

# PINGELLY PRIMARY SCHOOL HANDBOOK



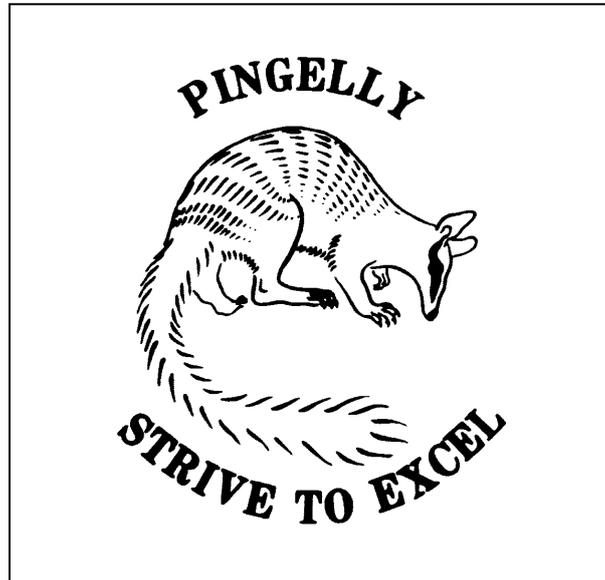
## SCHOOL ETHOS

At Pingelly Primary School we "Strive to Excel," working in a way which reflects:

- A school community which is committed to the pursuit of excellence in education.
- A school committed to the provision of equal opportunity.
- A school community that cares through demonstrating respect, tolerance and understanding.
- A school environment which is safe and enables responsibility to be taken by individuals for their behaviour.
- A school community which is committed to building positive relationships between students, staff, parents and the wider community.

## SCHOOL PURPOSE

To enable students to develop a positive sense of self-worth and a sensitivity towards others and their environment, whilst ensuring the achievement of learning outcomes which enable all students to successfully pursue their interests and chosen directions in life.



39 Park Street  
Pingelly 6038

Telephone; 9887 1061  
Facsimile: 9887 1344

OFFICE HOURS 8.30 AM TO 4.00 PM

<b>PRINCIPAL:</b>	Mrs Samantha Mudgway
<b>DEPUTY PRINCIPAL:</b>	
<b>REGISTRAR:</b>	Mrs Rosalyn Ward
<b>SCHOOL OFFICER:</b>	Mrs Leah Parsons

## **WELCOME**

Welcome to Pingelly Primary School. Our school aims to provide a high quality education for all children within a School Ethos where we value Learning, Excellence, Equity, and Care.

### **OVERVIEW**

Pingelly Primary School is located approximately 160 kilometres south east of Perth. The school is characterised by attractive gardens, extensive grounds and excellent facilities. Students (Kindergarten to Year 6) are drawn from a rural community and from the town itself. The school is committed to working in partnership with parents and the wider community. The school has an active P&C and School Council.

The expertise and experience of staff are utilised across the school to maximise student outcomes. Staff are committed to delivering an inclusive and balanced curriculum, which addresses the diverse needs of our students.

A comprehensive pastoral care system, supported by a Chaplain, is embedded in the operation of the school. The virtues of Care, Courtesy, Respect and Responsibility form the basis of our Student Code of Conduct.

The school is well resourced. It is fully computer networked as part of the 100 Schools Project, has computers in all classrooms and also has a computer laboratory. All classrooms have interactive whiteboards. Purpose built Design and Technology, Home Economics and Science Rooms, left from when the school was a district high, are well equipped and utilised by a range of students. In 2011 students were able to access the purpose built music and art rooms.

Pingelly Primary School is committed to being proactive, resourceful and innovative in the area of curriculum responsiveness. We strive to foster a learning environment that enables students to become life-long learners, problem solvers and positive contributors to society.

