



NOOSA
CHRISTIAN COLLEGE
COOROEY

2022 Parent Communication Protocol



Parent Communication Protocol

Noosa Christian College is owned and operated by the Seventh-day Adventist Church, in a Christian faith-based educational setting. As a College, we believe in and uphold Christian values including mutual respect, cooperation, open and honest communication, respect for privacy, equity and accountability. All staff, teachers, students, parents, volunteers and other visitors, as members of the College community, are required to uphold and abide by these values.

Aim

The protocol aims to ensure that all members of the College community maintain positive and respectful relationships in all manner of dealings with each other. Fostering positive partnerships between home, school and members of our community provides students with a supportive environment in which to grow and develop successfully.

Expected Behaviours

As a College community, it is expected that all stakeholders will uphold a high standard of behaviour consistent with the values of the school, and provide positive role modelling to the students, including:

- *Respect* - Value yourself and others through your words and actions.
- *Responsibility* - Make wise choices and be accountable in all situations.
- *Effort* - Work to the best of your ability and don't give up.
- *Compassion* - Be kind and understanding of one another at all times.
- *Service* - Put the needs of others first and lend a helping hand.
- *Integrity* - Do the right thing even when others aren't watching.

Parental Interactions with Children

As adults in the community, we have a responsibility to protect, nurture and support children at all times. Therefore, we should:

- Make only positive comments about teaching staff to build trust and confidence in children.
- Refer to *Communication Protocol* to resolve issues or concerns.
- Not approach a student or child directly about a concern, unless immediate intervention is required to protect the child from unacceptable behaviours or there is a risk to their safety. If this occurs, please report to a member of staff about the incident immediately afterwards.
- Have no physical contact with students (other than your own children) and respect their personal space.
- Actively support the College's Student Welfare and Behaviour Management Policy. If any actions of a member of our College community are deemed to be a breach of these values, the College Administration will make a formal request to discuss the matter and further actions may be taken to resolve the situation.



When Present on Campus

- Primary parents are required to leave the classroom vicinities by 8.50am and may return at 2.50pm, unless helping on campus by prior arrangement, which requires signing in at the office and wearing a visitor's pass.
- Secondary parents are required to visit reception to process all enquiries regarding their child.
- Parents are not to enter a classroom without the class teacher's permission.
- Use the front door to enter and exit from classrooms, and classrooms are not to be used as thoroughfares to access other parts of the school.
- Model appropriate standards of behaviour and respect when attending Chapel, Assembly, and other school events.
- Parents are not to approach other students or families regarding any issues at school.
- Photographing of students (apart from your own children) is not permitted.

Communicating with Teachers

- If you have any concerns, please refer to the *Communication Protocol document* as to who to contact first.
- Appointments are to be made by email (preferred) or by contacting the office.
- When making an appointment, please provide brief details. A mutually convenient time for the meeting will be negotiated.
- Members of staff will acknowledge emails within one business day, between 8.30am and 4.00pm (Monday to Friday).
- Communications are to be respectful at all times.

Protocols for Classroom Helpers

- Classroom helpers are to respect the confidentiality of students with whom they are working.
- Mobile phones not to be used for any purpose inside classrooms, and are to be turned off or on silent.
- Parents are there at the discretion of the teachers, not necessarily to work with their own child.
- Classroom helpers are expected to model our College's values to students of all ages.
- If helpers have any concerns in the course of carrying out their duties, these are to be addressed to the classroom teacher.
- The College reserves the right to withdraw classroom helpers from the learning environment at the discretion of the teacher.

Protocol for Collection of Students During School Time

- Primary - If a child is being picked up from the classroom, the parent must sign the student out at the office. The parent will then be given a slip to give to the teacher when they pick up their student from the class.
- Secondary - Please meet your student for pick up at the office.

NOOSA CHRISTIAN COLLEGE

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At Noosa Christian College we strive to facilitate positive relationships between staff and the College community. To make this process more efficient, the following table has been designed to assist parents/carers to effectively communicate with the appropriate staff member. Email is our preferred method of contact and where more than one name appears in a box, please follow the sequence of staff in order and allow up to one business day for a reply.

CONCERN/NEED	WHO TO CONTACT
Whole School	
Enrolment Enquiries / Change of Address / Contact Details	Reception - Mrs Jacinta Benade & Mrs Allison Blandin de Chalain
Official Functions / Newsletter / Marketing / PR / Communications	Mrs Dale Bergman
Account and Fee Enquiries / Repairs and Maintenance	Mrs Stephanie Markert
Strategic Planning / College Advisory / Policies / Emergencies	Principal - Mrs Jeanette Martin
Student Laptops	Reception - Mrs Jacinta Benade & Mrs Allison Blandin de Chalain
Pastoral Care / Welfare	1. Class / Roll Teacher 2. Primary Coordinator - Mrs Jodi Presecan Secondary Coordinator - Mr Daniel Pink 3. Principal - Mrs Jeanette Martin
Chaplaincy	Pr Jacob Ugljesa & Pr Esther Meale
Learning Diversity / Special Needs	Learning Diversity Coordinator (K to 12) - Ms Felicity Bezer Learning Diversity - Mrs Sonia Goding
Counselling Appointments	Learning Diversity Coordinator - Ms Felicity Bezer
Absences	1. Class Teacher / Roll Call Teacher 2. Reception - Mrs Jacinta Benade & Mrs Allison Blandin de Chalain
Class/Subject specific performance	1. Class / Subject Teacher 2. Primary Coordinator / Secondary Coordinator 3. Administration Team
To make an appointment with a teacher	1. Class / Subject Teacher via email
Excursions / Camps / Activities / Calendar Items / Daily Planning	Coordinator as per permission note
Library Resource Centre	Mrs Caville McLeod
Information Technology	Mr Mohit Sharma

