

Class Coordinators Information for Parents and Carers

WHO ARE THE CLASS COORDINATORS?

Class 7/8 Donna Kerr	dkerr@pws.wa.edu.au
Class 9/10 Annabelle Kellenberger	akellenberger@pws.wa.edu.au
Class 11/12 Claire Williamson	mwilliamson@pws.wa.edu.au

WHAT IS THEIR ROLE?

The role of the Class Coordinators will be to:

- oversee the Class groups and bring the relevant staff together to ensure the two Class programmes run well,
- ensure the teachers and assistants have the trainings and support to hold the students with care and the children are “seen” by all staff,
- be an initial contact point with regard to various matters and/or ensure lines of communication are clear and well known,
- coordinate the parent nights and various events for both classes.

INITIAL CONTACT ROUTES:

Matters of an administrative nature:	High School Office: 9417 3638 or highschool@pws.wa.edu.au
Concern or Question about an academic matter that a particular teacher should be able to manage:	Relevant teacher by email or make an appointment to meet or call them by phone. Specific contact details for a teacher if you don't have them can be found via the High School Office by email to: highschool@pws.wa.edu.au
Concern, worry or inquiry concerning your child and you want advice on “where to next?” and who is best placed to help:	Class Coordinator initially who may then refer you to the most appropriate staff member in the school
Concern or Question about a broad academic or learning issue that you want to discuss or raise as a concern:	Class Coordinator initially who may then refer you to the most appropriate staff member in the school
Other matters	High School Office initially who should be able to work out where to next. Phone 9417 3638 or email highschool@pws.wa.edu.au . Alternatively, the Class Coordinator
Class 7 matters: the Class teacher approach will continue in Class 7 so it may be more appropriate to contact the teacher directly	Class Teacher or the Class Coordinator

