



COMMUNICATION WITH SCHOOL STAFF POLICY

PURPOSE

This policy explains how Harrisfield P.S. 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

Harrisfield P.S. 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 use one of the following options:
 - call the office and speak to a staff member
 - leave a message on the voicemail system
 - utilise the Skool bag app
 - verbally notify the child's teacher
 - update using COMPASS
- to report any urgent issues relating to a student on a particular day, please contact the office on (03) 9546 9210.
- to discuss a student's academic progress, health or wellbeing, please contact your child's home group teacher or their differentiated teacher for that particular subject.
- for enquiries regarding camps and excursions, please contact the office and ask to speak to the coordinator of the camp or excursion.
- to make a complaint, please contact the Principal/Assistant Principal on (03) 9546 9210. Please also refer to our Complaints policy.
- to report a potential hazard or incident on the school site, please contact the office on (03) 9546 9210.
- for parent payments, please contact the office on (03) 9546 9210.
- for all other enquiries, please contact our office on (03) 9546 9210.

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 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:

HARRISFIELD PRIMARY SCHOOL

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

REVIEW CYCLE

This policy was last updated on 17th August 2018 and is scheduled for review in 08/2021.