



NOOSA
CHRISTIAN COLLEGE
COOROY

2025 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 8.40am 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 are 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 colleges' 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.

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
Whole School	
Accounts	Mrs Janine Wegener
Absences	1. SMS to 0447 683 047 or Email – absences@noosacc.qld.edu.au 2. Reception – Mrs Julie Mironowicz / Mrs Tanja Maksimovic
Change of Address or Contact Details	Consent2Go
Chaplaincy	Pr Esther Meale & Pr Lachlan Harders
Class/Subject Specific Performance	1. Class / Subject Teacher 2. Primary Deputy Principal / Curriculum Coordinator 3. Administration Team
Diversity (Secondary) Diversity – (Primary) Diversity Teacher & NCCD - Years 5 to 8	Mrs Felicity Bezer Mrs Shari Botha Mrs Melinda Friend
Enrolments	Mrs Anita Searle
Enrolments / Buses / PA to Administration	Mrs Jacinta Benade
Excursions / Camps / Activities / Calendar Items / Daily Planning	Coordinator as per details outlined in Consent2Go
Fee Enquiries / Repairs and Maintenance	Mrs Stephanie Markert
General Enquiries	Reception - Mrs Julie Mironowicz & Mrs Tanja Maksimovic
Information Technology/Student Laptops	Mr Liam Arthur
Library Resource Centre	Mrs Sonia Goding
Newsletter / Communications	Mrs Kathy Chee
Official Functions / Marketing / PR / PA to the Principal / Equestrian	Mrs Dale Bergman
Pastoral Care / Welfare	1. Class Teacher / Home Room Teacher 2. Primary Deputy Principal - Mrs Jodi Presecan or Secondary Deputy Principal – Mr Daniel Pink
School Counsellor	Mr Jackson Davies
Strategic Planning / College Advisory / Policies / Emergencies	School Leadership Team
To Make an Appointment with a Teacher	Class / Subject Teacher via email

Early Childhood	
Kindergarten	Kindergarten Group 1 – Mrs Leonie MacCartie Kindergarten Group 2 - Mrs Celeste Wareham

Primary

Chaplaincy / Wellbeing	1. Class Teacher 2. Pr Esther Meale / Pr Lachlan Harders 3. Mrs Erinna Maricich
Confiscated Items	1. Primary Deputy Principal - Mrs Jodi Presecan
General Academic Performance	1. Class Teacher 2. Primary Deputy Principal - Mrs Jodi Presecan
Infant Choir	Mrs Allison Parkinson
Infant Coordinator	Mrs Angela Gray
Music & Dance	Ms Simone Matteson
Primary Behaviour Management	1. Class Teacher 2. Mrs Erinna Maricich 3. Mrs Jodi Presecan
Primary College Choir	Mrs Angela Gray & Miss Daniela Balarezo Rea
Sport Matters / House Events	Mr Zac Hobson - Primary Sport Mrs Cassandra Vincitorio - Sport Carnivals / District & Regional Events
Student Leaders	Mrs Jodi Presecan - Primary Deputy Principal
Student Representative Council (SRC)	Mrs Danyel Efstratiou
Upper Primary Coordinator	Mrs Danyel Efstratiou
Wellbeing Team	Mrs Erinna Maricich & Mr Clinton Bond

Secondary

Behaviour Management	1. Home Room Teacher 2. Mr Jason Sherar 3. Mr Phillip Paul
Chaplain / Wellbeing	1. Class Teacher 2. Pr Esther Meale/Pr Lachlan Harders 3. Mrs Megan van Straaten – Wellbeing Coordinator
Confiscated Items	1. Home Room Teacher 2. Secondary Deputy Principal – Mr Daniel Pink
General Academic Performance	1. Class Teacher / Home Room Teacher 2. Head of Department
Lockers	Mr Jason Sherar
Music	Ms Jessica Appel
QCAA (Years 11-12) QCE etc. Assessment Tasks / Misadventures / Careers Advice / Subject Selection	Secondary Curriculum Coordinator - Miss Melissa Peachey
Sport Matters / House Events / Touch Football	Mrs Cassandra Vincitorio / Mr Reuben Sleight
Student Leaders	Mr Daniel Pink
Student Representative Council (SRC)	Miss Edna Sao / Mrs Kelly Paul

