WHO SHOULD I SPEAK WITH?

HILLBROOK
IN BALANCE WE GROW

The student's Home Teacher is the first point of call of most issues. However, there is some overlap between all of the following roles and that is to ensure there are several people you can contact with any issues. Email is the easiest way to contact teachers in the first instance.

HOME TEACHER	YEAR CO-ORDINATOR	SUBJECT TEACHER	SUBJECT CO-ORDINATOR	YEAR 7 LEARNING LEADER
FOR CONCERNS INVOLVING: • General coping with homework • General study habits • Assessment schedules • Friendship or other social problems • An extended absence due to illness • A planned absence outside of holiday periods • Any change of family situation • Any change in health • Behavioural expectations • Discipline of students of minor infringements • Uniform and grooming enquiries • Case manage support of students needing additional specialist support within the school	**FOR CONCERNS INVOLVING:** • Issues which may come to light which affect the entire year level • Student wellbeing and/or social concerns • Year level specific events • If one of the other people cannot be contacted • Concerns regarding subject selection and change • Concerns regarding assessment load • Concerns regarding any content in the subject curriculum	**FOR CONCERNS INVOLVING:** • Understanding area of the subject • Homework • Assignments • Study techniques particular to that subject • Wanting work for an extended absence • A placed absence outside of holiday periods • Wanting to know how they are progressing in that subject • Problems with other students (if only in that subject)	**FOR CONCERNS INVOLVING:** • The need for extension on an assignment due date • Modification of assessment tasks • Student absence on exam and assignment due days	**FOR CONCERNS INVOLVING:** • Issues which may affect the entire year level • Student wellbeing and social concerns • Year level specific events • Understanding area of particular subject areas • Homework • Assignments • Study techniques particular to the year level • Wanting work for an extended absence • A planned absence outside of holiday periods • Wanting to know how students are settling in • Problems with other students in that year level • The need for extension on an assignment due date • Modification of assessment tasks • Student absence on exam and assignment due days

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ENRICHMENT CENTRE (Learning Support)	COUNSELLORS	CHAPLAIN	HEAD OF STUDENT WELLBEING
FOR CONCERNS INVOLVING: • Struggling with study habits and routine • Not coping with high school or year level work load • Specific literacy or numeracy needs or help • Modification to usual school program • Support for assignments and examinations • Assessment of literacy, numeracy and organisational skills	**FOR CONCERNS INVOLVING:** • Serious or significant mental health concerns • Ongoing behaviours which are presenting a problem for the student's learning, academic and social success • Matters of a confidential nature • Liaison with doctors and mental health professionals that students may be working with • Child protection concerns	**FOR CONCERNS INVOLVING:** • Matter of faith • Child protection issues • Organisation of school ceremonies • Organisation of Chapel program	**FOR CONCERNS INVOLVING:** • Social or emotional concerns • Enquiries about the Pastoral Program • Friendship or other social concerns • Student goal setting • If one of the other people cannot be contacted • Monitor individual students who are in need of support • Follow up with new students and monitor their settling in • Organise and oversee Pastoral program for Daily Starter