

Procedures for parents raising matters with staff

In relation to your child the following will assist you to address matters;

- Email your child’s classroom teacher, they will respond to your matter and seek further advice in order to assist you appropriately.
 - a. All matters should be communicated in writing -If further attention is needed the teacher will refer the matter to the Assistant Principal (AP) who will manage the matter.
 - b. The AP will only meet with parents if the classroom teacher has not been able to resolve the matter. The teacher will be present for this meeting.
 - c. Minutes of the meeting will be provided to the principal
 - d. The principal attends meetings that are in relation to behaviour where action plans need to be developed to support a student and Learning Support meetings that a deemed necessary by the AP and the classroom teacher.

In addition the following table assists parents with; who to contact or where to look for information.

REASON	WHO TO CONTACT	DETAILS
Student Absence-Sick Leave	Compass	Please add a Full Day Attendance on Compass. Please do not add partial days, this must be done at the Compass Kiosk at the school office when you are either dropping off or picking up your child
Student Absence-Family Leave Extended Leave Sports Leave	School Admin	Application in writing using the school leave forms Email srcp@dbb.catholic.edu.au
Canteen	School Admin	Call 7256 2130 or email srcp@dbb.catholic.edu.au All lunch orders to be ordered via the Qkr app
Before and After School Care		Call 7256 2130, email strose@ooshnb.com.au or visit www.ooshnb.com.au
Learning Support and Enrichment	Classroom Teacher	Email the classroom teacher
Curriculum/ Homework	Classroom Teacher	Email the classroom teacher
Pastoral Care (Behaviour)	Classroom Teacher	Email the classroom teacher
Sport	Classroom Teacher	Email classroom teacher who will forward your matter to the PE teacher
Religious Education	REC – Samantha Cahill	Email samantha.cahill@dbb.catholic.edu.au
Second Hand Uniform	School Admin	Email strose.2ndhanduniform@gmail.com
Financial Matters	Principal	Email srcp@dbb.catholic.edu.au or call 9982 1467 to make an appointment to see the Principal
School Counsellor	Principal	Email classroom teacher who will contact the Principal for a referral or further recommendations
School Events/Calendar	School Admin	See parent calendar on website and Compass
Parent Engagement Network (PEN)	School Admin	Email srcp@dbb.catholic.edu.au who will forward your message to the PEN