

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
Class Dojo	To communicate with our families about daily events through comments and photos Kindy update posted each week for families Messaging service for families and staff	As required	All staff and families
E-mails	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	As required As required Time determined by Department for Education	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	As requested by families or educators	Educator team/families

Parent Information Nights/Sessions	To provide information to newly enrolled families	Term 4 each year (2 sessions offered)	Educator team/Newly enrolled 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 www.mawsonlakespre.sa.edu.au	A way to promote our preschool to the wider community. Provide access for families to information about our preschool. Enrolment information and forms are also available for download	As required Policies updated as needed (as per review schedule)	Director/Wider community/families and educator team
Preschool Quality Improvement Plan	To provide our families, wider community, DfE and ACECQA with information about our improvement priorities. Our PQIP is posted on our website – www.mawsonlakespre.sa.edu.au	Our PQIP 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
PQIP Wall/Information	Our PQIP wall contains our goals/actions and provides an avenue for parent feedback	Updated regularly to reflect progress toward our goal/s	Educator team/families
Prescribed information for display	information that must be on display at the service so that it is clearly visible and accessible to families: <ul style="list-style-type: none"> • name and approval number of the approved provider • name and approval number of the service and any conditions on the service approval • name of the nominated supervisor • the current ratings of the service against each quality area • details of any waivers • hours and days of operation • name and telephone number of a person at the service to whom complaints can be addressed • name and position of the responsible person in charge at any given time • name of the educational leader • contact details of the Education Standards Board as the SA regulatory authority • for services where the savings provision applies, a statement in respect to taken to comply • when applicable, a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled 	Always on display	Staff team

	<ul style="list-style-type: none"> when applicable, a notice of an occurrence of an infectious disease at the service. 		
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	Provided by DfE and distributed to families to gather information about how families view our service	Once a year – usually distributed in term 3	Director/families
- other	'In house' surveys are distributed as needed on various topics to gather information from families	As needed	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