



*Welcome to the  
Perth Waldorf School*

## **High School Handbook**

*“Receive the child in reverence  
Educate him in love  
Let him go forth in freedom”  
Rudolf Steiner*



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## Morning Verse

*I look into the world,  
Wherein there shines the sun,  
Wherein there gleam the stars,  
Wherein there lie the stones.*

*The plants they live and grow,  
The beasts they feel and live,  
And Man to spirit gives  
A dwelling in his soul.*

*I look into the soul  
That living dwells in me.  
God's spirit lives and weaves  
In light of sun and soul,  
In heights of world without,  
In depths of soul within.  
To Thee, O Spirit of God,  
I seeking turn myself,  
That strength and grace and skill  
For learning and for work  
In me may live and grow.*

## **Introduction**

Welcome to Perth Waldorf School. This handbook has been compiled to answer some of your questions and help make you and your child's transition into our school a pleasant one.

Keep the Handbook handy as there may be times throughout the year when you may need to refer to it.

The principle aim of the Perth Waldorf School is the provision of high quality education based on the insights of Rudolf Steiner. In essence, Waldorf Education recognises the three soul faculties of the human being which are predominant at different ages, namely, Willing (0-7), Feeling (7-14) and Thinking (14-21) which emerge and develop during childhood.

Our curriculum and methodology address the unfolding of these qualities in children by providing content which parallels the developmental stage of the children. Our teaching method, by recognising that these faculties emerge in a specific sequence in a child's life, is in harmony with the consciousness of the child. In this way, each subject serves to strengthen and balance these innate human qualities.

The Perth Waldorf School aims to:

- Provide an education of the highest quality so our students become balanced adult individuals, having developed clarity of thinking, sensitivity of feeling and strength of will.
- Inspire within the children a love of learning, a morality that strives for goodness, an appreciation of beauty and a pursuit of truth.
- Provide our students with knowledge, skills and the means to work competently in the world.
- Provide our students with values that will enable them to find their path in life.
- Inspire a sense of wonder at, and a healthy positive connection to, the world, arising from a knowledge of and responsibility toward the individuality of themselves and others.
- Inspire a sense of the spiritual dimension of life as well as a healthy respect for the physical.

These aims are held throughout the child's schooling but implementation of them will vary according to the development of the child.

## High School Hours

<b>HIGH SCHOOL</b>	Mon	Tue	Wed	Thurs	Friday
Main Lesson 8.30 -10.20 <b>110mins</b>					
10.20 - 10.40 <b>20 mins</b>	RECESS				
10.40 - 11.30 <b>50 mins</b>					
11.30-12.20 <b>50 mins</b>					
12.20-1.10 <b>50 mins</b>				LUNCH 12.20 - 12.50 pm	LUNCH 12.20 - 1.00
1.10-1.50 <b>40 mins</b>	LUNCH			12.50 - 1.40pm (50 mins)	1.00 - 1.50pm (50 mins)
1.50-2.30 <b>40 mins</b>				1.40 - 2.30 pm (50 mins)	1.50 - 2.40pm (50 Mins)
2.30-3.10 <b>40 mins</b>				FACULTY MEETING 2.45pm - 5pm	2.40 - 3.00pm (20 mins)

## Office Hours

School Term - Monday to Friday 8.00am to 3.30pm  
Thursday 8.00am – 3.00pm

School Holidays - Monday to Friday 9.00am to 3.00pm

## **CONTACT DETAILS**

Phone: 08 9417 3638  
Fax: 08 9417 5354  
Email: [pws@pws.wa.edu.au](mailto:pws@pws.wa.edu.au)

Postal Address: PO Box 1247  
BIBRA LAKE 6965

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

Absences: [absence@pws.wa.edu.au](mailto:absence@pws.wa.edu.au)

## **What to bring**

- A bag which can hang on a hook.
- Hat – plain colour, preferably a broad-brimmed or legionnaire-type hat with neck protection that can be left at school.
- Raincoat for winter
- A nutritious lunch (no sweets or chips please) with enough food for morning tea.

**A booklist is sent out at the end of each year with requirements on what to bring. For a copy of the booklist please see the office.**

## **High school office**

In the High School the High School Administration Officer will receive late students and phone messages from 8.15am—3.15pm Monday to Friday. This person will assist with parent requests, enquires and appointment bookings.

