



Wollongbar Public School

Simpson Ave, Wollongbar 2477

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Website: <https://wollongbar-p.schools.nsw.gov.au/>

Principal: Jennifer Thomas

Thursday 7th February 2019

Term 1, Week 2

Volume 1



Education
Public Schools

Calendar

Week 2

08/02 Assembly – 5/6C
11.30am

Week 3

11/02 Dance Program K-6

12/02 Student Banking

13/02 Final Payment for
Stage 2 Camp Due

15/02 Assembly – 5/6D
11.30am

Week 4

18/02 Dance Program K-6

19/02 Student Banking

20/02 Parent Information
Night

22/02 Assembly 5/6H
11.30am

Week 5

25/02 Dance Program K-6

26/02 Student Banking

01/03 Assembly –
Captains Induction
11.30am

Week 6

04/03 Dance Program K-6

05/03 Student Banking

08/03 Assembly – House
Captains Induction
11.30am

Professional Learning

Robotics – STEM Share

Principal's Report

Welcome to the 2019 School Year

It has been an exciting week and a bit since we returned to school. It was fantastic to see our returning students, as well as to welcome into the school a significant number of families who have recently moved into the area. On top of our growth across the rest of the school, on Tuesday our 48 kinder students joined us for their first full day of school.

Our teaching, admin and volunteer teams are hard at work getting our programs and systems up and running. It will be important to watch out for notes in school bags and to read the newsletter carefully as we get ourselves organised for the year ahead.

Please find attached/in your child's bag some important documentation for you to read and act on.

1. A copy of our Approaching Your School Procedure. Copies are also available on our website and from the Office. Approaching Your School is there to help support you for those times when you need to talk to a member of staff, have important information to share, have a concern or need something clarified.

2. Parents, Carers and Schools Procedure. Please note in particular Page 2 and the section "Read the weekly Newsletter and all other written communication from the school." It impacts your child when you don't make it a priority to be connected with the school, particularly when there are meetings or deadlines to be met.

3. The General Permission Note (printed 1 per student). Please sign and return to school as soon as possible.

Save the date – There will a Parent & Carer Information Night held on Wednesday 20th February. Please come along and meet your child's teacher, in your child's classroom, and hear about the exciting things happening in classrooms this year. There will be child minding available, for Wollongbar Kindergarten-Year 6 students only, in the Library while you attend the Information Meeting.

5.00-5.30 KO, KP & K/1R
5.30-6.00 1H, 1/2M, 2R
6.00-6.30 2/3N, 3B, 3/4J & 4C
6.30-7.00 5/6C, 5/6D & 5/6H

Swimming Carnival - Thank you to our families who were able to come along and help us cheer on our students during the swimming carnival. Thank you also to Mr Nobbs and Mrs Dixon who organised our day. We received some very positive feedback from the pool staff about our students and the format of our carnival on the day. Swimming Carnival Ribbons will be handed out at this week's assembly.

For more events on our
Calendar, please go to:
<http://www.wollongbar-p.schools.nsw.edu.au/>

Focus programs – Classroom teachers each have two hours per week Release from Face to Face teaching (RFF) for planning, professional learning and collaboration. This year, students will work with Ms Riches in their classrooms focusing on the Personal Development and Health (PDH) strands of the PDHPE syllabus. The second hour will be spent in Library with Miss Runge.

Who's who in the zoo?

I would like to introduce our teaching team for 2019. Watch out next week for an introduction to our admin and support teams.

Ms Thomas
Principal

Mrs Onslow
KO

Mrs Pellandine
KP

Mrs Raeburn
K/1R

Mr Hunt
1H

Mrs Moodie
1/2M

Ms Russell
2R

Ms Bailey
3B

Ms James
3/4J

Ms Craike
4C

Ms Curran
5/6C

Mrs Dixon
5/6D

Mr Hoban
5/6H

Ms Riches
RFF

Ms Runge
Library

Mrs Hill
*Learning & Support
teacher*

Mrs Creighton
*Learning & Support
teacher*
Assistant Principal Stage 1

Mr Barker
*Assistant Principal
Stage 2*

Mr Nobbs
*2/3N, Assistant Principal
Stage 3*

We look forward to catching up with all our families in the near future, and to a great year ahead.

