

# Questions Frequently Asked by Parents

What if...	Then Contact the...
You want a general feedback on your child's wellbeing	Year Coordinator
You want information on school policies	Website / Assistant Principal
Your child is having problems with a subject	Class Teacher / Subject Coordinator
Your child (yr 7-10) wants help with subject selection	Curriculum Coordinator / Year Coordinator / Subject Coordinator
You are worried about a wellbeing issue	Year Coordinator / School Counsellor / Student Wellbeing Coordinator
You want to advise the school of your child's upcoming absence	Roll Teacher by note
You want to apply to the school for attendance exemption (10 days or more)	Assistant Principal
You want to explain a past absence	Roll Teacher by note or via Parent Portal
You want information about an excursion	Website / Organising Teacher / Subject Coordinator
Your child has lost some property	School Administration Office
Your child has had some property stolen	Year Coordinator / Student Wellbeing Coordinator
Your child needs counselling (is worried)	School Counsellor / Year Coordinator
You have a confidential matter	Year Coordinator / Student Wellbeing Coordinator / Assistant Principal / Principal
Your child is being bullied or harassed	Year Coordinator / Student Wellbeing Coordinator
You want information regarding sport	Sport Coordinator
You want to get a message to your child	School Administration Office
You receive a letter regarding a discipline matter	Author of letter / Student Wellbeing Coordinator
Your child is having learning difficulties	Learning Enhancement Coordinator
Your child needs assistance with study routines	Year Coordinator
You want information on homework	Class Teacher / Subject Coordinator
You have been notified that your child is sick	School Administration Office
You want to put a notice in the Newsletter	School Administration Office
You have an issue from the wider community	Assistant Principal / Principal
You want to know about band / choir	Music Teacher / Music Coordinator
You want to follow up a yearly / half yearly report	Year Coordinator
You want to discuss your child's career options	Pathways Coordinator
You need / have lost a receipt	School Administration Office
You want to organise some work for an absent child	Class Teacher / Year Coordinator
You have a fee enquiry	Contact the School Fees Office
You would like to know what upcoming Assessment Task your child has each Term	Assessment Calendars can be viewed via Student / Parent Portal