## **Pastoral Care**

In 2015 we will have a school counselor working from an office in the High School. Procedures for making appointments will be put in place at the start of the year. A Class Guardian is responsible for the students' progress and attendance. If parents are concerned about their child's progress or behaviour the first point of contact should be the Class Guardian.

## **Messages**

Messages for teachers can be left at the school office either by phone or by person. Messages are left in the teacher's pigeon hole in the office for them to collect. Teachers cannot be taken out of a class to take phone calls.

## **Lost and Found**

Lost clothing is placed in the large wooden chest on the Cedar House Kindy verandah. Alternatively smaller items (especially if valuable) may be handed in at the office.

## **Updated Contact Details**

It is vital that we always have your current contact details, your child's current health/medical information and details regarding custody and access arrangements, on file. Please keep us informed, in writing, of any changes that may occur within your family. Changes of details forms are available at reception.

## **Parking**

Please park outside the school grounds (in the Adventure World or Bibra Lake car park areas or outside the oval entrance gate) and walk your children into the school. The two shelters are provided for those who wish to drive in, collect their child, and drive out. Please note that parking on the grass verge outside school grounds may incur a fine from the Cockburn City Council. All internal parking is for staff, visitors or in some cases early childhood parents. Please follow signs.

In the event of Festivals, Open Days, etc, please ensure you do not park on the grass verge outside the Gallery Restaurant or the Bungee West drive way in Gwilliam Drive. This is a special request from our neighbours.

P Plate Drivers must park their vehicles in the car park area adjacent to the Chinese restaurant in the marked bays and walk in.

## **Bus**

There is a bus service provided from/to Cockburn Train Station. Pick up at 8.15am from the station and leaves school at 3.20pm except on Thursdays at 2.40pm. Students using the school bus must follow the school bus guidelines at all times. Public transport is available from Gwilliam Drive - see timetable on for the 520. This can be found on the Transperth website. The Hills bus time table is available from the school office.

## **Smartrider Travel Pass**

Smartriders can be obtained by the web address below. The school has set up an ordering system with Monitor WA and once the card has been ordered through the website the card will be sent to the school and passed on to your child.

Type in the web address <https://idcards.monitorwa.com.au> and select the Perth Waldorf School and then enter the details of your child. You can pay with a credit card to confirm the order.

## **Bike Riding**

We encourage children to ride bikes to school. The bike racks and shelter are located outside the front office. Bikes may only be ridden from the school gate to office bike shelter. High School students must ride up and down the track along the schools eastern boundary. Bike riding anywhere else on the school grounds during school times is prohibited.



## Family Participation Scheme

Parent involvement is essential for the healthy functioning of our school. The main aim of the FPS is to allow families to volunteer their time to support the school and keep costs down. Each family may choose to volunteer 10 hours per semester (two terms) or pay \$100.

There are many ways to volunteer – baking a cake, making a play costume, working in the garden & at Busy Bees, helping in the classroom or attending a camp, sitting on committees (P&F, Master Planning etc) or running fundraising events. The list is endless!

Families will be asked to sign off on their voluntary activity and add to a skills register in a file in the office. At the end of each semester, families that have not signed off will be billed \$100

## Attendance

Students should arrive at least fifteen minutes and preferably no more than thirty minutes before the school day. This allows adequate transition time between arriving and starting school. Please be punctual as it can be very disturbing for the class when students arrive late.

The school day commences at 8.30am and all students are required to be at school by that time. Students who are extremely late i.e. after 8.45am will need to sign in at the office and their parents/ guardians may be phoned from the office. These students will receive a late slip from the office and take this to their class. All late students' will need to make up for a late arrival each recess. If students are late on more than two occasions in a week they will be required to do a lunchtime detention.

- Attendance records will be taken at the start of each class.
- Students leaving school early are required to supply a note, written by the parent/guardian, to the Class Guardian. Before leaving the school premises the student is required to 'sign out' at the school office.
- A teacher is on duty from 8.25 am to 3.30 pm each day. No student is to be left unattended on the school premises outside these times unless prior arrangements have been made.

Please think carefully when arranging holidays or absences from school to minimize the disruption in your child's education. Please give **advance** notice in writing to the front office with any planned absences.

