



BARHAM PUBLIC SCHOOL

Acting Principal: Mrs Roslyn Buchanan

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BARHAM PUBLIC SCHOOL COMMUNICATION STRATEGY

It is important that during home learning, our communication channels work well so that quality teaching and learning can continue and that everyone in our school community is valued and cared for. This letter will be long. I encourage you to read it carefully and contact the school for any clarification.

After surveying our school community last year, we have decided to communicate in the online environment. That will require you to become more familiar with the Department of Education online resources.

THE DEPARTMENT PORTAL AND ONLINE LEARNING RESOURCES

All students have been allocated DoE User credentials that comprise a DoE User ID and password. These can be used to access NSW DoE-provided online services.

Username

The student password is usually their first name followed by a dot and then their last name, without spaces. Sometimes there will be a number at the end. If your child does not know their username or password, or it does not work, please contact your class teacher or the phone the school during the school day and we can give you that information immediately.

The Portal

Access to most Department services is provided by logging onto the DoE student or staff Portal available at: <https://portal.det.nsw.edu.au> The portal and most online services are available from school or at home.

Microsoft Teams

Our school will be using Microsoft Teams which is found in Microsoft Office 365 in the My Learning section of their portal. There are videos and written instructions on our school website to step you through how to access the portal, teams and any other online learning tools that students will use regularly.

STUDENTS, TEACHERS AND FAMILY COMMUNICATION

Initially, the school website has been updated to include a learning from home tab. In this tab you will find

1. 'How To' resources that include instructions on access the portal and teams. We will add to this tab as people request help.
2. 'Class' resources that include a weekly schedule to be uploaded each Friday and a daily schedule that will be uploaded each morning starting from Monday. Resources may also include other documents, videos or links the student requires to complete their learning.

As students become more familiar with Microsoft Teams, they will be able to access their files and resources in the team space rather than going to the school website.

Teachers

Students can communicate with their teacher using their school email which can be located in their portal. Parents can also communicate with teachers using the teacher's email that is provided on the weekly schedule. Parents can contact the school via phone if they wish to speak to the Principal or office staff. To speak to a teacher, please email the teacher and request a phone call from the teacher, giving your phone number and best contact times. Reasonable teacher contact hours are between 8.30am and 4pm.

School email: Barham-p.school@det.nsw.edu.au

Staff email:

Acting Principal Mrs Roslyn Buchanan Roslyn.buchanan1@det.nsw.edu.au

Year Cohorts and their supervising teachers

Year 6 Teacher Mrs Sally Drysdale sally.drysdale@det.nsw.edu.au

Year 5 Teacher Mr Justin Marsh justin.marsh1@det.nsw.edu.au

Year 4 Teacher Mrs Melissa Disher Melissa.disher@det.nsw.edu.au

Year 3 Teacher Miss Kylie Parry kylie.parry8@det.nsw.edu.au

Year 2 Teachers Mrs Sarah Lahy sarah.lahy@det.nsw.edu.au

Mrs Ashley Blight-Lipp Ashley.blight-lipp@det.nsw.edu.au

Year 1 Teacher Mrs Rebecca Wickham rebecca.wickham@det.nsw.edu.au

Kinder Teacher Miss Isabelle Rope isabella.rope@det.nsw.edu.au

Literacy and Numeracy Intervention support during COVID

Support teachers Mrs Sara Mathers sara.lane@det.nsw.edu.au

Miss Jemilla Cobban Jemilla.cobban2@det.nsw.edu.au

Support Staff Mrs Courtney Jackson Courtney.jackson12@det.nsw.edu.au

Class Meetings

From Monday, students will be expected to log in to their class team in Microsoft Team each morning whilst their teacher explains the daily schedule. They will be given a chance to say hello and ask questions. This communication will be used to mark student attendance.

Morning meetings will take place as scheduled:

- Year 6, Year 5 and Year 4: 8.50am
- Year 1, Year 2 and Year 3: 9.00am
- Kindergarten: 9.20am

Other meetings and lesson times will be scheduled and communicated to the class in teams.

TEACHING AND LEARNING RESOURCES

Drop-off and pick up tubs along our Administration building will be used again this year. Please leave the tub and only collect your materials. Drop off in the class drop-off tub. Your classroom teacher will contact you if there are things in the box to pick up and they are available for collection by you at any time. Please only send one person to collect resources. If you are not in the position to pick up the resources, please contact the school and we will devise a strategy to get the resources delivered to you.

We understand the challenges you face in this current environment. Please communicate the successes and challenges of your child's learning so that we can adjust what we do to support the needs of our students.

Kind regards

Roslyn Buchanan

Acting Principal

16 August 2021