



COMMUNICATIONS POLICY

At KTC we have two main methods of how we communicate with parents: the KTC App and email. This policy provides an outline of when each of these mediums is used. As a general rule, the KTC App will be the main source of information regarding KTC events and programs.

Communications sent via KTC App

- Broadcasts of
 - Announcements
 - Notifications (including from the Principal, such as emergency evacuations)
 - Information regarding events and/or special days
 - Letters of up to two pages in length (as an attachment only)
- Excursion notification, permissions and activity payment requests

Communications sent via Email

- One-to-one communication specific to students/parents
- Primary: 'Welcome' to each term and fortnightly teacher messages
- High School: 'Welcome' to each term from teachers / Year Co-ordinators
- Formal communication from the Principal or President (includes the Term Circular)
- Letters longer than two pages
- Actionable items that cannot be done easily via App (e.g. Parent-Teacher Interview bookings)
- Messages to select groups of people where the information is not relevant to a whole year group or area of school.

Important

- Announcements and Notifications will be included in a Broadcast via the App.
- An exception may be to advise parents of a change to **School Policy** or **Class Teacher**.
- For events or activities that require payment, a **trybooking** event page will be established by the relevant Secretary. **All** payment links will be uploaded to the KTC Event Payments page www.kessertorah.nsw.edu.au/event-payments and this link will be embedded as a hyperlink in the relevant broadcast and permission notes. There is also a button on the KTC App that links to this webpage.
- We will make every effort to limit to two (2) broadcasts per day from various areas of the school.
- This Policy applies to K-12, as the Early Learning Centres use the App 'Storypark'.