
Communication Protocols at Telopea Park School / Lycée Franco-Australien

If you wish to contact one of your child's teachers, please follow these instructions:

Primary Sector

If urgent – contact the Primary Administration Office on 61423380

If not urgent:

- Use the communication book in your child's pochette or email the teacher and ask for an appointment. Give your preferred times to meet.
Email address: [\(given name\).\(family name\)@ed.act.edu.au](mailto:(given name).(family name)@ed.act.edu.au)
- If you are still concerned, contact the K-3 Executive Teacher (Hebe Petkovic), the 4-6 Executive Teacher (Maria Magdic) or the Conseillère Pédagogique (Catherine Buatois) – by phone or by email.
- Contact Primary Student Services – anna.mcgown@ed.act.edu.au
- Ask for an appointment with the Primary Deputy Principal (Robin Egerton) or the K-10 Deputy Principal (Peter Clayden) by calling the Primary Office.
- Ask for an appointment with the Principal (Kerrie Blain) or Proviseur (David Binan) by calling the Front Office (61423388).

Secondary Sector

If urgent – contact Student Administration Office 61423385

If not urgent:

- Contact your child's Contact Group (CG) teacher using the email address: [\(given name\).\(family name\)@ed.act.edu.au](mailto:(given name).(family name)@ed.act.edu.au) and/or the Head Teacher for English French Stream students by calling the French Secretary 61423370
- Contact one of your child's teachers - by email or phone to discuss and/or make an appointment.
- Contact Student Services by email using student.welfare@telopea.act.edu.au
- If you are still concerned, this can be escalated to the Secondary Deputy Principal (Michele McLoughlin) or K-10 Deputy Principal (Peter Clayden) by calling the Front Office on 61423388.
- If you are still concerned ask the Front Office to make an appointment with the Principal (Kerrie Blain) or Proviseur (David Binan) by calling the Front Office on 61423388.

If you still have a concern or complaint about your ACT Public School, please call the ACT Education Directorate Liaison Unit on 6205 5429 or email: DET.CommunityLiaison@act.gov.au