



## Contacting the School – A Guide for Parents

Concern/Question/Information	Appropriate Contact
Academic progress of child	Arrange interview with class teacher. Any referrals to the school learning and support team must go through the <b>class teacher</b> .
Welfare of own child	Arrange interview with the <b>class teacher</b> .
Health issues - minor	Notify the <b>class teacher</b> in writing.
Health issues - more serious	Arrange an interview with the <b>deputy principal or principal</b> , with the aim of developing an individual health care plan.
Administering of medication at school	Complete and sign the form provided at the office. Medication to be brought to the office in its original packaging. Advice from a medical doctor may also be required.
Custody/Court Orders	Arrange an interview with the <b>principal</b> ; provide copies of the order/s.
Change of address or emergency contact details	Contact the office staff and provide proof if required. Notify the <b>class teacher</b> .
Explanation of absence from school	Explanation in writing to the class teacher within 7 days of the first day of absence.
Application for extended leave or exemption from attendance at school	Collect the appropriate form from the office and return it completed and signed to the principal for approval, in advance of leave or exemption.
Child leaving the school	Notify the <b>class teacher</b> and office in writing.
Behaviour or actions of a student other than your own child (in same class)	Contact your child's <b>class teacher</b> .
Behaviour or actions of a student other than your own child (in a different class)	Contact the assistant principal relevant to the stage level of your child: <ul style="list-style-type: none"> <li>Kindergarten: Ms Death</li> <li>Stage 1 (Years 1 &amp; 2): Ms Ho</li> <li>Stage 2 (Years 3 &amp; 4): Miss Guider</li> <li>Stage 3 (Years 5 &amp; 6): Mrs Morrissey</li> </ul>
School policies, procedures and guidelines	Contact the office to arrange an interview with the <b>deputy principal or principal</b> , providing the office staff an outline of your question or concern.

Please note that you can arrange an appointment by emailing the school at [maroubrajn-p.school@det.nsw.edu.au](mailto:maroubrajn-p.school@det.nsw.edu.au) OR by calling the school office on 9349 8333