



Wonga Park Primary School

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@education.vic.gov.au

Principal: Julie Crawford
Assistant Principal: Adele Brice

Business Manager: Kerry Davenport
Office Administration: Lesley Grimley

Learning Specialist - Curriculum: Theresa Gioia (Monday - Wednesday)
Learning Specialist - Wellbeing: Rachel Barnes (Thursday and Friday)

Team Leaders:

Preps: Elle Powell
Level 1 & 2: Natasha Tymensen
Level 3 & 4: Sharmini Philp
Level 5 & 6: Meryl Archibald
Specialists: Sean Holland

Wonga Park PS Website

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

Office Hours of Operation

Monday – Friday 8.30am – 4.00pm

Administration

General inquiries	03 9722 1325	wonga.park.ps@education.vic.gov.au
Absences	03 9722 1325	or enter via Sentral
School tours	03 9722 1325	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 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

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

Allied Health – *inquiries related to access, appointments*

	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	Learning Specialist – Curriculum – Terri Gioia
Student Learning – Specialist subject	Specialist Teacher	Specialist Team Leader	Learning Specialist – Curriculum – Terri Gioia
Year Level programs, camps, excursions and incursions	Classroom teacher	Level Team Leader	Principal – Julie Crawford Assistant Principal – Adele Brice
Concern regarding an incident	Classroom teacher	Wellbeing Learning Specialist - Rachel Barnes Wellbeing Leader - Jocelyn Hollyman	Principal – Julie Crawford Assistant Principal – Adele Brice
Wellbeing and Engagement	Classroom teacher	Level Team Leader	Wellbeing Learning Specialist - Rachel Barnes Wellbeing Leader - Jocelyn Hollyman
Sport/PE	Classroom teacher	Physical Education/Sport Coordinator – Sean Holland	
After School Basketball Program	After School Basketball Coordinator – Sean Holland, Nathan Percy		
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	Assistant Principal Adele Brice		

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.

Parents are able to contact staff via an email to the school email address (wonga.park.ps@education.vic.gov.au), by **phoning the office** (9722 1235) or by **speaking directly to the staff member**. The Golden Ten (8:50am – 9:00am) or after school are often good times to have a quick chat with the classroom teacher. If the enquiry or concern cannot be quickly dealt with or the teacher is teaching a class, parents can make an appointment for a mutually convenient time.

If the email is of highly confidential nature, please contact -
Julie Crawford at julie.crawford@education.vic.gov.au
or Adele Brice at 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.