



Effective	Next Effective	Ineffective
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	Phone call to the front office	Emails	Social Media - Facebook groups, See SAW, Google Classroom, DOJO.	Face to face appointment	On Site	Web Site, Calendar, ENews, Parent Paperwork, DOE on the Web, school notes.
<b>Concerns about your child;</b> social, emotional and Educational needs. Concerns about other children.	Yes, please call the front office to make an appointment with your Child's teacher first.  Teachers may have to call back when they are not supervising children.	You can email the front office to make an appointment with your child's teacher and briefly Outline your concerns.	Ineffective  please do not use	Arrange a meeting with your child's teacher first. Please give a brief outline of concern, so the teacher can be prepared. <i>This can be organised by a phone call or the school email.</i>	1:1 meetings with classroom teacher first.  If matters need greater intervention, the Principal AP, Learning and Support teacher or Counsellor may be called to attend.	Check the Department site for general Information.  "School A to Z" is a reliable source.
<b>Questions about classroom routines, mufti days, excursions.</b>	Yes - To the office, often repeat questions lead to a school broadcast.	Main office - there may be a delay in getting an answer. Please call for urgent matters.	Yes - another parent may be able to answer your question or share a school pick up/drop off.	Yes, if it is adversely affecting the child, eg - nervous about camp.	Ask the front office or a teacher (if they are available) Please do not ask during teaching times.	These are great places to get current information.
<b>Concerns about Teachers or other staff members.</b>  <b>Concerns about teaching and learning</b>	Call the office to make an appointment to see Principal	Email to make an appointment or email the Principal	Ineffective  please do not use	Make an appointment to see the Principal.	You may be able to catch a teacher, or the Principal. Unless it is an emergency, an appointment is best.	Please try to resolve matters locally first.
<b>School Systems and Departmental systems ;</b>  School fees, composite classes, sport, excursions, canteen, school events.	To the front office for clarification.	Please email the Principal to get the most current Information, or make an appointment.	Ineffective  Please do not use.  Social media around these topics may provide Misinformation.	Call or email the office to make an appointment with an executive staff member.	Ask the front office, class teacher (if they are available)	Check the School WEB site, Newsletter and the School Calendar for General information.  Check the NSW DoE site.
<b>Lost Property</b>	Call to the office if your child cannot locate an item, some expensive items are handed into the office.	The office and classroom teachers are not responsible for your child's belongings.	Yes, this may be useful if it is a bag mix up or a lost item.	Please do not ask teachers to find your child's items.	Ask your child to find the lost property basket.  Come on site and look in the lost property basket.	N/A