Ben Barker

Relieving Principal

Working together to keep our students and community safe.

Part of our role in keeping our students and community safe is the management of pedestrian traffic flow onto and out of our site.

Students riding bikes and scooters are asked to **walk** their bike or scooter until they have passed the driveway.

Please help us maintain a happy and safe site by observing the following:

The top gateway, closest to the office, is for all pedestrians.

The bottom pathway, closest to the canteen is for bus lines only.

There is NO pedestrian access through the carpark.



2019 Planner

Term 1	Monday	Tuesday	Wednesday	Thursday	Friday
2	4 February.	5 February. Kindergarten Commence Term 1	6 February.	7 February.	8 February.
3	11 February. Dance Program K-6	12 February.	13 February. Final Stage 2 Camp Payment Due	14 February.	15 February.
4	18 February. Dance Program K-6	19 February.	20 February. Parent Information Night	21 February.	22 February.
5	25 February. Dance Program K-6	26 February.	27 February.	28 February.	1 March.
6	4 March. Dance Program K-6	5 March.	6 March.	7 March.	8 March.
7	11 March. Dance Program K-6	12 March.	13 March.	14 March.	15 March.
8	18 March. Dance Program K-6	19 March.	20 March. Final Stage 3 Camp Payment Due	21 March.	22 March. P&C Fete Tomorrow
9	25 March. Dance Program K-6	26 March.	27 March.	28 March.	29 March.
10	1 April. Dance Program K-6 Parent Teacher Interviews	2 April.	3 April. Stage 2 Excursion	4 April. Stage 2 Excursion	5 April. Stage 2 Excursion ➔
11	8 April. Dance Program K-6 Parent Teacher Interviews	9 April.	10 April.	11 April.	12 April. Last Day of Term 1 ➔

UPCOMING EVENTS

Who	Event	Payment Due Date	Cost
Whole School	School Contributions & Technology Levy	Now	\$87 / Student \$117 / 2 Students \$147 / 3 Students \$147 Plus \$20 Per Student / 4 or More Students
Years 3 & 4 - 2019	Excursion – Coffs Coast Adventure Centre	Tuesday 25th September Wednesday 24th October Wednesday 28th November Wednesday 13 th February	\$180 / Student \$80 / Student \$70 / Student \$50 / Student
Years 5 & 6 - 2019	Excursion – Canberra & Sydney	Wednesday 17th October Wednesday 14th November Wednesday 12th December Wednesday 20 th February Wednesday 20 th March	\$263 / Student \$150 / Student \$150 / Student \$100 / Student \$100 / Student
Year 4	Laptop Purchase for Year 5 2019	Wednesday 28 th November 2018	Option 1. \$452.10 / Student up front and and \$1 on graduating Yr 6 Option 2. Deposit of \$252.10 with term payments of \$40 (for 5 terms) and \$1 on graduating Yr 6
Whole School	Dance Program	Friday 1st February	\$20 / Yrs 1-6 Students \$18 / Kindergarten Student

Unfortunately, students who have not **paid and brought in a permission note by the due date** for these events will not be able to participate. Please visit the **school website** to make a payment online.



is available at our school from 8.30am-1.30pm

Permission Notes MUST be accompanied by payment or they will be returned to your child.

SCHOLASTIC BOOKCLUB

Book club has been issued and is due back at school on:



Wednesday 13th February 2019



Unfortunately, we will not be taking any late orders.

Please remember to write your child's name clearly on ALL order forms.

Home Reading

The Home Reading Program is highly valued at Wollongbar Public School and based on research. The program encourages reading each day at home to enhance reading skills, strategies and fluency. Children need to read significant volumes of text at home and at school in order to develop appropriate vocabulary and language. Our students will tell you, 'The more you read, the more you learn'.



