

**WHO TO CONTACT**

| If you have a question about | Who to contact |
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| Student Learning | Please contact your child's classroom teacher. This may be via a phone call to the office, a written note or Class Dojo. |
| Your child's welfare | Please contact your child's classroom teacher. This may be via a phone call to the office, a written note or Class Dojo. |
| The actions of a child towards my child when at school | Contact the front office and they will put you in contact with the appropriate staff member. |
| The actions of a child towards my child when travelling to or from school | Contact the front office and they will put you in contact with the appropriate executive staff member. |
| Playground incidents | Contact the office and they will put you in contact with the relevant Assistant Principal who attended to the incident. |
| Actions of a parent while on school grounds | Contact the front office and they will put you in contact with the appropriate executive staff member. |
| Actions of a staff member | Discuss with staff member. Contact stage supervisor for the relevant staff member. Discuss with School Principal. |
| Reflection Room | If you have a question regarding your child being sent to the Reflection Room, please contact the Assistant Principal for your child's stage. |
| Lost Property | Lost property is kept inside the school office and can be accessed before or after school. |
| Sports events or PSSA | Contact the school office and they will be able to put you in contact with the relevant staff member for each specific sporting event or PSSA team. |
| Extracurricular activities | Contact the front office and they will put you in contact with the relevant staff member. |
| High School | Contact the Stage 3 Assistant Principal |
| Financial Assistance | If you require financial assistance, please contact the school office. |
| A school policy or practice | Please contact the office and the appropriate member of staff will respond. |
| School excursions and events | The front office is able to answer questions and queries regarding these events. Alternatively, they may put you in contact with the organiser for specific activities. |
| P&C questions and events | The School P & C committee meet on the third Tuesday evening of each month in the library at 7pm. All parents and carers are welcome to attend. Alternatively, you can access the school's P&C Facebook page for information or call the front office to leave a message for one of the P&C members. |

Mrs Irene Faros

Principal