The following Communication Guide is a document designed to support our school community in effective communication between parents, staff, clergy, School Board and Parent and Friends Association.

Parents and Staff are encouraged to contact each other when necessary and seek to do so sooner, rather than later.

Often the person you are trying to contact will not be available at the time of your email or call. If this occurs, it is reasonable to expect that your email or call will be returned by the close of the next school day. If this does not occur, please contact the school secretary who will advise of the availability of the staff or community member with whom you wish to communicate.

Some instances will require follow up. If this is the case a follow up phone call or email relating to the initial contact will be made, initiated by the teacher or community member, within one week. If the request has not been followed up, or an unsatisfactory response has been given, the principal or assistant principal should be informed before further action is taken.

**Preferred Communication between parents and school**

**Matters relating to classroom and playground environment**

Matters relating to the classroom and playground environment should in the first instance be directed to the classroom teacher. Matters may include:

- Academic progress
- Homework
- Family situations that may affect school life
- Social concerns
- Anticipated absences
- Encouraging comments
- Other matters that impact the student’s school life

Teachers can be contacted by email or phone. Contact details for all staff members are listed in Appendix 1.

**Matters relating to emotional wellbeing**

Contact classroom teacher by email or phone (appendix 1.)

**School Counsellor**
Contact with the school counsellor is through the Principal. The counsellor attends the school twice a term and the dates are flexible depending on his/her other commitments.

**Urgent Matters**

School secretary: Sue Buttenshaw  
Email: office.smwms@cg.catholic.edu.au  
Email: Susan.Buttenshaw@cg.catholic.edu.au  
Phone: 6972 3003

**Administrative issues**

School secretary: Sue Buttenshaw  
Email: office.smwms@cg.catholic.edu.au  
Email: Susan.Buttenshaw@cg.catholic.edu.au  
Phone: 6972 3003

**Matters relating to Catholic Faith, Sacraments and St Mary’s Parish**

Parish Priest: Fr. Mick Mac Andrew  
Email: westwyalongmission@internode.on.net  
Phone: 6972 3655

**Matters Relating to School Governance**

School Board  
Chairperson: Daniel Mangelsdorf  
Email: djmango@bigpond.com  
Phone: 0427412563

Vice Chair: Shannon Nicholson  
Email: jp_smnicho@bigpond.com  
Phone: 0428720788

Treasurer: Kirsty Pockley  
Email: kirstypockley@bigpond.com  
Phone: 0428675732

Secretary: Angela Tachie-Menson  
Email: ahtmenson@yahoo.com  
Phone: 0415631087

Staff Rep: Melanie Meincke  
Email: Melanie.Meincke@cg.catholic.edu.au  
Phone: 69723003

Staff Rep: Belinda Lowe  
Email: Belinda.Lowe@cg.catholic.edu.au  
Phone: 69723003
Parish Rep: Fr. Mick Mac Andrew  
Email: westwyalongmission@internode.on.net

Principal: Robyn Akehurst  
Email: Robyn.Akehurst@cg.catholic.edu.au  
Phone: 6972 3003

Matters relating to fundraising, events and community building

P&F  
President: Renee Petit  
Email: justinpettit@bigpond.com  
Phone: 0409 720 512

Secretary: Rachelle Nowland  
Email: rachelle.nowland@whk.com.au  
Phone: 6972 1887

Communication between school and parents

The staff are encouraged to contact parents when opportunities arise to help in the classroom and on excursions.

At the beginning of each term parents will be presented with information of the units and activities to be covered in the classroom.

Parents and teachers are encouraged to engage with each other (at least once a term) on matters concerning their life in the St Mary’s community.

Disciplinary Matters

Parents will be contacted by the child’s class teacher, assistant principal or principal, depending on the severity of the action of the child.

Parent & Teacher Interviews

Interviews are offered in terms 1, 2 and 4, and at any other time upon either the parent’s or teacher’s request.

Term 1 interviews are provided so parents have an opportunity to share important information about their child to the classroom teacher. Term 2 interviews are provided so the teacher can report to each parent about the progress their child has made so far in the year. Term 4 interviews are provided on request by parents and are offered to clarify marks and comments in the child’s report or to give a final report to parents on their child’s progress over the year.

School Newsletters
Newsletters are distributed weekly by email or hardcopy and include essential information on your child’s education at St Mary’s.

**SMS**

The school uses group SMS messaging to give information via mobile phones. Most often such information will be reminders for important events or last minute adjustments that have to be made to upcoming events.

**School Web Site**

The school web site publishes upcoming school events, school notes and an assortment of news items. Parents are encouraged to routinely check for updates or refer to this page for clarification of important dates or to print off notes that have been misplaced. The community can also access the school newsletter, policies and annual report.

**Facebook**

St Mary’s has a Facebook page that is primarily used by the P & F and school community to communicate events and seek clarification on school procedures. The principal and staff are all encouraged to be frequent users of this page. It is understood that Facebook is a casual form of communication and not all members of the community choose to have access to this form of communication.
Appendix 1

Classroom Teacher by email or phone

Kinder
Teacher: Melanie Meincke (Mon – Fri)
Email: Melanie.Meincke@cg.catholic.edu.au
Phone: 6972 3003

Year 1
Teacher: Kylie Tulloch (Mon – Tues, alternate Fri) Sarah Nielsen (Wed- Thurs, alternate Fri)
Email: Kylie.Tulloch@cg.catholic.edu.au; Sarah.Nielsen@cg.catholic.edu.au
Phone: 6972 3003

Year 2
Teacher: Belinda Lowe
Email: Belinda.Lowe@cg.catholic.edu.au
Phone: 6972 3003

Year 3/4 Mon to Thurs
Teacher: Mrs Nickey Harland
Email: Nicole.Harland@cg.catholic.edu.au
Phone: 6972 3003

Year 3/4 Friday
Teacher: Mrs Karen Rossiter
Email: Karen.Rossiter@cg.catholic.edu.au
Phone: 6972 3003

Year 5/6
Teacher: Phillip Nielsen
Email: Phillip.Nielsen@cg.catholic.edu.au
Phone: 6972 3003

Year 5/6
Teacher: Caroline O’Brien (Thurs)
Email: Caroline.Obrien@cg.catholic.edu.au
Phone: 6972 3003

Release Teacher and Sport
Teacher: Patrick Mason (Mon – Fri)
Email: Patrick.Mason@cg.catholic.edu.au
Phone: 6972 3003

Library
Teacher: Louise Daniher (Tue & Wed)
Email: Louise.Daniher@cg.catholic.edu.au
Phone: 6972 3003
Second point of communication:

Principal by email or phone

Principal: Robyn Akehurst  
Email: Robyn.Akehurst@cg.catholic.edu.au  
Phone: 6972 3003

OR

Assistant Principal by email or phone

Assistant Principal: Phillip Nielsen  
Email: Phillip.Nielsen@cg.catholic.edu.au  
Phone: 6972 3003