



Family Communication Process

Please feel welcomed to email a staff member when you have a query or question about your child, use the below process to identify the most appropriate staff member.

For general Inquiries, payments, compass questions, report absences or an urgent message for your student during school hours contact the RHS school office via:

richmond.hs@education.vic.gov.au or **8396 6399**

To contact a teaching staff member please use the email function on **Compass**

Classroom Teacher

- Homework and assessment tasks
- Excursion queries
- Academic progress
- Subject Choice

To contact a different staff member please email:

richmond.hs@education.vic.gov.au

identify your reason for emailing by using the subject line: "for the attention of (insert role)"

Year Level Coordinator

- Student wellbeing
- Study skills
- Timetable queries
- Academic reports
- Learning inclusion
- Careers

SubSchool Leader

- Significant wellbeing or academic concerns
- Student Support Groups
- School engagement and attendance

Assistant Principal

- Serious or complex wellbeing matters
- Serious or complex academic matters

Principal

- Serious or complex wellbeing matters
- Serious or complex academic matters