Classroom/Curriculum Matters Yrs 7-12

Classroom Teacher
First contact for curriculum matters should be made with the classroom teacher.

Contact via email to arrange a time to meet or speak to your daughter's classroom teacher.

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Head of Faculty
1. Teacher will inform HOF of any communications.

OR

2. Parents can contact HOF if matter cannot be resolved by the teacher.

↓

Dean of Curriculum
1. HOF will inform Dean of Curriculum of relevant matters.

OR

2. Parents can contact Dean of Curriculum on advice from HOF or if the matter is unresolved.

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Senior Deputy Principal – Head of School /

Deputy Principal

Principal
Relevant matters referred by Senior Deputy Principal – Head of School

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Pastoral Matters Yrs 7-12

Home Room Teacher
Make initial contact with your daughter's Home Room teacher via email.

If necessary, contact via email to arrange a time to meet or speak to your daughter's Home Room teacher.

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House Pastoral Leader
1. Home Group teachers will inform House Pastoral Leader of any communications.

OR

2. Parents can contact House Pastoral Leader for more serious matters or if the matter cannot be resolved by the Home Group teacher.

↓

Counsellor
House Pastoral Leader will inform the College Counsellor of relevant matters.

OR

Parents can contact the College Counsellor on advice from the House Pastoral Leader if the matter is unresolved.

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Dean of Students
1. House Pastoral Leader will inform Dean of Student Wellbeing of relevant matters.

OR

2. Parents can contact Dean of Student Wellbeing on advice from House Pastoral Leader or if the matter is unresolved.

↓

Deputy Principal – Students, Head of Middle School

OR

Deputy Principal – Students, Head of Middle School
Relevant matters referred by Deans

Co-Curricular Matters Yrs 5-12

Coach, Manager or Tutor
Make initial contact with your daughter's coach or manager.

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Coordinator
1. Coach, Manager or Tutor will inform Coordinator of any communications.

OR

2. Parents can contact Coordinator on higher sensitive matters or if the matter cannot be resolved by the Coach/Manager.

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Directors of Sport, Service and Culture
1. Coordinator will inform Director of relevant matters.

OR

2. Parents can contact Director on advice from Coordinator if the matter is unresolved.

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Dean of Strategy and Innovation
Relevant matters referred by Directors of Sport, Service or Culture.

Yr 5/6 Classroom/Curriculum/Pastoral Concerns

Core Classroom Teacher

First contact for curriculum and pastoral matters should be made with the classroom teacher. Contact via email to arrange a time to meet or speak to your daughter's classroom teacher.

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Head of Junior School

Classroom teachers will inform Head of Junior School of any communications OR Parents can contact the Head of Junior School if the matter cannot be resolved by the teacher junior.school@lhc.qld.edu.au

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Counsellor

Head of Junior School will inform the College Counsellor of relevant matters. OR Parents can contact the College Counsellor on advice from the Head of Junior School if the matter is unresolved.

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Principal
Relevant matters referred by Senior Deputy Principal – Head of School

OR

Deputy Principal – Students, Head of Middle School

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Deputy Principal – Students, Middle School

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Principal
Relevant matters referred by Senior Deputy Principal – Head of School

OR

Deputy Principal – Students, Head of Middle School