



NOOSA
CHRISTIAN COLLEGE
COOROY

2024 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.
- *Hope* - Trust in God and be confident about life in all circumstances.

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.
- Please note, we do not allow recording of meetings between parent/s and our teachers/staff without consent from the teacher or staff member, as this undermines the mutual trust and cooperation between parties.

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

Communication Protocol 2024

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 | |
| Change of Address / Contact Details / Student Laptops | Reception - Mrs Julie Mironowicz |
| Official Functions / Newsletter / Marketing / PR / Communications / Equestrian | Mrs Dale Bergman |
| Fee Enquiries / Repairs and Maintenance | Mrs Stephanie Markert |
| Strategic Planning / College Advisory / Policies / Emergencies | Principal - Mrs Jeanette Martin |
| Enrolments / Buses | Mrs Jacinta Benade |
| Accounts | Mrs Janine Wegener |
| Pastoral Care / Welfare | 1. Class Teacher / Home Room Teacher 2. Primary Deputy Principal - Mrs Jodi Presecan Secondary Deputy Principal – Mr Daniel Pink 3. Principal - Mrs Jeanette Martin |
| Chaplaincy | Pr Esther Meale |
| School Counsellor | Mr Jackson Davies |
| Learning Diversity / Special Needs | Learning Diversity Coordinator (K to 12) - Ms Felicity Bezer |
| Absences | 1. Class Teacher / Home Room Teacher 2. Reception - Mrs Julie Mironowicz |
| Class/Subject specific performance | 1. Class / Subject Teacher 2. Primary Deputy Principal / Curriculum 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 details outlined in Consent2Go |
| Library Resource Centre | Mrs Sonia Goding |
| Information Technology | Mr Liam Arthur |

| Primary | |
|---|---|
| General Academic Performance | 1. Class Teacher 2. Primary Deputy Principal - Mrs Jodi Presecan |
| Sport Matters / House Events | Miss Margaret Graham - Primary sport Mrs Cassandra Vincitorio - Sport Carnivals / District & Regional events |
| Behaviour Management | 1. Class Teacher 2. Mr Zac Hobson 3. Mrs Jodi Presecan |
| Music & Dance | Ms Simone Matteson |
| Student Leaders | Mrs Jodi Presecan - Primary Deputy Principal |
| Student Representative Council (SRC) | Miss Margaret Graham |
| Primary College Choir | Mrs Angela Gray & Miss Daniela Balarezo Rea |
| Infant Choir | Mrs Allison Parkinson |
| Infant Coordinator | Mrs Angela Gray |
| Confiscated Items | 1. Primary Deputy Principal - Mrs Jodi Presecan |
| Chaplain / Wellbeing | 1. Class Teacher 2. Pr Esther Meale |
| Secondary | |
| General Academic Performance | 1. Class Teacher / Home Room Teacher 2. Head of Department |
| QCAA (Years 11-12) QCE etc. Assessment Tasks / Misadventures / Careers Advice / Subject Selection | Junior Curriculum Coordinator - Mr Phillip Paul Secondary Curriculum Coordinator - Miss Melissa Peachey |
| Behaviour Management Manager | 1. Home Room Teacher 2. Mr Jason Sherar 3. Mr Phillip Paul |
| Lockers | Mr Jason Sherar |
| Student Leaders | Mr Daniel Pink |
| Sport Matters / House Events / Touch Football | Mrs Cassandra Vincitorio / Mr Sam Krieg |
| Music | Mrs Anita Mitchell-Kerr |
| Student Representative Council (SRC) | Miss Edna Sao / Mrs Kelly Paul |
| Confiscated Items | 1. Class Teacher/ Home Room Teacher 2. Assistant to the Secondary Deputy Principal – Mr Phillip Paul |
| Career Advice | Miss Melissa Peachey |
| Chaplain / Wellbeing | 1. Class Teacher 2. Pr Esther Meale 3. Pr Lachlan Campbell – Wellbeing Coordinator |

SCHOOL ADMINISTRATION

| NAME | RESPONSIBILITY | EMAIL ADDRESS |
|-----------------------|--|--------------------------------------|
| Mrs Jeanette Martin | Principal | principal@noosacc.qld.edu.au |
| Mr Daniel Pink | Secondary Deputy Principal | daniel.pink@noosacc.qld.edu.au |
| Mrs Jodi Presecan | Primary Deputy Principal | jodi.presecan@noosacc.qld.edu.au |
| Mrs Dale Bergman | PA to the Principal Marketing & Communications / Equestrian | dale.bergman@noosacc.qld.edu.au |
| Mrs Stephanie Markert | Business Manager | stephanie.markert@noosacc.qld.edu.au |
| Mrs Jacinta Benade | Enrolments / PA to Admin | enrolments@noosacc.qld.edu.au |
| Mrs Candace Derrick | Reception | reception@noosacc.qld.edu.au |
| Mrs Shari Botha | Primary Curriculum Coordinator | shari.botha@noosacc.qld.edu.au |
| Miss Melissa Peachey | Senior Secondary Curriculum Coordinator | melissa.peachey@noosacc.qld.edu.au |
| Mr Phillip Paul | Assistant to the Secondary Deputy Principal & Junior Secondary Curriculum Coordinator | phillip.paul@noosacc.qld.edu.au |