Primary	
General Academic Performance	1. Class Teacher 2. Primary Coordinator - Mrs Jodi Presecan
Sport Matters / House Events	Mrs Jodi Presecan
Behaviour Management	1. Class Teacher 2. Mrs Sara Fatnowna 3. Mrs Jodi Presecan
Music	Mrs Simone Matteson
Student Leaders	Mrs Jodi Presecan - Primary Coordinator
SRC	Mrs Sonia Goding
Primary College Choir	Mrs Allison Parkinson, Mrs Angela Gray, Mrs Simone Matteson
Confiscated Items	1. Primary Coordinator - Mrs Jodi Presecan (Primary)
Chaplain / Wellbeing	1. Class Teacher 2. Pr Jacob Ugljesa / Pr Esther Meale
Secondary	
General Academic Performance	1. Class Teacher / Roll Call Teacher 2. Secondary Coordinator - Mr Daniel Pink
QCAA (Years 11-12) QCE etc. Assessment Tasks / Misadventures / Careers Advice / Subject Selection	Secondary Coordinator - Mr Daniel Pink
Behaviour Management Manager	1. Home Room Teacher 2. Mr Jason Sherar 3. Mr Daniel Pink
Lockers	Mr Jason Sherar
Student Leaders	Mr Daniel Pink
Sport Matters / House Events / Touch Football	Mrs Cassandra Vincitorio / Mr Sam Krieg
Music	Mr David Rogers
SRC	Miss Edna Sao / Mrs Kelly Paul
Confiscated Items	1. Class Teacher/ Roll Call Teacher 2. Secondary Coordinator - Mr Daniel Pink
Career Advice	Miss Melissa Peachey & Ms Chrissy Martin
Chaplain / Wellbeing	1. Class Teacher 2. Pr Jacob Ugljesa / Pr Esther Meale

SCHOOL ADMINISTRATION

NAME	RESPONSIBILITY	EMAIL ADDRESS
Mrs Jeanette Martin	Principal	principal@noosacc.qld.edu.au
Mr Daniel Pink	Secondary Coordinator	secondarycoordinator@noosacc.qld.edu.au
Mrs Jodi Presecan	Primary Coordinator	primarycoordinator@noosacc.qld.edu.au
Mrs Dale Bergman	PA to the Principal Marketing & Communications	dale.bergman@noosacc.qld.edu.au
Mrs Stephanie Markert	Business Manager	stephanie.markert@noosacc.qld.edu.au
Mrs Jacinta Benade	Reception & Enrolments	reception@noosacc.qld.edu.au
Mrs Allison Blandin de Chalain	Reception	reception@noosacc.qld.edu.au
Mrs Angela Gray	Curriculum Coordinator / Support Dog Coordinator	angela.gray@noosacc.qld.edu.au
Miss Melissa Peachey	Senior Secondary Curriculum Coordinator	melissa.peachey@noosacc.qld.edu.au
Mr Phillip Paul	Junior Secondary Curriculum Coordinator	phillip.paul@noosacc.qld.edu.au

SCHOOL TEACHERS / SUPPORT STAFF

NAME	LEARNING AREA	EMAIL ADDRESS
Ms Felicity Bezer	Learning Enhancement Coordinator (K-12)	felicity.bezer@noosacc.qld.edu.au
Mrs Sonia Goding	Learning Diversity / Prep Japanese Teacher	sonia.goding@noosacc.qld.edu.au
Mrs Celeste Wareham	Kindergarten	kindy@noosacc.qld.edu.au
Mrs Allison Parkinson	Prep	allison.parkinson@noosacc.qld.edu.au
Mrs Amy Sherar	Prep	amy.sherar@noosacc.qld.edu.au
Mrs Simone Matteson	Prep Music Teacher / Primary Release Teacher	simone.matteson@noosacc.qld.edu.au
Mrs Sara Fatnowna & Mrs Heidi Cronin	Year 1	sara.fatnowna@noosacc.qld.edu.au heidi.cronin@noosacc.qld.edu.au
Mrs Angela Gray	Year 2	angela.gray@noosacc.qld.edu.au
Mrs Jacqueline Taylor	Year 3	jacqueline.taylor@noosacc.qld.edu.au
Mrs Jodi Presecan & Mrs Heidi Cronin	Year 4	jodi.presecan@noosacc.qld.edu.au heidi.cronin@noosacc.qld.edu.au
Mrs Kianna Peeters	Year 5	kianna.peeters@noosacc.qld.edu.au
Mr Clinton Bond	Year 6	clinton.bond@noosacc.qld.edu.au

