



ESPERANCE ANGLICAN COMMUNITY SCHOOL

A school of the Anglican Schools Commission Inc

Advice for Parents in Communicating with the School

At Esperance Anglican Community School we seek to build positive relationships with our parents and carers so that they feel part of our community and play a part in supporting the education of their children. We seek to keep parents and carers well-informed but, from time-to-time, there will be occasions when there will be concerns or queries that need to be raised. We hope that the protocols outlined below will be helpful in promoting effective and meaningful communication to address such issues.

Administrative and Finance Matters

1. When a concern or query arises about issues such as fees, uniform, permissions for camps, dates and so forth, parents should communicate with Reception, in the first instance by 'phone or email, or through the SEQTA Engage messaging system.

Teaching and Learning Matters

2. When a concern or query arises about a specific class or subject, parents should communicate initially with the classroom teacher, in the first instance by 'phone, email, or through the SEQTA Engage messaging system.
3. If it is felt that a face-to-face meeting would be helpful, parents are requested to seek a mutually convenient meeting time with the staff member involved to discuss concerns. Please be aware that most teachers have a full teaching and pastoral load and so it may not be possible to arrange a time during the teaching day.
4. If the matter remains unresolved, parents should advise the teacher that they would like a further meeting on the matter with the Head of Teaching and Learning (Mrs Lisa Marquis) or the Deputy Principal (Mr Iain Clark)
5. If the matter is in need of further resolution, parents should arrange to talk to, or meet with, the Principal
6. Where a concern covers a wide range of subjects the parent should contact the appropriate Year Co-ordinator, in the first instance by 'phone or email, or through the SEQTA Engage messaging system.
7. If the matter remains unresolved, parents should advise the Year Co-ordinator that they would like a further meeting on the matter with the Head of Teaching and Learning (Mrs Lisa Marquis) or the Deputy Principal (Mr Iain Clark)



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8. If the matter is in need of further resolution, parents should arrange to talk to, or meet with, the Principal

Pastoral Care Matters

9. When a concern or query arises about a non-academic matter, parents should communicate initially with the Advisory Tutor, in the first instance by 'phone or email, or through the SEQTA Engage messaging system
10. If it is felt that a face-to-face meeting would be helpful, parents are requested to seek a mutually convenient meeting time with the staff member involved to discuss concerns. Please be aware that most teachers have a full teaching and pastoral load and so it may not be possible to arrange a time during the teaching day.
11. If the matter remains unresolved, parents should advise the teacher that they would like a further meeting on the matter with the Year Co-ordinator.
12. If the matter remains unresolved, parents should advise the Year Co-ordinator that they would like a further meeting on the matter with the Deputy Principal (Mr Iain Clark)
13. If the matter is in need of further resolution, parents should arrange to talk to, or meet with, the Principal

Complaints

We hope that it will not be necessary to lodge a formal complaint but, should this be thought to be necessary, this should be done in accordance with the Anglican School Commission policy which all ASC Schools follow. The Policy is available on the School's website.

Sources of Information

14. Parents are urged to regularly seek information from the established channels of communication:
 - The EACS Website
 - The EACS Facebook page
 - 'Daily Notices' on SEQTA Engage
 - SEQTA Engage messaging and correspondence
 - The Principal's weekly 'Comment'
 - Occasional termly newsletters



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- The School Calendar
- Parent/Teacher Evenings
- Other information evenings

Contact Details

Switchboard 08 9083 2444
School Email info@eacs.wa.edu.au
Website www.eacs.wa.edu.au

Staff Details

Principal	Mr Kerr Fulton-Peebles	principal@eacs.wa.edu.au
Deputy Principal	Mr Iain Clark	iclark@eacs.wa.edu.au
Head of Teaching and Learning	Mrs Lisa Marquis	lmarquis@eacs.wa.edu.au

Advisory Tutors

Year 07.1	Miss Amelia Green	agreen@eacs.wa.edu.au
Year 07.2	Mr Blair Castelli	bcastelli@eacs.wa.edu.au
Year 08.1	Mrs Sharelle Walter	swalter@eacs.wa.edu.au
Year 08.2	Mr Kim Clayton	kclayton@eacs.wa.edu.au
Year 09.1	Mrs Lara Williams	lwilliams@eacs.wa.edu.au
Year 09.2	Mrs Natalie Shipp	nshipp@eacs.wa.edu.au
Year 10.1	Mrs Nicole Harris	nharris@eacs.wa.edu.au
Year 10.2	Miss Georgia Gregory	ggregory@eacs.wa.edu.au
Year 11/12.1	Mr Utso Chakraborty	uchakraborty@eacs.wa.edu.au
Year 11/12.2	Mrs Lisa Marquis	lmarquis@eacs.wa.edu.au

Year Group Co-ordinators

Year 7	Mr Blair Castelli	bcastelli@eacs.wa.edu.au
Year 8	Mrs Sharelle Walter (also Lower School Coordinator for Years 7&8)	swalter@eacs.wa.edu.au
Year 9	Ms Laura Salomone	lsalomone@eacs.wa.edu.au
Year 10	Mrs Julie Hall	jhall@eacs.wa.edu.au
Year 11	Mrs Melinda Ford	mford@eacs.wa.edu.au
Year 12	Ms Cheryl Bottrell	cbottrell@eacs.wa.edu.au