Parent support is vital to this program. Please talk to your child's teacher about how you can help support the program as a Home Reading Volunteer in the classroom. It takes approximately 10 minutes to help change books. This will start later in the term. Experienced parent volunteers will help you through the first couple of weeks to understand the return and borrowing process in each room.

Guidelines for the program:

- Years 1-6 begin from the first day back at school, being Wednesday 30th January 2019. This allows students to reach 300 nights of Home Reading by the end of November or soon after.
- Kindergarten start in Week 5 and can reach 250 nights of Home Reading by the end of November or soon after.
- Home Reading is not how many books, but how many **nights** of reading that we record. (This does not mean you are limited to reading at night, for some children reading at the breakfast table might work better).
- Home Reading Logs (Yrs 3-6) or Home Reading Diaries (Yrs K-2) are sent home for recording daily reading at home. When one is complete, this is recorded by the Class Teacher and a new one will be sent home.
- Students from Kindergarten to Year 2 are encouraged to borrow leveled books from the class Home Reading selections and can also read books they have at home. Years 3 to 6 can access the Home Reading leveled texts but generally move towards reading books of their choosing for interest and independence.
- In order to borrow from school resources, students must have a zip up plastic folder (approx. A4 size is best) to help protect the books. Our Home Reading and Library books are an expensive school resource and we'd love to preserve our books for as long as possible. We understand that accidents occur. If this happens please bring the damaged book to the front office or leave a note at the front office to let us know.
- **The goal is encouraging daily reading practice and enjoyment– not movement through book levels.**
- Students receive a certificate and Blue Award for 100 nights of Home Reading.
- For 200 nights of Home Reading, a Blue Award, certificate and book are given.
- For 300 nights of Home Reading and 250 nights for Kindergarten, students are awarded with a Blue Award, certificate and a pen. These are given out at the end of year Presentation Day assembly. For students in Kindergarten, this recognises that they start the Home Reading Program later than other students and honours their commitment to reading in their first year of school.
- Students are given Blue Awards for 25, 50, 75, 125, 150, 175, 225, 250, 275 nights of Home Reading from their class teacher.

As students' reading ability develops, so does the complexity of their reading materials. Texts vary in volume and difficulty. For students who have moved onto chapter books, it may be appropriate to record the pages read each night, eg p 45-60, over a period of time.

Texts read do not have to be books. Reading practice can equally be achieved using newspapers, magazines and websites.

Please be sure to complete the Home Reading Agreement section in the General Permission note coming home today.

Happy reading.

Wollongbar Public School Literacy Team

'Children are made readers on the laps of their parents.'

Emilie Buchwald



Have you changed any of your personal details lately?

Please complete the form below and return to the Office with all your updated information.

CHANGE OF DETAILS

Students Name: _____ Class: _____

Address: _____

Parent/Guardian 1 Home Phone: _____ Mobile: _____

Parent/Guardian2 Home Phone: _____ Mobile: _____

Emergency Contact 1 Name and Phone Number: _____

Emergency Contact 2 Name and Phone Number: _____

Medical Details/Conditions: _____

Signature: _____ Date: _____

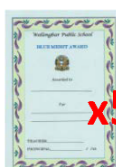
Merit Awards

A consistent incremental reward system operates throughout the school. Certificates are presented throughout the week and at assemblies for Gold and Platinum Awards. Gold and Platinum Awards are reported in the weekly newsletter.

All merit awards are processed by the front office each week. Awards can be handed into the office when students arrive at school. If your child's Merit Awards are handed in by each **Tuesday morning** they will be processed for the Friday assembly of that specific week.

Processed merit awards will have a school stamp on the reverse side. Parents are reminded to check their child's Blue & Gold Awards before they send them in to the office to make sure they **do not** have a school stamp on the reverse side. Unfortunately, they cannot be processed again and will be returned to your child with a note.

