









COMMUNICATION FACT SHEET

Please retain for future reference

THE NOMINATED PRIMARY CONTACT (CONTACT 1) AS PER THE RE-ENROLMENT AGREEMENT ENCLOSED WILL BE THE ONLY PERSON WHO RECEIVES ALL OF THE FOLLOWING:

	COMMUNICATION MEDIUM	DETAILS	PARENT ACTION/RESPONSIBILITY
	Postal Mail & Letters	From time to time, important information is mailed directly to your postal address.	It is your responsibility to update your mailing address with the College.
	Telephone Calls	In an emergency if the primary contact cannot be contacted the College will endeavor to make contact with the nominated contact 2 and or emergency contacts listed.	It is your responsibility to ensure that contact details including those of your nominated emergency contacts are up to date.
	SMS Alerts	When your son is marked absent on the roll the College will advise you by SMS, the following message will appear: 'Your son was absent at Homeroom this morning. Please contact Student Services on 0398072644 ASAP to clarify. Thank you. Salesian College'	It is your responsibility to check your phone for these SMS and you must call the College as soon as possible to clarify your son's whereabouts. These SMS are usually sent out by 10.00am.
	Emails	The College will send various communications to you via email. Emails will include the College newsletter but could include other important, forms, documents and notices.	It is your responsibility to check your emails for important information from the College. It is your responsibility to update your email address with the College.
	Forms	Forms can be sent home to through a variety of means. Your son may be asked to bring a form home to you; it could be mailed to you directly or emailed to you.	Please check to see if your son has any forms that have been sent home, check your emails and be sure to update your contact details with us.
	Reports	Reports are sent home with your son at the end of each semester.	It is your responsibility to read his report and return the read receipt for the report. Your son will need to return this form to his homeroom teacher by the due date.