

Leadership Team Communication Guide 2023

SBM: Mrs Kirby Davis, contact her first regarding.

LiL Tuckers

Building & Grounds: feedback & hire

Payment of levies and all other school payments

Contact Mrs Davis, or our Admin Clerk Mrs Huxley, in our office by phone or email for student attendance /absence notification, to get a message to students, to enquire about an event, excursion or other school activity, for help with getting the Schoolzine app or any other administrative support you may need.

AST Quality Teaching: Mrs Lyn Lewer, contact her first regarding;

NAPLAN

Tech Leaders, Maker Space, devices

Include Lyn in email communications to the 3-4 teaching team as she leads this, , and reach out to her if you have any concerns or queries about your child in the 3-4 classes or Grade 3-4- specific activities/events

Team Leader Birth-5: Mrs Selina Tummon, contact her first regarding;

Launching into learning

Kindergarten

Include Selina in email communications to the Kinder teaching team as she leads this, , and reach out to her if you have any concerns or queries about your child in the Kinder classes or Kinder specific activities/events

Team Leader Intervention: Mrs Philipa Stevens, contact her regarding;

Student literacy concerns

AST Student Wellbeing & Engagement: Miss Amy Jones, contact her first regarding;

Literary Leaders

Library

SRT

Move Well Eat Well

Sunsmart

Grade 6 Camp

Grade 6 end of year activities

Include Amy in email communications to the 5-6 teaching team as she leads this, , and reach out to her if you have any concerns or queries about your child in the 5-6 classes or grade 5-6 specific activities/events

AST Student Support & Wellbeing: Mrs Bronwyn Douglas, contact her first regarding;

Student Learning Plans

Student transitioning to High school

Speech Pathology referrals

School Nurse referrals

NCCD

NSIT

External health providers coming in to the school.

Include Bron in email communications to the P-2 teaching team as she leads this, , and reach out to her if you have any concerns or queries about your child in the P-2 classes or P-2 specific activities/events

Principal: Mrs Cathy Young, contact her first regarding;

Policy and Procedure

School Association

Enrolments

Class placements

Please contact Cathy if you have not had your questions, concerns or feedback addressed to your satisfaction with your first point of contact.