NAME	LEARNING AREA	EMAIL ADDRESS
Mrs Cassandra Vincitorio	Secondary Teacher & Sport Coordinator / Yrs 8-10 HPE / Sport and Rec / Snr PE / Yr 7 TRIBE / Touch Football (<i>Mon-Thu</i>)	cassandra.vincitorio@noosacc.qld.edu.au
Mr Sam Krieg	Secondary Teacher & Sport Coordinator / Yrs 8-10 HPE / Sport and Rec / Snr PE / Yr 7 TRIBE / Touch Football (<i>Fri</i>)	sam.krieg@noosacc.qld.edu.au
Mrs Kelly Paul	Year 8-2 Home Room / Biology Yrs 7-10 Geography / Yr 7 HPE Yr 8 Agriculture / Passion / SRC Coordinator	kelly.paul@noosacc.qld.edu.au
Mr Phillip Paul	Year 9 Home Room / Yr 7 Science / Yr 9 Science / Yrs 10-12 Maths / Jnr Secondary Curriculum Coordinator	phillip.paul@noosacc.qld.edu.au
Miss Melissa Peachey	Year 11 & 12 Home Room / Snr Sec Curriculum Coordinator / Senior Marine Science / Junior Marine Science / Yr 8 Science / Yr 10 Science / Yr 10 Heart Of Service	melissa.peachey@noosacc.qld.edu.au
Mr Daniel Pink	Year 7-2 Home Room / Secondary Coordinator / Yr 7 Science / Yr 7 Maths / TRIBE / G.R.I.T. Yr 9 / Touch Football	daniel.pink@noosacc.qld.edu.au
Mr David Rogers	Year 10 Home Room / Secondary Yrs 7-9 Music / Yr 8 English / Yr 7 Bible / Yrs 9-10 Economics and Business	david.rogers@noosacc.qld.edu.au
Miss Edna Sao	Year 7-1 Home Room / Yr 7 Bible / Yr 9 Maths / Year 10 Extension Maths, Senior Maths Methods / SRC Coordinator / Maths Tutoring	edna.sao@noosacc.qld.edu.au
Mr Jason Sherar	Years 7-10 Design & Technologies / Furnishings / Business Studies	jason.sherar@noosacc.qld.edu.au
Miss Bianca Crawford	Secondary Teacher	bianca.crawford@noosacc.qld.edu.au
Mrs Melinda Zaninni	Secondary Visual Art / Design Food & Textile Technology / Heart Of Service / College Yearbook	melinda.zaninni@noosacc.qld.edu.au
Mr Michael Ewer	Secondary Yrs 7-10 History / Yrs 10-12 English / Wellbeing Clubs / English Tutoring	michael.ewer@noosacc.qld.edu.au
Mr Peter Corke	Junior Secondary English Teacher (Years 7 & 9)	peter.corke@noosacc.qld.edu.au
Ms Nicole Yaguchi	Yrs 7-10 Drama / Yrs 7-8 Japanese / Drama Performances	nicole.yaguchi@noosacc.qld.edu.au

Mr Michael Taylor	Year 8-1 Home Room / Yrs 7-8 Maths / Yrs 8-10 Digital Technologies / Yrs 7-8 Economics and Business / Touch Football / Secondary SEQTA Support	michael.taylor@noosacc.qld.edu.au
Pr Lachlan Campbell	Secondary Yr 8-12 Bible Studies / Studies Of Religion / Wellbeing / Chapel Band / College Yearbook	lachlan.campbell@noosacc.qld.edu.au

SECONDARY HOME ROOM TEACHERS

TEACHER	YEAR	EMAIL ADDRESS
Miss Edna Sao	7-1	edna.sao@noosacc.qld.edu.au
Mr Daniel Pink	7-2	daniel.pink@noosacc.qld.edu.au
Mr Michael Taylor	8-1	michael.taylor@noosacc.qld.edu.au
Mrs Kelly Paul	8-2	kelly.paul@noosacc.qld.edu.au
Mr Phillip Paul	9	phillip.paul@noosacc.qld.edu.au
Mrs Melinda Zaninni	10	melinda.zaninni@noosacc.qld.edu.au
Miss Melissa Peachey	11 & 12	melissa.peachey@noosacc.qld.edu.au

PASTORAL CARE

NAME	RESPONSIBILITY	EMAIL ADDRESS
Pr Jacob Ugljesa	Pastor & Chaplain	jacob.ugljesa@noosacc.qld.edu.au
Pr Esther Meale	Pastor & Chaplain	esther.meale@noosacc.qld.edu.au

COMMUNICATION FLOWCHART



