



# Wollongbar Public School

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Principal: Jennifer Thomas

Thursday 13<sup>th</sup> February 2020

Term 1, Week 3

Volume 2



Education  
Public Schools

## Calendar

### Week 3

14/02 Assembly  
11:30am

### Week 4

19/02 Parent/Carer Info  
Night

21/02 Assembly  
11:30am

### Week 5

28/02 Assembly  
11:30am

### Week 6

04/03 P&C Mtg  
7:00pm

06/03 School Captain  
Induction Assembly  
11:30am

### Week 7

11/03 Final Camp Payment  
Due for Stg 3

13/03 Assembly  
11:30am

### Week 8

20/03 Assembly  
11:30am

### Week 9

25/03 The Rivers Road  
Show 9:30-11:30

27/03 Assembly  
11:30am

### Week 10

01/04 Stg 2 Camp Begins  
  
P&C Mtg  
7:00pm

03/04 Assembly

For more events on our  
Calendar, please go to:

<http://www.wollongbar-p.schools.nsw.edu.au/>

## Principal Report

**We are looking forward to seeing you at our Parent & Carer Information Night next Wednesday 19 February.** Sessions run for 30 minutes in the classrooms and are a great opportunity to meet your child's teacher and hear about the year ahead. The teachers will include in their talk with you what homework will look like for the year. They will also give you a classroom requisites list and explain why the items are needed and how they will be used. Stage 2 teachers will talk about the upcoming Stage 2 Camp- it's only 6 weeks away! Kindergarten teachers will be handing out and discussing a resource called *Helping Your Child with Literacy and Numeracy at Home*. There will be child-minding available in the Library (for Wollongbar students only) while you attend the 30 minute meeting with their teacher.

5.30pm	KR & K/1N
6.00pm	1CT, 1/2B, 2S
6.30pm	2/3M, 3K, 4A & 4M
7.00pm	5/6J, 5/6M & 5/6B

I am pleased to confirm that our school will be participating in an exciting new research project on teacher professional development called 'Building Capacity for Quality Teaching in Australian Schools'. The research is being undertaken by the University of Newcastle, led by Laureate Professor Jenny Gore, and focuses on teachers and teaching. In this study we want to see whether Quality Teaching Rounds have a beneficial impact on teaching and student achievement over a sustained period. A short video explain the research design can be found here: [bit.ly/2mfWjB](http://bit.ly/2mfWjB) (type into your web browser if the link isn't active).

Quality Teaching Rounds (QTR) is an approach to teacher professional development that involves teachers working in groups of four or more (known as Professional Learning Communities) to observe and analyse each other's teaching using a framework we call the Quality Teaching model. More information about Quality Teaching Rounds is available here: [bit.ly/2JYQa1C](http://bit.ly/2JYQa1C) (type into your web browser if the link isn't active).

Further information about the research project is available at the research website: [www.newcastle.edu.au/QTR](http://www.newcastle.edu.au/QTR)

Notes went home yesterday to the families of children whose teacher is directly involved.

**Mosquitoes are expected to remain a problem until at least the end of February. We are doing our best to keep the classrooms mosquito free, but have no control over the outdoors.** We strongly encourage you to apply repellent of some type on your child before they come to school, and include some in their bag for reapplication during the day.

**Want to make an appointment to speak with the classroom teacher or another member of staff and not sure how to go about it?** Attached to this newsletter is our procedure: *Approaching Your School. Who do I talk to and how do I organise it?* Copies are also available on our website and from our Office. You can also ring and one of the ladies will complete the form for you over the phone. We refer to them as 'the purple form' because

we print them on purple coloured paper so that they stand out to us. Please note that with 220 families and 300 students we need to prioritise our time and completing the sections re purpose and outcomes is important to the prioritisation process.

**Our WPS Parents, Carers and the School procedure is also included with this newsletter.** It gives an overview of everyone's responsibilities and should be read in conjunction with *Approaching Your School*.

