



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

School Administration Director
 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 Board Chair is the gateway between the Principal (operational responsibilities) and the Board (strategic governance).

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:

- board.chair@board.cms.act.edu.au

All staff can be contacted by email:

- Firstname.lastname@cms.act.edu.au

General feedback can be directed to:
feedback@cms.act.edu.au