## TERM DATES AND SCHOOL HOLIDAYS ~ 2017

<b>Term 1</b>	Wednesday 1 February – Friday 7 April
Break	Saturday 8 April – Sunday 23 April
<b>Term 2</b>	Monday 24 April – Friday 30 June
Break	Saturday 1 July – Sunday 16 July
<b>Term 3</b>	Monday 17 July – Friday 22 September
Break	Saturday 23 September – Sunday 8 October
<b>Term 4</b>	Monday 9 October - Thursday 14 December

### **ABORIGINAL EDUCATION**

The AIEO's role is to support Aboriginal parents and students to ensure Aboriginal students have access to a high quality of education. Parents or students wishing to access this service should telephone the school to make an appointment or contact the AIEO directly.

### **ABSENCES**

Under the Education Regulations, the only acceptable reasons for absences from school are illness and medical or dental appointments which cannot be arranged outside of school hours.

The Attendance Records, kept by the teachers, are legal documents and may be called upon by a Magistrate as Court evidence.

All absences must be accounted for by a written or oral explanation from a parent or guardian. An 'Absentee Note' form can be filled in and returned or a written note should be addressed to the Class Teacher concerned, outlining the date/s and reason for absence. If not provided, the school will send out a letter requesting an explanation. **Children should only be absent if they are not well enough to attend school.**

### **ASSEMBLIES**

Whole School assemblies are held at least once per term in the Undercover Area. Each primary class will be responsible for conducting an assembly at some point throughout the year. Parents are encouraged to attend these assemblies. Where possible, parents will be informed when their child is to receive an award at the Whole School assembly.

Informal student assemblies are held every Monday morning in the Undercover Area at 9.00 am.

## **ATTENDANCE**

Students are required by law to attend school.

Regular attendance is critical for students to achieve optimal learning at school. Missing school adds up:

- If a child misses an average of five days a term (years 1 – 10), they miss out on approximately one year of school
- If a child misses one day a week of school (from years 1 – 10), they will miss almost two years of school
- If a child misses two days a week of school (from years 1 – 10), they will miss almost four years of school
- If a child misses five weeks a term (years 1 – 10), they miss almost five years of school.

- Extended holidays

Parents who take students out of school for extended family holidays need to negotiate this with the school and have it approved by the Principal.

- Leaving School Grounds

Education Regulations provide that no child shall leave the school grounds during school hours without a written request by the parent and then only with the permission of the Principal/Deputy. Requests for students to leave the school grounds will be forwarded to School Office. Students must sign the 'Sign In and Out' book in the Front Office when they leave and return.

## **ARRIVAL AT SCHOOL**

**Children should not arrive at school before 8.30am.** They are required to go to their classrooms once they enter the school premises from 8.30am.

**Students who do arrive earlier than 8.30am** are required to sit on the benches outside the staffroom.

Breakfast Club is available for all students each morning in the undercover area commencing at 8.30am.

## **BEHAVIOUR AND DISCIPLINE**

See attachment

## **BREAKFAST CLUB**

Breakfast club is held in the undercover area every morning between 8.30 and 8.45am and operated by school staff. The canteen provides a nutritious and varied breakfast for any student wishing to attend and enjoy a healthy start to their school day.

## **BUSES**

### **'Log on before you hop on.'**

The Public Transport Authority of Western Australia (School Bus Services) is responsible for school buses. Parents must log on to apply for the school bus service. The 'How to apply' section outlines the personal information needed to fill in the online form. The form can't be saved part way through so it is essential that you collect this information prior to starting.

Travel for students living closer than 4.5km to the school is the responsibility of their parents, however Bus Contractors may transport these students if they have room. They are "complimentary passengers" who must give up their seat if children living further out require them.

The Public Transport Authority of Western Australia (School Bus Services) is responsible for bus stop information, eligibility or route alterations.

### **School Bus Services Contact:**

- Web address: [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au)
- Email: [schoolbus@pta.wa.gov.au](mailto:schoolbus@pta.wa.gov.au)
- Ph (08) 9326 2000

If students are NOT travelling home on the bus, it is the parent's responsibility to notify the bus driver.

### **Students traveling as an occasional passenger**

It is recommended that prior arrangements are made with the bus driver to ensure adequate seating is available on the bus when requesting occasional travel. A note supplied by the parents must be stamped and signed by the front office, then must be presented to the bus driver as they hop on the bus.

