

Staff Communication:

- Pigeonholes
 - Each staff member has a pigeonhole which is used for personal or classroom notes/messages. It is necessary to check these several times a day and to clear them regularly. DO NOT USE PIGEONHOLES FOR STORING CUPS, MATERIALS AND OTHER ITEMS.
- Emails
 - A daily email is sent to all staff to communicate the staff changes to the day ahead.
 - Other emails provide updates and information about time-critical information or to forward material from the Department or School office.
 - Provide a vehicle for staff to disseminate information required by colleagues.
- School Facebook Page is a private page. All staff can apply to the Principal or P and C Chair to join the page (10) Darling Point Special School | Facebook
- At a Glance emails provide a summary of events and activities from the recent past as an update for staff, families and the wider community. Staff are welcome to provide items for inclusion, to the Principal, by 3.00 pm each Friday.

We are all reminded of the agreement in perpetuity between the school, the Department, and the QTU, that staff emails except the Principal, Deputy Principals, Guidance Officer, Business Manager and Administration Officer, are NOT shared with parents or family members. Family members including parents/carers/guardians who wish to email a member of staff can do so by writing to the admin@darlpointspecs.eq.edu.au address.