



# Contacting the School - a guide for parents

In the first instance, parents/carers are urged to regularly seek information from the established channels of communication: the Whaler; the Mosman Public School website; Stage newsletter [sent home at the beginning of each term]; and the NSW Department of Education website.

Should there be further queries or concerns about their child or the school, please communicate with the classroom teacher. This may be by phone, letter, email or in person. Any discussions with staff [beyond brief informal queries] should be via a scheduled meeting, requested via the school office.

<b>Questions about ...</b>	<b>Action to be taken</b>
My child's welfare, learning or stage activities	<b>1<sup>st</sup></b> Write a note to your child's teacher <b>2<sup>nd</sup></b> Contact the office to organise an interview with the teacher
A school policy or practice	Contact the office via phone or email and the appropriate member of staff will respond in a timely manner
The actions of another child towards my child on school grounds	<b>1<sup>st</sup></b> Inform the class teacher <b>2<sup>nd</sup></b> Contact the Assistant Principal if the matter is urgent
The actions of another child towards my child while travelling to or from school	Inform the Assistant Principal or Deputy Principal
The actions of a parent while on school grounds	Inform the Deputy Principal or Principal
The actions of a member of staff (for feedback or clarification)	<b>1<sup>st</sup></b> Write a note to the teacher concerned or contact the office to organise an interview with the teacher <b>2<sup>nd</sup></b> Organise an interview with the Assistant Principal / Deputy Principal responsible for the stage <b>3<sup>rd</sup></b> Contact the office to organise an interview with the Principal
Playground accidents	Contact the Deputy Principal
Lost property	<b>1<sup>st</sup></b> Ask your child to check the lost property box located near in the Gouldsbury building <b>2<sup>nd</sup></b> Check the lost property box yourself <b>3<sup>rd</sup></b> Write a note to your child's teacher
School activities	<b>1<sup>st</sup></b> Read the school newsletter and/or website calendar <b>2<sup>nd</sup></b> Contact the office and the appropriate member of staff will respond
High schools	Contact the Assistant Principal for Stage 3

Correspondence FROM the school will be sent home on Wednesdays [Whaler, notes, emails], so be sure to check bags and email accounts. The Whaler and notes will be uploaded to the school website on Thursdays.

Steve Connelly – Principal