



Contacting the School - A Guide for Families 2020

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
 Email: balgowlah-p.school@det.nsw.edu.au
 Web: <https://www.balgowlah-p.schools.nsw.gov.au>
 App: SkoolBag

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 via the eForm 'Request for Interview' in the Skoolbag App 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	1 st Inform the class teacher. 2 nd Contact the Deputy Principal (Ms Rhodes Years K-2, Mrs Lockhart Years 3-6) or Principal (Mr Shuster).
The actions of another child towards my child while travelling to and from school	Contact the Deputy Principal (Ms Rhodes 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 Rhodes 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 Kerr -Year 5 or 6 Mrs Coyle 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 Principal (Mr Shuster).
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-Billie Ristoski bhpspresident@gmail.com Vice President Communications-Alison Pignon bhpsvpcomms@gmail.com.au Vice President Events-Diana Worman bhpsintheLOOP@gmail.com Secretary-Yvonne Phokos bhpssecretary@gmail.com Treasurer-Nicole Larcombe bhpstreasurer@gmail.com Uniform Shop Coordinator-Loretta Mykityshyn bhpsuniformshop@gmail.com Canteen Coordinators-Sanja Vidaic and Kathrine Boulderstone bhpshealthycanteen@gmail.com Arabadoo Coordinator-Kate Sellick admin@arabadoo.com Environment Sustainability-Annelies Hodge annelies.hodge@hotmail.com.au Grants-Deborah O'Sullivan bhpsgrants@gmail.com Banking Coordinator-Billy Anderson
High Schools	1 st Contact the class teacher. 2 nd Contact the Assistant Principal for Stage 3 (Mrs Coyle).
Invoices-General	Contact the office.
Invoices-Financial Assistance	Contact the Principal (Mr Shuster).
Kindergarten Orientation	Contact the Deputy Principal (Ms Rhodes).
Library Activities including Premier's Reading Challenge	Contact the school Librarian (Mrs Elliott).
Lost Property	1 st Ask your child to check the appropriate lost property container: Years K-2 (KD stairway), Years 3-6 (near Admin Office) 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 Rhodes Years K-2, Mrs Lockhart Years 3-6) or Principal (Mr Shuster).
Scripture/Ethics	Contact the Deputy Principal (Ms Rhodes).
School Activities	1 st Read the School Newsletter, Website and/or App. 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 (Billie Ristoski)
Sport (including PSSA)	Contact 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 Skoolbag app on Wednesday afternoons. Notes will be emailed to the nominated family email address.