

19/07/2023

Dear Parents and Carers

At Catherine McAuley, we value our strong relationship with families and welcome opportunities to communicate with parents and carers. We also recognise that email is a fast and convenient way to contact your child's teacher or other school staff.

Although staff will read their emails at various times throughout the school day, they are generally not expected to respond to emails outside of normal working hours. In the case of an emergency please contact the school office on [mcauleywestmead@parra.catholic.edu.au](mailto:mcauleywestmead@parra.catholic.edu.au) or phone 9849 9100. Our caring team will return your call or respond to your email as soon as possible.

If you wish to contact a staff member, please continue to send your emails to [mcauleywestmead@parra.catholic.edu.au](mailto:mcauleywestmead@parra.catholic.edu.au) which will then be directed to your child's teacher or another relevant staff member. This helps us to have confidence that we are aware of any matters needing our attention as a team, and that you are connected to the person who can best help.

Thank you so much for your assistance and understanding.

Warm regards,



Ms Mary Refalo  
**Principal**