COMMUNICATION CHANNELS FOR PARENTS

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| IF YOU REQUIRE INFORMATION ABOUT | PLEASE CONTACT |
| Band/Choir Information | Music Staff |
| Bullying/Harassment | Year Adviser/Head Teacher Wellbeing |
| Career Options | Careers Adviser |
| Counselling | School Counsellor/Head Teacher Wellbeing |
| Discipline Matters | Deputy Principals |
| Excursions | Organising Teacher/Head Teacher of Subject |
| Financial Assistance | Head Teacher Wellbeing |
| General Progress of your child | Year Adviser/Head Teacher |
| Homework | Teacher/Head Teacher of Subject |
| Illness | School Office |
| Learning Difficulties | Head Teacher Support/LAST |
| Lost Property | School Office |
| Newsletter Items | School Office Staff |
| Receipts | Finance Section of School Office |
| School Policies | Principal/Deputy Principal |
| Sport | Sport Organisers / PDHPE Staff |
| Study Routines | Year Adviser/Librarian/Careers Adviser |
| Subject Specific Queries | Head Teacher of Subject |
| Subject Selection (Years 11-12) | Careers Adviser/Year Adviser/Head Teachers |
| Subject Selection (Years 7-10) | Head Teachers/Year Adviser |
| Wellbeing Issues | Year Adviser/Head Teacher Wellbeing |
| Yearly/Half Yearly report follow-up | Year Adviser/Head Teacher of Subject |

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| TO ADVISE THE SCHOOL ABOUT | PLEASE CONTACT |
| Absence impending (your child will be  absent for an extended period of time) | Head Teacher – Administration (Students) |
| Absence explanation (your child has been  absent, eg. sick) | Letter or note/school office/Parent Portal |
| Updating of personal details | School Office |
| Confidential Matters | Principal or Deputy Principal |
| Issues from the wider community | Principal |

If you have any questions or concerns, please do not hesitate to contact us on 6362 3444 or via email [orange-h.school@det.nsw.edu.au](mailto:orange-h.school@det.nsw.edu.au).

For more information about communication channels and procedures please visit our website [orange-h.schools.nsw.gov.au](https://orange-h.schools.nsw.gov.au/).