## Out of hour's attendance

- Students will be asked to participate in compulsory school activities out of usual school time in some areas of the curriculum such as camps, excursions, work experience, performance arts, rehearsals and school open days. On the few occasions when this is required, students and parents will be given adequate notice and will only be asked out of educational necessity.
- School Camps are a compulsory element of the curriculum. Students who do not attend without gaining prior written permission from the **School Administrator** for exceptional circumstances will be billed for fixed costs pertaining to the camp. This includes situations where there is sudden illness.
- Drama is an important, compulsory subject in the curriculum which requires out-of-hours performances and sometimes rehearsals.

## Absenteeism

Parents are required to call or email ([absence@pws.wa.edu.au](mailto:absence@pws.wa.edu.au)) the office by 8.30 am, leaving a brief message informing us that your child will be away. When the student returns to class after absenteeism, parents must provide the class guardian with a note stating the reason for the absence.

Absences in excess of 10 days per term must be notified by the Class Guardian to the College of Teachers. A letter will be sent to the parents whenever absences are of concern and when a report is made to College. A meeting may be arranged with the parent/guardians and two staff members to discuss the situation.

## Camps

School Camps are a compulsory element of the curriculum. Students who do not attend without gaining prior written permission from the **School Administrator** for exceptional circumstances will be billed for fixed costs pertaining to the camp. This includes situations where there is sudden illness.

Camps that are currently run:

Class 8 – Dwellingup (Approx. \$350) Term 1

Class 9 – Boshack (Approx \$400) Term 3 & Margaret River (Approx \$600) Term 4

Class 10 – Coral Bay ( Approx \$900) Term 2 & Surveying Camp (Approx \$300) Term 4

Class 11 – Walpole Expedition (Approx \$800) Term 1

## **College of Teachers**

The College of Teachers is the group of Teachers, Faculty Coordinators and the Administrator who meet together weekly to hold and support the work of the school. They aim to uphold the strength and standard of our pedagogy, and maintain the healthy ethos of the whole school community.

Community members can contact the College of Teachers via email, mail or by leaving a message at the front office.

## **Family Participation Scheme**

Parent involvement is essential for the healthy functioning of our school. The main aim of the FPS is to allow families to volunteer their time to support the school and keep costs down. Each family may choose to volunteer 10 hours per semester (two terms) or pay \$100.

There are many ways to volunteer – baking a cake, making a play costume, working in the garden & at Busy Bees, helping in the classroom or attending a camp, sitting on committees (P&F, Master Planning etc) or running fundraising events. The list is endless!

Families will be asked to sign off on their voluntary activity and add to a skills register in a file in the office. At the end of each semester, families that have not signed off will be billed \$100.

## **Parents and Friends Association**

The role of the P&F Association is to support the school through fundraising and community building. Meetings currently take place monthly dates. Dates and times are published in the school newsletter. **Please Note**: All fundraising is organised by the P&F. Any classes who wish to undertake further fundraising must seek prior approval from COT who will liaise with the P&F.

## **Communication**

A Waldorf Curriculum needs communication between parent and teacher. The Class Guardian is available to discuss queries about the school's pedagogical approach and philosophy. If you have any concerns at all please arrange a time with the Class Guardian for discussion. For administrative issues please see administration staff. A full policy on how to register your concern is further on in this booklet.

## **Parent Nights**

Parent Teacher Evenings for the High School are held once a term. These meetings have multiple functions and may include:

- To inform parents of the curriculum as well as areas of special interest.
- To find out key areas of concern.
- To discuss class issues
- To do the class “housework” such as organising fundraising, excursions and camps.

Class Guardians may, from time to time, organise additional parent evenings for individual classes.

## **Community Support Officers**

This role is to enable more communication and support regarding school events and activities as they apply to the parent community. The CSO’s also provide support and information about the school to new parents, Class Carers and organise parent education. Staff names and who to contact are published in the pabulum at the beginning of the year.

## **Pabulum**

The “pabulum” newsletter is available on the school website each week.

## **Class Career**

It is essential that the role of Class Career (representative) be filled each year by a parent volunteer (or two) from each year group. The change-over in this role may happen at the last Parent Night of the year or be organised in discussion with the teacher/Guardian during Term 4.

