

# 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*



<b>Position</b>	<b>About</b>	<b>Responsibilities</b>
<b>Teacher</b>	<b>Student welfare, behavioural &amp; curriculum issues</b>	<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>Year Group Coordinator</b>	<b>Student welfare &amp; behavioural issues</b>	<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</li> <li>Year Group Coordinator deals with a child who has accumulated 5 or 10 Infringements. Student Support Team contacts parents as required</li> </ul>
<b>Student Support Team</b>	<b>Student &amp; Family Support</b>	<ul style="list-style-type: none"> <li>Resource for students and parents regarding pastoral care/behavioural issues</li> </ul>
<b>Key Learning Area Coordinators (KLACs) Secondary - Arts, Humanities, Science, Maths, PE &amp; Outdoor Ed, Technology, Voc. Ed &amp; Training</b>	<b>Curriculum Secondary</b>	<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>Discipline issues are handled by KLAC if a child has had a Send Out. Student Support Team contacts parents as required</li> </ul>
<b>Director of Primary, Curriculum Manager K-10, Camps Manager</b> Mrs Sophia de Lange sdelange@scc.wa.edu.au	<b>Curriculum Primary K-6</b>  <b>Curriculum K-10 Camps</b>	<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>3<sup>rd</sup> contact if curriculum issues are not resolved with KLAC (7-10)</li> <li>Oversight of all School Camps – refers queries to appropriate Camp Coord.</li> </ul>
<b>Director of Teaching and Learning</b> Mr Rob Jamieson rjamieson@scc.wa.edu.au	<b>Timetabling Secondary Options Curriculum 11-12</b>	<ul style="list-style-type: none"> <li>1<sup>st</sup> contact for timetabling queries</li> <li>1<sup>st</sup> contact for queries relating to subject/option choices or issues for Secondary students</li> <li>3<sup>rd</sup> contact if curriculum issues are not resolved with KLAC (11-12)</li> </ul>
<b>Inclusive Education Coordinator</b> Mrs Martlie Fourie mfourie@scc.wa.edu.au	<b>IEPs / CAPs / Special Needs Extension/ Enrichment Support</b>	<ul style="list-style-type: none"> <li>1<sup>st</sup> contact for staff – managing students with special needs – students on IEPs/CAPs</li> <li>1<sup>st</sup> contact for staff – managing students with special needs – student extension</li> </ul>
<b>Deputy Principal</b> Mr Gavin Hirschhausen		<ul style="list-style-type: none"> <li>Responsible for Day to Day Operations of College K-12</li> <li>Contact Mr Hirschhausen's Personal Assistant, Bernadette Buckley bbuckley@scc.wa.edu.au, if K-12 issues have not been resolved with person functionally in charge</li> </ul>
<b>Reception</b> Mrs Julie Fong jfong@scc.wa.edu.au	<b>General Enquiries</b>	<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	<b>Absences</b>  <b>Student Details Computers</b>	<ul style="list-style-type: none"> <li>1<sup>st</sup> contact for student absences – can be telephoned to College office or emailed to studentservices@scc.wa.edu.au or text 0477 751 352</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> <li>1<sup>st</sup> contact for computer issues. Drop off devices with Student Services including information regarding problems. Device will then be given to the Computer Help Desk for resolution of issues.</li> </ul>
<b>Fees Officer</b> Mrs Matilda Kanini mkanini@scc.wa.edu.au	<b>Fees/Payments</b>	<ul style="list-style-type: none"> <li>1<sup>st</sup> contact for all queries relating to school fees</li> <li>Receives all payments e.g. events, camps</li> </ul>
<b>Uniform</b> Mrs Jane Beck sccuniform@scc.wa.edu.au	<b>Uniforms</b>	<ul style="list-style-type: none"> <li>1<sup>st</sup> contact for uniform purchases/queries - Uniform Shop opening hours are on website</li> </ul>
<b>Enrolments Officer</b> Mrs Jenny Visser jvisser@scc.wa.edu.au	<b>Enrolments</b>	<ul style="list-style-type: none"> <li>1<sup>st</sup> contact relating to new enrolments at the College</li> </ul>
<b>Marketing &amp; Community Relations Officer</b> Mrs Anna Hollander ahollander@scc.wa.edu.au	<b>Fundraising Out of School Activities Parents &amp; Friends Team</b>	<ul style="list-style-type: none"> <li>1<sup>st</sup> contact regarding fundraising/event suggestions</li> <li>1<sup>st</sup> contact for Out of School Activities e.g. coaching sports teams</li> <li>1<sup>st</sup> contact regarding information about Parents &amp; Friends Team</li> </ul>
<b>Communications Officer, PA to Principal &amp; Front Office Manager</b> Mrs Fiona Davidson fdavidson@scc.wa.edu.au	<b>Communications Family Details</b>  <b>Office Issues Principal</b>	<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 if issues have not been resolved with front office staff</li> <li>1<sup>st</sup> contact for any queries directed to the Principal</li> </ul>
<b>Principal</b> Mr Paul Arundell		<ul style="list-style-type: none"> <li>College CEO</li> <li>Contact Mr Arundell's Personal Assistant, Fiona Davidson fdavidson@scc.wa.edu.au, if issues have not been resolved with person functionally in charge</li> </ul>