



# Nilma Primary School

## Communication with School Staff

POLICY

### PURPOSE

This policy explains how Nilma Primary School proposes to manage common enquiries from parents and carers.

### SCOPE

This policy applies to school staff, and all parents and carers in our community.

### POLICY

Nilma Primary School understands the importance of providing helpful and timely responses to common enquiries from parents and carers. To ensure that members of our school community are directed to the most appropriate person to assist them, the information below outlines key contacts for common queries:

- to report a student absence, please contact the Office on 03 5623 2963 or text 0423 562 379. An email can also be sent to [nilma.ps@education.vic.gov.au](mailto:nilma.ps@education.vic.gov.au). Parents can also report and absence through SENTRAL's Parent Portal.
- to report any urgent issues relating to a student on a particular day, please contact the Office on 03 5623 2963
- to discuss a student's academic progress, health or wellbeing, please contact the Office to arrange a meeting with your child's teacher. A message can be sent to teachers through SENTRAL using the Parent Portal.
- for enquiries regarding camps and excursions, please contact the Office on 03 5623 2963 or 0423 562 379
- to make a complaint, please contact the Principal on 03 5623 2963 or at [nilma.ps@education.vic.gov.au](mailto:nilma.ps@education.vic.gov.au). Please also refer to our Complaints Policy.
- to report a potential hazard or incident on the school site, please contact the Principal and/or Office on 03 5623 2963
- for parent payments, please contact the Office on 03 5623 2963
- for all other enquiries, please contact our Office on 03 5623 2963

School staff will do our best to respond to general queries as soon as possible and ask that you allow us 2 – 3 working days to provide you with a detailed response. We will endeavour to respond to urgent matters within 24 hours where possible.

### Requests for information

Parents and carers are generally entitled to information ordinarily provided to parents, including school reports and newsletters.

Parents and carers seeking information that is not ordinarily provided to parents are encouraged to apply for access through the Freedom of Information process, or, if the information is sought for use in court proceedings, by issuing a subpoena.

Freedom of Information requests should be directed to:

Manager – Freedom of Information Unit  
Department of Education and Training  
2 Treasury Place  
EAST MELBOURNE VIC 3002  
03 9637 3134  
[foi@edumail.vic.gov.au](mailto:foi@edumail.vic.gov.au)

## REVIEW CYCLE

This policy was last updated in July 2020 and is scheduled for view in 2023.