



COMMUNICATION WITH SCHOOL STAFF POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 9439 6201.

PURPOSE

This policy explains how Montmorency South Primary School (MSPS) proposes to manage common enquiries from parents and carers.

SCOPE

This policy applies to school staff, and all parents and carers in our community.

POLICY

MSPS understands the importance of providing helpful and timely responses to common enquiries from parents and carers. To ensure that members of our school community are directed to the most appropriate person to assist them, the information below outlines key contacts for common queries:

- to report a student absence, please enter an attendance note on Compass. If you are reporting an upcoming family holiday, please email the Principal (keyla.jeffers@education.vic.gov.au). If you are having trouble with Compass, please contact the school office on 9439 6201.
- to report any urgent issues relating to a student on a particular day, please contact the school office on 9439 6201.
- to discuss a student's academic progress, health or wellbeing, please contact your child's classroom teacher.
- for enquiries regarding camps and excursions, please contact the event organiser (you will find this listed in the Compass event or the school office on 9439 6201).
- to make a complaint, please contact the Principal on 9439 6201 or keyla.jeffers@education.vic.gov.au . Please also refer to our Complaints policy, available on our website: [Complaints Policy](#)
- to report a potential hazard or incident on the school site, please contact the school office on 9439 6201.
- for parent payments, please utilise Compass or contact the Business Manager. If you are having trouble with Compass, please contact the school office on 9439 6201.
- for all other enquiries, please contact our Office on 9439 6201.

We will do our best to respond to general queries as soon as possible. The [right to disconnect](#) legislation makes explicit that all employees have the right to refuse to monitor, read, listen to or respond to contact that occurs outside their working hours from their employer or a third party (such as a student or a parent), unless that refusal is unreasonable.

We ask that you allow us 2 – 3 working days to provide you with a detailed response to general queries. We will endeavour to respond to urgent matters within 24 hours where possible.

Interpreting Services

We can arrange for interpreting support if you are from a language background other than English and need help with understanding important educational information about your child. Contact the school for more information.

Requests for information

Parents and carers are generally entitled to information ordinarily provided to parents, including school reports and newsletters.

Parents and carers seeking information that is not ordinarily provided to parents are encouraged to apply for access through the Freedom of Information process, or, if the information is sought for use in court proceedings, by issuing a subpoena.

Freedom of Information requests should be directed to:

Manager – Freedom of Information Unit
Department of Education and Training
2 Treasury Place
EAST MELBOURNE VIC 3002
03 9637 3134
foi@education.vic.gov.au

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Discussed at student forums
- Hard copy available from school administration upon request

CONNECTION TO OTHER POLICIES

FURTHER INFORMATION AND RESOURCES

- MSPS Sunsmart Policy
- MSPS Parent Complaint Policy
- MSPS Student Wellbeing and Engagement Policy
- Department of Education and Training Student Dress Code
- Department of Education and Training Student Engagement policies and guidelines.

POLICY REVIEW AND APPROVAL

Policy last reviewed	18 November 2024
Consultation	Consultative Committee – 15/11/24 School Improvement Team- 22/11/24
Approved by	Keyla Jeffers - Principal
Next scheduled review date	18 December 2027