

# Mawson Lakes Preschool Communication Plan

At our preschool there are many ways the educator team communicate with our families and wider community. We consider all our communications with families as important as they help build a sense of belonging and community as well as giving us important feedback about our service. Some communications are formal, while some are more informal and spontaneous.

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
Black Board (on veranda)	To communicate any changes to daily program, emergency notices etc Daily team written up each day	Daily and as required	Educator team/families
E-mails	Kindy email update – to let families know what is happening at preschool including upcoming events, dates to remember, curriculum news etc  To communicate with families about individual children.  To communicate with the prospective preschool community regarding enrolling their child.  Letters of offer: Sent to families at designated time to offer place at preschool for the following year	Weekly  As required  As required  Time determined by Department of Education (usually wks 1&2 of Term 3)	Director/families/educator team  Educator team - as required/families  Director/families/wider community  Director/families
Governing Council	To report to families about the business of our preschool, including curriculum initiatives, Quality Improvement Plan priorities, financial business	Governing Council members are elected at our AGM. Meetings are open to all Meetings are held 3x per term (wks 2,5,9)	Director/Governing Council
Informal Conversations	To communicate with families about their child	When required	Educator team/families
Information Pockets	To provide written information to families – each child has own named information pocket	As required	Educator team/families
Interviews	Families are invited to participate in an interview share information about their child and their progress at preschool	Term 2, week 4 or as required	Educator team/families
Newsletters	To communicate preschool news e.g payment of fees, excursions, diary dates, preschool curriculum.	3 times per term	Each staff member rostered termly All families/staff team

	Sent via email to all families and posted on website. Hard copy on notice board at preschool		
Parent Information Nights/Sessions	To provide information to newly enrolled families  To provide information about various aspects of the preschool curriculum	Term 4 each year (2 sessions offered)  Term 2 each year (2 sessions offered)	Educator team/Newly enrolled families  Educator team/All families
Parent Notice Board	To provide written information for families – located above sign in sheets/goodbye book. Information includes community information, school information, hard copy of latest newsletter, washing roster etc	As required	Educator team/families
Phone calls	Speak to families directly about their child in particular illnesses, injuries or relevant information	When required	Educator team/families
Photos, learning on display	Families to be aware of learning that is occurring at kindergarten	Regularly	Educator team/families
Preschool Website <a href="http://www.mawsonlakespre.sa.edu.au">www.mawsonlakespre.sa.edu.au</a>	A way to promote our preschool to the wider community. Provide access for families to preschool policies, newsletters and happenings within the preschool. Enrolment information and forms are also available for download	As required Newsletters 3x per term Policies updated as needed (as per review schedule)	Director/Wider community/families and educator team
Quality Improvement Plan	To provide our families, wider community, DfE and ACECQA with information about our improvement priorities. Our QIP is posted on our website – <a href="http://www.mawsonlakespre.sa.edu.au">www.mawsonlakespre.sa.edu.au</a>	Our QIP is updated each year and presented to Governing Council for endorsement. The educator team is involved in regular reviews regarding progress toward goals	Director/educator team/families/wider community
QIP Wall	Located in the parent area, our QIP wall contains our strengths and goals and provides an avenue for parent feedback	Updated regularly to reflect progress toward our goals	Educator team/families
Staff Photo Board	Identifies all team members at our site	Beginning of the year then changed/added to as needed	Director/families
Surveys - Parent opinion  - other	Provided by DfE and distributed to families to gather information about how families view our service  'In house' surveys are distributed as needed on various topics to gather information from families	Once a year – usually distributed in term 3  As needed	Director/families  Director/families
Welcome Night/Events	To welcome new families to our preschool. A welcome night is held in term 1 each year and organised and supported by Governing Council. Other family nights are organised as requested during the year.	Term 1 (usually after AGM) and then as requested by families	Educator team/families