



**Court Grammar  
School**

## **Topic**

**Parent/Caregivers Communication with the  
School**

## **Registration Standard**

**2.9 Complaints**

## **Originally Released**

**2015**

## **Date for Review**

**2023**

### **Procedure for Parent/caregivers Communication With the School**

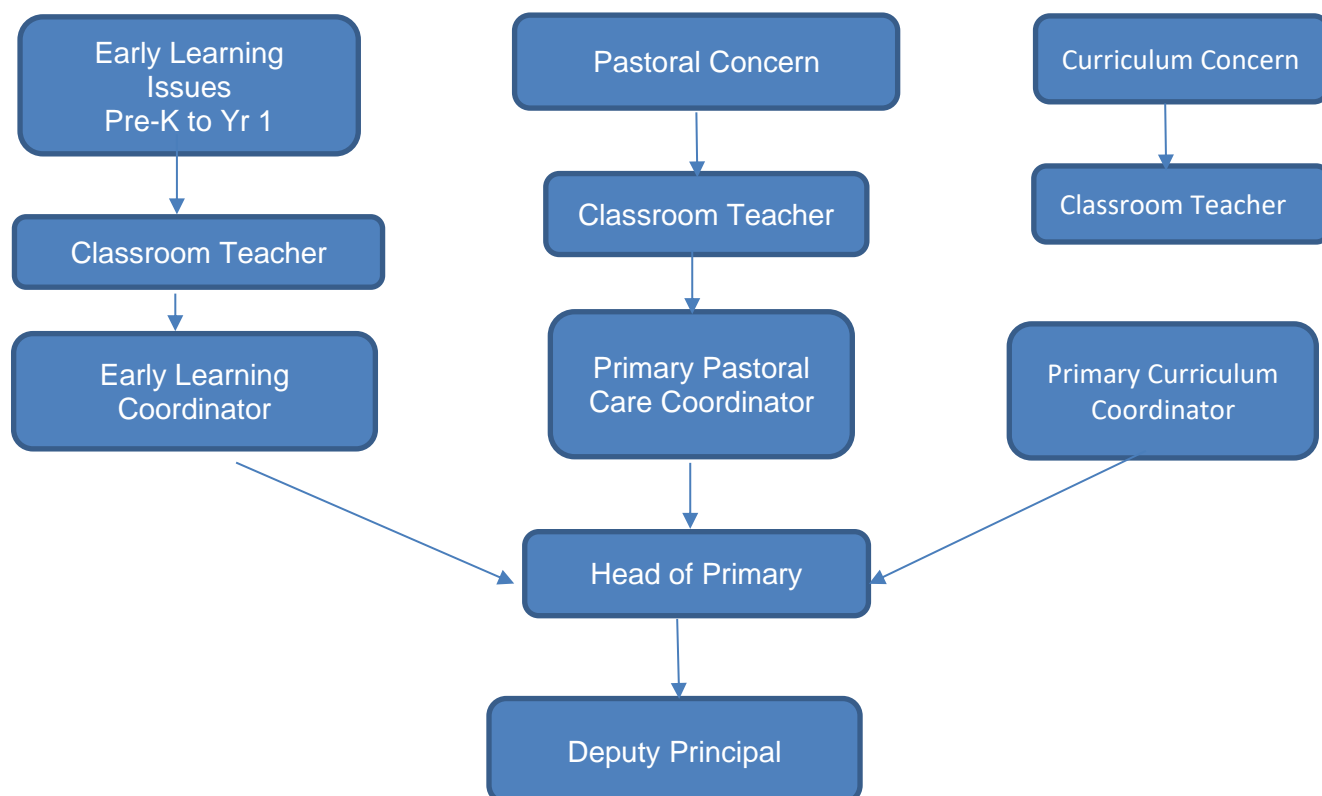
Court Grammar School continues to grow in student numbers and continues to expand the range of learning programs and school years studying on campus. In order to ensure smooth communication between parent/caregivers and the School, the following procedures should be followed.

#### **Communication with the Primary School (Pre-Kindergarten to Year 6)**

Parent/caregivers should discuss problems or concerns of any kind with their child's class teacher. Teachers can be contacted by phone or via SEQTA Direct message or See Saw and appointments can be made if required. Following this, if you or the classroom teacher remains concerned, you or the teacher may refer:

Pastoral care issues:  
Curriculum issues:  
Early Learning issues  
All other issues:

Primary Pastoral Care Coordinator, Mr Robert Taylor  
Primary Curriculum Coordinator, Mrs Hayley Higgs  
ELC Coordinator, Mrs Elizabeth Vos  
Head of Primary, Mr Stuart Learmonth



## Communication with the Secondary School (Yr 7 – 12)

### Pastoral

When parent/caregivers have a concern about their child's behaviour, welfare, general progress or social development they should contact the child's Pastoral Care Advisor (PCA).

