



Mukinbudin District High School

Communication Guide

Mukinbudin DHS has a variety of platforms that it uses to communicate to families and the wider community. The purpose of this is to have an informed community and celebrate our school successes.

<u>Facebook</u>	<u>Compass Admin</u>	<u>Seesaw Classroom Teacher</u>	<u>Newsletter – MDHS Messenger</u>	<u>Muka Matters</u>	<u>Weekly Memo</u>	<u>Webpage – mukinbudindhs.wa.edu.au</u>
Tell stories, show off our partnerships and showcase significant events; i.e. NAIDOC, Science Week, Sporting events, etc This is for everyone. Publish newsletters, term planners and other notifications.	Share parent info, send notices regarding upcoming events, email parents, publish newsletters, schedule parent meetings, track parent communication and absentee notifications. All online permission forms.	Share class photos and build confidence in our parent base of our learning intents and programs. Through 'class' it also engages students in their learning. Publish newsletters. All online permission forms.	Pictures and keys community messages for extended family/ friends (i.e. grandparents, uncles, aunts, etc) and community members. Minimum 2 per Term.	Share news and information to the wider Mukinbudin community.	Operational information at the school/ staff level for the week.	Information repository especially for current parents, prospective staff and prospective parents. Includes school planning, behaviour management policy, meeting minutes, term planners etc.
Reach: Parents, friends and family not in Mukinbudin, prospective students and staff, community members not directly linked to the school.	Reach: Current parents. Specific classes and groups can be targeted.	Reach: Current parents. Specific students or class groups can be targeted. Can include extended family (i.e. grandparents).	Reach: Community in and around Mukinbudin. Link sent through Compass & Seesaw – available on website. Often parts sent to the 'Muka Matters'	Reach: Community in and around Mukinbudin.	Reach: Staff only.	Reach: Worldwide.
Showcase	Inform	Share	Share	Share	Staff Information	Reference

One of our core business plan priorities is Home, School and Community partnerships. Our goal is to continue to have quality interactions to ensure all parents are kept well informed.

- It is important to remember that staff are not expected to respond to communication from families outside of school hours. Staff will endeavour to respond within 48 business hours, where possible.
- Please also note that staff WILL NOT respond to communication sent to their private Messenger, Facebook or other social media accounts.
- Communication should be directed through official channels with Seesaw being the preferred method for parent/ teacher communication and Compass and email the preferred for official administration communication.

