



Group communications

How do you ensure that the right people are getting the right information?

Organising different groups within a school can be challenging. Sports teams, music lessons, clubs, year groups, classrooms and subjects all require some form of communication between teachers or coaches, and parents/caregivers.

This guide outlines the top three ways to ensure parents/caregivers and students receive the correct information for each school activity they're involved with.

Top three ways to ensure the message gets through

1

Keep contact details up-to-date

- At the start of each term remind parents to update any contact details that may have changed. Correct cellphone numbers and email addresses are essential.
- Keep track of anyone joining or leaving the class, group or team. Ensure you update your members lists accordingly.

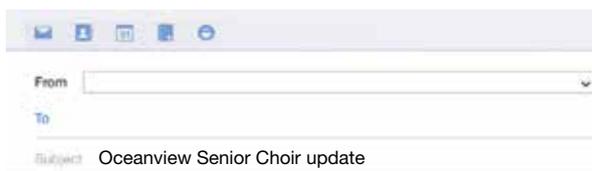
2 Write the message clearly

- Give clear, concise, unambiguous instructions
- Within the message identify:
 - Your school name or acronym
 - The team/group/class you're referring to
 - The time and date of the event
 - The location of the event
 - Who the message is from

Example One: Text broadcast



Example Two: Email message



"Hello {First Name},

This is a reminder that extra Oceanview Senior Choir practices will be taking place this term in the lead up to our Christmas in the Park performance on 12 December. More information regarding performance times will be emailed to you closer to the time of the event.

Choir members will be required to attend practice at lunch time (1.00pm) on Wednesday and after school on Thursdays from 3.30pm – 4.30pm in the Senior Music Room. Practices will start in the first week of term 4 and continue until the performance. Please note this is in addition to regular Monday lunch time practices.

Please phone 04 674 998 ext. 43 or email m.singer@oceanview.school.nz if your child is unable to attend these extra practices due to other commitments.

Kind regards,
Mary Singer
Senior Music Teacher
Oceanview School

3 Send via the communication channel appropriate to the level of urgency of the situation

One thing to consider that can affect the delivery of an email is the attachments. If an attachment is too big it can bounce from some mail servers. Instead of attaching a newsletter to an email, try sending a link within the email. This reduces the size, is still the same amount of clicks to open and increases the deliverability rate.

