

# COMMUNICATION WITH SCHOOL STAFF POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 9803 4590 or [burwood.east.sds@education.vic.gov.au](mailto:burwood.east.sds@education.vic.gov.au)

## PURPOSE

This policy explains how Burwood East Special Developmental School (BESDS) proposes to manage common enquiries from parents and carers.

## SCOPE

This policy applies to school staff, and all parents and carers in our community.

## POLICY

Burwood East SDS understands the importance of providing helpful and timely responses to common enquiries from parents and carers. To ensure that members of our school community are directed to the most appropriate person to assist them, the information below outlines key contacts for common queries:

- to report a student absence, please
  - record the absence date and reason for absence using Compass
  - phone 9803 4590 with an explanation for the absence, or
  - email [burwood.east.sds@education.vic.gov.au](mailto:burwood.east.sds@education.vic.gov.au) with an explanation for the absence.
- to report any urgent issues relating to a student on a particular day, please contact the office on 9803 4590
- to discuss a student's academic progress, health or wellbeing, please contact your child's classroom teacher using their communication book, alternatively, email [burwood.east.sds@education.vic.gov.au](mailto:burwood.east.sds@education.vic.gov.au) and relevant staff will forward the email onto your child's teacher
- to make a complaint, please contact the Principal on 9803 4590, or email [burwood.east.sds@education.vic.gov.au](mailto:burwood.east.sds@education.vic.gov.au). Please also refer to our Complaints policy, available: <https://www.besds.vic.edu.au/>
- to report a potential hazard or incident on the school site, please contact the OHS coordinator on 9803 4590 or [burwood.east.sds@education.vic.gov.au](mailto:burwood.east.sds@education.vic.gov.au).
- for parent payments, please contact the Business Manager on 9803 4590 or [burwood.east.sds@education.vic.gov.au](mailto:burwood.east.sds@education.vic.gov.au)
- for all other enquiries, please contact our Office on 9803 4590 or [burwood.east.sds@education.vic.gov.au](mailto:burwood.east.sds@education.vic.gov.au).

We will do our best to respond to general queries as soon as possible. The [right to disconnect](#) legislation makes explicit that all employees have the right to refuse to monitor, read, listen to or respond to contact that occurs outside their working hours from their employer or a third party (such as a student or a parent), unless that refusal is unreasonable.

We ask that you allow us 2 – 3 working days to provide you with a detailed response to general queries. We will endeavour to respond to urgent matters within 24 hours where possible.

## Interpreting Services

We can arrange for interpreting support if you are from a language background other than English and need help with understanding important educational information about your child. Contact [insert school contact details] for more information.

## Requests for information

Parents and carers are generally entitled to information ordinarily provided to parents, including school reports and newsletters.

Parents and carers seeking information that is not ordinarily provided to parents are encouraged to apply for access through the Freedom of Information process, or, if the information is sought for use in court proceedings, by issuing a subpoena.

Freedom of Information requests should be directed to:

Manager – Freedom of Information Unit  
Department of Education and Training  
2 Treasury Place  
EAST MELBOURNE VIC 3002  
03 9637 3134  
[foi@education.vic.gov.au](mailto:foi@education.vic.gov.au)

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website <https://www.besds.vic.edu.au/>
- Reminders in our school newsletter
- Hard copy available from the school administration upon request

## POLICY REVIEW AND APPROVAL

|                            |                                |
|----------------------------|--------------------------------|
| Policy last reviewed       | November 2025                  |
| Consultation               | School Council – 17/11/2025    |
| Approved by                | Principal – <i>Helen Smith</i> |
| Next scheduled review date | November 2029                  |