This list is to be used in determining the most relevant person for parents or students to contact in regards to school related matters.

Whilst many relevant contacts exist for specific matters, the Principal – Damian Shuttleworth is also available as a key contact for any matters you feel require his attention. Feedback, queries or requests of the Principal are best directed via email to: [carine.shs@education.wa.edu.au](mailto:carine.shs@education.wa.edu.au)

Please note: Specific class teachers are linked to your CONNECT account. Direct email with these staff is available through CONNECT.

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| CONCERN | **YEAR GROUP** | **DIRECT TO** |
|  |  |  |
| Attendance: General absences | Year 7-12 | School Attendance Officer (SMS/phone calls) |
| Attendance: VACATION absences | Year 7-12 | [carine.shs@education.wa.edu.au](mailto:carine.shs@education.wa.edu.au) |
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| Attendance: Prolonged Medical absences/injuries | Year 7- 12 | Relevant Student Services Manager |
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| Attendance Support | Year 7-12 | Relevant Student Services Manager |
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| Parent query about class specific academic information | Year 7-12 | Specific class teacher |
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| Parent/student concern about a staff member (teaching/conduct) | Year 7-10 | Raya Sara - Associate Principal Academic Performance |
| Year 11-12 | Sue Somerville - Associate Principal Academic Performance |
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| Parent/student concern about a staff member (non-teaching) | Year 7-12 | Tina Magatelli – Manager Corporate Services |
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| Parent/student concern about a behaviour, bullying or other non-academic support issue | Year 7-12 | Relevant Student Services Manager |
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| Parent/student concern about the school’s management of a behaviour, bullying or other non-academic support issue | Year 7-12 | Matt Scanlon - Associate Principal Student Services |
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| Community concern about student behaviour | Year 7-12 | Kerri Drage – Associate Principal Communications & Marketing |

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| **ROLE** | **NAME** |
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| **Head of Learning Area (HOLA) and Teacher in Charge (TIC): Oversees the learning area, including relevant curriculum and staff:** | |
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| Mathematics | John Hackett & Julie Rutland |
| English | Zola Watson |
| Science | Daniel Aleksovski & Amanda Beardreys |
| Humanities and Social Sciences | Leanne Rushforth |
| Languages | Caroline le |
| Design & Technology | Nathan Setzinger |
| Digital Technologies | Fiona Walton |
| Health and Physical Education | Kate Cook |
| The Arts | Ross Brennan |
|  |  |
| Academic Performance Manager Lower School: Parent query regarding child’s overall academic performance (Yr 7-8) | Vicky Williams |
| Academic Performance Manager Lower School: Parent query regarding child’s overall academic performance (Yr 9-10) | Natalie Dowd |
| Academic Performance Manager Senior School: Parent query regarding child’s overall academic performance (Yr 11-12) | Carly Keay |
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| Learning Centre Manager: Parent query regarding students with special needs and learning disabilities/difficulties | Wendy Evans |
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| VET Coordinator and Workplace Learning | Fiona Walton |
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| Endorsed Program Coordinator | Carly Keay |
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| **Students Services Managers: Support of students including attendance, behaviour and wellbeing** | |
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| Year 7 | Janelle Fimmel and Kelly Jansen |
| Year 8 | Ian Colan |
| Year 9 | Toni Lane and Kelly Jansen |
| Year 10 | Cameron Fosbery |
| Year 11 | Tania Batterham |
| Year 12 | Anthony Cochrane |

In the event you are unsure of the relevant contact please ring Reception and explain your query. You will then be directed to the appropriate member of staff. Phone: 6235 7500 Email: [carine.shs@education.wa.edu.au](mailto:carine.shs@education.wa.edu.au)