



# Settlers Farm Campus Kindergarten Communication Plan

At our Kindergarten there are many ways educators communicate with families and the wider community. We consider all communication with families vital to building a sense of belonging and community as well as giving us important feedback about the service provided at kindy. Communication can be formal or informal.

Form of Communication	Why	When	Who Responsible/Audience
AGM	To communicate with our families and wider community about the business of the preschool for the previous year.	Term 1 each year	Director/Governing Council/all families and wider community
Parent space (sign in area)	To communicate our newsletter, current curriculum focus, notices, reminders.	Daily and as required	Educators/families
Emails	Kindy email update- to inform families/caregivers about what is happening at the kindergarten. Upcoming events, dates to remember, curriculum, notices, newsletters. To communicate with families about individual children. To communicate with prospective kindergarten community regarding enrolling. Letters of offer: Sent to families at designated time to offer a position for the following year.	As required	Director/families/caregivers/educator team
		Time determined by Department for Education (Term 3). Usually -In catchment- August -Out of catchment- September	Director/families/caregivers/wider community  Director/families/caregivers
Governing Council	To report to families about the business of our kindergarten, including curriculum initiatives, Preschool Quality Improvement Plan priorities (PQIP), financial business	Governing Council members are elected at our AGM. Meetings are open to all. Meetings are held 2-3 times per term	Director/Governing Council
Informal Conversations	To communicate with families/caregivers about their child	When required	Educators/families/caregivers
Parent Pockets -each child has their own named pocket	To provide written information to families/caregivers: -notes, School information/letters, notices, permission slips, invoice and fee reminders.	As required	Educators/families/caregivers
Newsletters	To communicate kindergarten news, payment of fees, excursions, diary dates, upcoming events, curriculum information. Sent via email to all families Hard copy on window display at parent space	3 times per term	Director/Educators/families/caregivers

Parent Information Sessions	To provide information to newly enrolled families about various aspects of the kindergarten curriculum, processes, fees etc.	Term 4 each year (2 sessions offered; one for each group) Brief session during transition visits for families who were unable to attend.	Director/newly enrolled families/caregivers
Parent Notice Boards/displays	To provide written information to families/caregivers, Information includes community information, latest newsletter	As required	Educators/families/caregivers
Phone Calls Text message	Speak to families/caregivers directly about their child in particular illnesses, injuries or relevant information Reminders about fees and events.	When required	Educators/families/caregivers
Photos/ Learning on display	Families to be aware of learning that is occurring at kindergarten.	Regularly	Educators/families/caregivers
Kindergarten Website <a href="https://www.preschools.sa.gov.au/settlers-farm-campus-kindergarten">https://www.preschools.sa.gov.au/settlers-farm-campus-kindergarten</a>	A way to promote our kindergarten to the wider community. Provide access to policies, philosophy statement, what we offer, and enrolment information to download.	As required Policies updated as needed (as per review schedule)	Director/families/caregivers/wider community
Preschool Quality Improvement Plan	To provide our families, wider community, Department for Education (DfE) and ACECQA with information about our improvement priorities. Our PQIP is posted on our website.	Our PQIP is updated each year and presented to Governing Council for endorsement. The educator team is involved in regular reviews to monitor progress towards achieving actions/goal.	Director/ Educators/families/caregivers
Staff Photo Board	Identifies all educators at our site and current nominated supervisor	Beginning of the year then changed/added to as needed Nominated supervisor is changed daily	Director/Families/caregivers
Surveys -Parent Opinion -other	Provided by DfE and distributed to families via a link or hardcopy to gather information about how families view our service. Parent surveys distributed by educators as needed on various topics to gather information 'parent voice'	Once a year- usually Term 3  As needed	Director/ Educators/families/caregivers