The below 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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| **QUERY** | **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  Year 11-12 | Raya Sara – Associate Principal Lower School  Carly Keay – Associate Principal Senior School |
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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 7-9  Year 10-12 | Craig Greer – Associate Principal Student Services  Matt Scanlon – Associate Principal Student Services |
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| Community concern about student behaviour | Year 7-9  Year 10-12 | Craig Greer – Associate Principal Student Services  Matt Scanlon – Associate Principal Student Services |
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| Community Liaison, Events, Marketing, Social Media, P&C, School Board and Parking | Year 7-12 | Kerri Drage - Associate Principal Communications, Events  and Marketing |

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| **ROLE** | **NAME** |
| **Head of Learning Area (HOLA) and Teacher in Charge (TIC): Oversees the learning area, including relevant curriculum and staff:** | |
| Mathematics | John Hackett and Julie Rutland |
| English | Jodie Lynch, Lisa Circosta and Kiasten Devellerez |
| Science | Daniel Aleksovski and Alison Siciliano |
| Humanities and Social Sciences | Gail Carmody and Leanne Rushforth |
| Languages | Caroline Le |
| Design & Technology and Visual Arts | Nathan Setzinger |
| Digital Technologies | Fiona Walton |
| Home Economics | Kate Caren and Linda Hillgrove |
| Health and Physical Education | Kate Cook |
| The Performing Arts | Matthew Barker |
| Gifted and Talented | Nat Dowd |
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| Academic Performance Manager Lower School: Parent query regarding child’s overall academic performance (Year 7-10) | Vicky Williams / Nat Dowd / Kiasten Devellerez |
| Associate Principal Academic Performance Senior School: Parent query regarding child’s overall academic performance (Year 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 and Business | Fiona Walton |
| Careers Pathways and Transition | Clare Slodecki |
| Endorsed Program Coordinator | Carly Keay |
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| Connect, Qkr, Communication matter | Reception |
|  |  |
| **Students Services Managers: Support of students including attendance, behaviour and wellbeing** | |
| Year 7 | Cameron Fosbery |
| Year 8 | Janelle Fimmel |
| Year 9 | Ian Colan |
| Year 10 | Toni Lane |
| Year 11 | Kelly Jansen and Maddisen Norton |
| Year 12 | Tania Batterham |

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 or Email: [carine.shs@education.wa.edu.au](mailto:carine.shs@education.wa.edu.au)