



Winston Hills Public School

Hillcrest Avenue, Winston Hills NSW 2153

Living and Learning Together

Contacting the School - A Guide for Families

The following has been prepared as a guide for families when contacting the school. Please remember that with most inquiries your child's class teacher is your first port of call.

Questions about...	Action to be taken
My child's welfare, learning or stage activities	1 st Please write a note to your child's teacher OR 2 nd Please contact the office to organise an interview with the teacher
A school policy or practice	Please contact the office and the appropriate member of staff will respond
The actions of another child towards my child on school grounds	Please inform the class teacher OR the Deputy Principal if an urgent matter
The actions of another child towards my child while travelling to or from school	Please inform the Deputy Principal or Principal
The actions of a parent while on school grounds	Please inform the Deputy Principal or Principal
The actions of a member of staff (for feedback or clarification)	1 st Please write a note to the teacher concerned or contact the office to organise an interview 2 nd Organise an interview with the Assistant Principal responsible for the stage 3 rd Contact the office to organise an interview with the Principal
Playground accidents	Please contact the Deputy Principal
Lost property	1 st Ask your child to check the lost property box 2 nd Check the lost property box yourself 3 rd Please write a note to your child's teacher
Sporting activities	1 st Read the school newsletter and/or school calendar 2 nd Please contact the office and the appropriate member of staff will respond
High schools	Please contact the Deputy Principal
Financial Assistance	Please contact the office and speak to the Principal