Communication Channels

Schools are busy places and there is lots of information we want to share with you. So you don't miss important information relating to your child/ren please be aware of the following modes of communication we use and what information is predominantly shared by each.

The **Skoolbag App** is our main means of communicating **whole school** events including SRC fundraisers; Governing Council Sub-committee meetings and events such as Community Action Days. You can access information about School Policies; SAPSASA and After School Sports; OSHC; and the **school newsletter**. A calendar of events is also available on the app. You can access Skoolbag on our school's **website** www.claphamps.sa.edu.au There is also a link to **School TV** which has articles that provide information and support for parents and children about many aspects of schooling and wellbeing.

Seesaw is used to share information about **classroom** based activities and/or events including incursions/excursions; possibly homework tasks or class reminders. Seesaw is used to share what your child is learning. This individual portfolio will contain photos and/or videos of work which you can view and comment on. Teachers do not need to respond to every comment.

Messages via Seesaw Parents may message classroom teachers on Seesaw to provide information such as: change to daily routine ie: early pickup, doctor/dentist appointments, missing belongings.

Email All teachers have a school email address that is published in the newsletter in Term 1.
If you have a question or concern about your child's **learning, behaviour or social issues** please email the teacher as this ensures concerns can be addressed in a more formal, confidential manner, and if necessary be shared with leadership. Teachers prioritise time spent teaching and building a positive learning environment, and are encouraged to check and respond to emails during working hours (8:30am to 4:00pm Monday to Friday) and not at night or on the weekends. *Please allow 24-48 hours to receive a response to issues raised.*

Qkr! is used for all payments, including incursions/excursions, sports fees, and lunch orders. Consent for school activities may also be provided using Qkr!

Clapham Primary

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Facebook is used to share school and student successes and achievements and promote upcoming or special events, eg: fundraisers, Reception enrolments. Information from the Department for Education is also shared via facebook.

Staff at Clapham Primary are highly committed to maintaining effective communication with parents/carers and we ask that you:

- **Download and use the Skoolbag App**. Provide your email to receive important whole school messages, including the newsletter.
- **Provide up to date contact details** such as email address, phone and postal address.
- Please remember to **phone the front office** or use the **Skoolbag App** to notify us if your child is **absent**. If you email your child's class teacher, it is likely they will not receive the message in time, resulting in an 'unexplained absence' being recorded.
- If you have an urgent message for your child's teacher during the school day eg: change to after school arrangements such as OSHC, please phone our front office staff, who will pass on the message.

  Thank you for your cooperation.

Justine Baldwin-Langley
Deputy Principal

How to install the SkoolBag app

instructions for parents and community

1. Get your favourite mobile device

2. Open the App Store/Play Store

3. Search for "SkoolBag"

4. Download the free app

5. Open the app and add your school(s)

for Apple users

Download on the
App Store

for Android users

GET IT ON
Google Play

for more info visit **skoolbag.com.au**

SkoolBag

Qkr! with MasterPass

For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by MasterCard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;

- Pay for school fees, uniforms, excursions and more;

- See your receipts on the app and get them sent by email if required.

Getting started is easy – try it yourself today

Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app

AVAILABLE FOR ANDROID Google play   AVAILABLE ON THE APP STORE

Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10km's of the school, or search for our school by name.
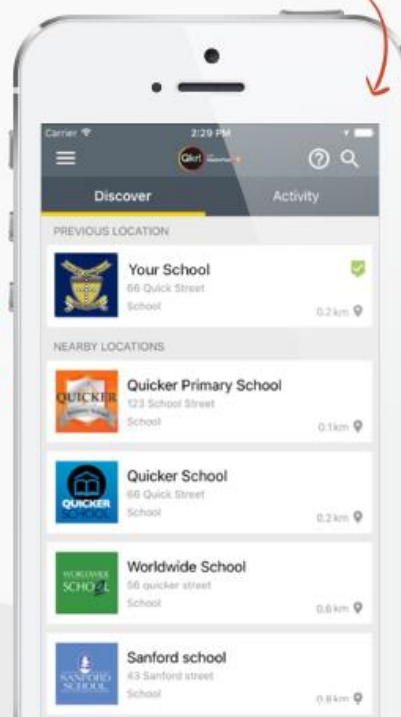
Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'

PREVIOUS LOCATION

Your School
66 Quick Street
School   0.2 km

NEARBY LOCATIONS

Quicker Primary School
123 School Street
School   0.1 km

Quicker School
66 Quick Street
School   0.2 km

Worldwide School
56 quicker street
School   0.6 km

Sanford school
43 Sanford street
School   0.8 km

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Qkr! with MasterPass

Add your children's details in Student Profiles

Select 'Add student profile'

Add each child's details

Manage each child's details in Student Profiles

Order meals

Select a menu from our canteen

Tap the green tick to view your receipt or to cancel an order

Select a date for a child and order a meal

Tap 'Repeat order' to copy all paid orders from one week to the next

Tap to change the child you are ordering for

Tap to change the date you are ordering for

Tap 'Checkout' then confirm and pay

Making payments

Add up to 5 cards to your wallet

At checkout select which card to pay with.

Pay with any cards accepted by the school.

Once your payment is approved you can continue to the home page, or view your receipt.