

## CONTACTING THE SCHOOL 2024 – A GUIDE FOR PARENTS/CARERS

<b>EMAILS</b>	<b>All emails are sent to <a href="mailto:narranorth-p.school@det.nsw.edu.au">narranorth-p.school@det.nsw.edu.au</a> and distributed to the relevant staff members.</b>
<b>CONCERN/QUESTION/INFORMATION</b>	<b>CONTACT</b>
Academic progress or behaviour of child	Arrange an interview with the class teacher. Any referrals to the school learning and support team must go through the class teacher.
Welfare of own child	Arrange an interview with the class teacher.
Health issues – minor	Notify the class teacher in writing.
Health issues – more serious e.g. ongoing medication	Arrange an interview with the deputy principal or principal.  If needed, develop a Health Care Plan with the deputy principal or principal.
Administering of medication at school (short term) e.g. antibiotics	Complete and sign form provided at the office. Medication to be brought to the office in original packaging. Advice from a medical doctor may also be required.
Custody/Court Orders	Arrange an interview with the principal; provide copies of orders.
Change of address or emergency contact details	Change of address: contact office staff by email and provide proof if required.  Emergency contact details: advise office staff by email. Email: <a href="mailto:narranorth-p.school@det.nsw.edu.au">narranorth-p.school@det.nsw.edu.au</a>
Explanation of absence	Explanation in writing to class teacher. This should be provided as soon as the child returns to school or at the latest 7 days following the absence. Use the School Bytes Parent Portal.
Application for exemption (leave longer than 5 days overseas or 10 days in Australia)	Collect form from the office/online via the NNPS website and return for approval. This must include a copy of itinerary for overseas travel.
Child leaving the school	Notify in writing or by email the class teacher and the principal.
Behaviour or actions of a student other than your own child (in class)	Contact your child's teacher.
Behaviour or actions of a student other than your own child (in playground)	Contact the assistant principal relevant to the stage level of your child who will investigate the matter and respond.  Kindergarten: Mr Alexander Freeman Years 1 & 2: Mrs Michelle Wineberg Years 3 & 4: Miss Sarah Hamilton (M-Th) / Mrs Tamara Brown (F) Years 5 & 6: Mrs Alexis Shepherd
RFF Program	Any query related to a specific RFF program regarding your child's performance or behaviour should be raised directly with the teacher by school email.
Extra-Curricular Program e.g. sport, dance, choir etc	Contact the teacher leading the program directly. This includes details on auditions/selection processes or event details.
School policy or process	Contact the office to arrange an interview with the principal or delegate, providing to the office staff an outline of your question or concern.
Anti Racism Contact Officer (ARCO)	To contact the Anti Racism Contact Officer, Justine Hendriks, please call the school office on 9913 7928.
Please note that you can arrange an appointment or phone conversation by emailing the school at <a href="mailto:narranorth-p.school@det.nsw.edu.au">narranorth-p.school@det.nsw.edu.au</a> or by calling the office on 9913 7928.	