



Procedures for Contacting the School 2021

| <i>Concern/Question/Information</i> | <i>Appropriate contact</i> |
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| Academic progress of child | Arrange an interview with the class teacher. Any referrals to the school learning and support team must go through the class teacher. |
| Welfare of own child | Arrange interview with class teacher. |
| Health issues - minor | Notify class teacher in writing. |
| Health issues – more serious | Arrange an interview with principal. Develop a health care plan with principal. |
| Administering of medication at school | Complete and sign form provided at the office. Medication to be provided in the original packaging that has been prescribed by a medical doctor. Students are not to carry medication, other than asthma puffers in their bags. Medication must be delivered to the office by an adult. If child goes to BASC, BASC staff will deliver medication to office in the morning and office staff will deliver medication to BASC in the afternoon. |
| Custody/Court Orders | Arrange an interview with principal: provide copy of orders. |
| Change of address or emergency contact details | Contact office staff and provide proof if required. Notify class teacher. |
| Explanation of student absence | Explanation in writing (text, email or note) or call to office or speak to class teacher. |
| Application for exemption (leave longer than 5 days) | Collect form from the office and return completed to principal for approval. |
| Child arriving late to school or leaving school early | Late arrival – Student comes to office stating the reason they are late. Office staff will give student a late note to take to the class teacher. Student will walk down to their class. Early leaving – parents to ring the office to let them know what time they will be picking up their child. Office will ensure child is sent to the office at appointed time and will sign them out stating the reason for leaving early. In both instances students must be dropped off and picked up at the office. |
| Behaviour or actions of a student other than your own child (in class) | Contact your child's class teacher. <i>Under no circumstances are you to approach the student in question.</i> |
| Behaviour or actions of a student other than your own child (in the playground) | Contact the assistant principal who will look into the matter and get back to you within two days. <i>Under no circumstances are you to approach the student in question.</i> |
| School policy or process | Contact office to arrange an interview with principal, providing to the office staff an outline of your question or concern. |