SCHOOL ADMINISTRATION

NAME	RESPONSIBILITY	EMAIL ADDRESS
Mrs Jodi Presecan	Acting Principal	jodi.presecan@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
Mr Phillip Paul	Assistant to the Secondary Deputy Principal	phillip.paul@noosacc.qld.edu.au
Mrs Stephanie Markert	Business Manager	stephanie.markert@noosacc.qld.edu.au
Mrs Dale Bergman	PA to the Principal Marketing & Communications / Equestrian	dale.bergman@noosacc.qld.edu.au
Mrs Jacinta Benade	Enrolments / PA to Admin	enrolments@noosacc.qld.edu.au
Mrs Anita Searle	Enrolments	enrolments@noosacc.qld.edu.au
Mrs Kathy Chee	Communications	kathy.chee@noosacc.qld.edu.au
Mrs Julie Mironowicz & Mrs Tanja Maksimovic	Reception	reception@noosacc.qld.edu.au
Ms Felicity Bezer Mrs Shari Botha Mrs Melinda Friend	Learning Diversity Coordinator (K to 12) Primary Learning Diversity Coordinator (P to Year 4) / Primary Curriculum Coordinator Diversity Teacher (Years 5 to 8)	felicity.bezer@noosacc.qld.edu.au shari.botha@noosacc.qld.edu.au melinda.friend@noosacc.qld.edu.au
Mrs Angela Gray	Infant Curriculum Coordinator	angela.gray@noosacc.qld.edu.au
Ms Danyel Efstratiou	Upper Primary Coordinator	danyel.efstratiou@noosacc.qld.edu.au
Miss Melissa Peachey	Secondary Curriculum Coordinator	melissa.peachey@noosacc.qld.edu.au

PASTORAL CARE

NAME	RESPONSIBILITY	EMAIL ADDRESS
Pr Esther Meale	Pastor & Chaplain	esther.meale@noosacc.qld.edu.au
Pr Lachlan Harders	Pastor & Chaplain	lachlan.harders@noosacc.qld.edu.au

EARLY CHILDHOOD

NAME	RESPONSIBILITY	EMAIL ADDRESS
Mrs Leonie MacCartie	Kindergarten Group 1	leonie.maccartie@noosacc.qld.edu.au
Mrs Celeste Wareham	Kindergarten Group 2	celeste.wareham@noosacc.qld.edu.au

PRIMARY TEACHERS

NAME	LEARNING AREA	EMAIL ADDRESS
Mrs Sara Fatnowna	Prep A	sara.fatnowna@noosacc.qld.edu.au
Mrs Allison Parkinson & Mrs Amy Sherar	Prep B	allison.parkinson@noosacc.qld.edu.au amy.sherar@noosacc.qld.edu.au
Miss Daniela Balarezo Rea	Year 1A	daniela.balarezorea@noosacc.qld.edu.au
Mr Zac Hobson	Year 1B	zac.hobson@noosacc.qld.edu.au
Mrs Angela Gray	Year 2	angela.gray@noosacc.qld.edu.au
Mrs Tamsyn Shofay	Year 3A	tamsyn.shofay@noosacc.qld.edu.au

Mrs Jacqueline Taylor	Year 3B	jacqueline.taylor@noosacc.qld.au
Mrs Erinna Maricich	Year 4 & Primary Behaviour Management/Wellbeing Team	erinna.maricich@noosacc.qld.edu.au
Mrs Danyel Efstratiou	Year 5A & Upper Primary Coordinator	danyel.efstratiou@noosacc.qld.edu.au
Mrs Amy Steel	Year 5B	amy.steel@noosacc.qld.edu.au
Mr Clinton Bond	Year 6 & Wellbeing Team	clinton.bond@noosacc.qld.edu.au
Mrs Heidi Cronin	French - Prep to Year 6	heidi.cronin@noosacc.qld.edu.au
Ms Simone Matteson	Primary Music & Dance Teacher Primary Release Teacher	simone.matteson@noosacc.qld.edu.au

SECONDARY TEACHERS

NAME	LEARNING AREA	EMAIL ADDRESS
Ms Jessica Appel	Yr 9B Home Room / Yr 7 & 9 Geography / Yr 8 History / Yr 10 History/Geography / Yr 7, 8, 9 & 10 Music	jessica.appel@noosacc.qld.edu.au
Mr Michael Atkins	Yr 11 & 12 Literature / Year 10 English Yr 7 & 8 French / Tutoring	michael.atkins@noosacc.qld.edu.au
Pr Lachlan Campbell	Bible HOD / Yr 8, 9 & 10 Bible Studies / Yr 11 & 12 SOR / Chapel Band / College Yearbook	lachlan.campbell@noosacc.qld.edu.au
Mr Michael Ewer	Yr 9 History / Yr 8, 11 & 12 English / Yr 11 & 12 Modern History	michael.ewer@noosacc.qld.edu.au
Mrs Simone Gangell	Yr 7 & 9 Maths / Yr 7, 9 & 10 Digital Tech / Yr 11 & 12 Mathematical Methods	simone.gangell@noosacc.qld.edu.au
Ms Emilie Jackson	Yr 11B Home Room / Yr 7 History / Yr 8 HOS / Yr 11 SALT / Yr 10 & 12 Design / Yr 11 & 12 Essential English	emilie.jackson@noosacc.qld.edu.au
Mr Finn Landre	Yr 8A Home Room / Yr 8 HOS / Yr 8 Maths / Yr 8 & 9 HPE / Yr 11 & 12 Essential Maths	finn.landre@noosacc.qld.edu.au
Ms Anita Mitchell-Kerr	Yr 7A Home Room / Junior Secondary Coordinator / Yr 7 & 9 English / Yr 8 HOS / College Yearbook / Showcase Event	anita.kerr@noosacc.qld.edu.au
Mr James Osborne	Science HOD / Yr 8, 9 & 10 Science	james.osborne@noosacc.qld.edu.au
Mrs Kelly Paul	Yr 12 Home Room / Yr 12 SALT / Year 11 & 12 Biology / Yr 11 & 12 Chemistry / SRC Coordinator / Secondary SEQTA Coordinator	kelly.paul@noosacc.qld.edu.au
Mr Phillip Paul	Assistant to the Secondary Deputy Principal / Yr 11 & 12 Physics	phillip.paul@noosacc.qld.edu.au
Miss Melissa Peachey	Yr 11A Home Room / Sec Curriculum Coordinator / Yr 10, 11 & 12 Marine Science / Yr 11 SALT / Yr 10 Careers	melissa.peachey@noosacc.qld.edu.au

