

# Orana Steiner School Communications Pathway

## Educational

### Class Teacher / Guardian

- General guidance
- Specific performance queries
- Educational queries
- Basic pastoral care information

### Specialist Teachers

- Subject specific guidance
- Subject specific performance queries

### Subject Coordinators

- Subject specific queries

### Inclusive Education Coordinator

- Inclusive education information / queries
- External provider information / requests

### Pastoral Care Coordinator

- Pastoral care information / queries

### Early Childhood Director

(Only for Early Childhood)

- Early Childhood Specific queries
- Escalation from Early Childhood Teachers

### Deputy Principals

- General curriculum queries
- Faculty queries
- Escalation from Class Teachers / Guardians / Coordinators

### Principal

- Whole School queries
  - Escalation from Deputy Principals and Business Manager
- [principalsoffice@oranaschool.com](mailto:principalsoffice@oranaschool.com)

### Board

- Governance queries
- Constitution queries
- Policy queries
- Escalation from Principal

[secretary@oranaschool.com](mailto:secretary@oranaschool.com)

## Administration / Operational

### Administration

- General school enquiries
- Absences
- General administration
- Site and maintenance admin

[info@oranaschool.com](mailto:info@oranaschool.com)

### Finance

- Fee queries
- Fee payments

[finance@oranaschool.com](mailto:finance@oranaschool.com)

### Marketing & Communications

- Social Media
- Advertising
- The Leaflet

[communications@oranaschool.com](mailto:communications@oranaschool.com)

### Admissions

- Enrolment queries
- Enrolment applications

[admissions@oranaschool.com](mailto:admissions@oranaschool.com)

### Area Managers

(Marketing, Admissions, Human Resources, IT, Facilities)

- Area Specific queries
- Escalation from area professionals

### Business Manager

(Finance, Administration, Operations Oversight)

- Business queries
- Finance queries
- Escalation from area Managers