



COMMUNICATION TO SCHOOL STAFF POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Ranfurly Primary School on (03) 5022 1299

PURPOSE

This policy explains how Ranfurly 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

Ranfurly 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 contact the office on 5022 1299 or via email at ranfurly.ps@education.vic.gov.au
- to report any urgent issues relating to a student on a particular day, please contact office on 5022 1299
- to discuss a student's academic progress, health, or wellbeing, please contact your classroom teacher/ Unit Coordinator
- for enquiries regarding camps and excursions, please contact the Unit Coordinator of the age group going
- to make a complaint, please contact the Principal/Assistant Principal on 50221299. Please also refer to our Complaints policy.
- to report a potential hazard or incident on the school site, please contact Principal/Assistant Principal.
- for parent payments, please contact the Business Manager on 50211299.
- for all other enquiries, please contact our Office on 50221299 or via email: ranfurly.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.

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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 office on 5022 1299 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 or via Ranfurly's Compass tool under the 'School Documentation' section
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Included as annual reference in school newsletter or reminders in our school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	30 April 2023
Approved by	Principal [Dennis Mitchell]
Next scheduled review date	April 2026 [recommended minimum review cycle for this policy is 3 to 4 years]