Jennifer  
Principal

## 2020 Planner

Term 1	Monday	Tuesday	Wednesday	Thursday	Friday
3	10 Feb. Dance Fever Program	11 Feb.	12 Feb. Final Camp Payment Due Stg 2	13 Feb.	14 Feb. Assembly
4	17 Feb. Dance Fever Program	18 Feb.	19 Feb. Parent/Carer Info Night	20 Feb.	21 Feb. Assembly
5	24 Feb. Dance Fever Program	25 Feb.	26 Feb.	27 Feb.	28 Feb. Assembly
6	2 Mar. Dance Fever Program	3 Mar.	4 Mar. 7pm P&C Mtg	5 Mar.	6 Mar. Assembly
7	9 Mar. Dance Fever Program	10 Mar.	11 Mar. Final Camp Payment Due for Stg 3	12 Mar.	13 Mar. Assembly
8	16 Mar. Dance Fever Program	17 Mar.	18 Mar.	19 Mar.	20 Mar. Assembly
9	23 Mar. Dance Fever Program	24 Mar.	25 Mar. 9:30-11:30 Rivers Road Show	26 Mar.	27 Mar. Assembly
10	30 Mar. Dance Fever Program	31 Mar.	1 April. Stg 2 Camp 7pm P&C Mtg	2 April. Stg 2 Camp	3 April. Stg 2 Camp Assembly
11	6 April. Dance Fever Program	7 April.	8 April.	9 April.	10 April. Assembly

UPCOMING EVENTS			
Who	Event	Due Date	Cost
Kindergarten	Northern Star Feature	Friday 14 <sup>th</sup> of February	\$0
Years 3 & 4 - 2020	Coffs Coast Adventure Centre 2020	Wednesday 12 <sup>th</sup> of February	\$60 / Student
Years 5 & 6 - 2020	Great Aussie Bush Camp 2020	Wednesday 12 <sup>th</sup> of February Wednesday 11 <sup>th</sup> of March	\$100 / Student \$100 / Student
Whole School	Dance Fever 2020	Friday 7 <sup>th</sup> of February Friday 31 <sup>st</sup> of January	Kindergarten 2020 / \$22.50 Years 1-6 2020 / \$25

### Payment Options:

**Online with credit card:** Visit the **school website** and click on the **'Make A Payment'** tab to pay online and return permission notes to the front office the next day.

**Cash & Cheque:** paid to the front office with the permission notes.

**Eftpos by 1pm:** paid to the front office **before** 1pm with permission notes.

## Home Reading

The Home Reading Program is highly valued at Wollongbar Public School. 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.

The Home Reading Program works on ‘Nights of Home Reading’, not books read each night – children can read Home Reading books as they are learning to read and then read texts for leisure as they become more fluent readers, reading pages or chapters per night as the text volume increases.

**Years 1-6 begin from the first day back at school**, being Wednesday 29<sup>th</sup> January 2020. A ‘Home Reading Log’ or ‘Home Reading Diary’ has been sent home for students or parents to record texts read each night. The Home Reading Logs are then returned regularly for the teacher to track Home Reading progress. By reading each night from the first week of school, students in Years 1 – 6 have the opportunity to achieve 300 nights of Home Reading within the school year.

**Kindergarten start the program later in Term 1.** If they read each night from when they start the Home Reading program, they will have the opportunity to reach 250 nights of Home Reading.

The following are the guidelines for the program:

- Home Reading Logs/Diaries are sent home for recording daily reading at home. This does not need to be a book per night, it can be a chapter of a book or articles in a magazine or newspaper, part of a digital text or a section of an information text. It is not how many books, it is how many nights of reading that we record. Children from Years 3 – 6 may start to read their own texts at home to record on their Home Reading Log.
- 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 students are awarded with a Blue Award, certificate and a pen. These are given out at the end of year Presentation Day assembly.
- Students in Kindergarten are awarded at the Presentation Day assembly for 250 nights of Home Reading in the same way as students in Years 1-6 are for 300 nights of Home Reading. This recognises that they start the Home Reading Program later than other students and recognises 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.
- Students from Kindergarten to Year 2 are encouraged to borrow leveled books from the class Home Reading selections and can read books they have at home also. Years 3 to 6 can access the Home Reading leveled texts but generally move towards reading books of their choosing for interest and independence.

