





Please note that staff will not be required to respond to emails after 8pm and on week-ends.

Guidelines for parent



APPENDIX A – RIGHTS AND RESPONSIBILITIES

Staff

Rights	Responsibilities
To be treated with respect and courtesy by students and parents/carers at all times	To follow communication guidelines when communicating with staff, parents/carers and students
To feel safe and free from harassment or intimidation at all times	To treat students in a way that develops self-esteem and to communicate in a respectful manner with parents/carers and colleagues
To be able to teach and perform duties without interruptions	To inform parents/carers of their academic progress



<p>To be able to initiate contact with the college if they have a concern regarding their progress, safety or wellbeing</p>	<p>To read the # V check student planners and read any correspondence sent home</p>
<p>To receive adequate notices (at least one to two weeks prior) of any upcoming excursions or information evenings</p>	<p>To contact the college if there are significant circumstances that might be impacting on their behaviour,</p>



APPENDIX B 'WHO TO CONTACT ABOUT'

College Principal	High level concerns about college policies, student/teacher conduct.
Campus Principal Senior School	High level concerns from parents, college policies, student/teacher conduct Concerns related to college curriculum, teaching & learning, assessment & reporting



Middle Subschool Leader	High level concerns about students Administrative matters such as programs and internal exams
Junior Subschool Leader	High level concerns about students Administrative matters such as programs and camps

Year 12 Year Level