



Newbridge Heights Public School  
**Contacting the School - A Guide for Families**

The following has been prepared as a guide for families when contacting the school. Please remember that with most inquiries your **child's class teacher is your first port of call.**

<b>I have questions about:</b>	<b>Who to Ask:</b>
My child's welfare, learning or stage activities	Class teacher
A school policy or practice	Class Teacher or Office
The actions of another child towards my child on school grounds	Class Teacher
The actions of another child towards my child while travelling to or from school	Class Teacher
The actions of a parent while on school grounds	Office
The actions of a member of staff (for feedback or clarification)	Staff Member Office Deputy/Assistant Principal or Principal
Playground accidents	Class Teacher or Office
Lost property	Office
Sporting activities	Class Teacher or Office
Student Assistance Scheme	Office
Student Concerns	Class Teacher