



FACT SHEET 6 Parent/caregiver communication to Leadership Team



Parents are encouraged to communicate or make an appointment with the appropriate member of the Leadership Team to assist with questions, concerns and significant issues. The avenues to follow before contacting the Leadership Team are outlined in the table below.

Once these avenues have been explored, if there is a need to refer the matter to the Leadership Team contact the member of the team who is line manager for the year level by email or phone. Response will be provided within two working days. Members of the Leadership Team are not expected to respond during evenings, weekends or holidays.

If a parent wishes to discuss an issue that they consider may affect the whole school, or relates to a school policy matter, contact the Principal via the school office, or by email at principal@wellhillss.eq.edu.au

Matter	Contact
Academic performance	Class or specialist teacher
Behaviour including: <ul style="list-style-type: none"> • Class or playground behaviours • Change in attitude to school • Issues with other students 	Class teacher
Emotional and health and wellbeing concerns including: <ul style="list-style-type: none"> • Special needs • Change in emotional state 	Class teacher
Student absence	Parents provide information of student absence by phoning the absence line on 32491333 and selecting option 1. If a discussion with the teacher regarding the absence is required please email the teacher directly. Please note that an SMS may result if the absence is not notified on the absence line.