PASTORAL CARE

| NAME | RESPONSIBILITY | EMAIL ADDRESS |
|-----------------|-------------------|---------------------------------|
| Pr Esther Meale | Pastor & Chaplain | esther.meale@noosacc.qld.edu.au |

PRIMARY TEACHERS / SUPPORT STAFF

| NAME | LEARNING AREA | EMAIL ADDRESS |
|---------------------------|---|--|
| Mrs Jodi Presecan | Primary Deputy Principal | jodi.presecan@noosacc.qld.edu.au |
| Ms Felicity Bezer | Learning Enhancement Coordinator (K-12) | felicity.bezer@noosacc.qld.edu.au |
| Mrs Celeste Wareham | Kindergarten | kindy@noosacc.qld.edu.au |
| Mrs Sara Fatnowna | Prep A | sara.fatnowna@noosacc.qld.edu.au |
| Mrs Allison Parkinson | Prep B | allison.parkinson@noosacc.qld.edu.au |
| Mrs Sara Fatnowna | Year 1A | sara.fatnowna@noosacc.qld.edu.au |
| Mr Zac Hobson | Year 1 | zac.hobson@noosacc.qld.edu.au |
| Miss Daniela Balarezo Rea | Year 2A | daniela.balarezorea@noosacc.qld.edu.au |
| Mrs Angela Gray | Year 2B | angela.gray@noosacc.qld.edu.au |
| Mrs Sarah Cutlack | Year 3 | sarah.cutlack@noosacc.qld.edu.au |
| Miss Tiarna Lewis | Year 4A | tiarna.lewis@noosacc.qld.edu.au |
| Mrs Erinna Maricich | Year 4B | erinna.maricich@noosacc.qld.edu.au |
| Miss Margaret Graham | Year 5 | margaret.graham@noosacc.qld.edu.au |
| Mrs Shari Botha | Year 6 | shari.botha@noosacc.qld.edu.au |
| Mr Clinton Bond | Year 6 | clinton.bond@noosacc.qld.edu.au |
| Mrs Heidi Cronin | Prep – Year 3 Auslan Teacher | heidi.cronin@noosacc.qld.edu.au |
| Ms Simone Matteson | Primary Music & Dance Teacher | simone.matteson@noosacc.qld.edu.au |
| Mr Michael Atkins | Year 4 – 6 French | michael.atkins@noosacc.qld.edu.au |

SECONDARY TEACHERS

| NAME | LEARNING AREA | EMAIL ADDRESS |
|------------------------|--|-------------------------------------|
| Mr Michael Atkins | Yr 8 Economics & Civics / Yr 9 & 10 Economics & Business / Yr 12 English Literature / Yr 7 & 8 French | michael.atkins@noosacc.qld.edu.au |
| Pr Lachlan Campbell | Yr 7, 8 & 10 Bible Studies / Yr 11 & 12 SOR / Wellbeing / Chapel Band / Sport | lachlan.campbell@noosacc.qld.edu.au |
| Mr Michael Ewer | Yr 9 History / Yr 11 Modern History / Yr 10-12 English / English Tutoring / Sport | michael.ewer@noosacc.qld.edu.au |
| Mrs Simone Gangell | Yr 7 Maths / Yr 7 Digital Tech / Yr 8 Digital Tech / Yr 10 Maths / Yr 11 & 12 Mathematical Methods | simone.gangell@noosacc.qld.edu.au |
| Ms Emilie Jackson | Yr 7 History / Yr 8 HPE / Yr 8 History / Yr 8 Geography / Yr 9 & 10 Media Arts / Yr 10 Design / Yr 11 & 12 Design | emilie.jackson@noosacc.qld.edu.au |
| Mr Sam Krieg | Yr 9-1 Home Room / Yr 7 Science / Yr 7 Geography / Yr 7 Digital Tech / Yr 7-8 Sport / Yr 9 Bible / Basketball / Yr 11 & 12 Sport & Rec | sam.krieg@noosacc.qld.edu.au |
| Mr Finn Landre | Yr 8-1 Home Room / Yr 8 HOS / Yr 10 HPE / Yr 11 & 12 Essential Maths | finn.landre@noosacc.qld.edu.au |
| Miss Jenaya Lewis | Yr 10 Home Room / Yr 7,8 & 10 History / Yr 8 English / Yr 11 English / Yr 10 Geography / Sport | jenaya.lewis@noosacc.qld.edu.au |
| Ms Anita Mitchell-Kerr | Yr 7-1 Home Room / Yr 7-9 English / Yr 7-10 Music | anita.kerr@noosacc.qld.edu.au |
| Mrs Kelly Paul | Yr 9-2 Home Room / Biology / Yr 9 Science / Yr 8-9 Geography / Yr 7 Agricultural Science / Yr 10 Passion / SRC Coordinator / Secondary SEQTA Support | kelly.paul@noosacc.qld.edu.au |
| Mr Phillip Paul | Assistant to the Secondary Deputy Principal / Yr 12 Home Room / Yr 11 Physics / Yr 11 & 12 General Maths / G.R.I.T. / Jnr Secondary Curriculum Coordinator | phillip.paul@noosacc.qld.edu.au |
| Miss Melissa Peachey | Yr 11 Home Room / Snr Sec Curriculum Coordinator / Senior Marine Science / Junior Marine Science / Yr 8 Science / Yr 11 Chemistry / Yr 10 Careers | melissa.peachey@noosacc.qld.edu.au |
| Mr Daniel Pink | Secondary Deputy Principal Yr 7 HPE / Yr 9 Bible Studies | daniel.pink@noosacc.qld.edu.au |
| Mr David Rogers | Sport / Yr 8 Agricultural Science / Yr 7 Bible / Yr 7-10 Economics and Business / Yr 9 Passion / G.R.I.T. | david.rogers@noosacc.qld.edu.au |

