



Carmel School

FAITH & KNOWLEDGE

COMMUNICATION CHANNELS

At Carmel, our service commitment is to respond to emails within 24 hours (1 working day). Responses may be in the form of an email reply, a phone call or a face-to-face discussion. Please make it clear at the time of your grievance if you require a written response from the School.

In order to get your query attended to quickly, efficiently and directly, it is best to contact the most appropriate person, with the right knowledge and access to the necessary information to help resolve the grievance.

The following provides a summary of the correct feedback channel for each campus:

ELC and Primary School

- For all matters, your first port of call is your child's classroom teacher (unless the matter pertains to teaching and learning within the Jewish Studies context).
- If your classroom teacher is unable to assist, please email [Mrs. Debbie Bolton](#), Head of Primary.
- If your query relates to Jewish studies or Hebrew, first email your child's Jewish Studies or Hebrew teacher. If they are unable to assist, please email [Mrs. Debbi Benn](#), Head of Jewish Studies and Hebrew in the Primary School.
- If your query relates to 'The Hangout' (our OSHC provider), please email [Alison](#) or [Renee](#).
- If you are unsure of who to approach, please email [Mrs. Jacqui Osrin](#) who will guide you appropriately.

Secondary School

- For day-to-day administrative matters (notices, to explain absences etc), please contact your child's mentor teacher. Names and email addresses of all mentors (and teachers) can be accessed via SEQTA on your child's timetable.
- For matters relating to your child's learning in a particular subject, please start by emailing your child's teacher. If they are unable to assist, please contact the relevant Head of Learning Area.
 - [Mr. Stephen George](#) (Maths)
 - [Mr. David Wauge](#) (Science)
 - [Mrs Emily Cunningham](#) (English)

- [Mr. Michael Duthie](#) (VAPA)
- [Mr. Simon Lawrence](#) (Jewish Studies and Hebrew)
- [Mr. Chris Quelch](#) (HPE)
- [Mrs. Cherie Russell](#) (HASS)
- For matters relating to your child's pastoral care, please contact Dean of Students.
 - [Mrs. Shohan Taub](#)
- If you require further assistance, please contact [Mr. Dean Shadgett](#), Head of Secondary.
- If you are unsure of who to approach, please contact [Mrs. Zsuzsi Shuhandler](#) who will guide you appropriately.

Whole School Queries

- For queries relating to school fees or any other area of finance, please contact [Mrs Louise Barnett](#)
- If you would like to make an appointment to see the Principal, [Mrs Shula Lazar](#), please contact [Mrs. Janine Myers](#). If you need to inform the Principal of an urgent matter, please email directly.
- If you would like to leave feedback, give suggestions or inform us of anything at all, you can always email our general enquires line at shalom@carmel.wa.edu.au