Happy reading.

Wollongbar Public School Literacy Team

# Wollongbar P&C

**A Fair To Remember**

## **Wollongbar P&C FETE**

**Saturday 21<sup>st</sup> March  
9 am – 2 pm**



The P&C are busy getting everything ready for the event of the year!!

Make sure you save the date as you don't want to miss it!

## **TICKETS ON SALE NOW!!**



### **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.

### **WE NEED YOUR HELP!**

#### **Can you help at the Fete?**

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



### **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**
- **Wild West Jumping Castle**
- **Extreme Ninja Warrior Obstacle Course**
- **Teacups Ride**
- **Chair-o-plane**
- **Extreme Fun-run slide**
- **Laser skirmish**



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



To purchase your Pre-paid ride passes for \$30 (\$35 on the day) fill out the below form or online <https://tinyurl.com/wollPC/fete> and drop them into the Office. The Office will not be issuing the ride pass and the P&C will send you more information once we have processed your pass.

**PLEASE NOTE: EFTPOS AND CREDIT CARD PAYMENTS ARE NOT AVAILABLE.**

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 21<sup>st</sup>. Tickets will be on sale until 17<sup>th</sup> March 2020. [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) \_\_\_\_\_

Adult available to volunteer at the fete: (circle) **Yes** **No**

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

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.



## Second-hand books and toy stall

We are looking for good condition second-hand books and toys for a stall at the fete. If you have any unwanted items books or toys in working order, please drop them off at the office.



## 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 4 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><b>What's happening?</b></i>	<i><b>When?</b></i>	<i><b>Where?</b></i>
<b>Fundraising Meeting</b>	4 March, 6 pm	Tavern
<b>P&amp;C AGM and General Meeting</b>	4 March, 7 pm	Staff Room
<b>A Fair to Remember</b>	<b>21 March</b>	<b>WPS</b>

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

BALLINA SHIRE COUNCIL

## Recurring *parking offences*

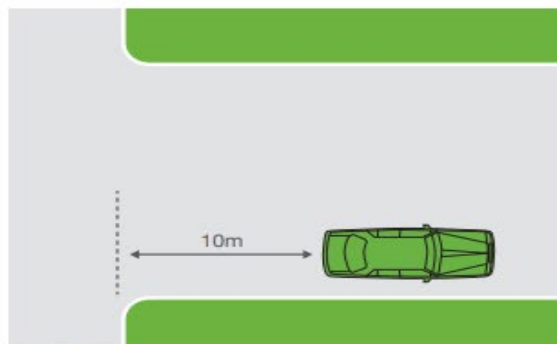
Recurring parking offences that do not appear to be well known but which can give rise to serious safety situations if ignored.

### INTERSECTIONS – NSW ROAD RULE 170

It is an offence to stop within 10 metres of an intersection (with no traffic lights) unless a sign is present that indicates that you can park closer. For an intersection with traffic lights it is an offence to park closer than 20 metres unless a sign indicates that you can park closer.

By ignoring this rule you create a hazardous situation for other vehicles and pedestrians as vision is obstructed and space for turning vehicles is restricted.

The fine exceeds \$340 with the loss of 2 demerit points. In school zones the fine exceeds \$450 with the loss of 2 demerit points.



### YELLOW LINE PAINTED ON THE SIDE OF THE ROAD – NSW ROAD RULE 169

A continuous yellow line indicates that you cannot stop on that stretch of road. No stopping zones can be indicated by a sign and yellow line or one or both. Such zones have been created to address a safety issue.

