

OUR LADY OF THE SACRED HEART CATHOLIC COLLEGE COMMUNICATION CHANNELS

Reason for Contact	Who to Contact	How to Contact
To update mailing address or your contact details or emergency telephone numbers.	Central Administration	In an email to: finance.olshalice@nt.catholic.edu.au By phoning : Campus Reception Staff
If you have a general query or concern, or wish to provide us with new information about your child.	Campus Reception or Classroom Teacher	Letter, phone or email to campus reception staff or teacher Court documents must be provided as originals for copying and should be sighted by Head Of Campus or Principal.
If you wish to discuss a query or concern, or the new information you are providing us with.	Campus Reception	Phone / email Campus Reception to leave a message for a specific person to contact you.
Major query/concern or information about a particular subject or curriculum.	Contact class Teacher first. Head of Department or Leader of Learning.	Phone / email Campus Reception to leave a message for a specific person to contact you.
Pastoral issue that will effect most of your child's day at school.	Year Level Coordinator or Leader of Learning first. Head of Campus	Phone / email Campus Reception to leave a message for a specific person to contact you.
Curriculum issue across all subjects or concerns that will effect an entire course.	Leader of Learning or Curriculum Coordinator	Phone / email Campus Reception to leave a message for a specific person to contact you.
Emergency or Major Issue that effects several areas – curriculum, pastoral, residential, legal.	Head of Campus first Principal	Phone / email Campus Reception to leave a message for a specific person to contact you urgently.
Camps and Excursions.	Organising Teacher or Year Level Coordinator or Leader of Learning. Finance Department	Phone / email Campus Reception to leave a message for a specific person to contact you urgently. In an email to: finance.olshalice@nt.catholic.edu.au
If you wish to contact a staff member directly via their email.	Staff Member	All College emails follow the same format, ie, firstname.surname@nt.catholic.edu.au