



## Communication Pathways

### First Point of Contact

The first point of contact for students and parents is the staff member directly supervising the matter. Classroom teachers are directly responsible for the learning of the children in their care. So, for example, if your child is having difficulty in Mathematics and you would like to speak to a staff member about this, you would contact your child's Mathematics teacher. Year advisors are responsible for the wellbeing of your children at school; therefore, they are the first point of contact in this area.

### Year Advisors & Assistant Year Advisors

Year Advisors and Assistant Year Advisors are the first point of contact for issues relating to your child's wellbeing:

- Year 6 (Transition)** – Mr Gilbert & Ms Tancred
- Year 7** - Mr Lee & Ms Wood (Assistant)
- Year 8** – Ms McLeod & Mr Gilbert (Assistant)
- Year 9** – Mrs Phipps & Ms Greene (Assistant)
- Year 10** – Mrs Green & Mr Biggs (Assistant)
- Year 11** – Mrs Jeffery & Mr Lill (Assistant)
- Year 12** – Ms Daniel & Mrs Whelan (Assistant)

### Faculties

#### English

**Ms Sohal- Rel Head Teacher**  
Ms Limpus  
Mrs Masia  
Ms McLeod  
Mrs Whelan  
Ms Daniels

#### Mathematics

**Mr Bean – Head Teacher**  
Mrs Gotsch  
Mrs Green  
Miss Plowman  
Mr Prasad  
Mr Lill

#### Science

**Mrs Mills – Head Teacher**  
Mr Chand  
Mr Kendal  
Mr Medley  
Miss Phipps  
Miss C Greene  
Lab Assistant: Mrs Armstrong

#### Special Education

**Mr Lawler – Rel. Head Teacher**  
Ms Walker  
Ms O'Brien  
Miss Tancred  
SLSO's Mrs Smythe;  
Mr Eschler; Ms Armstrong

#### Careers

Miss Parrish (M-Th)  
Ms Swaisland (F)

### HSIE and LOTE

**Ms Lawson – Head Teacher**  
Mr Badior  
Mr Biggs  
Ms Howe  
Miss Newton  
Ms Stewart  
Ms Marsh

### PDHPE

**Liam McKechnie – Rel. Head Teacher**  
Mr Gilbert  
Mr Lee  
Mr Pallot  
Ms C Wilson (W/Th/F)  
Ms R Wilson

### CAPA

**Mrs Bolger – Head Teacher**  
Ms Allan  
Mr Chung  
Ms Willetts  
Ms Jeffery (M/W/Th/F)

### TAS

**Ms Lynn – Head Teacher**  
Mrs Heaps  
Mr Walsh  
Ms Wood  
Mrs Lane  
Mr Borgas  
TAS Assistants: Ms DeCoursey;  
Mrs Dwyer (M)

### Library

Mrs Wright

### Teaching & Learning

**Ms Plowman - Head Teacher**  
Jodie Haydn - LAST  
Ms McKenna – Covid Teacher  
Mr Jarrett - Covid Tutor  
Ms Swaisland

### Head Teacher Administration

**Ms Williams – Head Teacher**

### School Learning Support Officers

Mr Collins, Ms Paul, Ms Jones,  
Ms Wood, Mr Jones, Mr Chapman,  
Mr Francis, Mr Howe

### Wellbeing

**Mrs Haydn – Rel. Head Teacher**  
Jess Barwise – SSO  
Samuel Devlin (SLSO)

### Office

Ms Regan – *Business Manager*  
**School Administration Officers**

Mrs Clark  
Mrs Atwell  
Mrs Boccan  
Mrs Evans  
Mrs Perrott  
Mrs McInnes  
Mrs Rishworth  
Ms Clendenning  
Ms Cannon

### School Counsellors

Ms Lenditch  
Ms Neve

## Second Point of Contact

If you would like to seek further clarification with your first level of contact in relation to a matter, head teachers are your second point of contact.

### Head Teachers

- Wellbeing – Mrs Haydn
- Administration (whole school administration) – Ms Williams
- Teaching & Learning – Miss Plowman
- English – Ms Sohal
- Mathematics – Mr Bean
- Science – Ms Mills
- HSIE – Ms Lawson
- PDHPE – Mr McKechnie
- Creative and Performing Arts (CAPA) – Mrs Bolger
- Technology and Applied Studies (TAS) – Ms Lynn
- Special Education – Mr Lawler

## Third Point of Contact

If you would like to seek further clarification or are unsatisfied with your second level of contact in relation to a matter, Deputy Principals are your third point of contact.

- Year 6 – Mr Rumpler
- Years 7 & 9 – Mrs Walsh
- Years 8 & 10 – Mr Rumpler
- Years 11 & 12 – Mrs Coope

## Fourth Point of Contact

If you would like to seek further clarification or are unsatisfied with your third level of contact in relation to a matter, the Principal, Mr Murray Balfe, is your fourth point of contact.

## Serious Wellbeing Concerns

If you would like to report a serious wellbeing safety concern to the school, please contact the Principal or the appropriate Deputy Principal

## School Counsellors

Parents and students may wish to contact our school counsellors Ms Lendich or Ms Neve.

## Whole School Coordinator Roles

Questions relating to specific projects in the school can be answered by the following coordinators:

**Aboriginal Education** – Ms Bolger, Ms Plowman, Miss Parrish

**Academic Reports** – Ms Williams

**Anti-Bullying** – Mrs Haydn

**Attendance** – Ms Williams, Mrs Haydn, Mrs Walsh, Mr Rumpler, Mrs Coope, Mrs Evans, Mrs McInnes

**Basketball Academy** – Mr Pallot

**Café** – Ms Lane

**Canteen** – Ms Cook

**CAPA Academy** – Mrs Bolger

**Careers** – Miss Parrish

**Concert Band** – Mr Chung

**Dance Academy** – Mrs R Wilson, Miss Allan

**Enrichment** – Miss Plowman

**Facebook** – Mrs Evans

**Finance** – Mrs Regan

**Football Academy (Soccer)** – Mr Gilbert

**Health and Safety** – Ms Newton

**Health Care Plans** – Mrs Haydn / Mrs Rishworth

**Learning Support Team** – Miss Plowman

**Maintenance** – Mr Hastings, Mr King

**Office Administration Manager** – Mrs Regan

**Photos (School)** – Ms Newton

**Representative Sport** – Mr Pallot, Mr Gilbert

**Sport** – Mr McKechnie, Mr Pallot, Mr Gilbert

**STRIVE Reports** – Ms Williams

**Student Leadership** – Mrs Marsh

**Technology** – Mrs Coope, Mr Viset

**Technology Class** – Mr Walsh

**Tell Them from Mr Surveys** – Mrs Coope, Miss Plowman

**Timetable** – Miss Chen

**Transition, Year 5 to 6 to 7** – Mrs Haydn, Mr Rumpler

**Uniform** – Mr Rumpler, Mrs Walsh, Mrs Haydn

**University Placement** – Miss Plowman

**VET Coordinator/Work Placement** – Ms Lynn