



COMMUNICATION WITH SCHOOL STAFF POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school Principal on (03) 54653176.

PURPOSE

This policy explains how Avoca Primary School proposes to manage common enquiries from parents and carers.

SCOPE

This policy applies to school staff, and all parents and carers in our community.

POLICY

Avoca Primary School understands the importance of providing helpful and timely responses to common enquiries from parents and carers. To ensure that members of our school community are directed to the most appropriate person to assist them, the information below outlines key contacts for common queries:

- to report a student absence, please contact the front office on (03) 54653176 or use the school app School Stream.
- to report any urgent issues relating to a student on a particular day, please contact front office on (03) 5465 3176
- to discuss a student's academic progress, health or wellbeing, please contact your classroom teacher to arrange an appointment
- for enquiries regarding camps and excursions, please contact the classroom teacher or school Principal on (03) 54653176
- to make a complaint, please contact the Principal/Assistant Principal on (03) 5465 3176 Please also refer to our Complaints policy, available on the school website.
- to report a potential hazard or incident on the school site, please contact the Principal / Assistant Principal on 54653176.
- for parent payments, please contact Sharon the business manager on 54653 176
- for all other enquiries, please contact our Office on 5465 3176

School staff will do our best to respond to general queries as soon as possible and ask that you allow us 2 – 3 working days to provide you with a detailed response. We will endeavour to respond to urgent matters within 24 hours where possible.

Interpreting Services

We can arrange for interpreting support if you are from a language background other than English and need help with understanding important educational information about your child. Contact the Principal on (03) 54653176 for more information.

Requests for information

Parents and carers are generally entitled to information ordinarily provided to parents, including school reports and newsletters.

Parents and carers seeking information that is not ordinarily provided to parents are encouraged to apply for access through the Freedom of Information process, or, if the information is sought for use in court proceedings, by issuing a subpoena.

Freedom of Information requests should be directed to:

Manager – Freedom of Information Unit
Department of Education and Training
2 Treasury Place
EAST MELBOURNE VIC 3002
03 9637 3134
foi@education.vic.gov.au

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2021
Consultation	Discussed with School Council
Approved by	Principal
Next scheduled review date	December 2025 – noting that the recommended minimum review cycle for this policy is 3 to 4 years

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