The PCA's are as follows:

Year	Whitby 1	Whitby 2	Yarrabah 1	Yarrabah 2
7	Mr Chris Thompson	Mr Craig Hilton	Mr James Piper	Mrs Angela Gileno
8	Ms Maya Stawski	Ms Taryn Culverhouse	Mr Alex Kelly	Mr Jordan Jones

Year	1	2	3
9	Mr Rob Furzer	Ms Simone Tolhurst	Mr Darren Snashall
10	Mrs Claire Blyth	Mr Daniel Jenkin	Mr Joshua Garrett
11	Mr Mark Couzens	Mrs Kim Barlow	Mrs Jocelyn Pugliese
12	Ms Gabby O'Sullivan	Ms Tahnee West	

If you or the PCA remains concerned, you or the PCA may refer to the Year Coordinators:

Year 7:	Ms Imogen Stanton	Year 10:	Mr Robert Andersson
Year 8:	Mr Ross Greeff	Year 11:	Mr Ben Freel
Year 9:	Mr Tristan Campbell	Year 12:	Mr Ken Sullivan

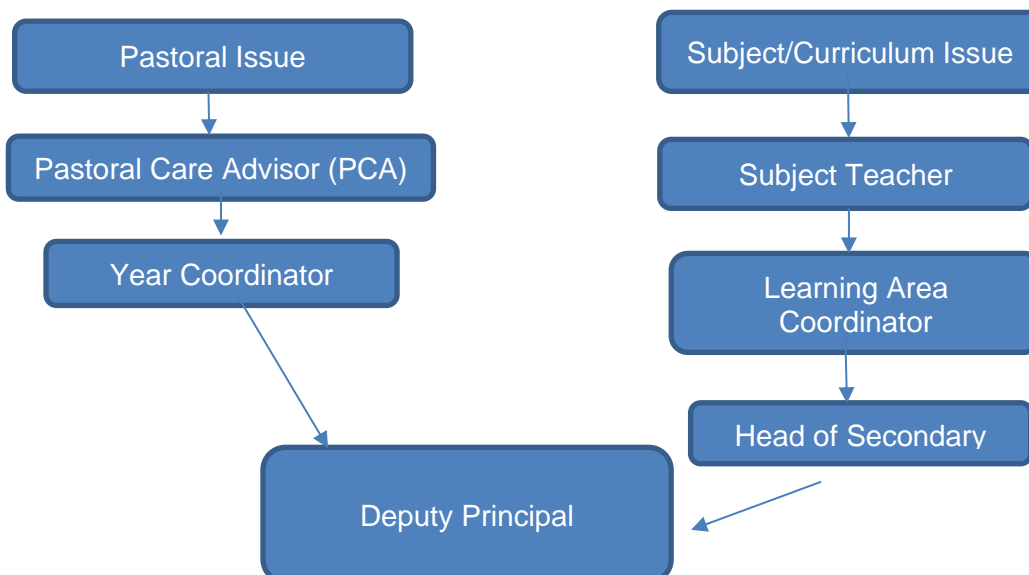
### Curriculum

When parent/caregivers have a concern about their child's performance in a specific academic subject, an appointment should be arranged with the relevant teacher. Please note that a teacher may choose to involve the Learning Area Coordinator /Head of Secondary if they feel that specialist involvement may assist in providing the best outcome for your child.

#### Learning Areas

English	Ms Tahnee West
Humanities and Social Sciences	Mr Brendan Martin
Mathematics	Mr Sean Walker
Physical Education	Mr James Bristow
Science	Mr Robert Andersson
The Arts and Technology	Mrs Jocelyn Pugliese
Music	Mrs Kimberley Barlow
VET	Mr Brad Krokosz

Head of Secondary- Mr Brad Krokosz



## Absences and Queries on Finance/Fees

All Absences Student Services, Mrs Rebecca Bell

All queries on Finance, Fees and/or Accounts Business Manager, Mrs Erica Captain

### Related Documents

Complaints and Disputes Policy for Parent/Caregivers and Students

### Review History

Year of Review	Review/Amendments	Approved By
2022	Updated to reflect staff changes	Principal
2022	Updated staff and structure	Principal
2021	Updated staff and structure	Principal
2020	Updated staff and structure	Principal
2019	Updated staff and structure	Principal
2018	Updated staff and structure	Principal
2017	Updated staff and structure	Principal
2016	Updated staff and structure	Principal

### Next Review

Year	Reviewer
2023	Principal