



# Communication from CNPS

At Coburg North Primary School, we take communication very seriously. There's always so much going on, and family life is very busy, so we try to make it as easy as possible for you to keep in touch with what's happening at school.

This note aims to ensure everyone in the school community understands how we communicate, so you know where to look for information and can very easily keep up to date.

## Channels of communication

- 1. Website:** The School website is the one-stop-shop for all school related information with all lines of communication leading back here for the full story. On it you will find news; class notes; an events Calendar; school policies, reference material; information about the various school programs. In addition to this, you will also find several terrific **Class Blogs** including individual classes, music, Italian, ICT, Parents & Friends and the OSHP. Getting to know your way around the website will give you a great insight into what's happening at the school. We are continually working to improve the site and welcome feedback from our parents and students.

You'll find the website at <http://www.coburg-north-ps.vic.edu.au/>

- 2. E-Newsletter:** The fortnightly e-newsletter aims to bring you all the latest information to your inbox. In it you will find; A Message from The Principal; recent News; upcoming Events; Reminders and relevant community news. More information can be found by clicking on the links which lead you back to our website (or in the case of community news, to other relevant websites). Remember that you can always find Recent News on the website if you need to refer back to it.

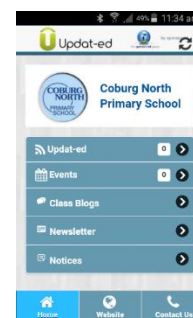
To receive the e-newsletter, hit the subscribe button on the school website (right hand column) and enter your details. Please ensure under 'Select Groups' you click ALL SCHOOL and each child/ren's grade level. You can update your Subscribe information at any time, just make sure you use the original email address used.

The newsletter is also available as a downloadable PDF on the website.

<http://www.coburg-north-ps.vic.edu.au/page/233>

- 3. Alerts:** There may occasionally be a need to send out important alerts and reminders. These are sent out in two ways;

- a. Emails:** If you are subscribed for the e-newsletter you will also receive these alerts.
- b. Updat-Ed:** The Updat-Ed app can be downloaded to your phone by visiting the App Store for iPhones or Google Play for Androids. Search for Updat-ed and from the menu and select Coburg North Primary School. We'll receive your registration request and will need to approve you before your app is up and running. The app will send out reminders with one of its best features being the ability to save Events directly into your phone's calendar.



- 4. Facebook:** Our Facebook page is the school's public face where we engage with the wider community. We post regular updates on the great things the school is doing as well as help promote our public events such as the Farmers Marketing and Make.Noise.Festival.

You can find and follow us at <https://www.facebook.com/CoburgNorthPS/>

We would greatly appreciate it if you liked our page and helped us share all our wonderful news.

- Hardcopy Forms & Class Notes:** In an effort to minimize waste and look after our planet for our children, we are moving towards reducing the amount of paper forms and class notes that are sent home in children's bags.

For the moment, you will still receive forms such as excursions notes, class information, and end of month lunch order forms via your child's school bag so keep a look out for these types of notes. We aim to reach a zero-paper notes system by the end of the year. Class notes can already be found on the website <http://www.coburg-north-ps.vic.edu.au/page/224> and school lunches can now be read and paid for using the new Qkr! App.

- Noticeboard.** There is a noticeboard outside the School Office that advertises community events.

## 7. Website Overview

The screenshot shows the website's navigation menu and content sections. Callout boxes provide the following information:

- Newsletters:** Downloadable pdf available (points to the 'Newsletters' icon).
- Recent News:** All articles in the Newsletter are listed here. News changes daily. (points to the 'RECENT NEWS' section).
- Class Notes:** E-copies of class notes can be found here. (points to the 'Notice Corner' icon).
- E-News Subscription:** Subscribe to E-Newsletters and school emails here. (points to the 'Subscribe' button).
- Event Quick View:** Calendar events can be found here. (points to the 'Event Quick View' section).

The website content includes:

- QUICK LINKS:** Newsletters, Class blogs, School & Class Notices, Weblinks.
- RECENT NEWS:**
  - Welcome back!** I would like to welcome everybody back after the long summer break. The students seemed very happy to be back at school with their friends and getting to know their new teacher. [READ MORE](#)
  - Zooper Dooper's are back!** At lunchtime this Thursday 9th February Zooper Doopers will be sold from the canteen window for \$1 each. This fundraiser will support the Grade 5/6 Canberra camp. [READ MORE](#)
  - Parents & Friends - first meeting of the year** The first Parents & Friends meeting of the new school year will be held on Monday, February 20 at 7pm. We would love to have as many people as possible come along to help us plan the fundraising activities and social events for the year. [READ MORE](#)
  - STAFF ROOM** School staff 2017 Coburg North Primary School 2017 staff. [READ MORE](#)
- Event Quick View:**
  - 11TH FEBRUARY** Coburg Farmers' Market - it's Grade 1A's turn to volunteer
  - MON 13TH FEBRUARY** Grade 5-6 Meet the Teacher interviews
  - TUE 14TH FEBRUARY** Grade 1/2 Meet the Teacher interviews