Mr Daniel Pink	Secondary Deputy Principal / Yr 7 HPE	daniel.pink@noosacc.qld.edu.au
Mr David Rogers	Yr 7 Bible / Yr 7 & 8 Food & Textiles Technologies / Yr 9 & 10 Food & Fashion / Yr 9 & 10 Engineering & Materials	david.rogers@noosacc.qld.edu.au
Miss Edna Sao	Yr 8B Home Room / Maths HOD / Yr 9 Bible / Yr 7, 8 & 10 Maths / Yr 8 HOS / Tutoring	edna.sao@noosacc.qld.edu.au
Mr Jason Sherar	Technologies HOD / Yr 7 & 8 Design & Technologies / Yr 9 & 10 Engineering & Materials / Yr 11 & 12 Furnishings / Secondary Behaviour Management	jason.sherar@noosacc.qld.edu.au
Mr Reuben Sleight	Yr 9A Home Room / Junior Secondary Sport Coordinator / Yr 8 Science / Yr 9 & 10 HPE	reuben.sleight@noosacc.qld.edu.au
Mr Michael Taylor	Yr 10B Home Room / Yr 9 & 10 Maths / Yr 11 & 12 General Maths / Yr 8 Digital Technologies / Yr 9 & 10 Passion	michael.taylor@noosacc.qld.edu.au
Ms Megan van Oirschot	Yr 7 & 8 Civics & Citizenship / Yr 7, 8 9 & 10 Economics 7 Business / Yr 8 Geography / Yr 11 & 12 Business Studies	meganvanoirschot@noosacc.qld.edu.au
Mrs Megan van Straaten	Yr 10A Home Room / Yr 7 Science / Yr 9, 10, 11 & 12 Psychology / Wellbeing Coordinator	megan.vanstraaten@noosacc.qld.edu.au
Mrs Cassandra Vincitorio	HPE HOD / Senior Secondary Sport Coordinator / Yr 11 & 12 HPE / Yr 11 & 12 Sport & Rec / Touch Football	cassie.vincitorio@noosacc.qld.edu.au
Ms Nicole Yaguchi	Yr 7, 8, 9, 10 & 12 Drama / Yr 8 English / Drama Performances / Showcase Event	nicole.yaguchi@noosacc.qld.edu.au
Mrs Melinda Zaninni	Yr 7B Home Room / Arts HOD / Yr 7, 8, 9, 10 & 12 Visual Art / College Yearbook	melinda.zaninni@noosacc.qld.edu.au

SECONDARY HEAD OF DEPARTMENTS

DEPARTMENT	TEACHER	EMAIL ADDRESS
Bible	Mr Lachlan Campbell	lachlan.campbell@noosac.qld.edu.au
English	TBA	
Mathematics	Miss Edna Sao	edna.sao@noosacc.qld.edu.au
Science	Mr James Osborne	james.osborne@noosacc.qld.edu.au
Arts	Mrs Melinda Zaninni	melinda.zaninni@noosacc.qld.edu.au
HASS	TBA	
Health & Physical Education	Mrs Cassandra Vincitorio	cassie.vincitorio@noosacc.qld.edu.au
Technologies	Mr Jason Sherar	jason.sherar@noosacc.qld.edu.au

SECONDARY HOME ROOM TEACHERS

TEACHER	YEAR	EMAIL ADDRESS
Mrs Anita Mitchell-Kerr	7A	anita.kerr@noosacc.qld.edu.au
Mrs Melinda Zaninni	7B	melinda.zaninni@noosacc.qld.edu.au
Mr Finn Landre	8A	finn.landre@noosacc.qld.edu.au
Miss Edna Sao	8B	edna.sao@noosacc.qld.edu.au
Mr Reuben Sleight	9A	reuben.sleight@noosacc.qld.edu.au
Ms Jessica Appel	9B	jessica.appel@noosacc.qld.edu.au
Mrs Megan van Straaten	10A	megan.vanstraaten@noosacc.qld.edu.au
Mr Michael Taylor	10B	michael.taylor@noosacc.qld.edu.au
Miss Melissa Peachey	11A	melissa.peachey@noosacc.qld.edu.au
Miss Emilie Jackson	11B	emilie.jackson@noosacc.qld.edu.au
Mrs Kelly Paul	12	kelly.paul@noosacc.qld.edu.au

COMMUNICATION FLOWCHART



