

HAMILTON PARKLANDS SCHOOL

COMMUNICATION WITH SCHOOL STAFF POLICY

PURPOSE

This policy explains how Hamilton Parklands School proposes to manage common enquiries from parents and carers.

SCOPE

This policy applies to school staff, and all parents and carers of our community.

POLICY

Hamilton Parklands 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 Gene on 55723077 or Hamilton.sds@education.vic.gov.au
- to report any urgent issues relating to a student on a particular day, please contact front office on 55723077
- to discuss a student's academic progress, health or wellbeing, please contact your Classroom teacher between 8.15 and 8.45 or after 3.15 pm
- for enquiries regarding camps and excursions, please contact classroom teacher on 55723077
- to make a complaint, please contact the Principal on 55723077 or 0438892978 or by email: sonya.holden@education.vic.gov.au . Please also refer to our Complaints policy, available at school.
- to report a potential hazard or incident on the school site, please contact Gene on 55723077 or Hamilton.sds@education.vic.gov.au
- for parent payments, please contact the Business Manager on 55723077
- for all other enquiries, please contact our Office on 55723077
- you can also make notes in student communication diaries.

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:

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 April 2020 and is scheduled for view in April 2024.