Students who have a regular bus route and are travelling on another bus also need a note, otherwise they are not covered by insurance as this is not their designated bus.

## **CHANGE OF DETAILS**

If there are any changes to the details that were given to the school on enrolment (eg. change of address, phone number, contact people, email address, update of immunisation), please let us know immediately so that we can amend our records. This is imperative, should we need to contact you.

## **COMMUNICATING WITH THE SCHOOL**

- Students receive information from their class teacher on a regular basis. This might include homework. On occasions, students are given notes to take home to parents to inform them of certain events or information. Students are asked to put notes into their bags and asked to deliver them to parents when they get home.
- We recommend that parents help us by asking for notes and checking children's bags regularly. We encourage children to take responsibility for delivering messages and trust that parents will assist us in our endeavours.
- Parents who have supplied their email address to the school will receive most notes electronically. Please make sure your email address is up to date.

### Who do parents call?

- Parents wanting information about their child's educational progress or other matters relating to school should firstly contact their child's teacher. If the teacher is unable to answer your questions please contact the Deputy Principal. Staff will not be available immediately because of teaching commitments. Please leave a message and your call will be returned.
- The Principal is available by appointment to discuss any matters relating to the school.

## **DRESS CODE (UNIFORMS)**

Pingelly Primary School prides itself on having a School Dress Code endorsed by the school community. It fosters and enhances the public image of the school by

- Assisting in building the public image of the school and team spirit
- Ensures students are safely dressed for specific school activities
- Ensures students are neat, clean and modest in appearance
- Encourages equity amongst students
- Prepares students for work, as many work places have dress and safety codes

All Pre-Primary to Year 6 students are expected to meet dress requirements, unless an exemption has been granted. Any grounds for exemption must be raised with the Principal.

### **Hats**

Pingelly Primary School is a SunSmart school. Hats are available through the Uniform Shop.

- Hats must be worn by all students all year when they are engaged in outdoor activity. **NO HAT NO PLAY**

### **Physical Education Attire**

- General Physical Education and Sport is compulsory for all students. Students are expected to wear the correct Physical Education attire which is:
  - **For Year 1 – 6 students:** Navy blue sports skirt or shorts with faction or royal blue knit shirt. This is to be worn for the whole day when PE/Sport lessons are conducted.
  - **For swimming classes:** Students will need to bring bathers, a towel and sunscreen.
  - **Shoes:** To prevent injury, sports shoes are strongly recommended for all students.

### **Unacceptable Items of dress:**

- **Jewellery** (except watches and sleepers or studs in the ear)
- **Make-up**
- **Conspicuous logos** are not acceptable
- **Black tops** are not acceptable
- **Thongs** must not be worn
- **Denim**
- **Hoodies**

### **Uniform Shop**

- The Uniform Shop is located in Room 16 (old Home Economics Room)
- It is open every Friday morning from 8.45 – 9.30
- The P&C are responsible for the running of the Uniform Shop. The contact person is Mrs Sarah Giles on 0429 184 315 for all enquiries.

## **ENROLMENT**

When enrolling a child at the school, parents must first complete an Application for Enrolment. Once this has been considered and accepted by the School Administration Team, an Enrolment Form can then be completed. To confirm enrolment, the school will need to sight the child's birth certificate. Please also provide your child's immunisation record upon enrolment.

## **HOMEWORK**

Homework is based on the needs of the students and their phase of development. Our school community sees homework as a means of furthering home-school relationships and can assist in keeping parents informed about a student's learning and progress. Parents are informed by written communication of individual classroom homework structures. Please visit your class teacher for further clarification or assistance.

## **INFECTIOUS DISEASES**

See attachment

## **INFORMATION SESSIONS**

We encourage parents to make every effort to attend the parent information sessions organised in the early weeks of **Term 1**. At these meetings, teachers explain class procedures and expectations for homework, behaviour, student learning etc. Ongoing contact between parents and teachers is highly recommended.

