



01/08/2024

Dear Parents and Guardians,

At Brighton Secondary School, we value constructive partnerships with families. Our communication expectations are designed to foster effective and respectful interactions within our school community. These guidelines promote openness and contribute to a positive and productive environment for all.

The Department for Education supports staff to create boundaries for digital communications. Teachers and leaders are not expected to check emails or Daymap on **weekends, during holidays or leave, or after 4:30 pm on school days**. School support staff do not check emails outside of rostered hours or while on leave.

What You Can Expect from Us: We will communicate in a timely, respectful, positive and professional manner.	What We Expect from Parents/Caregivers: Communicate respectfully and positively with staff, other parents, and students.
Timely Updates: Inform you about your young person's learning, behaviour, or wellbeing by Daymap, email, or phone.	Monitor Daymap and email: Check regularly for updates on your young person's learning, behaviour, wellbeing, attendance, and achievement.
Address concerns: Return your call or email within 2-3 business days, under normal circumstances.	Share Information: Contact your young person's home group / subject teacher or year level leader by email for non-urgent matters or to make an appointment.
Prompt Responses: Respond to urgent matters as a priority.	Urgent Matters: Call the school on 8375 8200 during office hours (8 am – 4 pm).
Ongoing Reporting: Provide updates on your young person's progress through semester reports on Daymap, Parent-Student-Teacher Conversations, and regular assessment information on Daymap.	Report Absences: Notify before 9 am on the day of absence via Daymap, the Absences Hotline at 8375 8231, or email dl.0803.bssabsences@schools.sa.edu.au .
Accessible Information: Share information and events on DayMap, our school website, social media platforms, and in e-newsletters.	Respectful Interactions: Be reasonable and respectful in all interactions with staff, acknowledge different perspectives, and allow time for issues to be resolved.
Parent Engagement: Facilitate and promote opportunities for involvement in Governing Council, school events, and parent sessions.	Positive Engagement: Engage positively and respectfully with all members of the school community whether interacting face-to-face or through digital platforms.

We appreciate your cooperation and support. If you have any questions or need further clarification, please contact us.

Warm regards,

Tony Lunniss
Principal