



**EAST ADELAIDE
SCHOOL**

Right to Disconnect Policy

Communication at East Adelaide School

Dear Parents of East Adelaide School

We value the positive relationship that exists between parents and our school community because we know that this goes hand in hand with student wellbeing and academic achievement.

The availability of digital platforms including email and Seesaw (for the classrooms that use this platform) have made it easier than ever for us to provide information to you in a timely manner and allow you to seek clarity and provide information to us in return.

However, reliance on digital platforms as the main point of contact with the school has created a situation where our teachers appear more accessible at times of the day when they are teaching and developing learning materials for their classes, and during non-work time when they should be disconnected from work.

The purpose of this letter is to let you know that while staff will continue to respond to your messages as soon as practicable, the Department, Governing Council, and I as Site Leader, do not expect them to respond to non-urgent communication in their personal time.

What you can expect from us:

We will communicate with you in a timely, respectful, and professional manner.

Specifically, we will:

- Contact you as soon as possible about any concerns related to your child's learning, behaviour, wellbeing or attendance and seek your involvement in addressing those concerns.
- Respond promptly if you have raised any concerns about your child via email. Under normal circumstances, after raising a concern you can expect a return phone call or email within **2-3 business days** to either discuss the issue or arrange a convenient time to do so.
- Regularly report on your child's progress by SeeSaw, email, parent/teacher interviews and/or end of semester reports.
- Provide class updates through our parent portal/learner management system **SeeSaw**.
- Display key school events, policies and procedures on our school website and in our newsletter.
- Facilitate and advertise school governance and parent committee opportunities to support parent engagement in our school.





EAST ADELAIDE SCHOOL

What we expect from parents and carers

Please support our staff by:

- Communicating respectfully with all members of our community, including staff, students and other families, both in person and online.
- Notifying the Front Office before **9:00 am** if your child will be absent.
- Understanding that drop-off and pick-up times are very busy — these are not appropriate times for lengthy or sensitive discussions.
- Contacting your child's teacher through via email to share important information or arrange a suitable meeting time.
- Raising any concerns about other students or families with school staff so we can support you appropriately.
- Being patient and open-minded when issues arise — some matters may need time to investigate fully and resolve thoughtfully.

For urgent matters

For urgent matters during school hours:

- Please call the **Front Office on 8362 1622** and clearly state the issue is urgent.
- A member of the Leadership Team will respond as a priority.

Regarding devices at school

A reminder that **all student laptops, iPads and BYOD devices must be used for educational purposes only.**

Each device must have a **school login**, created by the school, which does not permit games, social media or entertainment platforms.

Any misuse of devices will be managed according to our Behaviour Education Procedures and parents will be notified following any investigation.

Thank you for your continued support and understanding. By working together, we ensure that our staff have time to plan engaging learning and build positive connections with all families.

If you have any questions about this communication protocol, please don't hesitate to contact me through the Front Office on **8362 1622**.

Kind regards,

Principal & Chair, Governing Council
East Adelaide School