## **INTERVIEWS: PARENT/TEACHER**

Parents are invited to contact their child's teacher to discuss any issues they may have. Please telephone the school office to arrange an appointment at a time convenient to both you and the teacher.

## **INFORMATION TECHNOLOGY**

Pingelly Primary School provides access to a range of Information Technology (IT) resources, including the internet and multi-media applications. Our school has at least one networked computer in each classroom as well as a computer lab with 25 networked computers for whole class use. 5 iPads and 16 mini iPads complement our range of resources.

- Information Technology (IT) User Agreement

In order to protect the school community, parents and students, an IT User Agreement has been developed which outlines the terms and conditions of use. It specifically sets out acceptable IT use and behaviours, including those for the Internet and email. All students, along with their parents, must sign this before access to our IT resources is permitted.

The Internet can only be used for educational purposes, independent research and the transfer of appropriate information. All students must use appropriate language and behaviour when accessing the internet.

### **LIBRARY**

The school Library Resource Centre is a very valuable and important part of our school. It provides a comprehensive service to staff and students. The service supports school curriculum implementation as well as students' recreational reading.

- Parents are urged to ensure that library books that are taken home are treated with respect and are returned on time.
- Student loans are for a short term only and students will be held responsible for any non-return, loss or damage to loaned items. Parents may be asked to pay for valuable books that are damaged or lost.
- Students' who frequently fail to return books on time, or damage books, may be required to leave their library books in the classroom for the duration of the loan.
- All students must have a library bag in which to place and keep library books clean and safe.

### **LOST PROPERTY**

Each year we accumulate many items of unclaimed property. To prevent your child losing items, it is important that ALL items and equipment be clearly and permanently labelled with your child's full name.

We have a lost property box located at school and we encourage parents to initiate a search as soon as property goes missing. The school takes reasonable care, but cannot accept responsibility for the loss of unmarked items. Unclaimed clothing is given to a charitable organisation.

### **LUNCHES/SCHOOL LUNCHES**

Parents are requested to leave lunches at the front office when delivering their child's lunch to school. Alternatively, parents will need to come to the front office and sign in before proceeding to classes.

### **Lunch Orders**

**Pingelly Roadhouse** supplies a lunch order service to the school on Thursdays and Fridays. Lunch orders can be placed at the school. Orders not placed by 10am will result in students receiving a basic sandwich. Lunches are delivered to the school.

- **Cluster students:** Money and lunch orders should be enclosed in an envelope and given to the class teacher
- **Non-cluster students:** Orders are to be placed in the Deli Collection Box situated outside the staffroom. Orders are to be placed before 10am
- Menus and price lists of items are published in the first edition of the School Newsletter each term.  
See attachment.

### **Healthy Eating**

The school encourages parents to monitor school lunches and morning teas, to ensure they are healthy and balanced. Food items such as fried food, sweets and soft drinks are inappropriate.

### **Crunch and Sip**

Pingelly Primary School is a 'Crunch and Sip' school. Students are able to bring healthy snacks and a water bottle to keep in the classroom. Each class will break at a time that is appropriate to the learning program to enjoy 'Crunch and Sip'.

### **MEDICAL**

Basic medical services are supplied by the class teacher and/or front office. Band-Aids and ice/heat packs are available for minor ailments. A bed in the sick-bay is provided for students waiting to be collected by parents in the event that a child is ill.

We don't have adequate facilities or enough staff members to care for sick children. Children who are unwell need to stay home to prevent infecting other children. If your child becomes sick during the day, you will be contacted and expected to arrange the collection of your child as soon as possible.

**Please** keep the school advised of your up to date employment address and contact number

- Prescribed medication: Parents requiring children to receive prescription medication at school must make an appointment with the Deputy Principal or Principal and arrange to discuss and collect appropriate authorisation and instruction forms for Parent and Doctor to complete.

- Medication Administering Procedure: No drugs are to be on school premises without written authority from parents and the Doctor stating the required dosage and information required for the drug to be administered.

Medication needs to be provided in a labelled container (name of student, name of medication, dose to be taken.) Minimal quantities only should be sent to school unless prior arrangement is made with the school. School staff will only administer medication in accordance with instructions or the advice of a medical authority.

