



Flowchart for raising enquiries, concerns or complaints



I have a concern in regards to:

- My child's learning
- behaviour
- wellbeing
- homework

Make an appointment to speak with your child's teacher

Was the concern resolved?

Yes



No

Raise concern with the Assistant Principal

Was the concern resolved?

Yes



No

Make an appointment with the Principal

- enrolments
- a finance issue
- change of contacts
- use of digital services
- permission to publish
- leave requests
- medication/health
- other similar questions

Contact the school office to discuss

Was the concern resolved?

Yes



No

Make an appointment with the Principal

- Counsellor Referral
- MacqLit
- MiniLit
- Small Group Tuition

Learning and Support Team Coordinator

Was the concern resolved?

Yes



No

Make an appointment with the Principal

- Behaviour of students outside of school
- Policies and procedures
- School security issues
- Child Protection issues
- Complaints handling
- Other serious matters

Make an appointment with the Principal

Principal: Mr Grant Rimmer

Years 3-6 Assistant Principal: Mrs Megan Popova

Years K-2 Assistant Principal (Mon & Tues): Mrs Emily Elmore

Years K-2 Assistant Principal (Wed-Fri): Mrs Susan Tully

Learning and Support Team Coordinator: Ms Leah Jones (Mon, Tues and Fri)