



Communicating with our school

IN PERSON

- We encourage open communication with our families. Firstly Please discuss any concerns with the classroom teacher. If the matter remains unresolved please contact the appropriate Assistant Principal to voice your concerns.
- We prefer that you phone or email a request briefly explaining what you wish to discuss so a mutually convenient time can be made with the most appropriate person.
- Please do not approach staff members directly before or after the school day as they may have other duties to attend to.

PHONE

- Our phone number is 4325 2181.
- Phones are answered between 8.30am-3.15pm Monday-Friday during school terms.
- Phones will not always be answered on School Development Days due to staff participation in professional learning.
- If you are returning a missed a call, please listen to any messages left by the caller so we know where to direct your call.
- You may be asked to provide a brief description of your enquiry to allow the best person to respond.
- Please allow up to 3 school days for all responses.

EMAIL

- Our school email is wyoing-p.school@det.nsw.edu.au
- Emails are monitored between 8.30am-3.30pm Monday-Friday during school terms.
- Emails will be acknowledged within 2 school days and responded to by the relevant staff member within 5 school days (if required).

SENTRAL ATTENDANCE

- Our staff will record your response in the attendance system.
- You will not receive a reply.



	Central	Phone	Email	In Person
Notification of student absence	✓	✓	✓	✓
Notify of absence of more than 10 days due to holiday		Application for extended leave – travel required	Application for extended leave – travel required	Application for extended leave – travel required
Requesting a meeting with teacher		✓	✓	✓
Question regarding school event or information	REFER TO CENTRAL Calendar (Parent portal) Website Calendar School Newsletter			
Providing information on your child's health including providing a specialist report			✓	✓
Change in afternoon arrangements to be communicated to your child		No later than 2pm		
Raising a concern		✓	✓	Upon Appointment