



Welcome to the
Perth Waldorf School

Primary School Handbook

“Receive the child in reverence

Educate him in love

Let him go forth in freedom”

Rudolf Steiner

Updated 2017

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Primary School Verse

This is our school

Let peace dwell here.

Let the rooms be full of joy.

Let love abide here;

Love of all that lives and grows;

Love of child, parent and teacher;

Love of life, Love of God.

Many hands have built this school

Many hearts now keep it warm.



Introduction

“The true aim of education is to awaken real powers of perception and judgment in relation to life and living. For only such an awakening can lead to true freedom”
Rudolf Steiner

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, namely, Thinking (14-21), Feeling (7-14) and Willing (0-7) 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. Taught 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 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.

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.

Kindy 4 School Hours

| | | |
|----------|---------------------|-----------------|
| Kindy 4A | Tuesday & Wednesday | 8.45 to 11.45am |
| Kindy 4B | Tuesday & Wednesday | 12.15 to 3.15pm |
| Kindy 4C | Thursday & Friday | 8.45 to 11.45am |

Kindy 5 & 6 School Hours

5 year olds attend 5 morning sessions per week from 8.50am to 12.00pm.

6 year olds attend 5 full days from 8.50am to 2.50pm on Monday, Tuesday, Wednesday and Friday and 8.50 to 2.15 on Thursdays

Primary School Hours

| | <u>Mon, Tues, Wed & Fri</u> | <u>Thurs</u> |
|-------------------|--|---------------------|
| Main Lesson | 8.35 am to 10.45 am | same |
| Morning Tea | 10.45 am to 11.12 am | same |
| Middle Lesson | 11.15 am to 12.45 pm | same |
| Lunch | 12.45 pm to 1.27 pm | same |
| Afternoon Session | 1.30 pm to 3.00 pm | 1.30 - 2.15 pm |

High School Hours

| | |
|------------|------------------|
| Mon to Wed | 8.30am to 3.10pm |
| Thursday | 8.30am to 2.30pm |
| Friday | 8.30am to 3.00pm |

Office Hours

| | |
|-------------------|--|
| School Term - | Monday to Friday 8.00am to 3.30pm Thursday 8.00am to 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 |
| Postal Address: | PO Box 1247 BIBRA LAKE 6965 |
| Website: | www.pws.wa.edu.au |
| Absences: | 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 and gumboots for winter
- A nutritious lunch (no sweets or chips please) with enough food for morning tea.

Parents receive a stationery handbook in fourth term for the following year.

Lunches

We ask parents to provide healthy, wholesome lunches for their child(ren), avoiding sweets such as chocolate yoghurts and chips.

In the interest of our environment and recycling we ask that lunches, as much as possible, be packed in reusable containers. Please refrain from using mini fruit and yoghurt packs and small drink cartons.

Recorders

A recorder is supplied by the school, but paid for by the parents. The approximate cost of \$109.00 (incl GST) will be added to your account on entry into the Primary school.

Eurythmy

The Eurythmist or Class Teacher will provide eurythmy shoes for each student. During the year these shoes may be exchanged for larger shoes as feet grow. Parents will be asked to wash the used shoes before exchanging them. The cost of these shoes is covered in the Year Level Charge invoiced to your account at the beginning of each year. These shoes remain the property of the Perth Waldorf School

Lost and Found

Items will be placed in the large wooden chest on the verandah next to the school canteen. Please check on a regular basis for missing belongings. Unclaimed items will be washed and for sale for a gold coin donation at the Market Day towards the end of each school term.

Parents and/or students may wish to check for small and valuable lost items at the office.

Attendance

Students should arrive at least fifteen minutes and preferably no more than thirty minutes before the school day. This allows adequate transition from the traveling to school and the main lesson itself. **Please be punctual** as it can be very disturbing for the class when students arrive late.

