

## WHO DO I TALK TO??

### A Quick-Reference Information Chart for Parents

All Staff Names and e-mail addresses are printed in the Family Handbook

Last Updated 23 August 2017

#### TEACHING AND LEARNING:

Position	Responsibilities	
<b>Teacher</b>	<ul style="list-style-type: none"> <li>• <b>Student welfare, behavioural &amp; curriculum issues</b></li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> contact for any issues relating to your child &amp; their education</li> <li>• 1<sup>st</sup> contact for queries relating to curriculum</li> <li>• 1<sup>st</sup> contact for parents regarding student welfare &amp; behavioural matters</li> </ul>
<b>Primary Student Support</b> Mr Hayden Scally hscally@scc.wa.edu.au	<ul style="list-style-type: none"> <li>• <b>Primary student welfare &amp; behavioural issues</b></li> </ul>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> contact regarding student welfare &amp; behavioural matters if issues are not resolved with Teacher (K-6)</li> </ul>
<b>Year Group Coordinator (YGC)</b>	<ul style="list-style-type: none"> <li>• <b>Secondary student welfare &amp; behavioural issues</b></li> </ul>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> contact regarding student welfare &amp; behavioural matters if issues are not resolved with Teachers (7-12)</li> <li>• YGC deals with a child who has accumulated 5 or 10 Infringements. Student Support Team contacts parents as required</li> </ul>
<b>Student Support Counsellor</b> Mrs Penny Fletcher pfletcher@scc.wa.edu.au	<ul style="list-style-type: none"> <li>• <b>Counselling</b></li> <li>• <b>Help to access external services</b></li> </ul>	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> contact regarding student welfare &amp; behavioural matters if issues are not resolved with Primary Student Support or Year Group Coordinators</li> </ul>
<b>Key Learning Area Coordinators (KLACs) Secondary – English, Humanities, Science, Mathematics, Health PE/ Sport &amp; Rec, Technology</b> <b>Primary – Kindy-Yr2 &amp; Yrs 3-6</b>	<ul style="list-style-type: none"> <li>• <b>Secondary Issues</b></li> <li>• <b>Curriculum</b></li> <li>• <b>Discipline</b></li> </ul>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> contact for parents if issues remain unresolved with Teachers</li> <li>• 2<sup>nd</sup> contact for queries relating to curriculum if not resolved with Teacher</li> <li>• <u>Secondary Discipline</u> issues are handled by KLAC if a child receives a Send Out. Student Support Team contacts parents as required.</li> <li>• <u>Primary Discipline</u> – handled by Primary Student Support (see above)</li> </ul>
<b>Curriculum Coordinators –</b> <i>BLW, Music</i>	<ul style="list-style-type: none"> <li>• <b>Curriculum</b></li> </ul>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> contact for queries relating to curriculum if not resolved with Teacher</li> </ul>
<b>Educational Resource Manager</b> Mr Greg Hornsby ghornsby@scc.wa.edu.au	<ul style="list-style-type: none"> <li>• <b>Timetabling</b></li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> contact for timetabling queries</li> </ul>
<b>Senior Secondary Coordinator</b> <b>Camps Manager</b> Mr Steve Fletcher sfletcher@scc.wa.edu.au	<ul style="list-style-type: none"> <li>• <b>Senior Secondary Coordinator</b></li> <li>• <b>Year Group Camps &amp; Mission Trip Oversight</b></li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> contact for queries relating to subject choices or issues for Secondary students (Yr 11/12)</li> <li>• 3<sup>rd</sup> contact if curriculum issues are not resolved with KLAC (Yr 11/12)</li> <li>• Oversight of Year Group Camps &amp; Mission Trips</li> </ul>
<b>VET &amp; Electives Coordinator</b> Mr Keith Roffman kroffman@scc.wa.edu.au	<ul style="list-style-type: none"> <li>• <b>Vocational Education</b></li> <li>• <b>Secondary electives (9/10) &amp; subject changes</b></li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> contact for queries relating to Vocational Education</li> <li>• 1<sup>st</sup> contact for queries relating to subject/elective choices or issues for Secondary students (Yrs 9-10)</li> <li>• 1<sup>st</sup> contact for change of subject requests from students (Yrs 9-12)</li> </ul>
<b>Inclusive Education Coordinator</b> Mrs Martlie Fourie mfourie@scc.wa.edu.au	<ul style="list-style-type: none"> <li>• <b>IEPs / CAPs / Special Needs</b></li> <li>• <b>Extension/ Enrichment Support</b></li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> contact for staff – managing students with special needs – students on Individual Education Program (IEP)/Curriculum Adjustment Plan (CAP)</li> <li>• 1<sup>st</sup> contact for staff – managing students with special needs – student extension</li> </ul>
<b>Deputy Principal Curriculum</b> Mrs Sophia de Lange sdelange@scc.wa.edu.au	<ul style="list-style-type: none"> <li>• <b>Curriculum K-12</b></li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for Day to Day Operations of College K-12 in relation to curriculum</li> <li>• 3<sup>rd</sup> contact for queries relating to curriculum if not resolved with KLAC</li> <li>• 2<sup>nd</sup> contact for staff – managing students with special needs – student extension</li> </ul>
<b>Deputy Principal Student Welfare</b> Mr Steve Fletcher sfletcher@scc.wa.edu.au	<ul style="list-style-type: none"> <li>• <b>Student Welfare &amp; Behaviour Oversight</b></li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for Day to Day Operations of College K-12 in relation to student welfare and behaviour</li> <li>• 3<sup>rd</sup> contact for parents re: student welfare &amp; behavioural matters if issues remain unresolved</li> <li>• Contact DPS Exec Assistant, Bernadette Buckley, bbuckley@scc.wa.edu.au, if K-12 issues have not been resolved with person functionally in charge</li> </ul>

