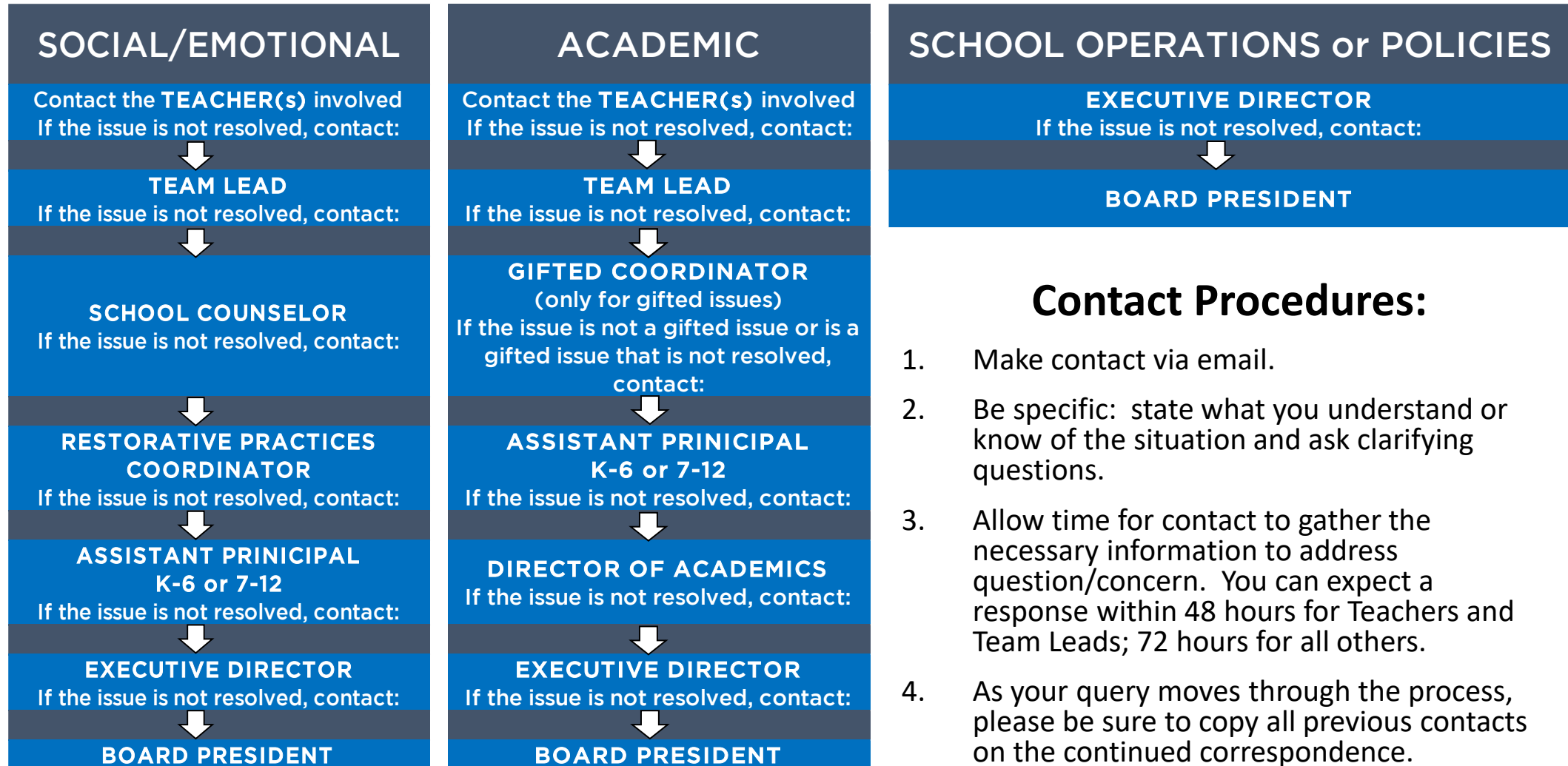




Westgate Community School Communication Pathways



Contact Procedures:

1. Make contact via email.
2. Be specific: state what you understand or know of the situation and ask clarifying questions.
3. Allow time for contact to gather the necessary information to address question/concern. You can expect a response within 48 hours for Teachers and Team Leads; 72 hours for all others.
4. As your query moves through the process, please be sure to copy all previous contacts on the continued correspondence.