Parents must complete the appropriate forms in order for medication to be administered by staff.

Form 3 – Administration of Medication - see attached

- Emergency Action Plans: If the student has a medical condition (eg allergies, anaphylaxis, asthma, diabetes etc) that requires care or could lead to an emergency, the parent/responsible person will need to organise to meet with the Deputy Principal to complete an "Action Plan", which describes the nature of the condition and the action to be taken. These action plans may also need to be "signed off" by a medical practitioner.

It is the responsibility of the parent to keep their child's teacher and school administration informed of any changes to their child's condition including changes of medication and/or procedure so the Student's Action Plan can be updated. Action Plans must be updated annually.

**School Nurse**: The School Nurse is available fortnightly for screening checks, issues with eyes/ears, toileting, as well as other services. This includes a full health appraisal of children, either at Pre-Primary or Year 1 level. Some time is spent assisting teachers in the classroom with courses concerning Hygiene, Drug Awareness, Growing Up and Health Education.

- If you would like to access this service please discuss it with the class teacher, Deputy or Principal. If you need to speak to the School Nurse, she is available at the Pingelly Hospital on 9887 2222.

**Dental Clinic:** The Health Department of Western Australia Dental Services makes a yearly visit to the school to examine students' teeth. If treatment is necessary, it can be conducted with the approval of the parents.

The dental service is available to all students between Pre-Primary and Year 11.

- The Dental Clinic may be called on 9881 2281

### **MESSAGES**

Verbal messages should not be sent to school via children. Please communicate with the school via letter, email ([Rosalyn.Ward@education.wa.edu.au](mailto:Rosalyn.Ward@education.wa.edu.au)) or phone call (9887 1061). Messages will be passed onto your child's teacher as appropriate.

### **MOBILE PHONES/ELECTRONIC DEVICES/VALUABLES**

While the school makes every effort to ensure the safekeeping of student property, it is important to be aware of the following:

- Mobile phones are discouraged at Pingelly Primary School. If a student is required to have a mobile phone at school, it must be left in the front office for the duration of the day. If the student needs to contact home or a parent needs to contact a student, this can be done via the office.
- Any audio-visual equipment that is brought to school (including iPads & iPods), must be left in the front office for the duration of the day.
- Money and other valuables should not be brought to school unless it is for a specific/special occasion purpose.
- Students should not bring personal items (toys, sports equipment, trading cards) to school.

### **NAPLAN**

Years 3 and 5 participate in NAPLAN testing in May each year.

### **NEWSLETTER/NUMBAT NEWS**

The school newsletter is published on a Wednesday, 3 or 4 times per term. This is a major source of communicating with students, parents and community members.

- Each publication will include an up to date term calendar with important dates and upcoming events.
- It is sent home with a family representative OR notification is emailed to a home address, informing parents/carers that current and past issues are available on the school website.

- It is essential that each family receives each newsletter. Please inform the office of your email address if you wish to have it emailed to you.

### **NUT FRIENDLY SCHOOL**

Pingelly Primary School has students who have severe nut allergies and are susceptible to anaphylactic shock. In order for the school to minimise the risk for these students', **it is requested that parents do not send foods containing any type of nuts (including peanuts, tree nuts, peanut butter and Nutella) to school with their child.** The sharing of food can be a further risk and we would ask you to work with the staff at the school to discourage this practise.

### **PARENT CONCERN PROCEDURES**

See attachment

### **PARENT PARTICIPATION**

Parental involvement in the education of their child is the key to success at school. Parents are therefore encouraged to communicate regularly with their teacher.

- Attend Parent/Teacher meetings – discuss the educational expectations for the year
- Regularly sight and sign any homework and discuss any difficulties with the class teacher
- Listen to your child read each night and reinforce tables in the area of mathematics
- Assist your child to be prepared to maximise the potential for your child to learn
- Keep a dossier of all official student records such as School Reports, Merit Awards, Honour Certificates, Participation Certificates, Competition Placements and original References.

