



ST JOHN'S SCHOOL

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Dear Parents and Carers,

Re: Online Correspondence Between Teacher and Student/Parent/Carer

Thank you for working in partnership with St John's School to deliver an effective educational program in the event of a whole school closure for your child/ren. In the event we have a full school closure, St John's School will utilise the following online platforms to distribute the online learning programs:

- **Seesaw** (Kindy, Pre Primary, Year One)
- **Class Dojo** (Year Two, Year Three)
- **Microsoft Teams** (Year Four, Year Five, Year Six)

As has already been communicated, in the event of a full school closure, the educational program for Kindy to Year Three will be delivered in take home packs. The use of an online platform for Kindy to Year Three will be predominately used for communication between the classroom teacher and parents/carers.

Students in Years Four to Six will automatically have access to Microsoft Teams and will access their educational program on this online platform. Take home packs will be provided for those students who do not have access to a device/internet.

In order for this online platform to be safe and effective, teachers, students and parents/carers are still required to adhere to the St John's School Code of Conduct, adhere to the Child Safety Framework and associated principles and expectations for appropriate behaviour in online platforms. Please see the following links should you wish to seek clarification on either of these two documents:

<https://childsafeframework.cewa.edu.au/>
https://www.sjr.wa.edu.au/pdf/policies_codeofconduct.pdf

Any online written correspondence from student to teacher and teacher to student must be done so via a public forum within the aforementioned online platforms and **cannot be directly messaged in private, in any capacity**. Any visual content, including but not limited to photos and videos, **cannot include the student and/or home background material. The visual content must only be of work or material applicable to the designated activity set by the classroom teacher**. Audio recordings may also be uploaded. Please do not upload any video recordings.

For classrooms utilising Class Dojo and Seesaw, we strongly encourage all parents/carers to set up an account. If you have not yet set up an account, please contact your child/ren's classroom teacher.

For parents/carers who have elected to keep their son/daughter at home whilst the school remains open, the learning engagement activities will be communicated via a variety of platforms. The aforementioned online principles and behaviours still apply if parents/carers are communicating online with teachers.

Should you need any clarification on this letter please do not hesitate to contact the School Office.

Kind regards

Brett Love
Assistant Principal