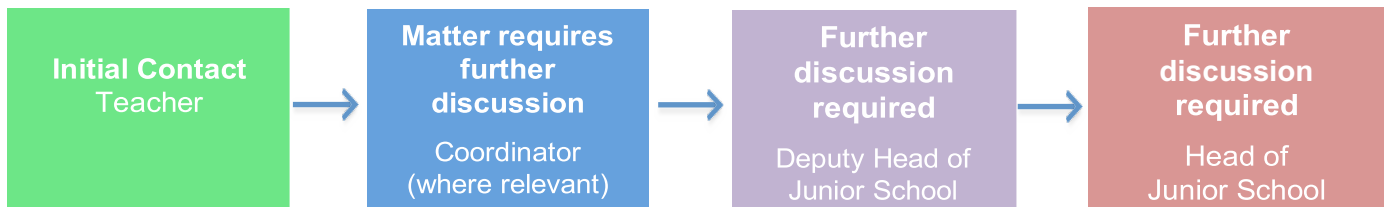


## Procedure for Parent Communication with the College

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.

### Communication with the Junior School

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 you or the classroom teacher remains concerned, you or the teacher may refer to the Deputy Head of Junior School, and further to the Head of Junior School if the matter remains unresolved. Please consult the following chart:



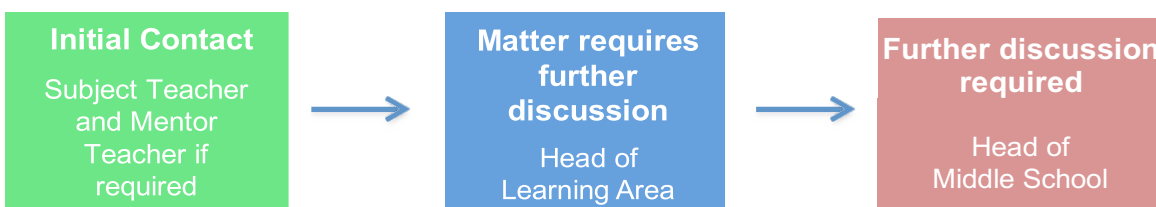
Student Welfare and progress:	Class Teacher
K-2 Coordinator:	Miss Christina Welch
Education Support Coordinator:	Mrs Meril Myers
Deputy Head of Junior School:	Mrs Stephanie Darque
Head of Junior School:	Mrs Aurelia Cole
Absences:	Junior School Student Services
Finance / Fees / Accounts:	Accounts Department

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

#### 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.



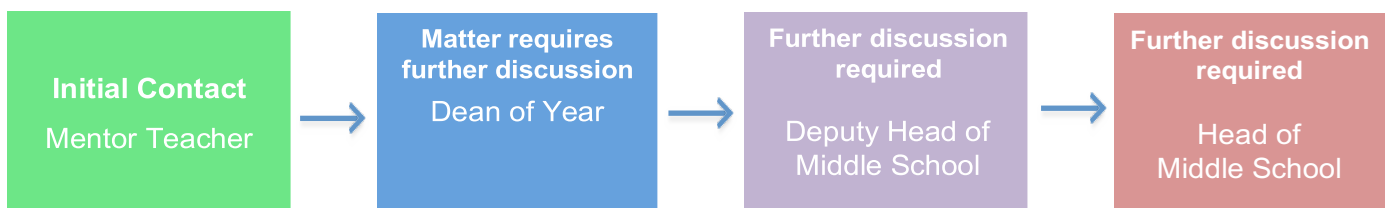
Student welfare and progress: Class Teacher and Mentor Teacher if required

### Heads of Learning Area

English: Mr Andrew Matthews  
Health, PE and Sport: Mr Ben Allsop  
Humanities and Social Sciences: Mr Jonathan Myers  
Mathematics: Mrs Jorja Di Lello  
Performing Arts: Mr Adrian Scott  
Science: Mr Aedan Lennon  
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.

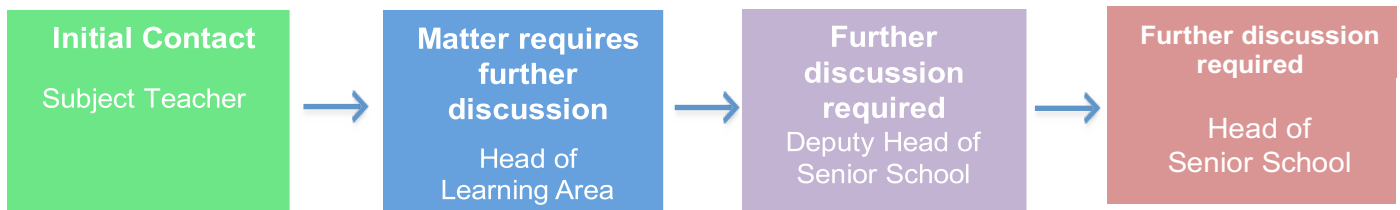


Student welfare and progress: Mentor Teacher  
Dean of Year 7: Mr Jarrod Heglund  
Dean of Year 8: Mrs Junnetta Spurgeon  
Dean of Year 9: Mr David Pitman  
Deputy Head of Middle School: Mr Simon Bergin  
Head of Middle School: Mrs Christine Crump  
Absences: Year 7-12 Student Services  
Finance / Fees / Accounts: Accounts Department

### Communication with the Senior School

#### 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 Andrew Matthews

Health, PE and Sport:

Mr Ben Allsop

Humanities and Social Sciences:

Mr Jonathan Myers

Mathematics:

Mrs Jorja Di Lello

Performing Arts:

Mr Adrian Scott

Science:

Mr Aedan Lennon

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:

Mrs Rachel Allsop

Dean of Year 11:

Miss Fabienne Clicheur

Dean of Year 12:

Mr Robert Biddle

Head of Senior School:

Mr Terry Eason

Absences:

Year 7-12 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
Head of STTC:	Mr Luke Norman
Head of Senior School:	Mr Terry Eason
Course and subject selection:	Mr Luke Norman
Absences:	Year 7-12 Student Services
Finance / Fees / Accounts:	Accounts Department

## Swanonline

### 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:	Subject Teacher
Head of Swanonline:	Ms Marion Poynton
Course and subject selection:	Mr Gerhard May and Ms Marion Poynton
Swanonline Administration:	Mrs Charis Mitchell
Absences:	Year 7-12 Student Services
Finance / Fees / Accounts:	Accounts Department