



POLICY ON COMMUNICATING WITH CLASSES

The Administration will not make contact to classrooms for parents for:

- Early pickups - including siblings
- Equipment – eg laptops, musical instruments etc
- Permission notes
- Lunch/lunch money
- Hats/jumpers/sports uniform etc

Administration will communicate with classrooms regarding:

- Medication
- OSHC – child needs to go onto OSHC
- Bus - child needs to take the bus home
- Any other such thing that is a duty of care issue

Two ways that parents need to communicate:

- Parents of Junior School need to email teachers directly before 8.00am if they need their child to be collected early. If they want siblings to go home as well then they will be required to email the siblings teacher directly as well.
- MS/SS parent needs to write their request in the student diary and the student shows teacher.