

Kenthurst Public School

Communication Protocol 2026



Effective communication is essential in establishing positive home/school partnerships. We strive to enhance the educational experience for all students by having clear communication channels with parents and carers. As a school community, we value the relationship we have with our parents and carers. Together we will be better able to support the learning journey of our students. We welcome opportunities to partner with you and to discuss your child's learning throughout the year

How we communicate with you...

School Newsletter

The newsletter is released fortnightly on Mondays (even weeks) and contains information of upcoming events as well as reports on recent school activities

School Bytes App

Regular updates and reminders are sent via the smartphone app. Ensure you have notifications enabled to see all content

Facebook

School celebrations and successes are shared publicly on Facebook. This is a platform for positive promotion and good news.

Notes and Letters

Permission notes and letters are sent home either via School Bytes or as a hard copy, for either school events, activities or excursions. These should be returned promptly when required

Formal Academic Reports

Student academic reports are distributed twice yearly (June and December) via the School Bytes Parent Portal

Phone Calls

Teachers and office staff will call to notify or communicate any prompt messages that need to be shared in a timely manner

Interviews

Formal interviews (after Semester One reports are distributed) are scheduled annually.

School Website

The latest calendar, links to newsletters, Department news, enrolment information, and procedures

How you communicate with us ...

School email

Email the school with any issue or concern with 'Att: teachers name' in the subject line to be forwarded to the relevant staff member.

Phone call

Call the front office directly with an urgent matter and Mrs Beard or Mrs Dickson will promptly respond to the situation

Written note

An old fashioned approach to get in touch with your child's teacher about any aspect of their schooling you wish to discuss an aspect of your child's education

Interview or Meeting

A parent can request a time to speak with a teacher about any aspect of their child's schooling by phoning or emailing to organise a time

Absence Notification (email)

Parents and Carers can respond to an absence notification email directly to communicate why their child was absent from school

Informal Chat

Staff do have professional learning meetings before or after school. However, they may be available to discuss small issues on other days.

Your child's **teacher** is always the first and best person with whom to speak regarding academic progress, social or behavioural concerns, class policy and procedures.

Assistant Principals: If the question relates to a specific issue that is outside of the classroom, any questions regarding specific grade programs, issues relating to discipline / bullying, concerns that have not been resolved by speaking with the classroom teacher or queries relating to teaching and learning within the classroom.

Principal: Issues that have not been resolved first through discussions with the class teacher and /or the Assistant Principal. Issues that relate to the whole school, child protection and student welfare, governance and management, financial and budgeting, community.

Communication Etiquette

All members of the school community are expected to communicate in a respectful and polite manner. We are all working toward the same goals for our children and by effectively communicating with one another, we can address issues to ensure every students' individual potential is nurtured and developed.

Contact Us

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