Regular, punctual attendance gives the students security and rhythm. Please think carefully when arranging holidays or absences from school to minimize the disruption in your child's education. Please give advance (written) notice of any planned absences to your child's teacher and the reception.

Once a year the school will host an Open Day on a Saturday (date available from the office). It is compulsory for all students to attend school on this day. The following Monday will be a pupil free day to compensate.

Absenteeism

Parents are required to call or email the office by 8.30am, leaving a brief message informing us that your child will be away. When the student returns to class after being absent, parents must provide the office with a note stating the reason for the absence. A written note for being absent is a statutory requirement. Please assist us in maintaining accurate records. An email to the school office is an alternative to hand delivered note.

Excursions

An excursion is a learning or related activity which is conducted away from the school site and;

1. is arranged by the school,
2. conducted or managed by a member of the teaching staff of the school, and
3. has gained the appropriate approval from the School Administrator, the High School or Lower School Co-ordinator.

Parents and guardians will be provided with details of the excursion in writing and will be required to provide their written consent for the participation of their children.

Activities which do not comply with the above, are privately arranged activities and the school does not accept any responsibility whatsoever for the conduct of these activities

Class Camps

From Class 4 onwards students participate in annual class 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.

Class 4 – “Animal and Man” main lesson. Horse Riding Camp, approx 4 days, 3 nights. Cost: approx \$450 per student

Class 5 – “Geography” main lesson. Rottnest Island for 4 nights. Cost: approx \$350 per student.

Class 6 – “Geology” main lesson. Yallingup/Margaret River, caving for 4 nights. Cost: approx \$350 per student.

Class 7 – “The Age of Discovery” main lesson. Sailing Camp for 4 nights. Cost: approx \$500 per student. This class usually reduces cost by fund raising.

Parents who help with conducting these camps are required to have a valid working with children check card. (WWCC)

Messages

Messages can be left on the answer machine or at the office before school starts. Once the children have started to arrive, the session has begun and the teacher’s time is devoted to the children and helping to set the tone for the day. If you have a message at this time, **please do not disturb the class**, instead leave the message with admin staff in the office who will pass it onto the Class Teacher via the class pigeon hole. Messages from the teacher and school are often sent home **via the children** so please check your child’s bag regularly.

The Pabulum, our weekly newsletter, is available on the school website.

Messages will also be sent from **Class Carers (parent volunteer position) usually via email/text.**

Pick-Up Times

School finishes around 3.00pm Monday to Friday, except **Thursday at 2.15pm**. Please support the end of the teaching day by not creating a distraction for the children, and by **picking your child up on time**.

Children are not allowed to wait outside the school other than at the bus stop which is teacher supervised.

Please collect your child from class (Kindy, Primary, and/or High School) or from one of the two pick up shelters, inside school grounds. The front shelter (via Gwilliam Drive, near Reception) or from the side shelter (via gate near top oval), or park outside and walk in. Written notification must be given to the teacher if a kindergarten or Class 1-3 child will be picked up from class by someone other than the parent or guardian.

Bus

There is a bus service provided from/to Cockburn Train Station. Pick up at 8.15am and leave school at 3.10pm 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.

Smartrider Travel Pass

Smartriders can be obtained by the web address below. The school has set up a ordering system with MonitorWA 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 and select the Perth Waldorf School and then enter the details of your child/ren. You can pay with a credit card to confirm the order.

<https://idcards.monitorwa.com.au>

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. Bike riding anywhere else on the school grounds during school times is prohibited.

Parking

Parking within school grounds is restricted

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 driveway in Gwilliam Drive. This is a special request from our neighbours.

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. Perth Waldorf School celebrates Easter (Term One), Winter (Term Two), Michael (school games day - Term Three) and Advent/Christmas (Term Four) as well as acknowledgement of the change in seasons and festivals of various cultures according to the teacher and/or curriculum. Although Steiner Schools are not aligned with any religion, Rudolf Steiner saw spirituality as part of mankind's evolution and history and so spiritual references exist in the curriculum and are reflected through imagery, ritual, music...etc in the classrooms and Festivals.

