

Communication with College Families

Effective, efficient communication between the College and our families is a priority. Various forms of media are used to provide information to ensure that you are kept up-to-date with information and activities/events.

It is important that we maintain accurate records of your contact details, so we ask that you notify us, via enrolments@ljbc.wa.edu.au as soon as possible if there are any changes (email address, phone numbers, addresses).

Communication with Families

The majority of information will be communicated to you via **email**. Occasionally, written communications may be distributed to students by their Class Teacher (Primary), or Connect Teacher (Secondary), or mailed to families, with a copy placed on the College website.

A range of information may include: Safety and Health alerts, reminders of upcoming parent information evenings, special events etc

Communications relating specifically to you regarding your child(ren) may be conducted via telephone, email, or SMS, and may be followed up with a face-to-face meeting.

Families with **Primary students** also receive weekly Primary Notices, which include details of upcoming events/activities. The Primary Notices are distributed to families via email each Friday.

SEQTA Engage – communicating with parents/legal guardians

SEQTA Engage involves parents/legal guardians and carers in their child's education, giving access to student timetable; subject, course and assessment outlines; assessment calendars; assessment marks and semester reports.

SMS text alert

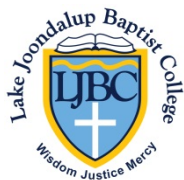
An SMS text alert system is used to notify parents/legal guardians if their child is absent without notification. It may also be used to send safety alerts, reminders, or to advise parents if an important piece of correspondence has been sent home with students.

College website – www.ljbc.wa.edu.au

The College website is a valuable tool which contains ongoing, relevant information, including notifications, College Newsletters, the College Calendar, Canteen menus, Uniform Shop information/prices, current Fee information and Policies. We encourage you to familiarise yourselves with the content.

College Newsletters (PK-12)

eNewsletters are published regularly, and include information, reports, and celebrations of student successes. Publication dates for the current year are included in the College Calendar. A link to each issue of the eNewsletter is emailed to subscribers on the day of publication. All parents/legal guardians are automatically added as subscribers, and families may also share by inviting extended family members to subscribe. Each eNewsletter remains on the website and is accessible for viewing for the whole of the current year.



Excursions/Camps/Trips

The College utilises Consent2Go to communicate details of all excursions, trips and camps, and provides all the documentation pertaining to the individual activity. Parents/legal guardians can access forms, complete and upload them safely, and provide updates to family information using this portal.

College Calendar - [Link to College Calendar](#)

The College Calendar is published to the College website at the beginning of each academic year, and is updated each week as changes occur. Events are clearly marked with specific colour codes for activities and events for: Primary; Secondary; Evening; Tours and Camps; We encourage you to check the calendar regularly in order to keep up-to-date with any changes.

Social media

The College Social Media channels celebrate news of student/team achievements and major promotions. Search for *LJBCPerth* on Facebook and Instagram.

Communication with Students – Secondary students

SEQTA Learn – Secondary students

Secondary students have 24/7 access to a range of learning support resources and information including: Timetables, Homework, Assessments, Feedback, Class Forums, Lesson Information. Each Secondary Student has a dedicated login to an individual space.

Direct messaging (SEQTA Learn) is used as a primary communication tool between staff and Secondary students.

Student Notices are prepared daily and read to Secondary students during their daily Connect class. These communications may include information such as notification of meetings, opportunities for students, details of co-curricular activities, sports information, reminders to return equipment/correspondence etc.