



MONTEREY SECONDARY COLLEGE POLICIES

COMMUNICATION WITH SCHOOL STAFF POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Monterey Secondary College on (03) 9781 7700.

PURPOSE

This policy explains how Monterey Secondary College proposes to manage common enquiries from parents and carers.

SCOPE

This policy applies to school staff, and all parents and carers in our community.

POLICY

Monterey Secondary College understands the importance of providing helpful and timely responses to common enquiries from parents and carers. To ensure that members of our school community are directed to the most appropriate person to assist them, the information below outlines key contacts for common queries:

- to report a student absence, please contact our Attendance Officer on (03) 9781 7700 and select the 'Report student absence' option.
- to report any urgent issues relating to a student on a particular day, please contact our main office on (03) 9781 7700.
- to discuss a student's academic progress, health or wellbeing, please contact your relevant Year Level Leader.
- for enquiries regarding camps and excursions, please contact our Administration team on (03) 9781 7700 or email monterey.sc@education.vic.gov.au
- to make a complaint, please contact the Principal or an Assistant Principal on (03) 9781 7700. Please also refer to our [Complaints Policy](#).
- to report a potential hazard or incident on the school site, please contact Assistant Principal of Operations on (03) 9781 7700 or email monterey.sc@education.vic.gov.au
- for parent payments, please contact our Administration team on (03) 9781 7700 or email monterey.sc@education.vic.gov.au
- for all other enquiries, please contact us via email: monterey.sc@education.vic.gov.au

We will do our best to respond to general queries as soon as possible. The [right to disconnect](#) legislation makes explicit that all employees have the right to refuse to monitor, read, listen to or respond to contact that occurs outside their working hours from their employer or a third party (such as a student or a parent), unless that refusal is unreasonable.

We ask that you allow us 3 working days to provide you with a detailed response to general queries. We will endeavour to respond to urgent matters within 24 hours where possible.

Interpreting Services

We can arrange for interpreting support if you are from a language background other than English and need help with understanding important educational information about your child. Please send an email to monterey.sc@education.vic.gov.au to receive more information.

Requests for information

Parents and carers are generally entitled to information ordinarily provided to parents, including school reports and newsletters.

Parents and carers seeking information that is not ordinarily provided to parents are encouraged to apply for access through the Freedom of Information process, or, if the information is sought for use in court proceedings, by issuing a subpoena.

Freedom of Information requests should be directed to:

Manager – Freedom of Information Unit
Department of Education and Training
2 Treasury Place
EAST MELBOURNE VIC 3002
03 9637 3134
foi@education.vic.gov.au

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2024
Consultation	Principal Class, Principal
Approved by	Principal (Peter Langham)
Next scheduled review date	December 2027