Class Carers support the teacher in various class and school community activities.

Duties may include:

- Setting up text/email communication with all parents in the class.
- Notices to parents
- Setting up cleaning and other class task rosters
- Organising parent helpers for community activities in conjunction with Carers from other classes eg: Festivals, Open Day
- Supporting the teacher for any requirements for Parent Nights

More information about this role is available in the Class Carers Handbook, available from the Community Support Officers.

## **Class Kitty Collection**

The school does not support the collection of funds by classes for use by the class except where it is voluntary and to be used for non-essential school items such as presents for teachers. Classes are expected to operate within their budgets.

## **Classroom Tidiness**

- High School teachers will work collegially to ensure students keep classrooms clean and tidy. Rooms must be left ready for the next class after every lesson.
- Students are also expected to take responsibility for their pigeon holes or lockers. It is recommended that valuable personal items are not brought to school.

## **Dress**

**Underlying the recommendations listed below for the dress code is the teacher's need to address and educate the emerging individuality of the student. A created "persona" can hinder this important task.**

Also underlying the dress code is the need to be practical. Clothing must be safe and appropriate for the range of activities students are likely to take part in during the school day.

## **Dress Code**

Student's clothes are to be neat, clean and well fitting. The following items are not permitted:

- Bike pants unless for sport
- Tops which are shorter than hip length.
- Revealing clothing such as very short dresses, skirts and shorts
- Tops or dresses which do not cover the shoulders.
- Inappropriate clothing, e.g. nightwear, beachwear (unless for sport)
- Trousers that drag on the ground
- Very tight clothing
- Clothing which is dirty, untidy or has tears
- Minimal make-up, including nail polish
- Clothing which has writing or inappropriate pictures on it, apart from discrete logos or brand names.
- Thongs, ugg boots or shoes which are high-heeled or without ankle straps

## **Jewellery**

Some jewellery is acceptable, but it is to be moderate. For safety reasons long earrings, bracelets and rings are not acceptable during woodwork, metalwork and sport. Students will be required to remove such jewellery before partaking in these lessons.

## **Hair**

Long hair must be tied back for some lessons and at the teacher's request e.g. woodwork, metalwork, handling or preparing food, sport and art.

## **Homework Expectations**

- Homework tasks may involve qualitative and quantitative aspects so that the nature and amount of homework will vary to accommodate the purpose of the work.
- In line with our Assessment Policy, there will be limitations placed on the number of assessable tasks set for a Main Lesson or Practice Lesson course. The form of the tasks to be assessed will vary, courses will include assessable and non-assessable tasks and students will be given some opportunities to resubmit work to improve different tasks as challenges and to increase their marks.
- Students who do not complete homework satisfactorily will have the school's discipline policy applied. This will include teachers meeting with the student and his/her parents to discuss the problem as soon as it is necessary.

## **Reports**

A report will be sent home at the end of **each semester** (ie at the end of terms 2 and 4). Parents are welcome to make an appointment with the class guardian at any time throughout the year to discuss their child/s progress.

## **Festivals**

### **Festivals are an important part of our Programme**

Through the celebration of Festivals we are given wonderful opportunities to come together as a community. For example each of the four seasons offers us reason for meaningful celebration with our children. Also, at Christmas, Easter and birthdays, through the use of symbols, music and traditional food shared together, we take the opportunity to build a quiet and reverent space in otherwise busy lives.

Each of the Festivals has its own atmosphere but common to all is the celebration of the gift of life and the earth's gifts to us all. Each celebration has space for wonder, gratitude and joyful participation. Notice of coming Festivals will be via the class guardian and the school newsletter, "The Pabulum".

## **Health / Illness**

**It is essential that parents keep contact records up to date via the office. In addition, Class Guardians, also need to be notified of the following:**

- Special diet or allergy problems
- Medication
- Any illness, accident or trauma at home

It is important that the Class Guardian and the office staff are advised of any changes of address and home, work and emergency contact phone numbers. This can save your child a lot of unnecessary distress and will assist the office staff when they are trying to locate someone should your child become ill or sustain an injury.

Students with rashes and school sores are, most of the time, infectious. That means that other students and staff in contact with the affected student could contract the rash or skin infection. The most common causes of a rash are the highly contagious illnesses measles, German measles and chicken pox.

