



STAFF CONTACT INFORMATION

Phone – 4614 7222

WHO SHOULD PARENTS CONTACT?

Highfields State Secondary College is divided into four sub schools based on the houses of Doyle, Dunlop, Freeman and Chisholm. The first two letters of your student's form class name indicate which house they are in. Each student has a Form Teacher, House Coordinator, Head of Department/Student Manager and Deputy Principal who will support students and deal with managing any behaviour issues. To determine who you need to contact, you will need to know your child's form class. He or she will be able to tell you their form class or you can find it on their timetable. Please see below for the staff member that you should contact if you have any issues or concerns.

Form Teachers

The form teacher provides an important support network for students. Form teachers see their class each morning and play an active role in monitoring uniform, punctuality and organization. The form teacher plays an important role in looking after the wellbeing of students.

House Coordinator

The house coordinator's main role is to ensure students arrive at the College ready to learn. They will assist the form teacher to enforce the uniform policy, work with students to ensure they have all the materials they require for the day and monitor student attendance.

Head of Department / Student Manager

Each student has a Student Manager who is responsible for managing breaches of the Responsible Behaviour Plan and for referring students to the Deputy Principal if required. Serious breaches of the Code of School Behaviour will be referred to Deputy Principal.

It will be the Student Manager who has the most contact with parents/carers where there are behaviour concerns with a student. Roles and Responsibilities for a Student Manager will include:

- actioning any behaviour referred to them
- managing student attendance and truancy issues, including issuing appropriate consequences
- mediating minor student bullying and harassment issues
- monitoring and authorising uniform variations and attendance.

Head of Special Education Services (HOSES)

Some students with specific learning needs will be supported by the HOSES. The HOSES will take on the role of Student Manager for these students.

Guidance Officer

Parents and teachers can refer students to see the Guidance Officer. Students are more than welcome to arrange a time to see the Guidance Officer on their own will. The Guidance Officer provides an additional level of support in areas of social emotional wellbeing as well as academic performance, behaviour support and career guidance. The Guidance Officer is the person that liaises with external support agencies on behalf of students and the school.

Class Teachers

For questions relating to subject specific matters parents are encouraged to make contact directly with the specific classroom teacher.



Highfields State Secondary College House Structure 2017

Form Class	Form Teacher	House Coordinator	Head of Department	Deputy Principal
Freeman				Mrs Jayne Kennedy Email: jkenn287@eq.edu.au
FR01 (Year 7)	Ms Cassandra Fletcher Email: cflet56@eq.edu.au	Mr Peter Murphy Email: pmurp17@eq.edu.au Years 8 and 9	Miss Sara Abawi Email: sabaw3@eq.edu.au Years 8 and 9	
FR02 (Year 7)	Ms Linda Harper Email: lehar1@eq.edu.au			
FR03 (Year 8)	Mr Rowan Wingrave Email: rwing1@eq.edu.au			
FR04 (Year 8)	Ms Natalie Weimer Email: nevan77@eq.edu.au	Mr Jim Bishop Email: jbish69@eq.edu.au Years 7 and 10	Mrs Victoria Menkins Email: vmenk1@eq.edu.au Years 7 and 10	
FR05 (Year 9)	Ms Veronica Hutchinson Email: vhutc8@eq.edu.au			
FR06 (Year9)	Mr Steven Leadbetter Email: slead8@eq.edu.au			
FR07 (Year10)	Mr Malcolm Langerak Email: mjlan0@eq.edu.au			
Doyle				
DO01 (Year 7)	Ms Karen Schoemaker Email: kscho1@eq.edu.au	Mrs Karen Schoemaker (Ms Melissa Reinbott Weeks 1-4) Email: kscho1@eq.edu.au Years 8 and 9	Mr Clinton Lanham Email: clanh1@eq.edu.au Years 8 and 9	
DO02 (Year 7)	Ms Helen Molkentini Email: hmolk2@eq.edu.au			
DO03 (Year 8)	Ms Lauren Torr Email: ltorr32@eq.edu.au			
DO04 (Year 8)	Ms Yasmine Allan Email: yhall0@eq.edu.au	Mr Marty James Email: mjjam3@eq.edu.au Years 7 and 10	Mr Tony Manteufel (Mrs Karen Schoemaker Weeks 1-4) Email: tmant21@eq.edu.au Years 7 and 10	
DO05 (Year 9)	Ms Selena Komodzinska Email: skomo2@eq.edu.au			
DO06 (Year 9)	Ms Brooke Prior Email: TBA			
DO07 (Year 10)	Mr Takashi Yamamoto Email: tyama13@eq.edu.au			

Chisholm				
CH01 (Year 7)	Mr Gregg Dean Email: gdean22@eq.edu.au	Mr Ben Mitchell Email: bjmit0@eq.edu.au Years 7 and 10 Mrs Anna Beahan Email: abeah3@eq.edu.au Years 8 and 9	Mr Jamie Pukallus Email: jpuka12@eq.edu.au Years 7 and 10 Mrs Ekta Sharma Email: eshar18@eq.edu.au Years 8 and 9	Mr Dan Norris Email: NorrisD@eq.edu.au
CH02 (Year 7)	Mr Nathan Canavan Email: npcan0@eq.edu.au			
CH03 (Year 7)	Ms Illona Beningfield Email: iben3@eq.edu.au			
CH04 (Year 8)	Ms Megan Seydel Email: mseyd2@eq.edu.au			
CH05 (Year 8)	Ms Kathlene Mahon Email: kmaho2@eq.edu.au			
CH06 (Year 9)	Ms Melissa Reinbott Email: mrein19@eq.edu.au			
CH07 (Year 9)	Mr Ben Mitchell Email: bjmit0@eq.edu.au			
CH08 (Year 10)	Mr Keegan Roache Email: kproa0@eq.edu.au			
Dunlop				
DU01 (Year 7)	Ms Katherine Thomson Email: ketho1@eq.edu.au	Miss Katherine Thomson Email: ketho1@eq.edu.au Years 7 and 10	Mrs Jo Beil Email: jbeil3@eq.edu.au Years 7 and 10	
DU02 (Year 7)	Ms Heather Thomson Email: hmtho1@eq.edu.au			
DU03 (Year 7)	Mr Sam Newton Email: snewt59@eq.edu.au			
DU04 (Year 8)	Ms Katherine May Email: kmay62@eq.edu.au			
DU05 (Year 8)	Ms Olive Hood Email: sohoo0@eq.edu.au	Miss Kelly Buchbach Email: kbuch57@eq.edu.au Years 8 and 9	Mr Simon Vriesema Email: svvri0@eq.edu.au Years 8 and 9	
DU06 (Year 9)	Ms Claire Thichthener Email: cthic1@eq.edu.au			
DU07 (Year 9)	Mr Andrew Hanrahan Email: HanrahaA@eq.edu.au			
DU08 (Year 10)	Mr Dan Nielsen Email: dxnie1@eq.edu.au			

Staff without a Form Class:

Jannine Clearwater

Beth McEwan

Wendy Smith

Charis Valentine

Laura Wood

Jannine Woolford - HOSES

Jacqy Gregory – STLAN

Jade Hughes – GO