission slips are often sent home via the class teacher/office with your child. Sometimes only one note goes home with the eldest child, other times there will be one note per child.

8/ Information Evenings & Parent/Teacher Interviews:

There are information evenings held throughout the year for important topics/events (e.g. per year group parent information nights at the start of a new school year, Yr 5 & 6 school camps etc). Parent/Teacher interviews are also conducted throughout the year.

9/ Call Your Parent Liaison Officer:

The Parent Liaison Officer coordinates communication between the school office, Teachers and the Class Reps and coordinates support for families in need under varying circumstances.

Or

Call Your EALD Liaison Officer/s:

The “English As an Additional Language or Dialect” Liaison Officer/s can specifically assist with Chinese and Korean speakers. If English is your additional language and you have any questions you may contact the EALD Liaison Officer/s at any time. If your additional language is other than Chinese or Korean, please contact the school office directly for any queries.

10/ Get to Know Your Parents & Citizens Association (P&C) Representatives:

P&C Representatives are volunteers from the school community who help bring parents, community, teachers and students together in close cooperation, assist with fundraising to benefit the school/children and who manage a few key functions at the school, e.g. 2nd hand uniform shop. You can direct any questions to the P&C team as well as find out from them how to get involved and have fun at PPS. More information can be found on the PPS website under the “For Parents” tab.

P&C Roles (more details can be found on the PPS website under For Parents >P&C):

- President
- Treasurer
- Secretary
- Parent Liaison
- EALD Liaison/s: (Chinese) / (Korean)
- Social & Fundraising
- Uniform
- 2nd Hand Uniform
- Grounds & Facilities:
- Policy, Planning & School Self Evaluation
- Instrumental Program
- Promotions