The fine exceeds \$260.



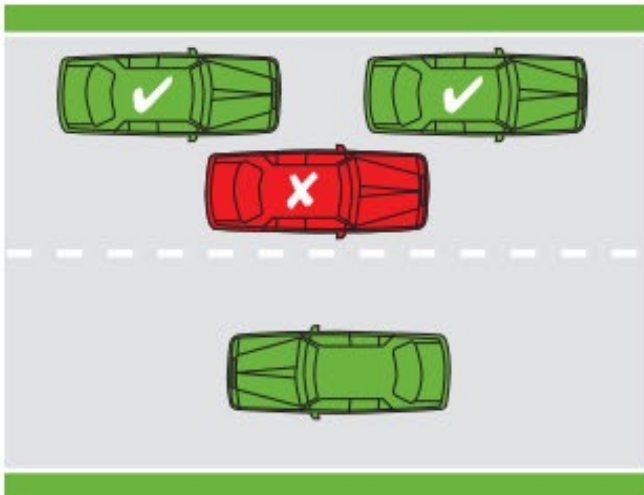


### DOUBLE PARKING – NSW ROAD RULE 189

It is an offence and very dangerous to stop outside vehicles already parked on the side of the road. This is an offence that quite often occurs in school zones and is particularly dangerous at times when children are arriving or leaving school.

It creates obstruction to other vehicles and presents a real danger to children leaving or entering a vehicle.

The fine exceeds \$260. In school zones the fine exceeds \$340 with the loss of 2 demerit points.

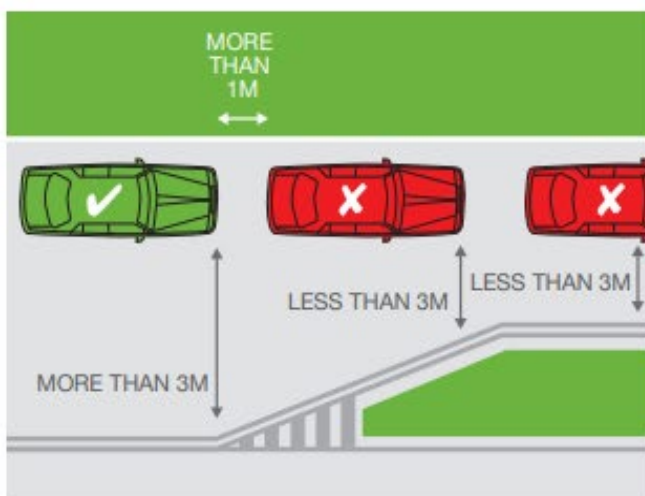


### 3 METRES FROM CENTRELINE OR OTHER SIDE OF THE ROAD – NSW ROAD RULE 208

Parking any closer than 3 metres does not allow enough clearance for other vehicles to pass safely.

If there is an unbroken centerline you must not park any closer than 3 metres. If there is no centerline then you must leave at least 3 metres clearance from the other side of the road.

The fine exceeds \$260. In school zones the fine exceeds \$340 with the loss of 2 demerit points.



For more information please contact Ballina Shire Council  
on 1300 864 444 or visit [ballina.nsw.gov.au](http://ballina.nsw.gov.au)

*Dance, Laugh, Create, Dream, Believe!*



Tel: 0411 306 430  
www.balletcoaching.com

## HEALTHY LUNCHBOX WEEK

19-25 January 2020

Visit our website for:

- recipes
- fact sheets
- videos

www.healthyhunchboxweek.org



#HEALTHYLUNCHBOXWEEK



## Alstonville Hockey Come & Try/ Sign On/ Pre season Training Evenings



All Ages Welcome 4 years +

Tuesday 11th Feb 2020- 4:30-5:30pm  
Tuesday 18th Feb 2020- 6:00-7:00pm  
Tuesday 25th Feb 2020- 4:30-5:50pm  
Tuesday 3rd March 2020- 5:00-6:00pm



Follow us on facebook "Alstonville Hockey Club"  
or at  
<https://www.revolutionise.com.au/ahc/>



THE RIVERS  
SECONDARY COLLEGE  
*The heart of secondary education for Lismore*

INFORMATION NIGHTS  
For prospective students Year 7 2021  
A GREAT WORLD OF OPPORTUNITIES AT THE RIVERS

By sending your child to a campus of the Rivers Secondary College  
You have chosen to provide them with the very best available secondary education.

