



LYNEHAM PRIMARY SCHOOL

Overview

At Lyneham Primary School we work closely in partnership with parents and carers, and communication between home and school is highly valued as a tool for student learning achievement.

Contacting the School or Staff

There are a range of ways to contact the school or individual teachers. Generally, communication by email is our preferred method. However, as teachers are not with their computers all day, for matters that might require an immediate response, telephoning the front office is most appropriate. SeeSaw messaging works similarly to email and useful for those matters that do not require immediate responses. As ACT public service employees, teachers are not expected to access email outside their working hours.

Email

Please use staff email addresses if you need to contact staff directly:

- Teachers are the first point of contact for questions about the learning program or wellbeing concerns.
- You are also able to reach out to executive teachers, deputy or principal by email.
- We aim to respond to you as soon as possible, generally within 48 hours. Part-time staff may take longer to reply. This is usually outlined in email signature blocks.

Telephone

Please use the main reception number to if you would like to talk to an office team or executive member. Generally, it is difficult to communicate with teachers by phone.

- Reception staff will relay messages to teachers as soon as possible.
- If a call is urgent, please inform the receptionist who will attempt to find a senior member of staff to speak to you.
- We will try to respond to you within 48 hours, if not sooner.
- Please note, lessons can't be interrupted for teachers to take calls.

Parent Meetings

The day-to-day care, welfare and safety of your child is managed by the person who is placed closest to them, their classroom teacher. If a meeting needs to be arranged; -

- Meetings should always be pre-arranged with members of staff, preferably via email.
- If you urgently need to see someone, please phone ahead and the reception staff will do their best to find a senior member of staff to see you.
- For non-urgent meetings we will aim to meet with you within five working days.

Brigalow Street Lyneham 2602

6142 1720

www.lynehamps.act.edu.au

info@lynehamps.act.edu.au

Visiting the School

From time to time, parents/carers need to contact students during the day. It is requested that parents/carers visit the front office and one of our staff will assist with your inquiry. External professional providers are also requested to book a time at the front office.

Contacting You

Our preferred method of contacting you is via phone or email. Lyneham Primary provides a range of opportunities to share information about students' learning and progress throughout the year, including learning plans, newsletters, semester reports, parent-teacher interviews, and culminating events. If our teachers identify any concerns about a student's learning or behaviour, or have other matters that need to be discussed, they will contact you as soon as possible.

Drop Off and Pickup Time Conversations.

We are happy for parents to share small pieces of information at drop off time in the morning or pickup time in the afternoon. Sharing large pieces of information that needs to be a conversation or when feedback from the teacher requested should be discussed within a formal meeting.

Social Media (Facebook and Seesaw)

We use Facebook and Seesaw to promote student achievements, subject information, P&C updates, and special events in the school calendar. As a school, we are increasing our use of Facebook as tool for communicating upcoming events and highlighting learning in our classrooms. If you haven't liked the LYNEHAM PS page, we recommend parents follow us.