

Bookings, date-claimers, messages and notifications

Parent information

Background and intent

- Communication of pending events is a complex issue in a large school setting. Event information is generally notified in a timely way to allow for family and school planning to proceed smoothly.
- When an event is planned it should appear:
 - a. On the school website Calendar at time of planning
 - b. In the newsletter and/or permission note at least three weeks before the event. Notes are generally distributed on Wednesdays, the same day as newsletters are distributed
 - c. In the Term financial statement for the family account, if arranged before statements are issued and payment is required
 - d. Via permission or information note as appropriate.

Parent procedures

1. Parents/carers should check the school website, newsletter, school financial statements, and associated notes for school events that affect their children, and complete any actions needed for their child's involvement or non-involvement.
2. Families should arrange their planning to account for these events as appropriate, and check for any variations or updates as the events come up.

Staff information

Background and intent

- Information dissemination is a complex issue in a school with various staff groups and many inter-dependent activities and actions regarding persons, facilities, and scheduled events
- Families need to be informed of activities so as to include school programs and projects in their planning
- Staff need to be informed so as to allow for joint planning, contingencies, exigencies and variations to operations in a timely manner.
- **Calendar of Events** should be placed on the school website calendar as they are planned and the calendar should be checked to determine any conflicting events before proceeding with arrangements.
- **One Portal JSS Staff Info** should be used to communicate current issues, and operational needs
- **Facilities bookings** should be entered on the facilities bookings calendar on JSS Staff Info and checked for any conflicting bookings before proceeding:
- **Equipment bookings** should be entered on the equipment bookings calendar on One Portal>JSS Staff Info and checked for any conflicting bookings before proceeding:
- **Announcements** should be used to inform staff of current issues and events
- **Document library** should be used to hold current useful documents available for staff. If updated, existing documents should be deleted as necessary, and current document loaded to the site.
- **Shared documents** should be considered read-only unless copied and used as separate files not on *Staff Info*
- All staff can add to **lists and task groups**
- **Lists** can be used to organise schedule and publish tasks eg ICT committee work
- Information on using *Staff Info* can be obtained from Administration staff.

Staff Procedures

One Portal – Jindalee Staff Info: <http://team.oneportal.deta.qld.gov.au/sites/jindalee/default.aspx>

1. Announcements (eg meetings, staff absences, special events, alterations to programs) notices, documents and calendar entries (eg. Assembly, procedural and processes) should be entered by all members of staff as needed
2. Bookings of equipment and facilities should be entered in the appropriate calendar in Staff info. Borrowing and return is via the Library, and items should not pass from staff to staff without the Library *eLib* records being updated.
3. The ELC, and Library multipurpose and ICT media rooms can only be booked two weeks in advance to allow equitable access.
4. Ensure messages are relevant to school operations and provide useful information to staff and **ensure an appropriate end date is entered.**

Jindalee State School website calendar:

http://jindaleess.eq.edu.au/wcmss/index.php/component/option,com_extcalendar/Itemid,202/

5. The website calendar should be updated when planning new events involving students
6. If urgently required to be published and publishing permission is not authorised for the user, then an authorised person such as Chris Benseman should be notified, otherwise authorisation will generally occur once per week.

Monday, 13 December 2010