

Whom To Go To When - Parents

Whom do I contact when?

NB. Stuartholme School Reception hours are 8:00am until 4:00pm.

Scenario	Starting Point	Further Assistance	Leadership Team Member
My daughter will be absent	Student Absentee Line Ph: 3510 6488 Letter for Teacher Mentor to follow	Leader of Student Wellbeing Ph: 3369 5466 Yr 7: jwarrick@stuartholme.com Yr 8: sharris@stuartholme.com Yr 9: gwoodward@stuartholme.com Yr 10: mbyron@stuartholme.com Yr 11: bholley@stuartholme.com Yr 12: mdevlin@stuartholme.com	Deputy Principal, Student Wellbeing Ph: 3369 5466 Email: areddan@stuartholme.com
I have concerns about my daughter's work in a subject	Subject Teacher	Leader of Learning	Deputy Principal, Learning Ph: 3369 5466 Email: kturnbull@stuartholme.com
My daughter seems unhappy	Student Services Leave a message for the Teacher Mentor	Leader of Student Wellbeing Ph: 3369 5466 Yr 7: jwarrick@stuartholme.com Yr 8: sharris@stuartholme.com Yr 9: gwoodward@stuartholme.com Yr 10: mbyron@stuartholme.com Yr 11: bholley@stuartholme.com Yr 12: mdevlin@stuartholme.com	Deputy Principal, Student Wellbeing Ph: 3369 5466 Email: areddan@stuartholme.com
My daughter seems unhappy in the Boarding House	Boarding – Assistant Head of Boarding Email: assistantheadsofboarding@stuartholme.com		Deputy Principal, Boarding Ph: 3369 5466 Email: arice@stuartholme.com
I have concerns about my daughter's involvement in co-curricular activities	Relevant Activities Coordinator at School Director of Co-Curricula: ljackson@stuartholme.com	Leader of Student Wellbeing Ph: 3369 5466 Yr 7: jwarrick@stuartholme.com Yr 8: sharris@stuartholme.com Yr 9: gwoodward@stuartholme.com Yr 10: mbyron@stuartholme.com Yr 11: bholley@stuartholme.com Yr 12: mdevlin@stuartholme.com	
I have a question about Boarders weekend leave and / or activities	Boarding – Assistant Head of Boarding Email: assistantheadsofboarding@stuartholme.com		Deputy Principal, Boarding Ph: 3369 5466 Email: arice@stuartholme.com

Scenario	Starting Point	Further Assistance	Leadership Team Member
There are problems with the buses or trains	Student Reception Ph: 3510 6468	Leader of Student Wellbeing Ph: 3369 5466 Yr 7: jwarrick@stuartholme.com Yr 8: sharris@stuartholme.com Yr 9: gwoodward@stuartholme.com Yr 10: mbyron@stuartholme.com Yr 11: bholley@stuartholme.com Yr 12: mdevlin@stuartholme.com	Deputy Principal, Student Wellbeing Ph: 3369 5466 Email: areddan@stuartholme.com
I have questions about Assessment and Reports	Subject Teacher	Leader of Learning	Deputy Principal, Learning Ph: 3369 5466 Email: kturnbull@stuartholme.com
My daughter needs to leave the school early today	Letter explaining reason and time of departure	Letter brought to Deputy Principal, Student Wellbeing's office to be signed. Check out through Student Reception.	Deputy Principal, Student Wellbeing Ph: 3369 5466 Email: areddan@stuartholme.com
As a day girls parent I wish to invite a boarder home	Boarding Reception Ph: 3510 6438 Email: boardingreception@stuartholme.com	Boarding – Assistant Head of Boarding Email: assistantheadsofboarding@stuartholme.com	Deputy Principal, Boarding Ph: 3369 5466 Email: arice@stuartholme.com
I have a Request for Extended Leave	Letter to the Principal (at least 3 weeks prior to intended absence)		Principal Ph: 3369 5466 Email: principal@stuartholme.com
I have a question about Boarding	Boarding Reception Ph: 3510 6438 Email: boardingreception@stuartholme.com	Boarding – Assistant Head of Boarding Email: assistantheadsofboarding@stuartholme.com	Deputy Principal, Boarding Ph: 3369 5466 Email: arice@stuartholme.com
I have a question about Fees	Accounts Receivable Officer Ph: 3369 5466 Email: receivables@stuartholme.com	Business Manager Ph: 3510 6412 Email: ljones@stuartholme.com	Principal Ph: 3369 5466 Email: principal@stuartholme.com
I wish to change the status of my daughter's enrolment	Registrar Ph: 3510 6419 Email: lrobinson@stuartholme.com		Principal Ph: 3369 5466 Email: principal@stuartholme.com
I wish to cease my daughter's enrolment at the school	One term's notice in writing to the Principal and an exit interview	Registrar Ph: 3510 6419 Email: lrobinson@stuartholme.com	Principal Ph: 3369 5466 Email: principal@stuartholme.com

NB. All staff members email addresses are the first initial of their first name followed by their surname @stuartholme.com. For example, to contact Mrs Andrea Reddan by email, her address would be areddan@stuartholme.com. This applies to all staff members in the school.