For further information, please see Shannin, Jess or Lyn in the front office.



Step 1:

When Students have achieved **5 Blue** Awards they receive 1 Gold Award and a pencil at the following Assembly.



Step 2:

When Students have achieved **3 Gold Awards** they receive 1 Platinum Award



Step 3:

Students receive a **Platinum Award** at the next assembly

In addition, "House Points" are used for a variety of positive behaviours. These are tallied each week, with the winning house announced at weekly assemblies.

Jessica
School Administrative Officer



School Communication

The School App: Have you downloaded our new school app, Skoolbag on your phone? It is available for free via the App store or Play Store. The Skoolbag App is used to send instant notifications to parent's phones about upcoming events or cancellations, and also contains other school information. Search for the Skoolbag app. Sign up using your email address and then go into the app to add Wollongbar Public School as one of your registered schools.

Wollongbar P&C

Welcome back!

We are thrilled to see everyone back at school and settled in their new classes! Now, let's think about the fun coming up this term...

School Fete: 23 March

A Fair to Remember will be here before you know it!

Pre-paid ride passes available for \$30 (\$35 on the day) from the School Office using the below form or online

<https://tinyurl.com/wollPC/fete>.

Congratulations to the winners of our poster colouring contest who will each receive one free ride pass and have their drawings featured in our advertising:

- Shannon F
- Sophia M
- India-Rose D
- James T

A Fair To Remember

Wollongbar P&C FETE

Saturday 23rd March, 2019

9am – 2pm



Want a stall at the Fete?

Businesses can book a fete stall for \$30. Spots are limited.

Contact Anna 0410 594 676 to reserve your stall.

A Fair To Remember

Wollongbar P&C FETE

Saturday 23rd March
9 am – 2 pm



Don't leave your tickets to the last minute! Get your cheap tickets NOW!!

Purchase your ride pass for **\$30** and save \$5. (Passes are **\$35** on the day).
An All-Day ride pass will provide unlimited entry to:

- **The Rock Wall**
- **Cars Jumping Castle**
- **Extreme Retro Obstacle Course**
- **Teacups Ride**
- **Surf's Up Waterslide (Bring a towel and a change of clothes as you will get wet!)**
- **Mechanical Bull**
- **Laser skirmish**

To purchase your ride passes, please complete the attached form below and return to the office in a clearly marked envelope with the correct change. Many thanks and see you at the Fair, March 23rd. Tickets will be on sale until 19th March 2019. [Please allow 3-5 days for receipt of ride ticket purchase.](#)

✂️ -----

A Fair to Remember Ride Pass

Child's name _____ Age _____ Class _____

Contact name and number _____ email (optional) _____

Number of ride passes (\$30 each) _____

Amount enclosed \$ _____



Waiver: In consideration of your acceptance of this entry, I hereby for myself, my executors and administrators waive any and all rights and claims for damages I may have against Wollongbar P&C, its respective representatives and successors and all sponsors, and will hold them harmless from any injury suffered in this event. Also, none of the above is responsible for the loss of neither personal items nor any other form of aggravation in connection with this event. I have been warned that all ride pass holders must be in good health to participate in the event. Selecting the adjacent checkbox indicates that you have read and agree to the full waiver located here: <https://sites.google.com/view/wollongbarpcfundraising/fete/waiver>

✂️ -----

Tombola Jars & Beautiful Baskets

How do we create Tombola Jars?

Your children will be asking you to get tombola jars and baskets ready for our stalls at the fete. Classes who bring in the most jars or baskets will win a movie and popcorn courtesy of the P&C.

So, how do you make a Tombola Jar?

Take a clean empty jar and fill it with lollies/craft items/toys/treats that children would like. Send the jars to school with your kids.

We'll be sending supplies home soon to make the beautiful baskets.

At the fete, we sell numbered tickets and participants win the tombola jar / beautiful basket with the matching number.



Can you help at the Fete?

Please contact Anna if you are able to help out on the day of the fete.

