



COMMUNICATION WITH SCHOOL STAFF



Help for non-English speakers

If you need help to understand the information in this policy please contact Whittlesea Primary School on 9716 2140.

PURPOSE

This policy explains how Whittlesea 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

Whittlesea 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 Office on 9716 2140 or record your child's absence using the COMPASS parent portal
- to report any urgent issues relating to a student on a particular day, please contact the Office on 9716 2140
- to discuss a student's academic progress, health or wellbeing, please contact your child's classroom teacher or the Wellbeing leader
- for enquiries regarding camps and excursions, please contact your child's classroom teacher on 9716 2140
- to make a complaint, please contact the Principal on 9716 2140. Please also refer to our [Complaints policy](#)
- to report a potential hazard or incident on the school site, please contact the Principal on 9716 2140
- for parent payments, please contact the Office or Business Manager on 9716 2140
- for all other enquiries, please contact our Office on 9716 2140.

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.

Requests for information

Parents and carers are entitled to information ordinarily provided to parents, including school reports and newsletters. Parents also have access to the COMPASS Parent Portal.

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@edumail.vic.gov.au

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	Tuesday 5 th June 2024
Consultation	Consultation Only
Approved by	Principal
Next scheduled review date	June 2028