

Junior Campus Communication Schedule

To	Who	Content	When
Parent	Classroom Teacher	Learning Content for the week	Email by 7pm previous work day
		Health and Well-being Check ins	2 per day/ all families completed every 2-3 weeks, recorded via TASS P Care notes.
		Face to Face contact	Daily via morning Zoom plus one other small group meeting per week
		Affirming students for their efforts	Every week, via MS Teams/ Seesaw/ emails and Zoom
		Management of online behaviours	As required via email or phone
	Learning Support Aides/ Head of Dept.	Mini-Lit/ Multi-Lit intervention programs	Weekly as communicated via email timetable and Zoom invitation
		Health and Well-being Check ins	All support students completed every 2-3 weeks, recorded via TASS P Care notes.
	Specialist Teachers	Learning Content for the week	To be included in class teacher email by 7pm the day prior to the specialist lesson
		Health and Well-being Check ins	As required for the subject.
		Face to Face contact	Option to 'jump in to the daily class Zoom meeting as needed.
		Affirming students for their efforts	Every week, via MS Teams/ Seesaw/ emails and Zoom
	Administration	Health and Well-Being Check ins	As required following year level check ins
		Content Delivery Check ins	As needed and via feedback form to assist in maintaining high levels of quality delivery online
		Facebook messaging and announcements	As required