

Millers Forest Public School

School Communication Strategy



Parents and carers play an important role in the school community. The School Community Charter informs parents and carers on how to engage with NSW public schools. Read the School Community Charter to ensure you understand how important it is to create a positive learning environment for our students.



We work in partnership to promote student learning.



We treat each other with respect and fairness.



We communicate in a positive and constructive manner.

School Communication



Staff may contact parents/carers by phone between **8.30am** and **5pm**.



Emails may be sent via School Bytes or from the school email.



General notices and school news will be communicated via the **parent portal**.



Teachers may use SeeSaw or email to send messages and reminders. Contact your child's teacher to clarify.



Fortnightly newsletters are sent through the School Bytes Parent Portal and published on the school website.



Follow our Facebook page for updates, celebrations and highlights of learning and events.

Parents and Carers



Parents/Carers can contact the school between **8.30am** and **3pm**.



Please email us at:
millersfor-p.school@det.nsw.edu.au
Replies may take 2-3 school days.



Non-urgent messages can be sent to your teacher on SeeSaw or email.



Need to contact a teacher urgently?
Please call the school 4987 2520.



Book a meeting with a teacher Call or email the office to book a meeting. We will contact you within 2 school days.



Book a meeting with the Principal Call or email the office. You will be contacted within 2 school days.

Raising a Concern:

We value open and respectful communication with families. If you have a concern, we would ask you to contact your child's classroom teacher in the first instance.

Step 1: Classroom Teacher

Your child's classroom teacher is the first point of contact. Concerns can be raised:

- Via the school email (millersfor-p.school@det.nsw.edu.au) or the classroom teacher's preferred method.
- Face to face (before/after school appointment)
- Over the phone (request a phone call via the office)

Step 2: Principal

If the concern cannot be resolved with the teacher, or if it is of a sensitive or complex nature, please make an appointment with Mr Irwin, the Principal. This can be done by contacting the school office.