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**Who to contact?**

The purpose of the following information is to advise you of the person or people you should contact for a particular concern or query you may have.

The most effective way to contact Guildford Grammar School staff is through their email. The email address for all staff is in the format of [firstname.surname@ggs.wa.edu.au](mailto:firstname.surname@ggs.wa.edu.au) . The address for Ms Katie Petchell, for example, would read: katie.petchell@ggs.wa.edu.au

Staff can also be contacted by phone by calling the main switchboard on 9377 9296 and then being directed to the appropriate department.

*NOTE: it is likely you will have to leave a voice message on most phones.*

**Curriculum**

If you have a particular concern regarding your child’s academic progress, you should initially contact their individual class teacher. The teacher can provide up to date information on how your child is progressing. In addition, our Deputy Head of Junior or Senior Primary (see details below) will also be able to assist on matters associated with your child’s learning and academic structure. Matters relating to pastoral care should also be directed to the class teacher in the first instance, and to the Deputy Head of Junior or Senior Primary if additional support is required.

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| Deputy Head of Preparatory School | Junior Primary (K-Y2) | Mrs Joanne MacLachlan | joanne.maclachlan@ggs.wa.edu.au |
| Deputy Head of Preparatory School | Senior Primary (Y3-6) | Mr David Taylor | david.taylor@ggs.wa.edu.au |

**Attendance / absence from school**

Preparatory Administration staff are responsible for following up student absences from school. If your child is going to be absent, you should contact us by phone (9377 9296) or email prep.absentee@ggs.wa.edu.au. If notifying us by email, it would be appreciated if you also include the class teacher in the carbon copy (CC). Teachers do not access their emails while teaching so if you have an urgent message for your child, please contact Prep Admin on 9377 9296 and we will ensure the message is passed on.

**Medical Centre**  
Ms Vicki Bellinge is responsible for the Guildford Grammar School Medical Centre. You should contact Ms Bellinge if your child has any particular medical requirements that the school should know about. The Medical Centre will contact you if your child is sent to the Medical Centre for attention throughout the school day.

Ms Vicki Bellinge. [vicky.bellinge@ggs.wa.edu.au](mailto:vicky.bellinge@ggs.wa.edu.au) or [medical@ggs.wa.edu.au](mailto:medical@ggs.wa.edu.au)

Ph. 08 9377 9211

**Inclusive education**Mrs Tanya Druzianich is the Acting Director of Inclusive Education (K-12). Mrs Radi oversees the learning enrichment and STRETCH academic extension programs. The Inclusive Education Team provides targeted interventions and support for children with learning difficulties or other conditions that require support. Similarly, Gifted and Talented students are supported within class and through the STRETCH programs.

Tanya Druzianich: [tanya.druzianich@ggs.wa.edu.au](mailto:tanya.druzianich@ggs.wa.edu.au)

**Sport and Co-Curricular**

The Head of Sport is Mr David Guest who is responsible for the overall running of the Sports Program in the School. Mr Cam Knapton is our Sport Administrator and information regarding training and fixtures can be located on the sport website: <https://www.ggs-sport.com/>. Ms Janine Finnie is responsible for the coordination of all co-curricular activities and clubs (K-12)

Cam Knapton: [cam.knapton@ggs.wa.edu.au](mailto:cam.knapton@ggs.wa.edu.au)

Janine Finnie: [janine.finnie@ggs.wa.edu.au](mailto:janine.finnie@ggs.wa.edu.au)

Sport office: Ph. 9377 9235

Other important information and contact details can be found on the School website. Please make yourself familiar with the links available [http://www.ggs.wa.edu.au.](http://www.ggs.wa.edu.au/)

Here you will find the online calendar and information for amenities and services such as:

* The Weekly Bulletin
* The Clothing Shop
* Bus services
* Flexischools (cashless student account system)

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| **Other useful School contacts** |  |  |
| Principal | Mr Peter Allen | peter.allen@ggs.wa.edu.au |
| Head of Preparatory School | Ms Katie Petchell | katie.petchell@ggs.wa.edu.au |
| Deputy Head of Preparatory School | Junior Primary (K-Y2) | Mrs Joanne MacLachlan | joanne.maclachlan@ggs.wa.edu.au |
| Deputy Head of Preparatory School | Senior Primary (Y3-6) | Mr David Taylor | david.taylor@ggs.wa.edu.au |
| Deputy Principal - Operations | Dr Holly Miller | holly.miller@ggs.wa.edu.au |
| Deputy Principal – Student Experience (K-12) | Mrs Julia McGibbon-Briggs | [julia.mcgibbon-briggs@ggs.wa.edu.au](mailto:julia.mcgibbon-briggs@ggs.wa.edu.au) |
| Deputy Principal – Teaching and Learning (K-12) | Mr Bruce Derby | [bruce.derby@ggs.wa.edu.au](mailto:bruce.derby@ggs.wa.edu.au) |
| Chaplain | New appointment pending |  |