












Learn, Grow, Connect

Communication Fact Sheet

Methods Glen Eira College uses to communicate with parents

Method	Purpose	Parent/Carer Actions
 <p>XUNO Parent Portal</p>	<ul style="list-style-type: none"> Secure website for reviewing and managing your child's information Daily news and notifications of events found in the parent portal Excursion permissions Student and medical information updates Event reminders Parent teacher interview bookings Subject selections and approvals 	<ul style="list-style-type: none"> Log into the parent portal regularly to check for the latest news and information Log student absences Update emergency contacts Check personal information is up to date and correct Book interviews with teachers View school calendars, including SAC dates for VCE Give permission for excursion/incursions/camps and make payments View assessment tasks and progress reports
 <p>Messages</p>	<ul style="list-style-type: none"> Text or email through Xuno Used to alert parents to student absence or event changes 	<ul style="list-style-type: none"> Call the absence line ASAP to notify of student's absence Phone: 9571 4178 (Absence Line). Call the office on 9571 7838 for all other enquiries Email: glen.eira.co@education.vic.gov.au
 <p>Phone</p>	<ul style="list-style-type: none"> Used to reach primary contact in an emergency or if unreachable, the secondary contact or emergency contacts 	<ul style="list-style-type: none"> Ensure that all contact details are up to date via the Parent Portal in Xuno or General Office
 <p>Facebook</p>	<ul style="list-style-type: none"> Used to celebrate with our community the teaching and learning that is occurring at the school Occasionally used to communicate information 	<ul style="list-style-type: none"> Follow the GEC Facebook to remain up to date on the latest celebrations of success: https://www.facebook.com/gleneiracollege/
 <p>Instagram</p>	<ul style="list-style-type: none"> Used to celebrate with our community the teaching and learning that is occurring at the school Occasionally used to communicate information 	<ul style="list-style-type: none"> Follow the GEC Instagram to remain up to date on the latest celebrations of success https://www.instagram.com/p/CApAJ5aBGLt/?hl=en
 <p>Google Classroom</p>	<ul style="list-style-type: none"> Either daily or weekly summaries to parents Email summaries may include the following information: class activities, upcoming work or work that's due today and tomorrow (for daily emails) or that's due in the upcoming week (for weekly emails) or missing work 	<ul style="list-style-type: none"> Have reflective conversations at home about your child's school work – opt in to receive summaries
 <p>Website</p>	<ul style="list-style-type: none"> General school information including key contacts, policies, calendars, links to GEC information and scholarships https://gec.vic.edu.au/ 	<ul style="list-style-type: none"> Regularly check calendars for important dates and relevant policies
 <p>Planner</p>	<ul style="list-style-type: none"> To support student organisational and goal setting skills To provide a place for students to record homework A reference for school policies and procedures 	<ul style="list-style-type: none"> Monitor student homework and support them in planning a study timetable Provide them with a suitable place in the home to study and complete homework
 <p>Newsletter</p>	<ul style="list-style-type: none"> Upcoming events, school news, Parents and Friends news Celebrating teaching & learning, sport and other events 	<ul style="list-style-type: none"> Read news to keep up to date on school happenings

Communication Tree

At GEC we welcome your contact via phone, email or in person. The communication tree will help inform you as to the best person to contact regarding your queries. The General Office will direct your call or email to the most appropriate person. We aim to respond to your communication within 48 hours.

Remember our school absence line on 9571 4178 or XUNO

Principal

- Quality provision
- Wider community liaison
- College Council
- Unresolved issues
- Resource management

Assistant Principals

- Implementation of school policies
- Reporting
- Enrolments
- SEAL program
- XUNO parent portal
- Chromebook program

Business Manager

- Parent payments
- Finance
- CSEF
- Uniform vouchers

Wellbeing Leader/Team

- Student support services
- Counselling/Psychologist referrals
- Program for Students with Disabilities
- Attendance concerns

Sub School Leaders

- Student management
- Transition
- VCE and VCAA queries
- Attendance

Year Level Coordinators

- Student academic and social progress
- Individual education plans
- Behaviour for Learning Camps
- Support for medium to longer term absence

Subject Teacher

- Subject specific progress and information

www.gec.vic.edu.au Phone: 9571 7838 Email: glen.eira.co@education.vic.gov.au

Sheereen Kindler – Principal Nick Hamer-Smith/Aaron Petersen/Loveena Narayanan – Assistant Principals

Junior Sub School Leader – Jared Bandara Senior Sub School Leader – Jeff Micallef

Business Manager – Gabrielle Darvell Wellbeing Leader – Nicholas Ford