Communication Pathways at CMS
Is your Enquiry …

Educational?

Class Director
Your child’s teacher is the one who knows your child best within the school and will be able to address any concerns you might have regarding your child’s progress and developmental needs. Your Class Director is also the best person to discuss interactions with Specialist teachers. Please make an appointment rather than trying to catch them at drop off or pick up.
E: firstname.lastname@cms.act.edu.au

Class Parent
If you would rather talk to a parent regarding policies or procedures, your Class Parent is available.

Process
If further discussion is required regarding the implementation of the Montessori programme, policies or procedures, our School Administrator is available to assist. Please make an appointment through the Executive Assistant.

Principal
If further discussion is required, or if it is considered to be more appropriate, an appointment with the Principal may be made through the Executive Assistant.

CMS Board
The Operational Liaison and Compliance Committee (OLCC) of the Board is the gateway between the Principal (operational responsibilities) and the Board (strategic responsibilities). The OLCC and Principal meet monthly to discuss all elements of the school, including finances, HR, compliance and other matters. The OLCC may be able to deal with your enquiry or they may refer it to the Board.

Administrative?

Parent Handbook
Try referring to your copy of the Parent Handbook first. It is a valuable resource and may answer some of the questions you have. If you need another copy, please ask at the Office.

Class Parent
If you would rather talk to a parent regarding policies or procedures, your Class Parent is available.

Administration
Our Admin staff are also available to help with any administrative enquiry you may have.

Business Manager
If your enquiry is regarding school fees, donations or other financial matters please speak to our Business Manager.
E: amy.duan@cms.act.edu.au

How do I contact …?
Class Parents:
- Contact list provided in Term 1.
- Their pocket outside your classroom.

Admin Team:
- 02 6287 1962
- reception@cms.act.edu.au
- office@cms.act.edu.au (Exec. Assistant)
- accounts@cms.act.edu.au
- principal@cms.act.edu.au

CMS Board:
- boardchair@cms.act.edu.au

All staff can be contacted by email:
- Firstname.lastname@cms.act.edu.au