



Carcoar Public School

Out of the Past | Into the Future

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Family Communication Procedures

The following is offered as the first point of contact regarding areas of compliment or complaint.

Area for Discussion	Appropriate Action
The academic progress of my own child	Directly contact the child's teacher to arrange a suitable time to discuss academic performance. Ruth Carter K-2 Gabby Summerson or Samantha Milligan 3-6
The welfare of my own child	Contact your child's teacher to clarify information. Ruth Carter K-2 Gabby Summerson or Samantha Milligan 3-6 Contact the Principal to discuss complex or ongoing issues.
Changes to personal details, attendance, holidays, medication	Contact the office to inform change of address, telephone number, emergency contact, custody details, health issues etc.
Actions of other students	Contact your child's teacher for a classroom or playground problem. Ruth Carter K-2 Gabby Summerson or Samantha Milligan 3-6 Contact the Principal for ongoing playground problems.
School policy or practice	Contact the office and nature of nature of concern. The appropriate member of staff will contact you to discuss further.
Actions of a staff member	Contact the Principal for actions of a staff member.

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