Keep in touch

Although this newsletter is the official communication channel for the P&C committee, you might also want to like our Facebook page as we strive to post regular updates about things happening at and around the school:

<https://www.facebook.com/wollongbarPC>

Find us on 

P&C Calendar

Thank you to everyone who attended last night's first P&C meeting. It was great to see familiar faces and some new ones too!

Our next meeting is on Wednesday 6 March and will include the AGM. There will be executive positions vacant for those who might be interested in volunteering, check back soon for more info or get in touch with one of the current P&C members.

<i>What's happening?</i>	<i>When?</i>	<i>Where?</i>
Fundraising Meeting	6 th March 2019 @ 6pm	Tavern
P&C General Meeting	6 th March 2019 @ 7pm	Staff Room
A Fair To Remember	23 rd March	WPS



You can reach the P&C team via wollongbarPC@hotmail.com,
<https://www.facebook.com/wollongbarPC> or Anna (President) on 0410.594.676

School Banking. Helping kids learn the value of saving.

What pocket money can teach your child.

Pocket money can help teach kids about the value of money and how to look after it. However, there's no 'one size fits all' approach and it's important to decide what's right for your family. Research of over 1,000 parents of primary school students revealed that 55% give regular pocket money^ and here's how they manage it:



Over half give less than \$10 per week (\$5 - \$10 is the most common range). There's no right or wrong - the amount should suit your family situation.



Around 4 in 5 parents link pocket money to the completion of a chore or task. This can help children understand that money needs to be earned.



On average, kids save about half of their pocket money each week. Learning to put money aside for a bigger goal is a valuable life skill.

Join the Dollarmites on a Polar Savers adventure.

The majority of parents think it's important to make learning about money engaging and to reward good saving behaviour^. So to help, our Dollarmites characters (Pru, Addy, Spen, Lucas and Pat) are taking School Bankers on a Polar Savers adventure, that's full of exciting rewards.

Students participating in School Banking will receive a silver Dollarmites token each time they make a School Banking deposit at school (maximum one per week). Once they've collected 10 tokens, they can redeem them for a Polar Savers reward.

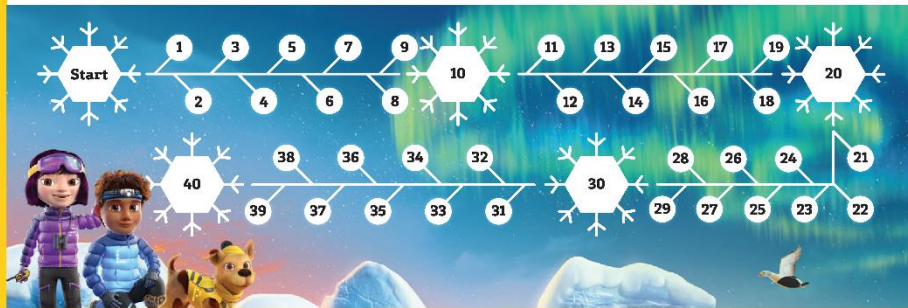


Polar Savers Rewards:

- Term 1: Scented Stackable Highlighter, Snowy Origami Set
- Term 2: Yeti Fluffy Notebook, Icicle Slapband Ruler
- Term 3: Arctic Owl Fluffy Keyring, Scratch Art Cards
- Term 4: Water Skimming Bounce Ball, Polar Pencils & Pencil Toppers

School Banking Deposit Tracker.

Colour in a number every time you make a deposit at school. For every 10 School Banking deposits you can redeem a reward.



To find out more about the School Banking program and how to get your child involved, ask your School Banking Co-ordinator for a School Banking Parent Pack or visit commbank.com.au/schoolbanking

^Parents of Australian primary school children (n=1144), School Banking Research, conducted by Fiftyfive5, May-June 2018. Commonwealth Bank of Australia, ABN 48 123 123 124.



Student Banking commences next Tuesday, 12th February 2019.



