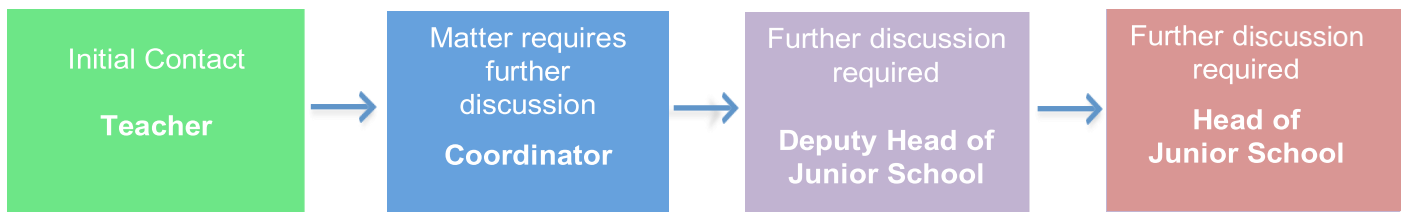


Procedure for Parent Communication with the College

Swan Christian College continues to grow in student numbers and continues to expand the range of learning programs and school years studying on campus. In order to ensure communication between parents and the school, the following procedures should be followed. This procedure also applies to Grievances within the College community.

Communication with the Junior School (KG - Year 6)

Parents should discuss problems or concerns of any kind with their child's class teacher. Teachers can be contacted by phone or email, and appointments can be made if required. Following this, if a matter remains unresolved, you or the teacher may refer to the Deputy Head of Junior School, and further still to the Head of Junior School. Please consult the following chart:



Student Welfare and progress:

Class Teacher

Early Learning Coordinator:

Mrs Hollie Johnson

Year 3/4 Coordinator:

Mrs Julia Aland

Year 5/6 Coordinator:

Mrs Daina Trew

Enrichment and Extension Coordinator:

Mr Don Smith

Inclusive Education Coordinator:

Mrs Marilyn Myers

Deputy Head of Junior School:

Mrs Stephanie Darque

Head of Junior School:

Mr Scott Puzey

Absences:

Student Services

Finance / Fees / Accounts:

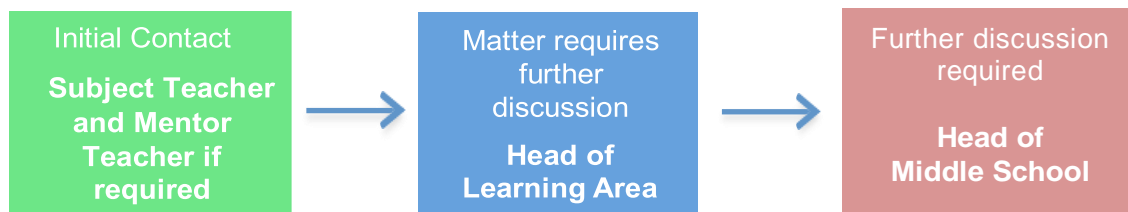
Accounts Department

Please note that a teacher may choose to involve the Junior School Chaplain/Counsellor if they feel that specialist involvement may assist in providing the best outcome for your child.

Communication with the Middle School (Year 7-9)

Middle School Academic Concern Pathway

A parent or guardian who has concerns related to a specific subject should in the first instance speak directly to the subject teacher as they are in the best position to provide feedback and advice. Issues for which a parent or guardian may wish to contact a subject teacher include homework, academic progress in that subject, subject specific study skills, classroom behaviour and participation.



Student welfare and progress:

Class Teacher/Mentor Teacher if required

Heads of Learning Area

English:

Mr Dale Kelly

Health, PE and Sport:

Mr Ben Allsop

Humanities and Social Sciences:

Mr Jonathan Myers

Instrumental Music:

Mr Andrew Raymond

Mathematics:

Mr David Hunter

Performing Arts:

Mr Andrew Matthews

Science:

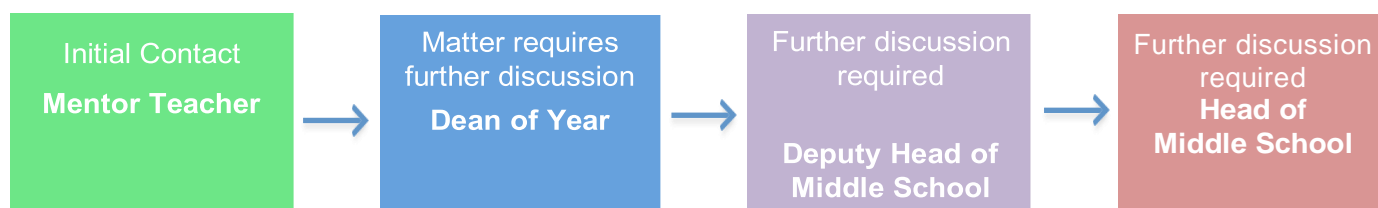
Mrs Kelly Dwyer

Technology, Enterprise and Visual Arts:

Mr Clive Smith

Middle School Pastoral Care Concern Pathway

The Mentor Teacher is the main point of contact for a parent and guardian with issues such as overall academic progress, behaviour, uniform, attendance and social development and welfare. The College aims for Middle School students to have the same Mentor Teacher from Year 7-9 allowing the teacher to get to know the individual students in their care and provide students with a staff member who they can approach for advice.



