



Communication Guide

Communication channel	Purpose	Person Responsible
Facebook Public Group	School Promotion	Principal & MCS
Facebook DPS Parents Group	Reminders Classroom/school activity	Principal & MCS
Email	Notices and updates Policies & procedures Backup permission notes	Principal & MCS
	Teacher emails – classroom communications	Teachers
SMS Service	Emergency notifications Unexplained absences	Principal & MCS
School Mobile	Emergency notifications Individual notices/communication	Principal, MCS, TIC
Student Diaries	Reminders Reading tracking Positive communication	Classroom teachers & EAs
Newsletter	Reminders Important new information and updates Reflections	Principal & MCS (all staff can contribute)
Notes home	Permissions Classroom information	Principal, MCS, Classroom teachers (have checked by principal first)
Assembly	Positive Communication Updates Upcoming events Reflections Highlighting student work/achievements	All staff
Quackchat	School Promotion Reminders Classroom/school activity Positive Communication Updates Upcoming events Reflections Highlighting student work/achievements	Principal, MCS, Classroom teachers (have checked by principal first)