We look forward to parents becoming part of our school community by participating in activities. Some activities you may like to consider becoming involved in include:

- Assisting with sport, sporting carnivals and events
- Assisting in the classroom (please contact the class teacher to organise this)
- Attending P&C and other meetings
- Putting your name down for breakfast club or the uniform shop
- Assisting with special projects (eg fundraising activities)
- Attending class meetings and information sessions

## **P&C ASSOCIATION**

The school P&C meets at least once per term. The date and time will be advertised in the School Newsletter. All parents are welcome to attend. Committee meetings are arranged as necessary.

The P&C is active in the raising of funds for the purchase of resources to enhance teaching and learning programs and the school facilities.

## **PARKING**

- School Bus parking is in allocated bays on Paragon Street at the bottom of the school.
- School Staff parking is on Park Street on the North side of the school.
- Parent parking is located on the east side of Paragon Street, and on Park Street.

When dropping children off at school, please park in a bay, before allowing children to exit your vehicle. DO NOT STOP AND DROP!

- Parents are requested NOT to drive onto the school site AT ANY TIME. That includes the area adjacent to the netball courts.
- Please do not park in allocated Bus bays.

## **PEAC**

Identified students are selected for the Primary Extension Academic Challenge (PEAC) program which operates throughout the Wheatbelt region, bringing students together to promote higher order thinking and further enhance their areas of strength.

## **REPORTS**

- Formal Reports are issued to parents in week 9 or week 10 of each Semester. They are sent home with each child in a sealed envelope.
- Parents whose children are absent from school in the last three days will have the School Reports mailed to them on the last day of school for the Semester.
- A Parent Interview can be requested to discuss the Report with the class teacher, at a time convenient to both parties, in the last two days of Semester.

## **SCHOOL CHAPLAIN**

Chaplaincy provides a positive impact on the character, attitudes and values of young people.

The chaplain provides trusted guidance on spiritual, moral and ethical issues. The chaplain is someone staff, parents and students can voluntarily turn to in time of need, and they offer practical support to students who are at risk. The chaplain does not duplicate the work of teachers or parents, but makes a distinctive contribution within the entire school community. The school chaplain (Mrs Raelene Stevens) is at school 3 days per week. She is the coordinator of the Student Mentor Program. Appointments may be made through the school office or by approaching Mrs Stevens directly.

### **SCHOOL COSTS/FEES**

- The Registrar is responsible for school financial administration.
- The total amount of **voluntary contributions** parents and carers are being asked to pay has been contained within the \$60 maximum amount set in the School Education Regulations 2000. This should be paid by the last working day in March each year.
- While **contributions** are voluntary, the quality of our teaching and learning program will be maximised when each family makes its contribution to the cost. These contributions supplement funding gained from other sources, including the State and Commonwealth governments and make up a large percentage of the School's income.
- Financial Assistance: Assistance may be available from the Education Department for those families who meet certain requirements, with respect to income assistance. Payment of some or all of the obligatory charges could apply. Parents who consider they may qualify should contact the Registrar.
- Families who hold certain Social Security cards are able to pay their school fees by Centrepay. Contact the Registrar for your eligibility.
- All payments for contributions are normally paid at the beginning of the school year. A number of payment options are offered, including cash, cheque or internet banking
  - **(Pingelly Primary School - BSB: 633 000 - Account No: 123471468)**
  - **Please use your eldest child's full name as a reference.**
- A payment plan will be happily accepted at the school office.
- Charges for camps, excursions, incursions (eg. visiting performers) and/or sporting clinics will be charged when your child attends the activity.

## **SCHOOL COUNCIL**

School Council is the peak school decision making body and its membership comprises a community member, parents and staff. Parent representatives must be members of the P&C. The Council meets at least once per term. Matters for Council should be referred to the Principal or a Council member.

## **SCHOOL RULES**

These rules are based on the *School Code of Behaviour*. They are for the purpose of defining boundaries of student behaviour and reflect the endorsed position of the school's community.

