



to think  
to dare  
to dream



## How we talk with you....

Here is an outline of the main ways we communicate with our community. There is always more that we can do, but hopefully cumulatively these make for good coverage.

### Skoolbag – the app

This is something that we started a couple of years ago, and hopefully many of you are using it already. It is an app that pushes notifications, notes and other information at you through your phone. You select which groups you want to be a part of (year groups mainly) and you get tailored information to these groups. You can also report your child's absence easily using this app. If you haven't got this yet, you can download it via the App Store by searching Oxley College SkoolBag.

### Canvas

For students in Years 5 to 12, this is where most, if not all, of your child's assessments, dates, notifications etc for each subject can be found. It is also a trove of the resources that students are using in class. If the student loses a document, leaves it at school, or has the dog eat it, there is usually a soft copy of the document in Canvas. It also contains a myriad of links to sites and resources for many projects and assignments. Students in Kindergarten to Year 4 may experience some of this in Library to supplement more familiar resources and centralise digital material. You can use Canvas too in order to keep track of your child's work. You can now have your own log in to this portal as well. You can find it at:

<https://oxley.instructure.com/login/ldap>

### Website

This is mainly an introduction to the school for new or prospective parents, but it also contains some key updated information. There is a news and events section. It is in three places; on the top ribbon, just a tiny scroll down from the opening screen, and also about three scrolls down. You can also access the sports draw each week from about Tuesday. It is on the right hand side about one scroll down, as the third item in 'Quicklinks'. The sports draw is a fairly vital piece of information each week, so it is as close to the homepage as possible. The website is also the source of truth for all sport news.

Daily Announcements for students in the Senior School are available for parents:

<https://www.oxley.nsw.edu.au/news-events/daily-notice/> and Parent Documents including an application for leave form are also found at: <https://www.oxley.nsw.edu.au/news-events/parent-documents/>

### Instagram and Facebook

We have an Oxley Instagram page, the handle is @oxleycollege. We also have another Instagram page @t.h.e.o.c and it is maintained by the Year 12 students and has a good range of images and snippets.

We have our own Facebook page for more informal posts, College happenings and relevant news or information. It has very little fake news.

### **Email**

We will send significant messages to you in email as well. We try not to overuse this function so as not to clog up your inbox and will try to batch information as well. In the Junior School, our Weekly Announcements come to you via email with current notes and reminders each Thursday afternoon. Our other weekly email is for parents whose child(ren) is receiving a merit certificate at the week's assembly. In the Senior School, to contact a tutor or teacher using email, the standard form is [firstname.lastname@oxley.nsw.edu.au](mailto:firstname.lastname@oxley.nsw.edu.au). Messages sent to [office@oxley.nsw.edu.au](mailto:office@oxley.nsw.edu.au) will also be passed on by Mrs Alex Stone.

### **Pin Oak**

We have a regular newspaper. It is something that combines great student writing with a lot of information too. Of course, if you are reading this, by definition, you already know about it! We get used to it, but it is useful to remember that not many schools have this regular, polished and student centred publication. Hopefully the calendar and other sections towards the back of the Pin Oak each fortnight are helpful. All the back issues can also be found at <https://www.oxley.nsw.edu.au/news-events/pin-oak/>

### **Reports and Student Parent Teacher nights**

These have been good ways for many years for parents and teachers to make contact during the year. The face-to-face of student parent teacher nights are useful, even if we are often challenged to get to each appointment. Our parent information evenings at the start of each year are a vital way to share with parents the aims and practical arrangements for the year ahead. Students will also receive school reports during the year.

### **Paper**

Yes, we still use paper. Many notes will also come in hardcopy, so you should keep an eye on your son or daughter's bag (although it is their obligation to give it to you, not your obligation to go rummaging around for it). The student diary is also quite an important source of information and a communication tool between parents and students from Kindergarten to Year 12. Used properly the diary still gives a good snapshot of how each week is going for your son or daughter. This is why we still ask you to sign it each week.

Collectively, we hope that these portals, sites and sources mean that you are kept up to date about what is happening at Oxley from week to week and year to year.

## SkoolBag App

**Step One:** Download the Oxley College SkoolBag app and please take a moment to register your account.



The SkoolBag app is secured for Oxley parents. Please take a moment to familiarise yourself with the SkoolBag functionality.

As well as absence notes you can access permission notes (eforms) for excursions and events. You can also subscribe to receive information relevant to your family.

You can do this from the Oxley College SkoolBg app home page:

- Select **More** (in the bottom right hand corner)
- Select my **Subscription Groups**
- Slide the button to subscribe to the groups appropriate your family (e.g. Year 4, Year 7 and Year 9) or Junior School, Senior School.
- We anticipate Skoolbag will be a useful and helpful communication channel