

## Meeting with Teachers

- It is important that, wherever possible, you make an appointment to meet with teachers.
- Teachers have commitments ie Staff Meetings which mean there are nights that they are unable to meet with parents.
- The start of each learning day involves a whole school commitment to our Reading Program so if for any reason your child is late, this is a very difficult time for teachers to talk with you.
- It would be much better to put a note in the communication book or diary explaining why they are late or were absent. Of course, if there is an urgent matter that needs to be conveyed, please do so, but be concise so the teacher is able to get back to working with the class.

## Communication Books and Diaries

Communication Books / diaries and all correspondence between families and teachers including emails, is required to be kept for 10 years.

Therefore, at the end of the year teachers will ask for communications books and diaries to be returned, so please be sure they are kept in good order.

We thank you for your cooperation.

## VIEWING THE NEWSLETTER ON THE APP AND WEBPAGE

Once again the newsletters will be available on the EPPS app and the webpage.

**No newsletters will be sent home with students unless previously requested.** If you wish to request a newsletter sent home please phone the front office on 8264 3944.

If you wish to have an individual week's newsletter sent home with your child because they are featured that week, call the front office and we will arrange it.

### **THINGS THAT MAY HELP WHEN ACCESSING NEWSLETTERS on the APP or WEB.**

#### **RESPONDING TO NEWSLETTER NOTES**

OPTIONS:

Newsletters are readily available on the website, [www.epps.sa.edu.au](http://www.epps.sa.edu.au) to enable you to print off a reply slip and return it.

- If you don't have access to a printer **emailing your response to the school via the app** is another way you can reply.

For Example

Week 3 Newsletter – Parents were invited to register interest in the 'Cybersmart Outreach Presentation'

Go to **More** at the bottom of the app and press **Email School**

**An email proforma will come up. Send us an email with your response. Compose your reply and send. (The actual reply slip does not appear)**

ie *My partner ..... and I will attend the Cybersmart Outreach Presentation. Regards Josephine .....*

**ANDROID USERS may experience trouble reading some posts on the app.**

OPTION:

Go to the skoolbag console on the homepage of the school website [www.epps.sa.edu.au](http://www.epps.sa.edu.au) and you are able to **subscribe to email**. You can tick android users and/or newsletters. Ticking 'Android users' will send all school content updates to your email and ticking 'Newsletter' will only send newsletters.

You do not have to be an android user to have newsletters emailed to you if you wish. Follow instructions above.

## HAVE YOU BEEN INUNDATED WITH NOTIFICATIONS THAT YOU DO NOT WANT?

OPTION:

You can now choose categories that you want to receive notification about.

On your Epps App go to the More option on the bottom right hand corner of the app screen. Select Setup and select which categories you would like to receive push notifications for.

If you need any further information, please contact the school

Responding to Notes from the Newsletter or other Postings on the App

### **ABOUT THE APP**

**The app is a fixed size** and no matter how much data is posted to it the size will not change.

Postings are accessed by the phone not stored on the phone.

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# IF YOU ARE WANTING TO VOLUNTEER AT EAST PARA PRIMARY SCHOOL

If you are volunteering at East Para Primary School you will **need to have a current “Criminal History Clearance” from DCSI** – no other clearances will be accepted from 2015 onwards. You will also need to **have participated in a ‘Responding to Abuse and Neglect’ training** and have presented your certificate from that training to the office of the school for recording.

Aaron McPherson will present courses for volunteers during the year, so keep a look out in the newsletter for dates. No online courses are available for volunteers from 2015.

#### **Volunteer roles include:**

Canteen

Reading

Classroom support

Excursions & camps