

# Communicating with Families

Communication between families and school is a priority for Northern Bay College. It is essential for us all to have good lines of communication to share information about our students. At Northern Bay College we have created a number of ways to communicate electronically with our families to ensure they are up to date with the latest news.

We still appreciate the importance and value of telephone and face to face meetings, that's why it is important to ensure you keep your contact details up to date with your campus office.

Below are our commonly used forms of communication with our families.

## XUNO School Manager



**Xuno is our main means of communication for all families from Prep to Year 12.**

Once enrolment is finalised, families are provided Login details.

- Download the “Xuno Family” App from the Google Play Store or The App Store and
- Log in using your Xuno username and password **(these will be emailed to you after enrolment.)**

Xuno uses a mix of email, sms, notifications and alerts to notify families about attendance, events, news items and urgent and immediate announcements. There are many other features that families can access down the left hand side menu; students timetable, upcoming events, semester reports, attendance notifications and more.

## The College Website



**The College Website:** [www.nbc.vic.edu.au](http://www.nbc.vic.edu.au)

Is the window to the wider community and stores information for reference. For families, it is most important for access to policies and documents such as Year Level Course Booklets, Parent charges, contact details and past school newsletters

## The College Newsletter



**The College Newsletter:**

Is an online magazine which highlights what has been taking place over the month or so across the college and year levels. It has photos, film clips, student work and messages from community leaders. Community announcements and activities are also featured.

You can subscribe but also receive a XUNO notification when each issue is published.

## The College Facebook Page



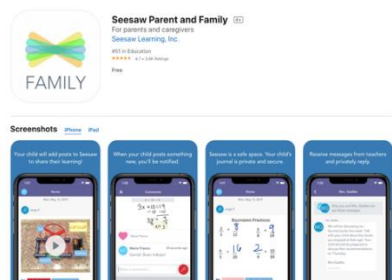
**The College Facebook Page:** <https://www.facebook.com/northernbaycollege>

Provides an immediate overview of NBC life and activities. Populated with new items and school events, families can check to see what has been happening across the college. Items include photos of events and activities, podcasts and videos.

It also hosts live broadcasts with the College Principal and



## SEESAW



**SEESAW** is the preferred online tool to support you in the Prep to Year 2 classroom partnership. We use Seesaw to share your child's work with you and is a very simple and easy-to-use communication tool. The app is available in the Google Play Store, The App store, Chrome web store and Amazon Kindle.

Families are invited through their email address or mobile phone number, or a letter will be sent home from their teacher.

## Email



### EMAIL

When you enrol your child at Northern Bay College, we ask for an email address. This is an important way for us to communicate with you. If you do not have one, make a new one on platforms such as gmail. Students receive a college email address when they enrol which is their student code, followed by @nbc.vic.edu.au.

\*Please make sure the College has your most current email address and advise the campus offices of changes.

## Post and Mailing Address



### Mailing Address

It is increasingly rare to communicate by post but there are certain confidential documents that schools do send to families.

Please make sure the College always has your current address. Even if moving is temporary, please let your campus office know.

## Phones



### Mobile Phone

It is not compulsory to have smart phones, but it is becoming an essential tool in communication.

Text messaging and urgent contact with you is done by mobile phone and it is a major priority to always make sure the College has your current phone details. This includes any member of your contacts (partner, relative/ workplace and emergency contacts).

**All staff at Northern Bay College recognise the importance of communicating well with our families. Please take advantage of these ways we share news, events, urgent messages, and fun stories with you.**

**Likewise, please let us know of any updates, highlights, questions, and concerns you may have.**

**Good communication is key in our partnership.**