



## Communication Pathways at CMS

### Is your Enquiry ...

**Educational?**

**Administrative?**

#### **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](mailto:firstname.lastname@cms.act.edu.au)

#### **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.

#### **Administration**

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

#### **Director—Students & Technology**

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

#### **Business Manager**

If your enquiry is regarding school fees, donations or other financial matters please speak to our Business Manager.  
E: [accounts@cms.act.edu.au](mailto:accounts@cms.act.edu.au)

#### **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).

#### **How do I contact ...?**

##### **Admin Team:**

- 02 6287 1962
- [reception@cms.act.edu.au](mailto:reception@cms.act.edu.au)
- [office@cms.act.edu.au](mailto:office@cms.act.edu.au)
- [accounts@cms.act.edu.au](mailto:accounts@cms.act.edu.au)
- [principal@cms.act.edu.au](mailto:principal@cms.act.edu.au)

##### **Out of Hours School Care**

- [gumnut@cms.act.edu.au](mailto:gumnut@cms.act.edu.au)
- 0437 848 951

##### **CMS Board:**

- [board.chair@board.cms.act.edu.au](mailto:board.chair@board.cms.act.edu.au)

All staff can be contacted by email:

- [Firstname.lastname@cms.act.edu.au](mailto:Firstname.lastname@cms.act.edu.au)

General feedback can be directed to:

[feedback@cms.act.edu.au](mailto:feedback@cms.act.edu.au)