| | | |
|--------------------------|---|--------------------------------------|
| Miss Edna Sao | Yr 8-2 Home Room / Yr 9 Bible / Yr 9 Maths / Yr 10 Extension Maths / Yr 8 HOS / Sport / Senior Maths Methods / SRC Coordinator / Maths Tutoring | edna.sao@noosacc.qld.edu.au |
| Mr Jason Sherar | Yrs 7-10 Design & Technologies / Senior Furnishings / Senior Business Studies / Senior Design | jason.sherar@noosacc.qld.edu.au |
| Ms Megan van Oirschot | Yr 8 Science / Yr 9 Science / Yr 9 Mathematics / Yr 9/10 Digital Tech / Yr 11 & 12 Business Studies | meganvanoirschot@noosacc.qld.edu.au |
| Mrs Megan van Straaten | Yr 7 Geography / Yr 7 Science / Yr 9 English / Yr 11 English Literature | megan.vanstraaten@noosacc.qld.edu.au |
| Mrs Cassandra Vincitorio | Sport Coordinator / Yrs 8-10 HPE / Yr 11 Psychology / Sport / Touch Football / Yr 11 & 12 HPE | cassie.vincitorio@noosacc.qld.edu.au |
| Ms Nicole Yaguchi | Yr 7-10 Drama / Yr 7-10 Japanese / Yr 8 English / Drama Performances | nicole.yaguchi@noosacc.qld.edu.au |
| Mrs Melinda Zaninni | Yr 7-2 Home Room / Yr 7-12 Visual Art / Yr 9-10 Design / Yr 7-10 Food & Textile Technology / Yr 8 HOS / College Yearbook | melinda.zaninni@noosacc.qld.edu.au |

SECONDARY HEAD OF DEPARTMENTS

| DEPARTMENT | TEACHER | EMAIL ADDRESS |
|-----------------------------|--------------------------|--------------------------------------|
| English & Humanities | Mr Michael Ewer | michael.ewer@noosacc.qld.edu.au |
| Health & Physical Education | Mrs Cassandra Vincitorio | cassie.vincitorio@noosacc.qld.edu.au |
| Science | Mr Peter Marconi | peter.marconi@noosacc.qld.edu.au |
| Arts & Technologies | Mr Jason Sherar | jason.sherar@noosacc.qld.edu.au |



SECONDARY HOME ROOM TEACHERS

| TEACHER | YEAR | EMAIL ADDRESS |
|-------------------------|------|------------------------------------|
| Mrs Anita Mitchell-Kerr | 7-1 | anita.kerr@noosacc.qld.edu.au |
| Mrs Melinda Zaninni | 7-2 | melinda.zaninni@noosacc.qld.edu.au |
| Mr Finn Landre | 8-1 | finn.landre@noosacc.qld.edu.au |
| Miss Edna Sao | 8-2 | edna.sao@noosacc.qld.edu.au |
| Mrs Kelly Paul | 9-1 | phillip.paul@noosacc.qld.edu.au |
| Mr Sam Krieg | 9-2 | kelly.paul@noosacc.qld.edu.au |
| Miss Jenaya Lewis | 10-1 | jenaya.lewis@noosacc.qld.edu.au |
| Mr Peter Marconi | 10-2 | peter.marconi@noosacc.qld.edu.au |
| Miss Melissa Peachey | 11 | melissa.peachey@noosacc.qld.edu.au |
| Mr Phillip Paul | 12 | phillip.paul@noosacc.qld.edu.au |



COMMUNICATION FLOWCHART



