

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**

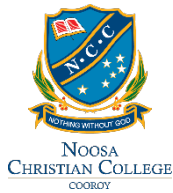
- If you have any concerns, please refer to the *Communication Protocol document* as to who to contact first.
- Appointments are to be made by email (preferred) or by contacting the office.
- When making an appointment, please provide brief details. A mutually convenient time for the meeting will be 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
<b>Whole School</b>	
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 Balarezore Rea	Year 2A	daniela.balarezore@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

