Koumala State School

Communicating With Your School

Seeking Information / Assistance / Clarification / Problem

1. Define the matter. Bring the matter to the attention of:

If you need guidance in defining a matter, arrange to see the Principal.

Principal

School Management.

- Policies
- Programs
- Staff actions
- Safety
- Child Protection
- Legislation
- Misconduct

Teachers

Student Management

- Student progress
- Class Programs
- Discipline,
- Excursions
- Camps
- Homework

Auxiliary Staff.

Student Assistance

- Appointments with teachers or principal.
- Relaying messages
- Student Banking
- Newsletter items
- Excursion payments.
- Uniform sales
- Enrolment/transfers

P and C

Community links

- Tuckshop
- Fundraising,
- Uniform quality
- Special Events.
- Advocacy

Non School

Exterior links

- Buses/Queensl and Transport
- Health Advice
- Road conditions/ signage
- Water supply
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2. Decide who and how to handle the Matter.

3. Define the areas to be addressed. Identify solutions/options.

4. Make a decision about the matter, plan of action or agreement.

Satisfactory outcome.

End of matter.

Unsatisfactory outcome.

Matter still unresolved

Revisit person concerned if issue still exists.

Arrange a meeting with the Principal. Follow steps as above. If still unresolved…

Contact Education Queensland.

- Mackay District Office
- Manager Education Services.
- Community Participation Officer.