



COMMUNICATION WITH SCHOOL STAFF POLICY

WANGARATTA PRIMARY SCHOOL

PURPOSE

This policy explains how Wangaratta 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

Wangaratta 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 school office on 0357 212 658
- to report any urgent issues relating to a student on a particular day, please contact school office on 0357 212 658
- to discuss a student's academic progress, health or wellbeing, please contact your classroom teacher via Seesaw. Teachers will then be able to communicate an appropriate time to meet or speak over the phone
- for enquiries regarding camps and excursions, please contact your classroom teacher
- to make a complaint, please contact the Principal on 0357 212 658. Please also refer to our Complaints policy.
- to report a potential hazard or incident on the school site, please contact the school office on 0357 212 658
- for parent payments, please contact our Business Manager on 0357 212 658
- for all other enquiries, please contact our school office on 0357 212 658.

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.

FURTHER INFORMATION AND RESOURCES

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

This statement and all relevant policies can be found on our school website: www.wangps.vic.edu.au

EVALUATION

This policy was last updated in:

May, 2021

This policy will be revised in 2024.