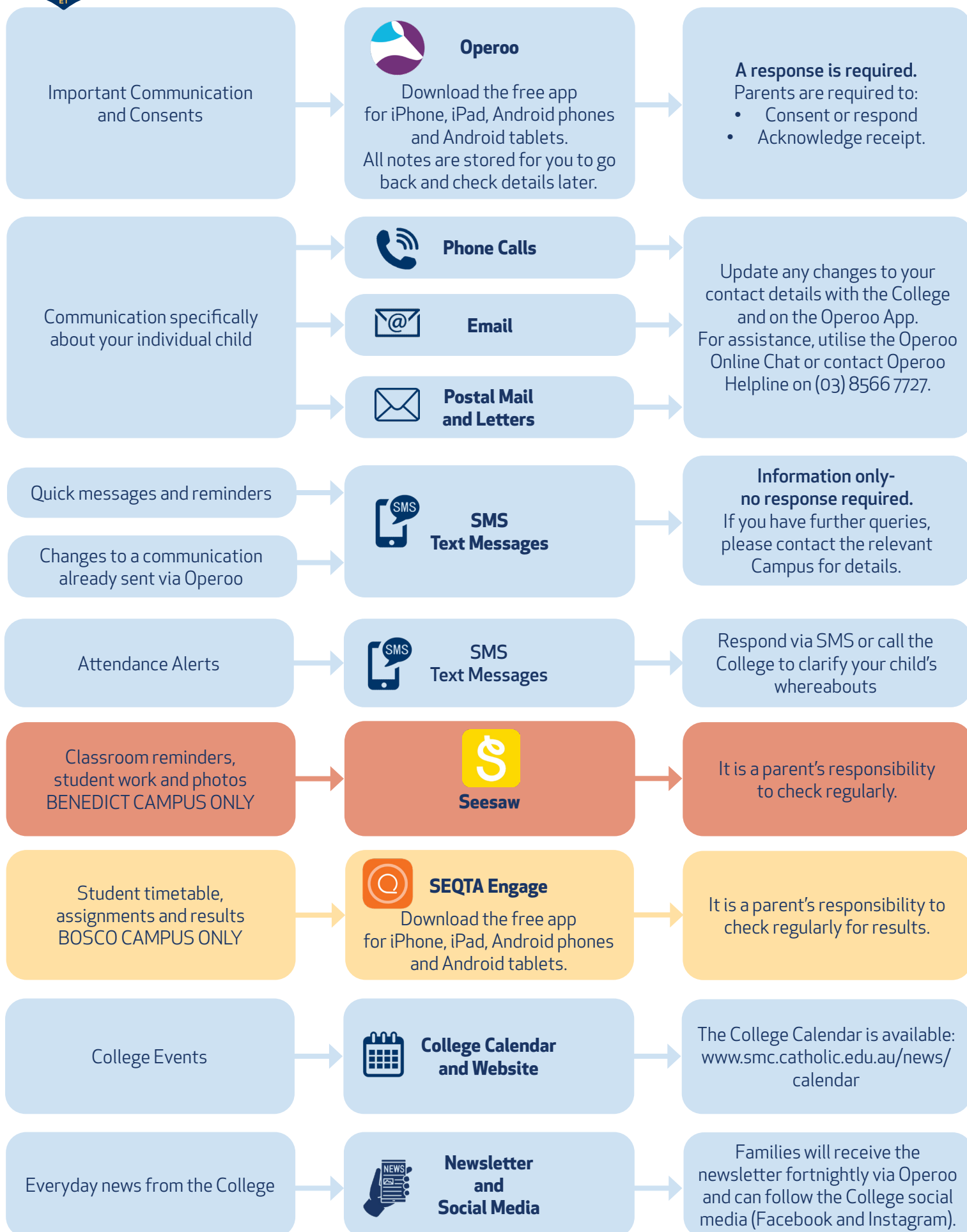




# As a parent or caregiver, how will I receive information from the College?





# As a parent or caregiver, how do I contact the College?

## General Enquiries



Benedict Campus:  
8633 8802  
Bosco Campus:  
8633 8801  
College Administration:  
8633 8800

Phone the College  
in regards to any matters-  
we are always  
very happy to help you!

## Student Attendance



SEQTA Engage

**BOSCO CAMPUS**  
Please notify full day absence  
before 9.00am using the Absences  
function in SEQTA Engage



**SMS Text Messages**  
Text messages can be sent  
24 hours a day. These are  
monitored between the hours  
of 8.00am - 3.30pm.

**BOSCO CAMPUS**  
Please notify before 9.00am:  
SMS 0428 475 539 with:  
Child's Full Name,  
Year Level  
and reason for absence  
(sick, medical, family, social)

*You will not receive a response to your  
SMS but be assured it will be actioned*



Phone Call

**BENEDICT CAMPUS**  
Please notify absence  
before 9.00am on 8633 8802

## College Fees, Buses and Enrolments



College Administration:  
8633 8800

Phone the College  
to discuss your enquiry

## Governance and Operational



Benedict Campus:  
8633 8802  
Bosco Campus:  
8633 8801  
College Administration:  
8633 8800

Make an appointment with the  
Deputy Principal

*If not resolved:* Make an  
appointment with the Principal

*If not resolved:*  
Contact the College Board



# As a parent or caregiver, how do I contact the College?

Enquiries related to:  
**Pastoral Care and Wellbeing**  
or  
**Learning / Classroom**  
**BENEDICT CAMPUS**



Email



Benedict Campus:  
8633 8802

Discuss the matter with your  
child's classroom teacher

*If not resolved:*  
Make an appointment with either  
the **PBIS Leader** or the  
**R-6 Leaders of Learning**

*If not resolved:* Make an  
appointment with the  
Deputy Principal

*If not resolved:* Make an  
appointment with the Principal

Enquiries related to:  
**Pastoral Care and Wellbeing**  
or  
**Learning / Classroom / Subject**  
**BOSCO CAMPUS**



Email



Bosco Campus:  
8633 8801

## Wellbeing

Email your child's Homegroup  
Teacher or phone Bosco Campus  
to make an appointment

**Learning / Classroom / Subject**  
Email your child's subject teacher  
via SEQTA Engage or phone Bosco  
Campus to make an appointment

## YEAR 7-9

*If not resolved:*  
Make an  
appointment  
with one of  
the **Leaders  
of Wellbeing**  
or the  
**Leader of  
Learning**

## YEAR 10-12

*If not resolved:*  
Make an  
appointment  
with one of  
the **Leaders  
of Wellbeing**  
or the  
**Director of  
Curriculum**

*If not resolved:* Make an  
appointment with the  
Deputy Principal

*If not resolved:* Make an  
appointment with the Principal

Staff will respond to messages within 48 hours, Monday - Friday during business hours.  
All messages received must be on professional channels outlined in this flow chart (not social media).