



# KINGSTON PRIMARY SCHOOL

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## Communication and Professional Boundaries at Kingston Primary School

At Kingston Primary, we value our parents, families and carers and we enjoy working in partnership with you to support our students. We believe that communication between home and school is essential. To assist us in maintaining effective communication, whilst ensuring the rights, safety and well-being of all, please note the following:

### **Contacting students during school hours:**

Students are not to directly contact parents through personal communication means (messaging via iPad or mobile, through social media, via mobile call, smart watches etc) during school hours. Parents should refrain from directly contacting students through personal communication means (messaging via iPad or mobile, through social media, via mobile call etc) during school hours. Mobile devices that students need to have for before and after school purposes are to be handed into the teacher in the morning and retrieved at the end of the day. If an urgent message is needed to be relayed to a student, please contact the office. If students need an urgent message communicated to parents, this will be through the classroom teacher or a member of admin.

### **SeeSaw:**

SeeSaw is an app that is used at Kingston Primary School as a tool to enhance communication between home and school and is the preferred method of communication. It also allows for the sharing of student learning.

Parents are encouraged to 'like' their child's journal entries. If comments are turned on, please keep them positive, constructive, and relating to the post.

To maintain a healthy work-life balance for teaching staff, teachers are not expected to reply to SeeSaw messages outside the hours of 8am – 4.00pm on weekdays, nor at any time on weekends, and will do so when able to inside these hours. Teachers are also not expected to check and reply to messages during the teaching hours of 8.30am – 3.00pm. Please contact the school office during these hours for urgent messages.

Work samples and journal entries that contain only your child may be shared. To respect the privacy of others, photos or videos that contain other students should not be downloaded and/or shared.

### **Social Media:**

Whilst social media platforms (Facebook, Instagram, WhatsApp etc) are very accessible, please only contact staff via the school office and/or school-based email address. Staff will endeavour to respond to these in a timely manner.

### **Teacher meetings:**

If you need to have a more detailed conversation than simple greetings at the classroom door before and/or after school, please arrange a scheduled meeting with the relevant member of staff to discuss the conversation further.

Thank you for your continued partnership.