

Approaching Your School

A parent and community guide for seeking information and expressing concerns

From time to time parents or other members of the school community may need to approach the school in order to:

- Discuss the progress or welfare of own child
- Express concern about actions of other students
- Enquire about school policy or practice

It is therefore necessary to have procedures that will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together.

These guidelines aim to:

- provide a guide in order that concerns are dealt with in an open and fair manner.
- ensure that the rights of students, teachers and parents are respected and upheld.
- support sensitivity and confidentiality.
- help reach an agreed solution

On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere. Please try and avoid approaching teachers when they are trying to teach, manage children or engaged in another activity.

Teachers, parents and community working together for successful schooling.

CONCERN	APPROPRIATE ACTION
The academic progress of own child	Directly contact the child's teacher either by note, by phone or in person to arrange a suitable time to discuss any issues.
The welfare of own child	For minor issues directly contact your child's teacher to clarify information. For more serious concerns, contact the school office. State nature of concern and arrange a suitable time to talk with class teacher or appropriate staff member. To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. Please contact the school office.
Actions of other students	Contact the class teacher for a classroom problem. Contact the stage supervisor or principal for playground problems. At no time should a parent approach another child other than their own to address an issue at school.
School policy or practice	Contact school office. State nature of concern and make an appointment to see the principal and/or appropriate member of staff.

Principal: Judi Partland
 Assistant Principal K-2: Nerida Palombi
 Assistant Principal 3-4: Alicia Brown
 Assistant Principal 5-6: David Roberts