The Rivers Secondary College provides excellence in education by providing quality, innovative curriculum and student leadership opportunities, inspired teaching and learning as well as successful transition programs into workplace and tertiary education settings. Each campus works collaboratively with our local Lismore community to deliver a broad and inclusive educational experience and provide all students the opportunity to achieve the highest quality learning outcomes in a safe and supportive environment.

**Kadina High Campus**  
**INFORMATION NIGHT**  
Wednesday 4th March  
5:00pm-6:00pm  
Kadina St, Goonellabah  
Phone: 02 6624 3133

**Richmond River High Campus**  
**INFORMATION NIGHT**  
Thursday 5th March  
5:00pm-6:30pm  
Lake St, North Lismore  
Phone: 02 6621 3456

**Lismore High Campus**  
**INFORMATION NIGHT**  
Tuesday 3rd March  
5:00pm-6:00pm  
Dalley St, East Lismore  
Phone: 02 6621 5185



## WOLLONGBAR ALSTONVILLE RUGBY CLUB

COME JOIN THE "PIONEER'S" FAMILY IN 2020



2020 SEASON PLAYER REGISTRATIONS ARE NOW OPEN

NEW PLAYERS ALWAYS WELCOME  
A FUN SAFE GAME FOR BOYS & GIRLS  
AGES UNDER 7'S to UNDER 17'S

FOR MORE INFORMATION PLEASE CALL  
CLUB SECRETARY VICKI KERRY on 0423 003 896





# Wollongbar Public School

## Parents, Carers and Schools Procedure

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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, Carer and 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:

- Read the weekly school *Newsletter* and all other written communication from the school.
- 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.
- 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](mailto: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\*\*](http://www.det.nsw.edu.au/policies)

Jennifer Thomas

Principal





# Approaching Your School

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

### 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.	<p>Contact your child's teacher. This can be done by note, phone, email at Wollongbar-p.school@det.nsw.edu.au or in person to arrange a suitable time to discuss any issues.</p> <ul style="list-style-type: none"> <li>• For minor issues contact your child's teacher to clarify information.</li> <li>• For more serious concerns, contact the Office. State the nature of concern and arrange a suitable time to talk with the class teacher or appropriate staff member.</li> <li>• To update information about change of address, telephone number, emergency contact, custody details, health issues etc, contact the Office.</li> </ul>
The welfare of my own child.	<ul style="list-style-type: none"> <li>• Contact the class teacher for a classroom problem.</li> <li>• Contact the stage supervisor or principal for playground problems.</li> </ul> <p><b>At no time should a parent approach another child, other than their own, to address an issue at school.</b></p>
Actions of other students.	<p>Contact the Office. State nature of concern and make an appointment to see an Assistant Principal, Principal and/or appropriate member of staff.</p>
School policy or practice.	<p>Contact the Office. Speak to the Assistant Principal or Principal. An appointment will be made if necessary.</p>
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?



Education  
Public Schools

## 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 their own child.
- Express concern about actions of other students.
- Enquire about school procedure or practice.
- Express concern about actions of staff.
- Make an appointment. Appointments can be made at any time of the year.

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](mailto:Wollongbar-p.school@det.nsw.edu.au) requesting an interview.

An interview request must include the purpose of the interview and, if known, the outcome desired. The teacher or staff member 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: \_\_\_\_\_