- Students must follow instructions given by staff members
- To dress in accordance with the school rules
- To follow school rules and procedures
- To be punctual and prepared for class
- To respect others and their property
- To behave in a manner that does not disrupt the learning of others
- To behave in a manner that ensures a caring, safe environment

## **SCRIPTURE**

Visiting lay teachers representing various churches in the Pingelly area conduct general religious education for half an hour per week. Written notification must be provided to the school if parents do not wish for their child to participate.

## **STUDENT COUNCIL**

A Student Council is elected each year and usually consists of 6 students from Year 6. Two Head Prefects are elected from this group.

The Council holds regular meetings to offer suggestions, to present the students' views and to help out in the school where appropriate.

## **VISITORS TO THE SCHOOL**

It is important that all visitors to the school, including visiting parents, sign in at the front office. This is required as a Duty of Care towards our students.

## **WEBSITE**

Newsletters, policies and other information regarding Pingelly Primary School will be regularly updated on our website. Please take the time to familiarise yourself with the information available at

[www.pingellyprimaryschool.wa.edu.au](http://www.pingellyprimaryschool.wa.edu.au)

## **BEHAVIOUR AND DISCIPLINE**

Students are expected to abide by a set of School Rules which respects the Rights and Responsibilities of all students. If a school rule is broken, the *Managing Student Behaviour Policy and Procedures* will apply.

<b>Students have the RIGHT to</b>	<b>Students have the RESPONSIBILITY to</b>
<ol style="list-style-type: none"><li>1. Learn in a purposeful and supportive environment;</li><li>2. Work and play in a safe, secure, friendly and clean environment;</li><li>3. Respect courtesy and honesty.</li></ol>	<ol style="list-style-type: none"><li>1. Ensure that their behaviour is not disruptive to the learning of others;</li><li>2. Ensure that the school environment is kept neat, tidy and secure;</li><li>3. Ensure that they are punctual, polite, prepared and display a positive manner;</li><li>4. Behave in a way that protects the safety and wellbeing of others.</li></ol>
<b>Parents have the RIGHT to</b>	<b>Parents have the RESPONSIBILITY to</b>
<ol style="list-style-type: none"><li>1. Be treated with courtesy and respect;</li><li>2. Be informed of their child's progress;</li><li>3. Expect their child to participate fully in their educational program;</li><li>4. Have a forum to voice their opinion on school related matters.</li></ol>	<ol style="list-style-type: none"><li>1. Treat others with courtesy and respect;</li><li>2. Ensure their child attends school;</li><li>3. Ensure their child has appropriate materials for learning;</li><li>4. Monitor their child's progress;</li><li>5. Be supportive of the school;</li><li>6. Ensure that their child has their physical needs met eg. lunches, appropriate clothing for seasons and sport.</li></ol>

## PARENT CONCERN PROCEDURES

Pingelly Primary School is a vibrant place, with many staff and students actively learning and interacting with one another on a daily basis. From time to time, it is natural for parents to develop concerns about what is happening to their children in the school.

It is very important to the school that parents feel they can be listened to and have their concerns addressed in a timely and appropriate manner. To help parents effectively deal with these concerns, there are some steps below that will help express these:

- ❖ **Step 1** Parents should discuss the issue with their child, ensuring that they have as much information as possible. Once you have done this, you may be able to solve the problem by simply providing the child with appropriate advice or direction.
- ❖ **Step 2** Where parents have an ongoing class concern regarding their child, they should always discuss this with the teacher concerned. This can be done through a simple letter or phone call, or if more information is required, an appointment can be made. This is done by simply phoning the school office.
- ❖ **Step 3** If an interview with the teacher does not successfully resolve the problem, or the issue does not involve a particular classroom, parents should contact the Deputy Principal or Principal.
- ❖ **Step 4** If the issue is still unable to be resolved, further action can be sought from the **Regional Executive Director**.

Ms Alison Ramm  
297 Fitzgerald Street  
NORTHAM WA 6041  
Tel: 9622 0200

Note: It is essential that the school and parents always work together in a strong and supportive partnership in order to support the best interests of individual children. When this partnership breaks down, children often become confused about the behaviours and attitudes expected of them.

