## Communication

Good communication is essential between parents, caregivers and staff. We hope you will feel comfortable approaching us with any areas of concern you may have.

If you have an issue that could require prolonged discussion, please make an appointment so staff are not taken out of the teaching environment for extended periods of time.

We at Oaklands Estate Kindergarten are committed to respecting the confidentiality of information provided by families and children during your time at our kindergarten. Staff abide by the Information Privacy Principles. There are occasions when staff are required to share information to ensure the safety and wellbeing of children. In doing so staff will follow the SA Governments Information Sharing Guidelines

## **Note Pockets**

Each child is allocated their note pocket or pigeon hole, in here you will receive communication about kindergarten such as events, newsletters and fees invoices. Please ensure you check your child's note pocket on regular basis. The pockets are organised in alphabetical order via first name.