Each of the four seasons offers reason for meaningful celebration together. 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 teacher and the school newsletter, "The Pabulum".

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 and times are published in the school newsletter – The Pabulum - and on the various blackboards around the school.

Please Note: All fundraising is organised by the P & F. Any classes who wish to undertake further fundraising must seek prior approval from the College of Teachers who will liaise with the P & F.

Parent Nights

There will be one Parent Night – a meeting between the class parent group and the teacher - each term. These evenings are an important get together where information can be shared and the activities and developments of the class discussed. It is also an opportunity for everyone to meet socially. Your understanding and support of the Waldorf curriculum is tremendously important. The teacher welcomes your suggestions for particular topics of interest.

At least one parent from each family is expected to attend each meeting. If attendance is not possible, please advise the teacher of your inability to attend, request that minutes be made and follow up by asking other parents what was discussed.

Communication

A Waldorf Curriculum needs communication between parents and teachers. The class teacher/Guardian (high school) is available to discuss queries about the School's pedagogical approach and philosophy. If you have any concerns at all, no matter how small they may seem, please arrange a time with your teacher/Guardian for discussion. Please abide by the teacher/Guardian's request regarding suitable times to contact them after school hours.

If you have any administrative issues, please approach the administrative staff in the office.

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.

Class Carers

It is essential that the role of Class Carer (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
- Carers also provide a communication link between the parents and the P&F – through attendance at P&F meetings and/or receiving meeting minutes - and Community Support Officers.

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.

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 teacher/Guardian at any time throughout the year to discuss their child/s progress.

Visitors

From time to time, parents may be invited into the classroom for some special occasion, to help with a project or to join in an outing.

We ask that you treat this privilege with respect and that you use what you see for your own understanding and knowledge. Please **DO NOT** discuss with other parents what you have observed about their child or other children. You have had only a glimpse and without knowledge of what has occurred before and what develops after, there may be misinterpretations and unnecessary anxieties.

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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

Health / Illness

It is essential that parents advise teachers and the office of any changes to any contact details. This ensures ease of contact in case of illness or injury and prevents unnecessary distress for students.

In addition, teachers need to be notified of the following:

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

Children with rashes and school sores are, most of the time, infectious. That means that other children and staff in contact with the affected child 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 respects the parents' freedom to decide for or against immunization.

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

The school office and the class teacher must be notified immediately of any positive diagnosis of a childhood illness. Teachers have the right to refuse a sick child attending school.

First Aid Policy

Teachers are expected to attend to children 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, children may be taken to the office where they can receive further help.

Should a child be brought to the office, the admin staff will assess the symptoms presented and apply the appropriate first aid. (Most of the admin staff have current first aid certificates).

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 child.

Because of safety and legal issues, under no circumstances will school staff transport a sick or injured child. In the first instance we will try to contact the parents/guardian to come and collect the child 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 child. (*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 child. If the emergency contacts are also not available, and the child is in need of medical attention, we will phone an ambulance to collect the child 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.

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 teacher 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. Teachers are committed to minimizing these dangers by following these guidelines:

- During Terms 1 & 4 children are to wear a bucket, surf or broad brimmed hat – no caps.
- All children will be encouraged to play in the protection of shade.
- Teachers will request clothing protection on shoulders and arms.
- Parents are expected to apply sunscreen to their child at home before coming to school.

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 hair** - ideally with conditioner and a nit comb, and treat as necessary for at least 10 days.

Dress Code

Children's/young people's clothes are to be neat, clean and well fitting. The recommended materials are natural fibres such as wool and cotton. Clothing needs to be appropriate for the season, allowing the child to move freely in work and play.

