



Who to Contact at a Glance...

1

Classroom Teacher

When / What: Everyday matters including academic progress, classroom and yard interactions, friendships, initial wellbeing wonderings, excursion and classroom activity enquiries.

How: Email, Compass, Class Dojo (to share information, seek clarification and/or arrange a time to meet)

Response Time: Please allow **two** school days

Unit Leader

When / What: If the matter is unresolved at Level 1, involves complex academic needs or recurring peer conflicts.

How: Email, Compass or Class Dojo (to share information, seek clarification or arrange a time to meet)

Response Time: Please allow **three** school days

2

Wellbeing Team

When / What: If the matter is unresolved at Level 1 and 2, escalated wellbeing matters, referral pathways, allied health services, external agencies, changed family circumstances

How: Email, phone call or scheduled meeting

Response Time: Please allow **three** school days

3

Principal

When / What: If the matter is unresolved at Level 1, 2 and 3, escalated matters, formal complaints, policy queries and strategic school matters.

How: Email, phone call or scheduled meeting

Response Time: Please allow **four** school days

4

General Office

When / What: Enrolment enquiries, parent payments, uniform purchases, permission notes, first aid and medication related matters, school bus enquires, absences

How: Email, phone call, visit the office

Response Time: Please allow **two** school days

Office Hours

Mon & Wed
8:45am - 4pm

Tues, Thurs & Fri
8:30am - 4pm