



Padstow Heights Public School

Chamberlain Road, Padstow 2211
Phone: 9773 9340 Fax: 9792 3961
padstowhts-p.school@det.nsw.edu.au

Communication Protocol

- First port of call is the class teacher
- The assistant principals can also help you and they are:
Kindergarten, Years 1 & 2: Mrs Lisa Dwyer
Years 3 & 4: Mr Joshua Godkin
Years 5 & 6: Ms Jo Fair
- If you have an issue please make an appointment so the teacher can give the issue their full attention
- Smaller matters might be able to be discussed before or after school
8:45- 9:15am except Thursdays. 3:15pm except Wednesdays

Another option is to email or ring the school (see details in letterhead) and teacher or AP/principal will ring back

- Adults must report first to the office if you are on the premises during class times. No access to classrooms during learning time except for registered parent helpers
- Parent helpers need to first provide 100 points of ID including photo ID and sign child protection declaration. From then on, please sign- in each time you are on site to help
- At 3:15pm please wait for children in the top COLA not outside rooms
- If picking up early, come to the office where your child will be signed out on the electronic roll and we will phone the room to send your child with their bag.
- Late arrivals to school also require parents to come into the office to provide a reason. Alternatively, provide the class teacher/office with a note explaining why
- You are encouraged to 'Kiss and Drop' between 8:45- 9:15. Children need to find their friends and settle before class time so it is best not to stay long in the mornings
- Toilet use- parents are to use hall toilets- don't use student toilets, (Child Protection protocol) or staff toilets

Custody issues

- School should be a safe place free from family arguments
- Students should not be collected by either parent during school hours without legitimate reason
- Please abide by any custody orders
- The school has duty of care between 9:15 and 3:15

Early collection

- Children should only be collected early from school in exceptional circumstances
- Children are to be collected from the office

Late Arrival

- Parents or carers must bring the student to the office if they are late arriving to explain the reason, or a written explanation should be provided