The school recommends that parents of students with rashes and skin infections, particularly measles, consult a GP for a diagnosis and to find out if the student should be excluded from school and if so, for how long.

The school respects the parents' freedom to decide for or against immunization.

## **Positive Diagnosis**

**The school office and the Class Guardian must be notified immediately of any positive diagnosis of a childhood illness.** The teachers have the right to refuse a sick child attending school.

## **First Aid Policy**

Teachers are expected to attend to students with simple first aid needs (eg: cuts, bruises, mild headaches, splinters, etc). Each teacher has access to a first aid box. For more serious injuries, students may be taken to the office where they can receive further help.

Should a student be brought to the office, a first aid officer will assess the symptoms presented and apply the appropriate first aid.

Should this person feel it is necessary the parent will be contacted and advised of the injury and presenting symptoms. Depending on the severity of the situation parents may be asked to collect the student.

**Because of safety and legal issues, under no circumstances will school staff transport a sick or injured student. In the first instance we will try to contact the parents/guardian to come and collect the student and take them to a doctor or hospital. If parents are unavailable and the situation is considered to be life threatening, we will call an ambulance to collect the student.**

***(Parents to cover any costs incurred)***

If the situation is not life threatening and the parents are unavailable, staff will try to contact any emergency contacts we have been given for that student. If the emergency contacts are also not available, and the student is in need of medical attention, we will phone an ambulance to collect the student and take him/her to hospital.

As the cost of ambulance transportation is the parents' responsibility it is strongly recommended that parents consider gaining ambulance insurance cover for their child.

## **Administration of Medication**

Where possible student medication should be administered by parents at home at times other than during school hours. If the School Administrator is to approve of school staff administering or supervising the administration of medication to a student, then the following requirements must be met.

No medication will be administered without the appropriate permission forms completed. The doctor prescribing the drug must be aware that the school will supervise or carry out administration of medication on the instructions provided. It is therefore necessary that the doctor provide instructions as per form titled 'Medication Instructions From Prescribing Doctor' (available from school office).



These instructions are a mandatory requirement and are necessary when school staff are to administer the drug, supervise the administration of the drug, or monitor the student after drug administration. For non prescribed drugs (ie: over the counter medication) parents must complete a 'Student Medication Request' form (also available at school office).

Drugs for administration should be delivered to the school into the care of the class guardian or an office staff member. The school will store the drugs in a secure place.

**All drugs should be contained in PROPERLY LABELLED CONTAINERS SHOWING THE NAME OF THE DRUG, THE NAME OF THE STUDENT, THE STUDENT'S CLASS, THE APPROPRIATE DOSE, FREQUENCY AND THE EXPIRY DATE OF THE MEDICATION.**

### **Sun Protection**

Exposure to ultraviolet radiation has documented health risks. Teacher are committed to minimizing these dangers by following these guidelines:

- During the summer months students are encouraged (strongly advised) to stay in the protection of shade and covered areas.
- Teachers will request clothing protection on shoulders and arms.
- Students are expected to apply sunscreen at home before coming to school and at intervals during the day.

### **Head lice**

The problem of head lice in the school can easily get out of control if left unchecked. It is each parent's responsibility to regularly check their child's head and treat as necessary. Regular classroom checks are held throughout the school year. If possible, parents will be notified in advance and the procedure will be as follows:

- All students' hair will be checked by parent volunteers.
- If live lice or an abundance of eggs are found, the student's parents will be notified via a note sent home.
- Parents are expected to treat the head lice and/or eggs. Students are to be kept at home until this treatment has commenced.
- Upon return to school the parent must give a completed form to the class guardian confirming that treatment has commenced.



## **School Discipline Policy**

The Teacher, with strength and purpose aims to instill in students, an appreciation of clear order and respect for others and is committed to ensuring a safe caring environment, which promotes personal growth and positive self-esteem for all. Through implementing the curriculum, which meets the stages of development of the student as indicated by Rudolf Steiner, an appreciation of students' rights and responsibilities to each other, teachers, parents and the community is cultivated.

The school recognizes that students of different ages need to be treated differently in matters of discipline.

### **Rights and Responsibilities:**

Our school has a set of rights and responsibilities that all students, staff and parents are expected to recognize and adhere to.

