



Communication Tools @ CSPA

Below is a list of the different communication tools we use at Cranbourne South Primary School; their purpose and who oversees them. If you require any help uploading or navigating these tools we are more than happy to help.

<p>CSPA Communication Structure Principal Class & Administration</p>	<p>If families need to make contact with CSPA they can do so by the following steps. <i>We encourage families to email where possible and only call if necessary.</i></p>	 <ol style="list-style-type: none"> 1) Email the school - cranbourne.south.ps@education.vic.gov.au 2) Phone administration - 9782 2999 3) Phone First Aid - 0427 186 678
<p>Student Absence Communication Administration team</p>	<p>Please enter all student absences via Compass. <i>Please DO NOT email or phone absence notifications.</i> Families are asked to familiarise themselves with the CSPA Attendance Flow Charts.</p>	 <ul style="list-style-type: none"> • Known Absence • Late Arrival & Early Collection • Same Day Absence
<p>School website Monique Corcoran, Karen Halket, Kirstie Scutt</p>	<p>The first place to visit for all things CSPA. Notices, events, photo galleries and important information are found here. http://cranbournesouth.vic.edu.au/</p>	
<p>Compass All staff</p>	<p>Families can view/enter attendances, view/print school reports, receive notifications regarding up and coming events and view the school events calendar.</p>	
<p>QKR Carol Cross</p>	<p>Families can setup up an account and select payment options for upcoming events and camps. This is our preferred method of payment.</p>	
<p>Passtab Kirstie Scutt and Lisa McMahon</p>	<p>Portal used for staff/visitors signing in/out, Emergency Management and ensuring that Working with Children checks and Child Safe standards are met. Please see Kirstie or Lisa when signing in at CSPA.</p>	
<p>Flexischools</p>	<p>Families can set up an account which will enable them to purchase their Childs' school lunch order which is prepared and delivered by Basil Catering.</p>	
<p>iNewsletter Monique Corcoran and iNewsletter team</p>	<p>Families can subscribe to receive our three-weekly iNewsletter. Here you can read about everything CSPA related. It's a very beneficial way to stay up to date.</p>	

Kirstie Scutt is the Communications Liaison for CSPA.
 If you have a query, please contact her via cranbourne.south.ps@education.vic.gov.au.