



First Point for Contact

We encourage students to own their learning progression, build agency and make first contact with teachers. If you feel you need to make contact on your child's behalf, please use the table below so contact can be addressed appropriately.

You can email the school's email address and attention to the specific staff member or make a phone call.

When calling or emailing please provide the reason for contact as enquires that do not give a reason will not be able to be prioritised. We ask that you please be courteous, polite and respectful in line with the School Community Charter.

What you can expect

We will endeavour to get back to you as soon as possible, however, it is often unlikely that a specific staff member will be able to speak with you immediately.

For urgent matters

e.g. your child's attendance, notifying of critical health and wellbeing matters.

If necessary, you will need to leave a message with our office staff. The office staff can also identify the best person to respond to your call if this is needed. This response will happen by the end of the next school day.

For non-urgent matters

e.g. requesting information from staff, an upcoming school event, providing information, raising a concern.

Emails will be read and acknowledged within 3 days of receipt. This communication will be assessed to decide what action is needed, the response that may be required, and the staff member who is best placed to respond.

Who to best contact

Staff	Reason for Communication
Class Teacher	<p>Parents are updated on student progress via an academic report at the end of Term 2 and 4 with a parent/teacher evening occurring each year.</p> <p>In the interim, the Class Teacher can be contacted if parents would like clarification on anything pertaining to an individual subject or class. This includes classwork, assessments, homework, class excursions etc.</p>
Head Teacher	<p>Head Teachers are responsible for the leadership and management of subject areas including curriculum and subject procedures.</p> <p>A parent can contact a Head Teacher if they have worked with their child's classroom teacher and feels that an issue requires further clarification or attention.</p>
Year Advisers	<p>A Year Adviser can assist with matters related to wellbeing, concerns with overall engagement and progress, a serious disruption to learning (i.e. family related, illness), ongoing attendance, and year group activities.</p>
Head Teacher Welfare	<p>The HT Welfare supervises Year Advisers and can assist with matters related to significant wellbeing or health concerns.</p> <p>The HT Welfare also leads the learning support faculty and can be approached if your child needs support due to individualised learning needs.</p>
Head Teacher Teaching & Learning	<p>The HT Teaching & Learning is concerned with Quality Teaching, High Potential and Gifted Education, and tracking student achievement.</p> <p>They can assist with enquiries regarding the Academic and Talent Program.</p>
Deputy Principal of the student's year group	<p>The Deputy Principal can assist with general matters regarding welfare, curriculum and administration.</p>