

WEST RYDE PUBLIC SCHOOL HOME-SCHOOL COMMUNICATION MATRIX - 2021



The table below is designed to assist communication. Please identify the area of concern and follow the instructions listed below. Please understand that teachers cannot be available at bell times. At these times their duty of care is to ensure all students are safely in class or ready to go home. **Please ring the school, email or send a note to arrange a convenient time and professional setting for your interview.** Teachers will be best prepared to assist you and your child if you make the nature of your concerns known to them before you meet.

Area	Initially	Next	Then	Finally
Curriculum	The class teacher on aspects of your child's progress in the key learning areas, the content of a particular subject, performance in assessment tasks, homework, excursions and behaviour in the class and playground.	The Assistant Principals in matters such as placement of students in classes, overall assessment/testing policies and teaching programs.	Deputy Principals K-2 Miss Albina Lee 3-6 Miss Kate Young	The Principal is available by interview to discuss any of the listed areas and others, ordinarily following consultation with the relevant staff member.
Student Welfare	The class teacher on aspects of your child's overall academic, physical and social development including matters such as peer relationships, discipline and attendance.	The Assistant Principals for ongoing aspects of your child's overall academic, physical and social development including peer relationships, behavior, attendance, teacher-pupil interactions.	Learning Support Team (LST) School Counsellor	
Sport	The team coach on particular matters relating to training sessions, team expectations, selections and venues. Cricket – Linda Ham (Jnr) Netball – Linda Ham (Jnr) Natasha Reynolds (Snr) Courtney Jones (Snr) T-Ball – Damian Brown Newcomb Ball/Volleyball – Soccer – Thi Truong (Jnr) Natalie Dowswell Emma Gibson (Snr) AFL – Natasha Reynolds (Jnr) Softball – Courtney Jones Nury Kim (Snr)	Miss Linda Ham for general ongoing aspects of the school sport programs and/or the coordinators of the specific carnivals.	Deputy Principals	
Medical Conditions	The Admin/Office staff for the administration of prescription drugs or first aid. Non-prescription drugs are not given to students at school (eg cough medicine). Parents of students with severe allergic conditions and asthma, must have Action Plan/Health Plan in place. * Please discuss w/ your doctor medicines that can be taken outside of school hours	Assistant Principal Deputy Principal	School Counsellor Your local doctor or Community Health Centre	
Money matters	As stated on the notes sent home, usually by the class teacher or the Admin Office. All money is to be placed in the boxes in the Admin foyer unless otherwise specified.	The Admin Office for payment records or amounts outstanding.	Principal for student assistance	
SRC	Class teachers	Angel Liang, Dianne Mills – SRC Coordinator	Deputy Principals	
Extra-Curricular	Choir – Ophelia Torres (Jnr Yr 2-3) Hannah Kim, Linda Ham (Snr 4-6) Dance – Sophie MacInnes/Bec Collins (Jnr Yrs 1-3) Natalie Au/So Min Yoo (Snr Yrs 4-6)	Chess/Band/String Ensemble – Please contact organisers Sydney Academy of Chess - 9745 1170 Teaching Services Australia - 9651 7333	Deputy Principals	