YOUR COMPUTER WIZZARD

Suite 2, 88a Main Street, ALSTONVILLE, NSW • 02 6628 0099 • info@ycw.com.au
ABN 57 627 736 441

Repair • Reuse • Recycle • Reduce • Replace

Reduce ewaste & landfill • Refurbished, new & customised systems • Onsite visits
Speed up your system with an upgrade • Virus/Malware cleanup • Remote fixes
Hardware repairs • Mobile phone issues • Personalised set up • Latest updates



YOUR DANCE SPORT FOR 2019!

Alstonville Plateau Physie
SIGN ON DAY
2ND FEBRUARY 2019

CLASSES START
TUES 5TH FEB



REGISTERED ACTIVITY PROVIDER FOR:



Contact us for more info
Jenna 0406 774 992, Gaye 0401 264 103

PLAY RUGBY

Wollongbar Alstonville Rugby Club

Download the **Rugby Xplorer App** & Sign on Boys & girls from 6/17 can play
Enquiries: please contact Anthony Drew on 0477 389 985 or e:drewy76@live.com.au

LISMORE MARIST BROTHERS RAMS JRL



2019 SIGN ON

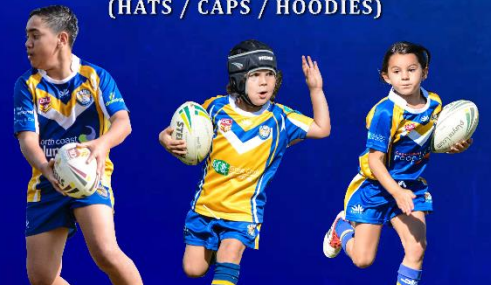
Sat 2nd Feb 9am-1pm
Sat 9th Feb 9am-1pm
Crozier Field, Lismore

2019 Fees:

\$165 less 'ACTIVE KIDS REBATE' VOUCHER = **\$65**

VISIT PLAYNRL.COM TO REGISTER

ALL REGISTERED PLAYERS RECEIVE:
TRAINING SHIRT / SHORTS / SOCKS
PLUS: NEW MERCHANDISE FOR SALE AT SIGN ON
(HATS / CAPS / HOODIES)





Approaching Your School

Who do I talk to and how do I organise it?



Education
Public Schools

A parent's and carer's guide for seeking information and expressing concerns

It is important to work on problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together.

These guidelines aim to:

- Provide a guide in order that concerns are dealt with in an open and fair manner.
- Ensure that the rights of students, teachers and parents are respected and upheld.
- Support sensitivity and confidentiality.
- Help reach an agreed solution.

On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere.

Trying to talk to teachers when they are trying to teach, manage children or are engaged in another conversation is inappropriate.

In very rare cases, where people wishing to express concerns do so in an aggressive, threatening or violent manner, the Principal (or nominee) has the legal authority under the *Inclosed Lands Act* to:

- Direct the person to immediately leave the grounds.
- Call the police to remove the person should he/she refuse.
- Withdraw future permission (by letter) for the person to enter the grounds without the permission of the Principal.

CONCERN	APPROPRIATE ACTION
The academic progress of my own child.	* Directly contact your child's teacher either by note, by phone, email at Wollongbar-p.school@det.nsw.edu.au or in person to arrange a suitable time to discuss any issues. * For minor issues directly contact your child's teacher to clarify information. * For more serious concerns, contact the office. State nature of concern and arrange a suitable time to talk with the class teacher or appropriate staff member. * To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. Please contact the office.
The welfare of my own child.	* Contact the class teacher for a classroom problem. * Contact the stage supervisor or principal for playground problems. At no time should a parent approach another child, other than their own, to address an issue at school.
Actions of other students.	* Contact the office. State nature of concern and make an appointment to see the principal and/or appropriate member of staff. *Contact the Office. Speak to the Assistant Principal or Principal. An appointment will be made if necessary.
School policy or practice.	
Actions of a staff member.	

Teachers, parents, carers and community working together for success.