- Students have a right to work, play and learn in a friendly, safe and supportive environment.
- Students have a right to learn to the best of their ability and to be treated with dignity and respect.
- Teachers have a right to teach in a friendly, safe and supportive environment, which is supported by the school environment.
- Teachers have a right to be treated with dignity and respect.
- Parents have a right to feel welcome and to know that their child is learning in a safe, supportive and respectful learning environment.

### ***In turn students, parents and staff have these responsibilities:***

- Students must respect the rights of others, to interact co-operatively and safely with others. They need to be attentive in their learning, to try their very best and be fair and honest when working out problems.
- Teachers have the responsibility to provide a stimulating learning environment that is safe and supportive. They need to be thoughtful and respectful of their students, reflect in their own behaviour, the values that are expected of their students. They need to apply the behaviour policy consistently and fairly.
- Parents are expected to be supportive of the Rudolf Steiner Philosophy and the policies of our school. They are expected to be supportive of the teachers and support the implementation of the behaviour policy. Parents have the responsibility to alert the teacher if there is a problem in relation to students and the way they behave in our school and towards others.

## **Unacceptable behaviours**

The kinds of behaviours that are unacceptable at our school include: bullying such as teasing, kicking, punching, hitting or throwing objects at others; rudeness and rude language such as swearing; unfair play; excluding others; lying; stealing; back chatting and talking out of turn; not following instructions from the teacher in charge; not completing work or homework.

**At all times the emphasis is on positive behaviour and the students receive positive feedback and encouragement for following the rules and working well with the teacher and their peers. Teachers will assist students towards positive good communication skills to work through problems that arise either in class or in the playground. Parents are encouraged to speak with their child's class guardian about rules that apply to the class and to ask any other questions they may have about school discipline.**

## **School Rules**

The school has a number of rules, which the teachers remind them of at the beginning of each year and at other times during the course of their learning. They relate to the way in which students are expected to treat each other in the classroom and in the playground. Physical, emotional, or social bullying is not tolerated in our school, nor is disrespect for the learning and the teacher. Clear consequences are in place when students have difficulty adhering to these rules.

## **Behaviour Rules**

The following are not acceptable at school:

- Chewing gum
- Walkmans, Ipods, MP3 players, radios, CD players (See policy)
- Mobile phones
- Pocket computer games
- Skateboarding, roller blading or riding bikes in the school grounds except along the Eastern track.
- Aerosol products
- Making graffiti on any school property including desks or textbooks
- Littering
- Offensive language
- Drugs, alcohol or illegal substances
- Smoking
- Knives (including pocket knives) and any other dangerous instrument.

## **Policy on Illegal Substances**

The position of the High School Faculty is one of Zero Tolerance on the possession or use of drugs on the school premises, or on any school outing or camp off the premises. This means that there will be no second chance for any student found in possession of, or under the influence of, drugs under these circumstances. This applies to any illegal drug and including alcohol in respect of children under the age of 18 years.

Any student caught in conflict with this policy should expect to lose their place at the school.

This policy is in the context of our continuing program of health education in the High School in which social questions including the use of drugs are discussed from diverse angles.

## **Policy on Media and Mobile Communication**

In the High School we wish to maintain a culture of healthy social behaviour and interaction between students, and between students and teachers. It is our view that the excessive use of electronic media is in general not conducive to personal growth and development in the young adolescent and we ask parents to restrict exposure to electronic games and entertainment at home to low levels for this reason. This will support your child's educational journey at our school.

Furthermore, access to highly unsuitable material is now relatively easy via unrestricted access to the internet and this material can be downloaded onto portable devices. We do not want such material in our school. More and more we find that a mature and responsible approach is needed at home and at school to support young people in this climate.

## **Laptops and Electronic Media**

Students are not allowed to bring personal laptops or electronic media devices to school for entertainment or other purposes. This applies to all devices of whatever form.

## **Mobile Phones**

Mobile phones must be switched off and kept out of sight during school hours and while on the school premises, except with the permission of a teacher.

## **Implementation**

Media devices, laptops and mobile phones will be confiscated and can be returned to the parent/guardian on request if the above policy is abused. Repeated offences will result in disciplinary action.

