

## **2024 - Contact Advice for parents**

Academic	For Queries Contact	Where to Find Information on Website
Subject area & learning concerns	Classroom Teacher or Faculty Head Teacher	THS Website-About our school/our staff/staff email directory
Classroom specific concerns	Classroom Teacher or Faculty Head Teacher	THS Website-About our school/our staff/staff email directory
Attendance		
Absence	Rolls Officer extn: 223	THS Website – Supporting our students/Student attendance
Long leave application	Rolls Officer extn: 223	THS Website – Supporting our students/Student attendance/Extended long leave
Organising work for student due to illness / long leave	Year Adviser	THS Website-About our school/our staff/staff email directory
School avoidance/anxiety	Head Teacher Welfare (J Aguuilera)	THS Website-About our school/our staff/staff email directory
Wellbeing/ Welfare		
Peer & Social issues	Year Adviser / HT Welfare	<u>THS Website</u> – About our school / Our school/Staff email directory/Year Adviser/Head Teacher Welfare
Psychological or emotional issues	HT Welfare / Counsellor / Deputy Principal	THS Website – About our school / Our school/Staff email directory /Year Adviser/Head Teacher Welfare/Counsellor
Major life events	Deputy Principal / Principal / HT Welfare	THS Website – About our school / Our school/Staff email directory /Year Adviser/Head Teacher Welfare/Deputy/staff email directory
Behaviour		
Harassment/bullying	Deputy Principal (A Green - Yrs 7, 9 and 11; M Pollard- Yrs 8, 10 and 12)	THS Website - About our school/our staff/staff email directory
Ongoing Behavioural concerns	Deputy Principal	THS Website About our school/our staff/staff email directory
Subject or classroom specific	Classroom Teacher or Faculty Head Teacher	THS Website - About our school/our staff/staff email directory
behaviour		
Learning Support		
Learning Support enquiries	Learning Support Teacher (M.Andrews )	THS Website - About our school / Our school/Staff email directory/ Learning Support Coordinator/Learning & Support Teacher



Disability Provisions	Learning Support Teacher (M. Andrews )	THS Website About our school / Our school/Staff email directory/ Learning Support Coordinator/Learning & Support Teacher
Playground Incident / Duty Concerns	Deputy Principal of year group	
Extra Curricular Activities	Staff in charge of activity (see directory)	THS Website – Supporting our students
Before During & After School Programs	Staff in charge of activity (see directory)	THS Website – Supporting our students
General Administration		
Canteen/Flexi Schools	Canteen: canteen@ths.community	THS Website – Supporting our students/Canteen
Enrolments	Enrolment Officer extn: 202 or 232	THS Website – About our school/Enrolment
Excursions	Organising Teacher or Receipting extn:238	THS Website – Home page- Excursions
Payments	Receipting extn: 238	THS Website - Home Page -Make a Payment (POP)
Transport	Rolls Office extn: 223	THS Website – About our school/Location and transport
Uniform Guidelines & Shop	Uniform Shop: uniformshop@ths.community	THS Website – Supporting our students/Uniform shop
International Students	Coordinator: C Elliot	THS Website - About our school/Enrolment