Approaching Your School

Who do I talk to and how do I organise it?

APPROACHING THE SCHOOL

From time to time parents and carers may need to approach the school in order to:

- Discuss the progress or welfare of own child.
- Express concern about actions of other students.
- Enquire about school policy or practice.
- Express concern about actions of staff.
- An appointment can be made at any time of the year.

These appointments can be made in a number of ways:

1. A parent/carer may ring the office and leave a message for the class teacher that an interview is requested.
2. A parent/carer may write a note to the teacher requesting an interview.
3. A parent/carer may email Wollongbar-p.school@det.nsw.edu.au requesting an interview.

In the interview request, parents/carers need to state the purpose of the interview and, if known, the outcome desired. The teacher can then know how much time may be needed, research the information required and prepare for the interview.

The teacher will then organise a mutually agreeable time.

REQUEST FOR AN INTERVIEW

Name of Parent/Carer: _____

Class: _____

Purpose of the Interview: _____

Outcomes for the Interview (if known): _____

Phone Contact Details: _____

Signature: _____

Date: _____



Wollongbar Public School

Parents, Carers and Schools Procedure



Parents and carers naturally want the very best for their children. What exactly is "the best", of course, differs greatly from one parent or carer to the next, but basically we all want our children to be successful and happy and to feel secure in all aspects of their lives.

During their school years, the home and school occupy the greatest part of children's time and carry the greatest influence on their development into adulthood. The more harmony there is between home and school, the greater will be the chances of achievement and fulfilment of potential.

The contribution which parents and carers have traditionally made in schools is highly valued. However, children (first and foremost), parents, carers, teachers and the school community generally stand to reap major benefits from even stronger ties.

The best possible outcomes from all children's education are very much enhanced by a strong partnership between parents, teachers and students.

Introduction

This procedure is about parents, carers and our school. It uses the term *parent or carer* to refer to people who have responsibility for the care of children attending school.

Children learn best when school programs offer some understanding of their world. Therefore, a strong partnership between parents and carers and the school becomes all the more important when the complex and rapidly changing nature of our society is considered.

The Department of Education, and this school, encourages participation because:

- Parents and carers have a unique knowledge and understanding of their own children, being their first and most influential educators.
- Parents and carers have the right, through their responsibility to and for their children, to be informed about their children's learning and to participate in reaching decisions which affect them.
- Parents and carers have talents, interests, energies and skills which enrich the life and programs of the school.

Involvement and Participation

'Involvement' refers to the contribution which parents and carers make to the life and business of a school without necessarily being part of the school decision making process.

Many parents and carers are already involved in their child's school in a variety of ways. Their involvement may involve working in the canteen or listening to children reading. Parents and carers can also be involved by being consulted on particular issues by decision-makers.

'Participation' refers to parents and carers sharing in the making of decisions about school procedures and programs with staff and students. Participation may be through membership of the P&C and its sub-committees, or in preparing submissions on issues of special interest.

The Department of Education is committed both to increasing parents' and carers' involvement and to ensuring that parents and carers can participate in school decision-making if they wish to do so. The nature and level of each parent's and carer's involvement and participation remains a matter of individual choice.

Involvement and participation are equally valuable and parents and carers should have the opportunity to choose how they are involved, or how they participate, from a wide range of options agreed upon by the school community.

In encouraging the involvement and participation of parents and carers in our school the following guidelines must be observed:

- Any involvement and participation recognise the framework of relevant legislation (such as the *Commonwealth Disability Discrimination Standards in Education*) and NSW Department of Education Policy and Procedures.

- Any involvement and participation must not conflict with the specific professional responsibilities for which principals and teachers are accountable.

(For example, while parents and carers may participate in the development of a school's Discipline Procedure, it is the responsibility of the principal and teachers to manage student behaviour on a day-to-day basis.)

Responsibilities

All of Us

Each and every parent and carer, the school principal, teachers, school councillor and other staff, have a role to play in encouraging and supporting parent, carer & community participation in our school.

