

Daily Communication Checklist

Purpose: To help educators deliver consistent, clear, and warm communication each day.

Sections:

Before the Day Starts:

- Review shared notes / daily briefing
- Clarify any key messages for parents (incidents, announcements, milestones)
- Align language with team for tricky situations

During the Day:

- Capture key moments (photos, learning stories, observations)
- Note any incidents or behaviour updates clearly
- Share highlights with team so messages are consistent

At Pickup:

- Greet parent warmly & make eye contact
- Share **one positive highlight** first
- Discuss important updates clearly and calmly
- Confirm follow-up actions if needed (forms, meetings, etc.)