

Contacting the School - A Guide for Parents

In the first instance, parents/carers are urged to seek information from the established channels of communication regularly: Audiri, the Eastlakes Public School website, class newsletter [sent home at the beginning of each term], and the NSW Department of Education website.

Your child's teacher is your first port of call if you have further queries or concerns about your child or the school. This may be by phone, letter, email, or in person. Any discussions with staff [beyond brief informal queries] should be via a scheduled meeting, requested via the school office.

Questions about...	Action to be taken
My child's welfare, learning or stage activities	Write a note to your child's classroom teacher or schedule a time to meet with your child's classroom teacher
A school policy or practice	Contact the office via email, and the appropriate member of staff will respond in a timely manner. eastlakes-p.school@det.nsw.edu.au
The actions of another child towards my child	Inform the classroom teacher in the first instance and/or contact the Assistant Principal if the matter is urgent. Kim Kutasi: kimberly.kutasi@det.nsw.edu.au Emma Cox: emma.cox21@det.nsw.edu.au
The actions of another child towards my child while travelling to or from school	Inform the Assistant Principal or Principal
The actions of a parent/carer while on school grounds	Inform the Assistant Principal and/or Principal
Playground Accidents	Contact your child's classroom teacher via email, phone call to office or afterschool during pick up time.
Lost Property	Check the lost property box outside the canteen before or after school.
School Activities	Check the newsletter, community calendar and Audiri. If you cannot find the required information, contact the office via email, and the appropriate staff member will respond. eastlakes-p.school@det.nsw.edu.au
High School Enrolments	Contact the Assistant Principal for 3-6 Emma Cox: emma.cox21@det.nsw.edu.au
Administration of Medication at School	Contact the office, complete the required paperwork, and deliver the medication in the original package to the office. You may be asked for a doctor's note. eastlakes-p.school@det.nsw.edu.au
Custody/Court Orders	Inform the Principal via the school email eastlakes-p.school@det.nsw.edu.au
Change of address or emergency contact details	Contact the office staff and provide proof. If required, notify the class teacher. eastlakes-p.school@det.nsw.edu.au
Explanation of absence from school	Explanations of absence are required within the first 7 days of the first absence. Explanations can be in writing, either by the school app, emailing the office, responding to the SMS sent each morning or verbally either via phone call or telling the classroom teacher. eastlakes-p.school@det.nsw.edu.au
Application for extended leave or exemption from attendance at School	Collect the extended leave application form from the office. Complete and return to the office with a copy of your itinerary and booked tickets. Await approval from the Principal. eastlakes-p.school@det.nsw.edu.au
Child leaving the school	Notify the school in writing eastlakes-p.school@det.nsw.edu.au

Please note that you can arrange an appointment by emailing the school on eastlakes-p.school@det.nsw.edu.au or by calling the School office on 02 9667 3659