The Responsibilities of the Principal

The Principal will:

- Consult with parents and carers and plan to promote parent and carer involvement and participation.
- Endeavour to foster the interest, knowledge and skills of parents and carers who have not previously been involved.
- Ensure that information is made available to parents and carers, establishing new channels where necessary.
- Monitor and evaluate parent and carer participation practices.
- Include, wherever possible and relevant, parents and carers in school development activities.
- Address, investigate and provide feedback on the concerns of parents and carers when expressed directly to the Principal.

The Responsibilities of Teachers

Teachers will continue to work with parents and carers to:

- Help parents and carers feel welcome in the classroom, for example through planned classroom activities.
- Build good relationships with parents, carers and children.
- Ensure that parents and carers have all relevant information about their children's education.
- Following a written or verbal request, organise to meet with a parent or carer at a mutually agreeable time to discuss their child's progress or any concern.
- Provide a range of options in time to meet with parents and carers for the formal end of Term One Parent Teacher Interviews.
- Consider the views of all parents and carers on matters relating to their children's education.
- Promote the idea of their parents' or carer's participation among children.
- Create a welcoming environment for all members of the school community.

The Responsibilities of Parents and Carers

Parents have a responsibility to:

- Cooperate with school staff, other parents and carers, and students in the interest of their child's education.
- Show an active interest in their child's schooling.
- Be involved and support the organisations set up to facilitate parent involvement in the school.
- Read the weekly school *Newsletter* and all other written communication from the school.
- Respond promptly to school requests for various permissions.
- Attend the *Parent and Carer Information Night* occasion in Week 4 of the year to understand how the class program is organised and the curriculum for the year.
- Communicate concerns in a manner which allows for positive action to be taken. Politeness and common courtesy is expected.
- Make an appointment at a mutually agreeable time to discuss the progress of their child.
- Understand that the teacher is responsible for the whole class and therefore cannot engage in discussion "at the classroom door".
- Attend a Term One Parent and Carer Teacher interview.
- Support the implementation of school procedures.

- Respect the professional knowledge and decisions of the teachers and the school.
- Assist the school in establishing a set of shared values and expectations.

Parents and carers need to understand that information that comes home through the understanding and eyes of a child may need further investigation or be understood for what it is. If parents and carers hear something or are worried by their child's manner they certainly should talk to the teacher and the school, but just as teachers do not believe everything told in "News", parents and carers also need to exercise discretion.

Responsibilities of Children

Children have a responsibility to:

- Develop an understanding of the school's Discipline Procedure, Rules, Expectations and any other procedures that apply to them.
- Co-operate with each other and with school staff to create a happy and safe learning environment.
- Take every opportunity to learn as much and as well as possible through always trying to do their personal best.

Communicating Concerns

There will be times where parents and carers wish to query something or make a complaint concerning something which has occurred at school.

So that we have the best possible chance of arriving at a solution which is best for all parties concerned, it helps if parents can give us a clear view of:

- What is seen to be the problem.
- What action or outcome is desired.

In many cases, the class teacher may be the appropriate person to approach. All teachers are willing to set times where they can meet with parents and carers to discuss concerns. Parents and carers should either contact the teacher to arrange a time, or arrange this through the office.

In other cases, parents and carers may wish to discuss their concerns with the Principal. Appointments can be made through a letter, contacting the office, by emailing Wollongbar-p.school@det.nsw.edu.au or with the Principal directly.

It must be understood that it is not always possible for the action which is requested to be followed or for the desired outcome to be attained.

It is hoped, though, that if concerns are communicated at the time they are felt, then everybody can do their best to get as close as possible to a fair and workable solution.

Formal Complaints

If a parent or carer wishes to lodge a *Formal Complaint* this needs to be specified to the Principal so the required departmental policies can be followed.

A copy of the *Complaints Handling Guidelines* is at: www.det.nsw.edu.au/policies

Jennifer Thomas

Principal