Communication

How to communicate with your child’s teachers

**Learning Area Concern**

1. Email teacher
   (find out their name on the website or call the school)
   - Issue not resolved?

2. Email Head of Learning Area
   (find out their name on the website or call the school)
   - Issue not resolved?

3. Email the relevant Deputy Principal
   (find out their name on the website or call the school)
   - Issue not resolved?

4. Email Principal
   Where possible emails will be answered within 48 hours

**Whole School Concern**

1. Email Year Coordinator
   (find out their name on the website or call the school)
   - Issue not resolved?

2. Email Year Co-ordinator
   (find out their name on the website or call the school)
   - Issue not resolved?

3. Email the relevant Deputy Principal
   (find out their name on the website or call the school)
   - Issue not resolved?

4. Email Principal
   Where possible emails will be answered within 48 hours

**PLEASE NOTE:**

- Year Coordinators are responsible for the pastoral care of the year group.
- Year Coordinators can inform teachers if there is something going on at home that is affecting your child.
- Year Coordinators need to be advised if there is any in-school bullying taking place.
- If your child is away please contact the School Absentee Office on 9314 9359 ASAP.

To contact staff members by email go to this link [http://www.applecross.wa.edu.au/staff](http://www.applecross.wa.edu.au/staff), click on the red arrow beside the relevant Department to display a list of staff members. To send an email to a staff member click on their name.