2 February 2016

Dear Parents/Guardians

Junior School Email Communication and Guidelines

Green Point Christian College encourages parents to participate in any and all forms of communication that will enhance their child’s potential for success in school. Email can be an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.

Email is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature. This situation is best served by a scheduled interview.

There is a 3-day turnaround for a response to an email from a parent. This will allow the time necessary to respond to a parent concern, however all emergency situations should be communicated through the office. Please phone the office on 4363 1266 in this instance.

Email Alternatives
- Often school related information can be located on our website. Additional copies of excursion/event letters and forms can be accessed when lost or details forgotten.
- Newsletter
- Grade Parents
- College office

Parent Meetings
Parents are welcome to meet with teachers to discuss their child’s progress. Unscheduled meetings before school are difficult for teachers as they are preparing for the day. Instead, please either contact the office or contact the teacher to arrange a mutually convenient time to meet. It is best if you arrange a time when you and your child’s teacher could sit down and discuss the issue in detail without distractions.

If parents have any questions or concerns or they would like to raise an issue, your child’s teacher is the first point of contact. If the issue cannot be resolved, parents should make a time to meet with the teacher and the Stage Co-ordinator together to work on a successful outcome.

Stage Co-ordinators:
Infants (K-2)  - Michael Matthews
Years 3 and 4  - Fay Davis
Years 5 and 6  - Karen Munro
Assistant Head of Junior School – Julie Stowe

Thank you in advance for your assistance in these matters.

Yours sincerely

Kerry Paterson
Head of Junior School