

Who do I ask when...

SCENARIO	STARTING POINT	FURTHER ASSISTANCE	LEADER
My daughter will be absent from school	Ring the College on Ph. 9544 1966, or email jennifer.crean@syd.catholic.edu.au	Year Coordinator	Leader of Wellbeing
My daughter is late to school	Report to Student Services with a note from parent	Year Coordinator	Leader of Wellbeing / Assistant Principal
My daughter is late to class	Obtain a note from the teacher or office	Year Coordinator	Leader of Wellbeing / Assistant Principal
Leaving school during the day	Report to Student Services to be 'signed out' and collected by a parent/carer	Student Services receives note and parent signs student out	Year Coordinator
I have a request for 'Leave'	Letter to the Principal via Principal's Secretary at Student Services	Year Coordinator	Appointment with the Principal
I have concerns about my daughter's work in a subject	Subject Teacher	KLA Coordinator for that subject	Curriculum Coordinator
I have a question about assessments and reports	KLA Coordinator for that subject	Leader of Teaching and Learning	Assistant Principal
My daughter seems unhappy	Vertical Homeroom Teacher	Year Coordinator	Leader of Wellbeing
My daughter is feeling sick at school	Classroom teacher will issue note for Sick Bay	Student Services will contact a parent/carer	Year Coordinator
There is a problem with public transport	Student Services		Assistant Principal
Lost property	Student Services	Vertical Homeroom teacher	Year Coordinator
Change of address or phone number	Student Services to update records	Year Coordinator	Leader of Wellbeing / Assistant Principal
I have a question about sport or cannot attend	Sports Coordinator	Sports Coordinator	Assistant Principal
I have a question about fees	College Bursar		Appointment with Principal
I wish to speak to the school counsellor	Year Coordinator will make a referral	Leader of Wellbeing	Assistant Principal