



Contacting the School- A Guide for Families 2024

The following guide is to assist you in contacting our school if you have an enquiry. In most instances your child's teacher would be your contact point and be pleased to assist.

Balgowlah Heights Public School Contact Details

Phone: 9948 2225

Fax: 9949 7241

Email: balgowaht-p.school@det.nsw.edu.au

Web: <https://www.balgowaht-p.schools.nsw.gov.au>

App: Seesaw app.seesaw.me

Questions relating to:	Procedure
My child's welfare, learning or grade activities	1 st Write a note/email to your child's teacher. 2 nd Contact the teacher to organise an interview at a mutually convenient time.
A school policy or practice	Contact the office and the appropriate member of staff will assist you.
The actions of another child towards my child on school grounds (including bullying and racism)	1 st Inform the class teacher. 2 nd Contact the Deputy Principal (Ms Emily Rhodes, Mrs Gleeson Years K-2, Mrs Lockhart Years 3-6) or Principal (Mr Shuster). 3 rd Contact Mr Gardner (Anti Racism Grievance Officer)
The actions of another child towards my child while travelling to and from school	Contact the Deputy Principal (Ms Emily Rhodes, Mrs Gleeson Years K-2, Mrs Lockhart Years 3-6) or Principal (Mr Shuster).
The actions of a parent while on school grounds	Contact the Deputy Principal (Ms Emily Rhodes, Mrs Gleeson Years K-2, Mrs Lockhart Years 3-6) or Principal (Mr Shuster).
The actions of a member of staff (for feedback or clarification)	1 st Write a note/email to the teacher concerned or contact the office to organise an interview. 2 nd Contact the office to organise an interview with the Team Leader for the grade. -Kindergarten Mrs Daly -Year 1 or 2 Ms Deppeler -Year 3 or 4 Mrs Nicolson -Year 5 or 6 Miss Veney 3 rd Contact the office to organise an interview with the Principal (Mr Shuster).
Band	Band Coordinator- Caroline Fechner bhpsconcertband@optusnet.com.au Contact the Deputy Principal (Mrs Lockhart)
Before and After School Care	Contact Arabanoo. P. 9948 6722 E. admin@arabanoo.com
Buses	Contact the office.

Canteen, Class Coordinators, Fundraising, String, Uniform	Contact a Parents' and Citizens' Association member. President-Diana Worman bhpspresident@gmail.com Vice President Communications-Tamsin Maquire bhpsvpcomms@gmail.com.au Vice President Services- Mia Lion bhpsvpservices@gmail.com Secretary- Lisa Rosenquist bhpssecretary@gmail.com Treasurer-Carol Chambers bhpstreasurer@gmail.com Uniform Shop Coordinator-Loretta Mykityshyn bhpsuniformshop@gmail.com Canteen Coordinator-Sanja Vidaic bhpshealthycanteen@gmail.com Arabadoo Coordinator-Anita Pozo-Jones admin@arabadoo.com Environment Sustainability- Ashlea Zivanovic ashlea@mail.org Walking Bus bhpswalkingbus@gmail.com
High Schools	1 st Contact the class teacher. 2 nd Contact the Assistant Principal for Stage 3 (Miss Veney).
Invoices-General	Contact the office.
Invoices-Financial Assistance	Contact the Principal (Mr Shuster).
Kindergarten Orientation	Contact the Deputy Principal (Ms Emily Rhodes).
Library Activities including Premier's Reading Challenge	Contact the school Librarian (Mrs Kerr).
Lost Property	1 st Ask your child to check the appropriate lost property container: Years K-2 (KD stairway), Years 3-6 (near Library) 2 nd Parent to check the lost property. 3 rd Contact the office.
Newsletter	Contact the Principal (Mr Shuster).
Playground Incidents	Contact the Deputy Principal (Ms Emily Rhodes, Mrs Gleeson Years K-2, Mrs Lockhart Years 3-6) or Principal (Mr Shuster).
Scripture/Ethics	Contact the Deputy Principal (Mrs Gleeson).
School Activities	1 st Read the School Newsletter, Website and/or Seesaw Family. 2 nd Contact the office and the appropriate member of staff will assist you.
School Priorities and School Issues	Contact the Principal (Mr Shuster) or P&C President (Diana Worman)
Sport (including PSSA)	Contact Miss Bonadio, Mrs Oakley or Mrs Chester
Student Passwords e.g. Mathletics, log-ins	Contact the class teacher.
Student Social Engagements	Contact the Class Parent. Events organised out of school hours.
Any other matters	Contact the office and the appropriate member of staff will assist you.

The School Newsletter is uploaded to the school website and emailed on Wednesday afternoons.
Notes will be emailed to the nominated family email address.