



# As a parent or caregiver, how will I receive information from the College?

Important information and consents



**Operoo**

Download the free app for iPhone, iPad, Android phones and Android tablets. All notes are stored for you to go back and check details later.

**A response is required.**

Parents are required to:

- Consent or respond
- Acknowledge receipt.

Communication specifically about your individual child



**Phone Calls**



**Email**



**Postal Mail and Letters**

Update any changes to your contact details with the College and on the Operoo App. For assistance, utilise the Operoo Online Chat or contact Operoo Helpline on (03) 8566 7727.

Quick messages and reminders



**SMS Text Messages**

**Information only- no response required.**

If you have further queries, please contact the relevant Campus for details.

Attendance Alerts



**SMS Text Messages**

**A response is required.**

Respond via SMS or call the College to clarify your child's whereabouts.

Classroom reminders, student work and photos  
**BENEDICT CAMPUS ONLY**



**Seesaw**

It is a parent's responsibility to check regularly.

Student timetable, assignments and results  
**BOSCO CAMPUS ONLY**



**SEQTA Engage**

Download the free app for iPhone, iPad, Android phones and Android tablets.

It is a parent's responsibility to check regularly for results.

College Events



**College Calendar and Website**

The College Calendar is available:  
[www.smc.catholic.edu.au/news/calendar](http://www.smc.catholic.edu.au/news/calendar)

Everyday news from the College



**Newsletter and Social Media**

Families will receive the newsletter fortnightly and can choose to follow the College Facebook and Instagram pages.



# As a parent or caregiver, how do I contact the College?

## General Enquiries



Phone Call

Phone the College  
in regards to any matters-  
we are always  
very happy to help you!

Main Administration- 86338800

Bosco Campus- 86338801

Benedict Campus- 86338802

## Student Attendance

### SMS Text Messages



Text messages can be sent  
24 hours a day. These are  
monitored between the hours  
of 8.00am - 3.30pm.

### BOSCO CAMPUS

Please notify before 9.00am:

SMS 0428 475 539 with:  
Child's Full Name and  
reason for absence  
(sick, medical, family, social,  
signing in / out)

*You will not receive a response to your  
SMS but be assured it will be actioned*



Phone Call

### BENEDICT CAMPUS

Please notify absence  
before 9.00am on 8633 8802

Personal enquiries or to make an  
appointment with a teacher or the  
Year Level Coordinator

BOSCO CAMPUS ONLY



Email



Phone Call

Email the staff member direct  
or contact  
Bosco Campus- 8633 8801  
for the relevant email address

Personal enquiries

BENEDICT CAMPUS ONLY



Email Teacher



Phone Call to Office

1. Discuss the matter with your  
child's classroom teacher
2. Contact the Junior Primary /  
Primary Coordinator via  
Benedict Campus- 8633 8802
3. Make an appointment with the  
Deputy Principal