



John Colet School

Communications Information for Parents

ISSUE	FIRST DIRECTED TO	NEXT LEVEL	FURTHER
Academic Matters			
Curriculum / subjects / classes	Class teacher	Deputy Head of School	Head of School
Homework			
Student marks / reports			
Remedial			
Gifted & Talented			
General Matters			
In-class issues / behaviour	Class teacher	Deputy Head of School	Head of School
Issues between students			
Lost possessions/uniform/equipment			
Pastoral Matters			
Student Welfare	Class teacher	Deputy Head of School	Head of School
Extra-curricular Activities			
Musical Instruments	Music Tutor for the instrument	Deputy Head of School	Head of School
Mandarin, French, Latin, other	Language Tutor	Deputy Head of School	Head of School
Fencing	Fencing Tutor	Deputy Head of School	Head of School
Chess	Chess Club Co-ordinator	Deputy Head of School	Head of School
Sailing	Sailing Club Co-ordinator	Deputy Head of School	Head of School
Gardening Club	Gardening Club Co-ordinator	Deputy Head of School	Head of School
After School Care	Camp Australia Co-ordinator	School Office Manager	Head of School
School Organisation and Management			
Absence Reporting	attendance@johncolet.nsw.edu.au	-	-
Enrolments	registrar@johncolet.nsw.edu.au	-	-
School Fees	accounts@johncolet.nsw.edu.au	-	-
Student Health	admin@johncolet.nsw.edu.au	-	-
Student Travel	admin@johncolet.nsw.edu.au	-	-
Uniforms	uniform@johncolet.nsw.edu.au	-	-
P&F matters	jcspandf@gmail.com	-	-

SCHOOL PHONE NUMBER: (02) 9451 8395

Emailing Staff:

To email school staff, use first name initial with surname @johncolet.nsw.edu.au eg Joseph Bloggs is jbloggs@johncolet.nsw.edu.au

Board of Governors:

For matters relating to the general policies or direction of the school, after pursuing the appropriate channels above, including the Headmaster, parents may contact the Board of Governors via email on board@johncolet.nsw.edu.au

Postal Address:

PO Box 247, Belrose West, NSW 2085

A complete staff list is available on the school website, under 'Our Community' tab: <http://www.johncolet.nsw.edu.au/school-staff.html>