## **Grievance Policy**

Parent Concerns and Complaints

### ***1. Introduction***

Perth Waldorf School is committed to address any kind of concern or complaint from parents to reach a resolution that is satisfactory to all involved. The matters that are raised by parents will be evaluated and worked with promptly.

The education of our students is enhanced if the school can function within a fluid and open exchange between parents and the staff. To assist this we wish to know about any concerns parents may have as early as possible.

When parents bring their concerns to us, we are committed to confidentiality and the steps below will involve only those who are absolutely necessary to resolve the concern. Your complaint will be dealt with fairly, efficiently and promptly.

### ***2. Procedures for raising concerns or complaints***

#### ***Step 1: Discussion with Class Guardian***

The class guardian is the first person a parent should speak with when a problem arises concerning their child. Please feel free to make an appointment with the guardian. This can be done directly or through the staff at the main office. Parents are requested to respect confidentiality in dealing with issues of concern and therefore refrain from discussing issues of concern with other members of the school community until the matter has been resolved.

#### ***Step 2: Review or Investigation by the School***

If the concern is not resolved with the meeting with your child's guardian, lodge your concern with the School Administrator or High School Coordinator who will listen to your concerns and suggest a way forward. This will probably involve further meetings with yourself and the teacher/staff member and the School Administrator, and possibly a representative from the College of Teachers (COT) one of whom will act as mediator. The purpose of this meeting is to work out solutions that are agreeable to all parties. Parents are welcome to bring along a support person who is able to commit to the full process if the matter is not resolved at this stage.

Concerns/complaints raised at this level are included in the School Administrator's monthly report to the school council, and lodging of the concern will be minuted by the COT.

Currently the person nominated by the College of Teachers to hear parental concerns with the School Administrator / High School Coordinator is the Chairperson of College.

***Step 3: Review by College of Teachers***

If there is no resolution, or if High School Co-ordinator is the subject of the complaint, then the parent is required to put into writing a statement to the COT, setting out the main details of the concern or the complaint.

A time will be made for all those who are involved to meet with representatives of COT who will endeavour to mediate the dispute. You should be aware that when a complaint is made in writing regarding the performance of a staff member, that staff member will receive documentation of the substance of the complaint.

***Step 4: Resolution by School Council***

Should this process fail to resolve the matter, or if the subject of the complaint is the School Administrator, the complaint shall be lodged with the School Council, who shall investigate the matter, and seek resolution. If resolution cannot be achieved then the School Council or, its delegated person, shall appoint an outside mediator who is acceptable to you and the School Council.

**Restorative Justice**

Whenever possible, issues and conflict resolution are approach from within a Restorative Justice model - providing voice to all parties concerned and the encouragement to come to agreement on the story of the incident and its resolution. Most PWS staff have received training in this practice and the school is committed to continuing to update the knowledge and skills of staff in this area.

## WHERE DO I GO WITH A CONCERN or GRIEVANCE?

The following flow chart outlines the appropriate procedure for raising a concern.

Management staff and members of the College of Teachers or the School Council check that the procedure has been followed if a matter is brought to them.

With regard to more whole school concerns, it may be best to put them in writing to the School Administrator for appropriate action.

### PROCEDURES FOR RAISING CONCERNS OR A GRIEVANCE FLOW CHART

All members of the school community are obliged to follow these procedures.

The Pastoral Carer works in the school to provide support to people in our school community. Please feel free to contact her for a confidential discussion, listening ear, mediation at meetings and support for you and your child.

#### With Regard to: Teaching Staff

##### **STEP 1: Appointment with Teacher**

- Make an appointment to discuss the concern with the relevant person.

↓ If the matter is not resolved proceed to the next step.

##### **STEP 2: EC, Primary, High School Coordinator**

- Parent and/or teacher to raise the concern with the appropriate Coordinator who will arrange to mediate a discussion between the parties. A support person is welcome to join that meeting.

↓ If the matter is not resolved proceed to the next step.

##### **STEP 3: Written Concern or Complaint Reviewed by Administrator and/or College of teachers - further Mediation**

- The concern to be put in writing by letter or using the "Concern and Grievance" form available from the front office and website.
- The Administrator is to mediate the dispute and inform the College of Teachers of the concern.
- A response will be provided to all parties regarding the substance of the concern and what actions are being taken to resolve the matter by the Administrator.

