



CONTACTING THE APPROPRIATE STAFF MEMBER FLOWCHART

Rationale

St Ives High School recognises the importance of being in partnership with parents/guardians and all those who are involved in the educational process of our students. We seek to develop positive relationships with all involved through appropriate and positive communication.

The purpose of this document is to outline ways the school community can efficiently and effectively communicate with staff members.

Scope

This document applies to all members of the school community.

Parent seeking information

SIHS WEBSITE

- School Calendar
- Uniform shop and dress code.
- Fee payment (online)
- Weekly Newsletter
- Link to Parent Portal (found under *Student & Parent Links*)

Found under 'downloads'

- Bell Times
- Examination Timetables
- Subject Selection Information
- Assessment information

PARENT PORTAL (SENTRAL)

Key:
 (PV1 = only available on Parent Portal Version 1)
 (PV2 = only available on Parent Portal Version 2)

- Student timetables (PV1)
- Wellbeing (PV1)
- Student attendance/absence notification
- Student reports
- Student notices
- Parent teacher evening bookings (PV2)
- School calendar
- Newsletter

SCHOOL STREAM

- Notifications in Year groups
- Announcements
- Band and P&C updates

SOCIAL MEDIA: FACEBOOK, TWITTER

- Good news stories
- Dynamic teaching and learning activities at SIHS

Query Resolved

Yes

No

Parent wishing to make contact

Email
 General enquiries:
stives-h.school@det.nsw.edu.au
 Teacher email addresses:
 Can be found on *Parent Portal*

Staff to respond in generally **two working days** (during the school term)

Query Resolved

Yes

No

Parent wishing to contact child during school hours

- Phone call 91441689
- In the case of an emergency a message can be passed to your child via our school office staff.
- Please avoid contacting your child during class time.
- See here for bell times [Bell times](#)

Attendance notification (choose one)

- Email stives-h.admin@det.nsw.edu.au
- *Parent Portal*

Direct contact via email:

- *Head Teacher or classroom teacher* for subject specific concerns
- *Year Advisers or Head Teacher Welfare* for welfare concerns. This may be referred to another member of staff if appropriate, eg Counsellor, Careers Adviser, Learning and Support.

Query Resolved

Yes

No

Phone call to Deputy Principals –
 N Bodley, Years 8, 10, 12
 N Lawler, Years 7, 9, 11

Query Resolved

Yes

No

Please call to make an appointment with the Principal, Mr Watson

If you would like to make contact with a member of the senior executive, you can do this either by phone or via email.

Mr Watson (Principal) –
mark.j.watson@det.nsw.edu.au

Mr Lawler (Deputy Principal years 7, 9 and 11)
nathan.lawler6@det.nsw.edu.au

Mrs Bodley (Deputy Principal years 8, 10 and 12)
nathalie.bodley@det.nsw.edu.au

Phone number - 9144 1689

Note – Parent Portal currently have 2 versions, which are very similar. When on your phone, PV2 should be more user-friendly. Your login details and access point will be the same for both. Here is a link to the [Parent Portal](#).