Clothes

Clothes are to be plain coloured or of simple design without prints, advertising, numbers, pictures or caricatures. Fluorescent colours are unsuitable and black is not to be the predominant colour. The following items are not permitted:

- Bike pants
- Beach gear
- Tops shorter than hip length
- Shoulder straps thinner than 1 inch
- Revealing clothing such as very short dresses, skirts and shorts
- Trousers that drag on the ground
- Very tight clothing
- Clothing which is dirty, untidy or has tears
- Short shorts. The hem is to be longer than where the fingers reach when standing with arms by their sides.

Footwear

Children are to wear sturdy, protective shoes at all times at school including coming to, and departing from, school. 'Inside' shoes can be worn at the discretion of the class teacher. Thongs are not permitted.

Hair

Long hair must be tied back for some lessons and at the teacher's request eg woodwork, sport.

Jewellery & Makeup

Some jewellery is acceptable, but it is to be moderate. For safety reasons long earrings, bracelets and rings are not acceptable during woodwork or sport. Make-up (including nail polish) is not permitted.

General

As mentioned above, there may be additional dress requirements for particular subjects eg. solid shoes for woodwork and science lab or hats and running shoes for sport. Teachers will inform students of any special requirements when lessons commence. In term one and four hats are to be worn during all outdoor activities. Bucket, surf or broad brimmed hats – no caps.

If a student arrives at school in breach of the dress code, parents will be contacted and the student will not be allowed to attend class until the appropriate dress is evident. If lessons are missed the student will be marked as absent.

Television, Films and Computers

Your decision about the use of electronic media is an important educational and health one. Not with standing that television is part of our modern information and entertainment culture and can be used as an educational tool, we must be aware of the harmful effects on a developing child. Some of these effects are to do with content which can be minimized through careful adult monitoring. The more acute and less tangible effects are to do with the medium itself. The following information is given to help deepen your understanding of and commitment to the school's media policy.

The two major harmful effects are as follows:

- The rapid flashing of two dimensional electronic images impairs the senses, particularly sight and movement. The child's senses develop best when the child experiences the natural environment.
- Television damages or restricts the thinking, feeling and willing of the child because the child's sense impressions directly imprint on the soul.

Thinking

By giving the child fixed images, he/she does not have to exercise his/her own imagination to create mental pictures. Research indicates that reading, comprehension, verbal skills and imaginative thinking improve when the television is put away.

Feeling

While television does not inhibit feeling responses, it does encourage the child to grow up and become a teenager prematurely. Children who learn about the world through the television screen can become hardened to (the world) - a sort of boredom and indifference with the 'mundane old world' can set in.

Willing

Television watching is a passive activity and encourages passive, lethargic behavior in children. Children who watch television have more trouble engaging their will to do and complete tasks.

In short, the ideal pastimes for children are play and work, where they learn, create, imagine and move. The activity of sitting and watching television has little to do with the natural instincts of childhood.

Waldorf Educators are philosophically opposed to young children being exposed to television, video, cinema, audio-cassette, I-pods and computer games. Whilst not intending to discredit all aspects of this type of media, it must be stated clearly that exposing children to such media is incompatible and counterproductive to the aims and methods of our education. It is developmentally inappropriate for the following reasons:

Until the age of nine, children live very much in the world of imitation and imagination and cannot clearly distinguish between fantasy and reality. They learn about the world best through play and direct experience.

Everything in a child's environment has an effect (positive and/or negative) on the development of the physical organs and therefore affects their health in later life.

The year's nine to eleven are the 'Heart of Childhood'. At this age children begin to differentiate themselves from the environment and think more objectively. However, their thinking is characteristically a combination of a practical and imaginary nature and they are unable to interpret sophisticated techniques used by various forms of media.

It is only with the natural awakening of abstract thinking at approximately 14 years that children are able to analyze and critically view the media with guidance.

Premature awakening of the abstract thinking draws life forces away from their work on the bodily nature of the child and creates disharmony in the soul life.

