

Yarra Junction Primary School

School Number: 3216



COMMUNICATION WITH SCHOOL STAFF POLICY

Principal: Lisa Rankin

School Council President: Jason Rush

Date Reviewed	6/06/2021
Author	Lisa Rankin
Approved By	School Council August 2021
Approved by School Council President	<i>Jason Rush 22/6/2021</i>
Approved by Principal	<i>Lisa Rankin 7/6/2021</i>
Responsible for Review	Principal/ Team Leader
Review Date (3-4 Years)	22/06/2025

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YARRA JUNCTION PRIMARY SCHOOL

Yarra Junction Primary School's vision: to develop each child's social, emotional and academic growth by promoting our students to be creative, curious and critical thinkers within an engaging and connected learning environment.

Vision Statement: We care, We inspire, We Achieve.

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COMMUNICATION WITH SCHOOL STAFF POLICY

PURPOSE

This policy explains how Yarra Junction 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

Yarra Junction 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 front office on 59671544 or log on to your Compass Portal.
- to report any urgent issues relating to a student on a particular day, please contact the front office on 59671544.
- to discuss a student's academic progress, health or wellbeing please contact your classroom teacher.
- for enquiries regarding camps and excursions, please contact your classroom teacher.
- to discuss a student concern please contact the Principal on 59671544. Please also refer to our Complaints Policy.
- to report a potential hazard or incident on the school site, please contact our OHS Coordinator, Glenda Jewell, on 59671544.
- for parent payments, please contact our Business Manager, Rochelle Mansfield, on 59671544.
- for all other enquiries, please contact our Office on 59671544 or email yarra.junction.ps@edumail.vic.gov.au.

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.

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REVIEW CYCLE

This policy was last updated on 1st June 2021 and is scheduled for review in July 2024.