

**Telephone: 6118 5300**

**Email:** [murrumbatemen-p.school@det.nsw.edu.au](mailto:murrumbatemen-p.school@det.nsw.edu.au)

**Website:** <https://murrumbatemen-p.schools.nsw.gov.au>



**MURRUMBATEMAN  
PUBLIC SCHOOL**

Parents can email staff at any time; however staff will respond during business hours only. If your email requires more than a simple response, staff will organise a time to meet with you personally to discuss.

**If you require a change to your child's pick-up schedule, please phone the office by 2pm to ensure there is enough time to get a message to the student.** As you will appreciate, it can get busy in the office and situations can arise that interrupt the delivery of messages. For example, our office staff are responsible for first aid and may get an urgent call to assist a student.

These procedures aim to:

- provide a guide to ensure that communication is timely and of value
- assist parents and school staff to organise a time to communicate in a safe and confidential atmosphere
- ensure that the rights of students, teachers and parents are respected and upheld.

#### Communication Procedures for Parents

General enquiries	Contact the school office - 02 6118 5300
Enrolment enquires	Contact the school office - 02 6118 5300
Late arrival	Late arrival - Parents must sign in their child at the school office where the student will be given a late pass which is handed to the teacher. For roll marking purposes, you will need to provide a reason for late arrival.
Early departure	Early departure - Parents must sign out their child at the school office. The office will then notify the classroom teacher to send the student to the office to meet their parent.  Early departure on special days eg sports carnivals - parents will sign their child out on a class roll, this will be monitored by a teacher.  For roll marking purposes, you will need to provide a reason for early departure.
Non-Attendance	Parents inform the school via Sentral Parent Portal App or by phone the school office. For roll marking purposes, you will need to provide a reason for non-attendance.
Change to collection arrangements for the day	Parents phone the school office <b>by 2pm</b> to explain alternative collection arrangements for their child. A message will be passed on to the teacher before the end of the day, via phone.
Wellbeing or academic progress of your child	Email or phone the school to organise a suitable time for a meeting. Or email the teacher to organise a suitable time for a meeting.
Change of information relating to your child	Change of address and/or emergency contact details - put the change of details in writing and send it to the school office via note or Sentral Parent Portal App message.  Medical details - contact the office for relevant documentation.  Legal documents or custody issues - make an appointment at the school office to provide details in person.
Financial enquiries	Contact the School Administrative Manager.
Serious concerns relating to a specific issue	Contact the school office and request an appointment with the Principal or an Executive member.