Student welfare and progress:

Mentor Teacher

Dean of Year 7:

Mrs Junnetta Spurgeon

Dean of Year 8:

Mrs Helen Poole

Dean of Year 9:

Mr Robert Biddle

Deputy Head of Middle School:

Mr Simon Bergin

Head of Middle School:

Mrs Christine Crump

Absences:

Student Services

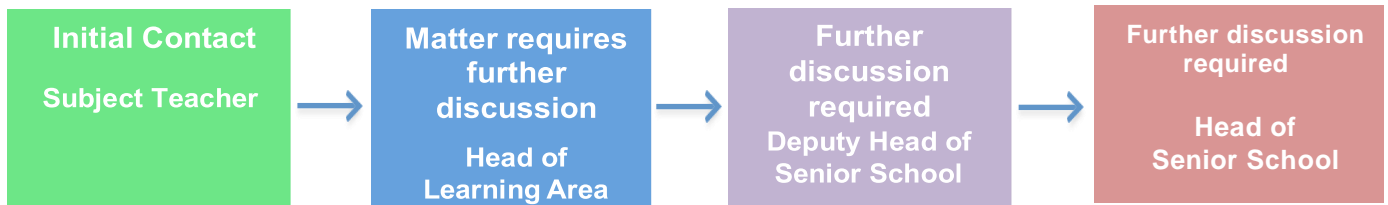
Finance / Fees / Accounts:

Accounts Department

Communication with the Senior School (Year 10-12)

Senior School Academic Concern Pathway

A parent or guardian who has concerns related to a specific subject should in the first instance speak directly to the subject teacher as they are in the best position to provide feedback and advice. Issues for which a parent or guardian may wish to contact a subject teacher include homework, academic progress in that subject, subject specific study skills, classroom behaviour and participation.



Subject Teacher:

Refer to student timetable

Heads of Learning Area

English:

Mr Dale Kelly

Health, PE and Sport:

Mr Ben Allsop

Humanities and Social Sciences:

Mr Jonathan Myers

Instrumental Music:

Mr Andrew Raymond

Mathematics:

Mr David Hunter

Performing Arts:

Mr Andrew Matthews

Science:

Mrs Kelly Dwyer

Technology, Enterprise and Visual Arts:

Mr Clive Smith

Course and Subject Selection

Deputy Head of Senior School:

Mr Gerhard May

Head of Senior School:

Mr Terry Eason

Senior School Pastoral Care Concern Pathway

The Mentor Teacher is the main point of contact for a parent and guardian with issues such as overall academic progress, behaviour, uniform, attendance and social development and welfare. The College aims for Senior School students to have the same Mentor Teacher from Year 10 to 12 allowing the teacher to get to know the individual students in their care and provide students with a staff member to whom they can approach for advice.

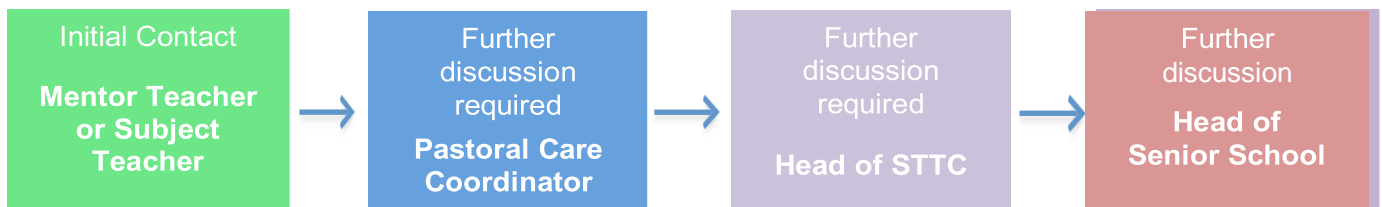


Student welfare and progress:	Mentor Teacher
Dean of Year 10:	Mr Gavin Plows
Dean of Year 11:	Mr David Pitman
Dean of Year 12:	Mrs Rachel Allsop
Head of Senior School:	Mr Terry Eason
Absences:	Student Services
Finance / Fees / Accounts:	Accounts Department

Swan Trade Training Centre

Academic and Pastoral Concern Pathway

The Mentor Teacher is the main point of contact for a parent and guardian with issues such as overall academic progress, behaviour, uniform, attendance and social development and welfare.



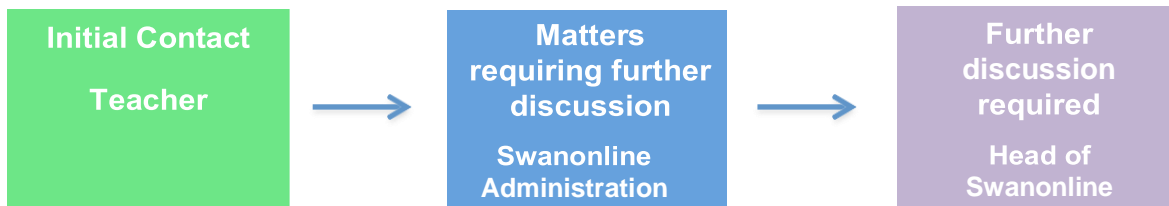
Student welfare and progress:	Mentor Teacher
Academic progress:	Subject Teacher
Pastoral Care Coordinator:	Mr Matthew King
Head of STTC:	Mr Luke Norman
Head of Senior School:	Mr Terry Eason
Course and subject selection:	Mr Luke Norman
Absences:	Student Services
Finance / Fees / Accounts:	Accounts Department

Swanonline

Academic Concern Pathway

A parent or guardian who has concerns related to a specific subject should in the first instance speak directly to the subject teacher as they are in the best position to provide feedback and advice. Issues for which a parent or guardian may wish to contact a subject teacher include academic progress in that subject, subject specific study skills, and participation.

Due to the nature of online education it is imperative that parent teacher communication remains open and supportive of the student.



Student welfare and progress:

Head of Swanonline:

Course and subject selection:

Administration and Absences:

Finance / Fees / Accounts:

Subject Teacher

Ms Marion Poynton

Mr Gerhard May and Ms Marion Poynton

Mrs Bronwyn Bidoli

Accounts Department