

SOUTH YARRA PRIMARY SCHOOL

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 either by phone or email.

Email: south.yarra.ps@education.vic.gov.au

Phone: 03 9866 3424

Purpose

This policy explains how South Yarra Primary School 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

South Yarra Primary School 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 place the information directly onto Compass (via the green cross)
- To report any urgent issues relating to a student on a particular day, please contact the front office on 03 98663424
- to discuss a student's academic progress, health or wellbeing, please contact your classroom teacher via the office
- for enquiries regarding camps and excursions, please contact the front office on 03 98663424 or via the school's email address: south.yarra.ps@education.vic.gov.au
- to make a complaint, please contact the front office on 03 98663424 or via the school's email address: south.yarra.ps@education.vic.gov.au
- the complaint will be referred to the Principal or Assistant Principal. Please also refer to our Complaints Policy, available on the SYPS website.
- to report a potential hazard or incident on the school site, please contact the front office on 03 98663424.
- for parent payments, please visit COMPASS
- for all other enquiries, please contact our Office on 03 98663424 or via the school's email address: south.yarra.ps@education.vic.gov.au

School staff will do our best to respond to general queries as soon as possible and ask that you allow us 2 – 3 working days to provide you with a detailed response. 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 [insert school contact details] 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

Policy Review and Approval

Policy last reviewed	August 2024	
Approved by	Principal	
Next scheduled review date	June 2027	