It must be noted that regardless of one's age there are physical, psychological and social stresses brought about by indiscriminate use of the media.

Media Policy

In light of the above statements, we recommend the following guidelines:

- Children under 9 years should not watch television, videos and cinema, or play computer/video games
- Children between 9 and 11 years may watch suitable programmes during holidays but should refrain from computer/video games.
- Children 11 years onwards may watch suitable programmes during holidays, Fridays, and Saturdays. No computer/video games.

Electronic Media

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

Mobile Phones

Students in upper primary may only bring mobile phones to school with approval. Please speak to the class teacher about getting approval. If approved 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.

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

School Discipline Policy

The teacher, with strength and purpose, aims to instil 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.

The school recognizes that students of different ages need to be treated differently in matters of discipline and consequences that relate to the age and developmental abilities of each student.

Each class teacher may keep their own behaviour plan, which can be referred to by specialists and relief teachers who work with the class. This may be accompanied by a 'handover book', which remains with the class so that there is communication and consistency between teachers during any one-day.

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 communication skills that will enable them to work through problems that arise in the classroom or the playground.

Parents are encouraged to speak with the child's teacher about rules that apply to the class and to ask any other questions they may have about school discipline.

Grievance Policies – Parent Concerns and Complaints

The Perth Waldorf School is committed to resolving concerns of parents. The matters that are raised by parents will be followed up promptly. The education of our children is enhanced if the school has good communication between parents and staff. To assist this, teachers wish to know of parental concerns for their children as early as possible.

When parents raise concerns, confidentiality is upheld and the steps below will involve only those people who are absolutely necessary to resolve the concern.

Your complaint will be dealt with fairly, efficiently and promptly.

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**

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

| | |
|--|--|
| <p><i>STEP 1: Appointment with Teacher</i></p> <ul style="list-style-type: none"> ○ Make an appointment to discuss the concern with the relevant person. <p>↓If the matter is not resolved proceed to the next step.</p> | <p><i>STEP 1: Appointment with Staff Member</i></p> <ul style="list-style-type: none"> ○ Make an appointment to discuss the concern with the relevant staff member <p>↓If the matter is not resolved proceed to the next step.</p> |
| <p><i>STEP 2: EC, Primary, High School Coordinator</i></p> <ul style="list-style-type: none"> ○ 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. <p>↓If the matter is not resolved proceed to the next step.</p> | <p><i>STEP 2: School Administrator</i></p> <ul style="list-style-type: none"> ○ 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 <p>↓If the matter is not resolved proceed to the next step.</p> |
| <p><i>STEP 3: Written Concern or Complaint Reviewed by Administrator and/or College of teachers - further Mediation</i></p> <ul style="list-style-type: none"> ○ 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. <p>↓If the matter is not resolved proceed to the next step.</p> | <p><i>STEP 3: School Council Mediation</i></p> <ul style="list-style-type: none"> ○ 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. |
| <p><i>STEP 4: School Administrator and School Council</i></p> <ul style="list-style-type: none"> ○ 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. <p>↓If the matter is not resolved proceed to the next step.</p> | <p><i>Confidentiality</i></p> <p><i>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.</i></p> |
| <p><i>STEP 5: Right of Review</i></p> <ul style="list-style-type: none"> ○ 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. | <p>Perth Waldorf School attempts to use Restorative Justice Principles and Practices as the main tool for managing concerns and grievances.</p> |

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

Confidentiality

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.

Privacy Policy

The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. If you would like a copy of the school's Privacy Policy please ask at Reception.

School Governance

Perth Waldorf School is governed under the Constitution of the 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 works with the administrator and other management staff to ensure the school provides a high quality education based on the insights of Rudolf Steiner.

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. Change 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
Primary School years with your child.



“If a child has been able to play,
To give up their whole living being to the world around them,
They will be able in the serious tasks of later life,
To devote themselves with confidence and power
To the service of the world”

Rudolf Steiner