



FACT SHEET 5
Parent/caregiver communication to teachers
regarding student and classroom centred
requests and information



Teachers are generally unavailable between 8.30am and 3.30pm and may not have the time to contact parents during the day, as their first priority is to our students.

Channel	Details	Response expectations
Email	Contact teacher directly outlining information required, or details of issue or concern relating to student or classroom	<ul style="list-style-type: none"> • Response from teacher within two working days • If the matter is complex, a full response may take longer. Parent will be advised if this is the case • Teachers are not expected to respond during evenings, weekends or holidays
Phone	Contact school administration and leave a message for teacher, giving brief details of issue or concern	<ul style="list-style-type: none"> • Response to message within two working days • Teachers are not expected to respond during evenings, weekends or holidays
Face to face meeting	Parent/caregiver to request appointment via email to teacher	<ul style="list-style-type: none"> • Response to request within two working days • Teachers are not expected to respond during evenings, weekends or holidays