

**Lines of Communication - Wonga Park Primary School 2025**

**Contact and Communication**

To streamline communication between home and school, a table has been created, detailing the lines of communication. This will help to ensure that parents are able to access the relevant staff member to attend to an enquiry or concern.

We understand that at times, a parent may need further information to clarify or resolve a situation after contacting the first line of communication. We have therefore added additional staff members who may be able to support parents with their enquiry/concern.

**General Contact**

Wonga Park Primary School

41 Dudley Road

Wonga Park, Victoria 3115

PH: 9722 1325 Email: [wonga.park.ps@education.vic.gov.au](mailto:wonga.park.ps@education.vic.gov.au)

**Senior Leadership Team**

**Principal:** Julie Crawford

**Assistant Principal:** Adele Brice

**Learning Specialist:** Theresa Gioia

**Business Manager:** Kerry Davenport

**Office Administration:** Lesley Grimley

**Team Leaders:**

Preps: Elle Powell

Level 1 & 2: Natasha Tymensen

Level 3 & 4: Kylie Sledge

Level 5 & 6: Nina Gridchin

Specialists: Kristy Salisbury

**Wonga Park PS Website**

<https://wongapark.vic.edu.au/>

**Office Hours of Operation**

Monday – Friday 8.30am – 4.00pm

**Administration**

General inquiries 9722 1325 [wonga.park.ps@education.vic.gov.au](mailto:wonga.park.ps@education.vic.gov.au)

Absences 9722 1325 or enter via Sentral

School tours 9722 1325 [wonga.park.ps@education.vic.gov.au](mailto:wonga.park.ps@education.vic.gov.au)

**Lines of Communication Chart**

The flow chart indicates the order in which to contact should be made about various matters, based on the processes that exist within our school. If you are unable to determine whom to contact, please call the office on 9722 1325 or email [wonga.park.ps@education.vic.gov.au](mailto:wonga.park.ps@education.vic.gov.au) for assistance.

The chart is divided into broad areas including wellbeing, curriculum, programs, extra-curricular activities, safety and payments. The following provides a description of each area -

**Student Learning –** Academic progress within the classroom. This can include Individual Education Plans and Semester Reports, student progress or difficulties.

**Year Level programs, camps, excursions, and incursions –** Extra-curricular events within the year level cohort.

**Wellbeing and Engagement –** Student wellbeing and engagement which includes disability and access, mental health, significant changes at home that may impact the student, attendance and connectedness to school. Court orders and access arrangements.

**Student Behaviour and Incidents –** Regular or frequent incidences which may include bullying (repeated and targeted behaviour over a period of time), cyber bullying, negative social interactions and physical aggression. This may also include safety concerns at school.

**Sports –** Extra-curricular sport activities such as Interschool Sport, Joggers’ Club, District Events, Swimming and or sport excursions.

**Finance or Parent Payments** – Matters regarding family accounts with the school and payments made to the school. This includes the Camps, Sports and Excursions Fund (CSEF).

**Facilities Hire** – Information regarding the hiring of school facilities outside of school hours.

**After School Basketball Program –** inquiries related to the after-school basketball program. Please contact Sean Holland or Nathan Percy at the following email address – [wongaparkbasketball@gmail.com](mailto:wongaparkbasketball@gmail.com)

***Diversity and Inclusion –*** *inquiries related to special needs, modifications and adjustments, funding.*

***Allied Health –*** *inquiries related to access, appointments*

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|  | **First point of contact…** | **Second point of contact: If you require further information or clarification please contact …** | **Third point of contact: In you require further information or clarification please contact …** |
| **Student Learning- Classroom** | Classroom teacher | Level Team Leader | Member of the Senior Leadership Team  (contact the office for an appointment) |
| **Student Learning – during a specialist subject** | Specialist Teacher | Specialist Team Leader |
| **Year Level programs, camps, excursions and incursions** | Classroom teacher | Level Team Leader |
| **Concern regarding an incident** | Classroom teacher | Wellbeing Leader – Terri Gioia |
| **Wellbeing and Engagement** | Classroom teacher | Level Team Leader |
| **Sport/PE** | Classroom teacher | Physical Education/Sport Coordinator –  Michael O’Dwyer |  |
| **After School Basketball Program** | After School Basketball Coordinator –  Michael O’Dwyer |  |  |
| **Finance/Parent Payments** | Business Manager – Kerry Davenport |  |  |
| **Facilities Hire** | Business Manager – Kerry Davenport |  |  |
| **Potential hazard or incidents on school site** | Office – Kerry Davenport / Lesley Grimley |  |  |
| **Diversity and Inclusion** | Assistant Principal  Adele Brice |  |  |
| **Allied Health** | Natalie McKinnon |  |  |

**Timeline**

Please note that in line with our Communication Policy, school staff will do their best to respond to general queries as soon as possible. We will endeavour to respond to urgent matters within 24 hours where possible. We ask that you allow us 2 – 3 working days to provide you with a detailed response or for more complex matters, we ask you to allow us up to 10 working days to respond.

Classrooms Teachers or Specialist Teachers (if during a Specialist session) are asked to contact parents on the day a (major) incident occurs. Should the parent not be available, a message will be left and staff will communicate via email that an attempt to call the parent was made. The parent will be asked to contact the staff member the following day.

*Minor and Major incidents relate to our implementation of School Side Positive Behaviour (SWPBS).*

**Parents are able to contact staff via an email** to the school email address ([wonga.park.ps@education.vic.gov.au](mailto:wonga.park.ps@education.vic.gov.au)), by **phoning the office** (9722 1235) or by **speaking directly to the staff member**.

If the email is of highly confidential nature, please contact -

Julie Crawford at [julie.crawford@education.vic.gov.au](mailto:julie.crawford@education.vic.gov.au)

or Adele Brice at [adele.brice@education.vic.gov.au](mailto:adele.brice@education.vic.gov.au)

Clear communication lines can help clarify issues promptly and build positive relationships between home and school. Please do not hesitate to approach staff at the school with any enquiries or concerns. We are here to help!

Regards

The WPPS Team.