



Communication Point of Truth (PoT) - Families

Bellbird Park State School's Communication PoT outlines our school's communication strategy, focusing on setting our students up to Achieve, show Integrity & be Mindful (AIM). By working together through open and respectful lines of communication, our students can realise their potential.

Our Communication PoT is for school days (excluding weekends, holidays, student free days) between 8:00am – 4:00pm (email) and 8:00am – 3:00pm (telephone).

When communicating with school staff via email:

- First point of contact should be with your classroom teacher via their email address (or relevant specialist teacher via admin@bellbirdparkss.eq.edu.au) for all questions or concerns.
- All emails will be replied to within 2 school days.

When communicating with the school via telephone (Administration):

- 8:00am – 3:00pm each day. Outside of these hours your call will go to a message bank that is checked daily.

When requesting a meeting with a teacher:

- Class times focuses on teaching and learning, and should not be used for meetings. Our staff have a duty of care to students during class times.
- To respect the time and commitments of our staff, please ensure you email your teacher to set up a meeting time, rather than arriving at the classroom to meet without a mutually convenient time being organised. If a family member arrives at a classroom during class times to meet with a teacher, the teacher will respectfully ask the family member to request a meeting via email, outlining items for discussion.
- If you wish to meet with a teacher, please email them to set up a meeting outside of class times that is mutually convenient.

When requesting a meeting with a member of our Senior Leadership Team (Principal or Deputy Principal):

- Please email admin@bellbirdparkss.eq.edu.au to make a mutually convenient time with details of items to be discussed.
- As the SLT has varied roles and responsibilities throughout each day, if you arrive at the school to see a SLT member, you may be asked to make a mutually convenient time if an SLT member is not available.

Staying informed:

- Information about our school is published on our school website www.bellbirdparkss.eq.edu.au . Information is also published on our school Facebook page which is accessible via the home page of our website for those families who do not have Facebook. Information may also be distributed via email to specific cohorts of families (i.e. Year 6 classes only).