



Information & Communication at MRSSK

The school aims to continue improving its communication with families. Your primary contact regarding the academic, social, and emotional well-being of your children is your Class Teacher/Guardian. Increasingly, we want Sentral to be the main source of information regarding your children's school programs and activities.

Information from the School

Sentral - Most program, event, and whole-class information will be communicated via the Sentral Parent Portal and is accessible through the Sentral App or a web browser. Enabling notifications will help you get into the habit of checking the App. Attachments viewed in the App can be saved to your device and then forwarded/shared as required to enable printing or to pass on to others.

Resources Tab – Sentral App, you will find forms, notices, and camp info here.

The Sentral Calendar function on the app has all upcoming events and is updated regularly. There is also a link to the Calendar on the website.

The Messenger is published 4 times each term in hard copy (sent home with the eldest student in each family) and soft copies, available on Sentral and the School Website.

***Email** is used to send fee invoices, distribute music lesson timetables, and, occasionally, bus information.

Communication

Email communication between individual staff members and parents is conducted through the school's email system. Staff emails are all first name and initial @mrssk.vic.edu.au e.g., glennh@mrssk.vic.edu.au

Phone calls – School staff may contact you for a particular reason via phone using the contact details you have provided.

Text messages - The school will send text messages to confirm return times for camps/excursions where there is an unexpected late change to the timing, or for any urgent bulk communications.

Website – The school's website has an array of information and is often the first point of contact for new families. For current families, there are Publications, Policies, Career Opportunities and Parent Resources <https://mansfieldsteiner.vic.edu.au/>



ManageBac (Year 11 & 12 IBDP Only)

Students in Year 11 and 12 use ManageBac for communications about their studies. Students receive notifications via ManageBac for their homework and general tasks. These are visible to parents. Students and parents receive emails via ManageBac for important notices such as upcoming events or the publication of reports.

Communication from Parents

All communication with students (your children) during the school day must happen through the office. Students are not permitted to use their mobile phones during the school day. (Senior students may use their phones for class-related activities, as directed by staff, but must still conduct communication with parents through the office.)

Phone- If you wish to speak with a staff member during the school day, please contact the office. Where possible, they will connect you or arrange a call back. Teaching and learning support staff are often with students, but they will call you back as soon as they can.

Email— Staff will aim to respond to emails within 2 business days.

In person— To arrange a meeting with staff, contact the office or email the staff member directly.

The general administration email is admin@mrssk.vic.edu.au

The school phone number is **5779 1445**.

Please log absences on Sentral or contact the office directly.

As a small community, staff and parents will often have each other's numbers. Both parties should, where possible, aim to keep all communication about school matters between the hours of **8.30 am – 4.30 pm** to protect staff and parents' time.

Class WhatsApp Groups

The school or its staff do not communicate via these groups.

Social Media groups are a great way to keep in touch and build community amongst your class parents. Class parent reps **do** use these platforms to communicate with you, particularly around P&F activities, but they are not responsible for disseminating other school information. Please refer to Sentral and/or the Calendar.

We ask that all communication of any kind between members of our community is positive and respectful of individuals and the school in general.