



## 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. It's best to 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 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: [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

### CMSBoard

The Board Chair is the gateway between the Principal (operational responsibilities) and the Board (strategic governance).

### Contacts

#### All enquiries:

- 02 6287 1962
- [admin@cms.act.edu.au](mailto:admin@cms.act.edu.au)

#### All staff can be contacted by email:

- [firstname.lastname@cms.act.edu.a](mailto:firstname.lastname@cms.act.edu.a)

#### CMSBoard:

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

#### Community:

- [parentsandfriends@cms.act.edu.a](mailto:parentsandfriends@cms.act.edu.a)