↓ If the matter is not resolved proceed to the next step.

##### **STEP 4: School Administrator and School Council**

- The School Administrator or the School Council Chair will arbitrate a resolution.
- The School Council will be informed of the concern and what actions have been taken.

↓ If the matter is not resolved proceed to the next step.

##### **STEP 5: Right of Review**

- If the matter is not considered resolved, the Administrator or School Council may seek resolution through an external, independent mediator. A request for this should be put in writing to the council.

#### With Regard to: Non-Teaching Staff

##### **STEP 1: Appointment with Staff Member**

- Make an appointment to discuss the concern with the relevant staff member.

↓ If the matter is not resolved proceed to the next step.

##### **STEP 2: School Administrator**

- The concern to be put in writing by letter or using the "Concern and Grievance" form available from the front office.
- Discussion mediated by the School Administrator to be arranged

↓ If the matter is not resolved proceed to the next step.

##### **STEP 3: School Council Mediation**

- The School Administrator or the School Council Chair will arbitrate a resolution. The school council will be informed of the matter.
- If the matter is not considered resolved, the Administrator or School Council may seek resolution through an external, independent mediator. A request for this should be put in writing to the council.

#### **Confidentiality**

*All parties to a concern are requested to respect confidentiality in dealing with issues of concern and therefore refrain from discussing issues of concern with other members of the school community until the matter has been resolved.*

Perth Waldorf School attempts to use **Restorative Justice Principles and Practices** as the main tool for managing concerns and grievances.

NOTE: Concerns or Grievances with regard to the School Administrator should be directed to the Council Chairperson.

## **School Governance**

Perth Waldorf School is governed under the Constitution of The Perth Waldorf School Association Incorporated. The constitution outlines the structures and processes to be followed by the school.

The governing body of the school is the **School Council**. The council is elected at the annual AGM usually held in April. All members of the association are eligible to attend the AGM and nominate to be on the council.

The Council meets on a monthly basis during term time and any member of the school community can request an invitation to attend to speak on a matter of concern or alternatively write to the council to have a matter discussed. The Council follows the Grievance procedure of the school and therefore it is expected matters of concern have been dealt with according to the Grievance procedure before coming to council.

The School Administrator is appointed by the Council to oversee the proper day to day running of the school.

The College of Teachers is the group of Teachers, Faculty Coordinators and the Administrator who meet together weekly to hold and support the work of the school. They aim to uphold the strength and standard of our pedagogy, and maintain the healthy ethos of the whole school community.

Community members can contact the College of Teachers via email, mail or by leaving a message at the front office.

Perth Waldorf School is registered by the West Australian state government. As part of the registration process, regular reviews of the school are conducted by the Department of Education Services.

The school meets the requirements of both State and Federal regulations in terms of curriculum, finances, school policies and governance.



## **Updated Contact Details**

It is vital that we always have your current contact details, your child/ren's current health/medical information and details regarding custody and access arrangements, on file. Please keep us informed, in writing, of any changes that may occur within your family. Changes of details forms are available at reception.

## **Fees**

All fees help us develop our school and the programmes we offer to the children. All fees are due on or before the second Friday of each term, unless prior arrangements have been made, in writing, with the Finance Manager. The School reserves the right to charge administration and debt collection costs for all late payments.

## **Late Payment of fees**

Parents/Guardians who are unable to pay fees by the due date must notify the Finance Manager. A late payment fee of \$25.00 per term is charged on accounts, which have not been paid in full by the due date and do not have an approved fee payment arrangement.

Collection costs (including, but not limited to, court fees and charges, legal fees, and agent's commissions) associated with action taken for the recovery of outstanding fees will be charged to fee accounts.

The School reserves the right to deny entry to any child into the next term if fees are outstanding.

## **Notice of Withdrawal**

Notice, in writing, of at least one full term in advance must be given prior to the withdrawal of a student. In default, one term's tuition fee is payable. Notice of withdrawal should be given in writing to the School Administrator.

It is also good practice to *first* notify your child's class teacher of your intention to withdraw.

If a child is withdrawn part way through a term full fees are payable for that term. No refunds or credits will be given for any unused portion of any term.

We wish you happy and memorable High School years with your child



*"Education is not the filling of a pail, but the lighting of a fire."*

William Butler Yeats