## ADMINISTRATION:

Position	Responsibilities	
<b>Reception</b> Mrs Julie Fong jfong@scc.wa.edu.au	<ul style="list-style-type: none"> <li>• <b>General Enquiries</b></li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> contact for general enquiries</li> <li>• 1<sup>st</sup> contact for queries regarding event dates and times</li> </ul>
<b>Student Services</b> Mrs Janet Wells studentservices@scc.wa.edu.au	<ul style="list-style-type: none"> <li>• <b>Absences</b></li> <li>• <b>Student Details</b></li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> contact for student absences – prefer by text 0481 070 669 or email studentservices@scc.wa.edu.au or phone College Office 9938 9100</li> <li>• 1<sup>st</sup> contact for signing students out of College for appointments</li> <li>• 1<sup>st</sup> contact for updating student details such as health issues etc.</li> </ul>
<b>Help Desk – Tech Support</b> Stephen Rice helpdesk@scc.wa.edu.au	<ul style="list-style-type: none"> <li>• <b>IT Technical Support</b></li> <li>• <b>iPads/ MacBooks</b></li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> contact for resolution of IT issues</li> <li>• Provide assistance to staff, parents and students with IT devices</li> </ul>
<b>Fees Officer</b> Mrs Matilda Kanini mkanini@scc.wa.edu.au	<ul style="list-style-type: none"> <li>• <b>Fees</b></li> <li>• <b>Payments</b></li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> contact for all queries relating to school fees</li> <li>• Receives all payments for fees, events, etc.</li> </ul>
<b>Uniform</b> Mrs Glenis Hornsby sccuniform@scc.wa.edu.au	<ul style="list-style-type: none"> <li>• <b>Uniforms</b></li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> contact for uniform purchases/queries</li> <li>• Uniform Shop opening hours are on College website</li> </ul>
<b>Enrolments Officer</b> Mrs Jenny Visser jvisser@scc.wa.edu.au	<ul style="list-style-type: none"> <li>• <b>Enrolments</b></li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> contact relating to enrolment at the College</li> </ul>
<b>Marketing &amp; Community Relations Officer</b> Mrs Anna Hollander ahollander@scc.wa.edu.au	<ul style="list-style-type: none"> <li>• <b>Events</b></li> <li>• <b>Fundraising</b></li> <li>• <b>The Link - Notices</b></li> <li>• <b>Parent Team</b></li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> contact regarding fundraising/event suggestions</li> <li>• 1<sup>st</sup> contact for information to go in The Link (weekly College newsletter)</li> <li>• 1<sup>st</sup> contact regarding information about Parent Team</li> </ul>
<b>Communications Officer, Executive Asst to Principal, Front Office Manager</b> Mrs Fiona Davidson fdavidson@scc.wa.edu.au	<ul style="list-style-type: none"> <li>• <b>Communications</b></li> <li>• <b>Family Details</b></li> <li>• <b>Principal</b></li> <li>• <b>Office Issues</b></li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> contact for issues relating to communications from the College</li> <li>• 1<sup>st</sup> contact for updating family details such as contact details, requests for multiple copies of documents to be mailed, VROs etc.</li> <li>• 1<sup>st</sup> contact for any queries directed to the Principal</li> <li>• 1<sup>st</sup> contact if issues have not been resolved with front office staff</li> </ul>
<b>Principal</b> Mr Gavin Hirschhausen ghirschhausen@scc.wa.edu.au	<ul style="list-style-type: none"> <li>• <b>Principal/CEO</b></li> </ul>	<ul style="list-style-type: none"> <li>• College Principal/Chief Executive Officer</li> <li>• Contact Principal's Executive Assistant, Fiona Davidson, fdavidson@scc.wa.edu.au, if issues have not been resolved with person functionally in charge</li> </ul>