

## COMMUNICATION WITH SCHOOL STAFF POLICY



### Help for non-English speakers

If you need help to understand this policy, please contact the school office

### PURPOSE

This policy explains how Delacombe 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

Delacombe 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 office or use the Compass app.
- to report any urgent issues relating to a student on a particular day, please contact the office on 53356103
- to discuss a student's academic progress, health or wellbeing, please contact your child's classroom teacher in the first instance.
- for enquiries regarding camps and excursions, please contact please contact the office on 53356103
- to make a complaint, refer to our Complaints policy on our website [Complaint policy](#)
- to report a potential hazard or incident on the school site, please contact the office
- for parent payments, please contact the office
- for all other enquiries, please contact our office

We will do our best to respond to general queries as soon as possible. The [right to disconnect](#) legislation makes explicit that all employees have the right to refuse to monitor, read, listen to or respond to contact that occurs outside their working hours from their employer or a third party (such as a student or a parent), unless that refusal is unreasonable.

We ask that you allow us 2 – 3 working days to provide you with a detailed response to general queries. We will endeavour to respond to urgent matters within 24 hours where possible.

### **Interpreting Services**

We can arrange for interpreting support if you are from a language background other than English and need help with understanding important educational information about your child.

### **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@education.vic.gov.au](mailto:foi@education.vic.gov.au)

## **COMMUNICATION**

This policy will be communicated by being published on the school's website and a copy will be available from the school during office hours.

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## **POLICY REVIEW AND APPROVAL**

<b>Policy last reviewed</b>	25th Nov 2024
<b>Consultation</b>	Staff and School Council
<b>Approved by</b>	Principal
<b>Next scheduled review date</b>	Nov 2027