



COMMUNICATION WITH SCHOOL STAFF POLICY

Heathmont East Primary School



Help for non-English speakers

If you need help to understand this policy, please contact office on (03) 9729 5439 or <https://heathmonteastps.vic.edu.au/>

PURPOSE

This policy explains how Heathmont East 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

Heathmont East 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 add onto Compass.
- to report any urgent issues relating to a student on a particular day, please contact the front office on (03) 9729 5439.
- to discuss a student's academic progress, health or wellbeing, please contact the classroom teacher.
- for enquiries regarding camps and excursions, please contact the classroom teacher.
- to make a complaint, please contact the Principal or Assistant Principal. 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 front office on (03) 9729 5439.
- for parent payments, please contact our Office on (03) 9729 5439.
- for all other enquiries, please contact our Office on (03) 9729 5439.

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 Wellbeing Assistant Principal for more information.

AIM
HIGH



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 (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Discussed at student forums
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	09/2024
Consultation	Principal, Education Sub-Committee and School Council
Approved by	Principal
Next scheduled review date	2027