

Welcome to the



Perth Waldorf School



Kindergarten Handbook

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WELCOME TO THE PERTH WALDORF SCHOOL

This handbook has been compiled to answer some of your questions and to help make your transition into the school a smooth and pleasant one.

We strongly recommend that you keep this handbook handy as there may be times throughout the year when you may need to refer to it.

Now that you have chosen this educational setting for your child, we as a staff wish to lovingly support your family in sharing the responsibility for the care of your child. Once your child comes to know us and is secure about your return he or she will begin to feel relaxed and then, out of their own initiative, begin to play. We want the separation of you and your child to be a positive and trusting experience.

When the kindergarten experience is in harmony with the family life of the child, we know it can make an important contribution as a positive step on a child's life pathway - out of a loving family into the welcoming wider world.

All the children in Kindergarten participate in a play based curriculum with a strong emphasis on rhythm. Learning is through imitation rather than direction. We support a gradual transition between home and school life. The children begin 4 year old kindy with 2 sessions per week. When they reach 5 year old kindy, they attend 5 morning sessions in one of our three K5/6 classes. The six year olds stay on for the full day. Each class is unique, and all teachers strive to bring a beautiful kindergarten experience to each child.

Our approach takes careful account of the quality of the physical and human environment, as these early influences form the foundation for human well-being.

We strive to create a nurturing environment, with careful thought given to every aspect of physical and human influence because we believe that every impression of the early years has the potential to be the foundation for future health and well being.



School Hours

Our Kindergarten is open Monday to Friday during school terms.

Kindy 4

Kindy 4 A	Tuesday and Wednesday	8.45am to 12.45pm
Kindy 4 B	Tuesday and Wednesday	8.45am to 12.45pm

Kindy 5

8.50am to 2.50 Monday- Wednesday

8.50am to 12.45 Thursday – Friday

If your child is not ready for the full days, there will be a natural break for them to be picked up at 12.45pm. Please let your teacher and your child know beforehand so that a healthy rhythm can be set.

Kindy 6 Hours:

8.50am to 2.50pm Monday Tuesday Wednesday and Friday

8.50am to 1.00pm Thursday

If a person, other than the parent will be picking your child up, we need to be informed of this in writing.

If at any time you feel your child is feeling too tired to attend kindy, especially towards the end of the week, please discuss this with your class teacher.

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

(Subject to change, as advertised in Pabulum)

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

Early Childhood Faculty

The Early Childhood Faculty, led by the Co-ordinator, is responsible for the development of curriculum, child studies, programming, festivals, compliance with educational standards and Steiner pedagogy within our school. Collaborative work and decision making takes place at our weekly meeting.

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.

Parent Involvement and the Family Participation Scheme

Steiner education values the home to school connection. Parent involvement is essential for the healthy functioning of our school. Help is needed for individual class initiatives, fund-raising, repairing equipment, and maintenance of our environment. Parent groups are integral at our school, and include singing, Eurythmy, gardening, Bio-Dynamics and book study, along with regular parent busy bees. Parents may also choose to become involved in the Parent Association, School Council or one of the various working committees.

The main aim of the Family Participation Scheme is to promote engagement among our school community. Once they have a child in K5, each family may choose to volunteer 10 hours per semester, or pay \$100.

There are many ways to participate - baking a cake, making a play costume, working in the garden, attending a busy bee, helping in the classroom, attending a camp, sitting on committees, or running fund-raising events. Participation in parent courses such as singing, Eurythmy, or gardening, also attendance at a parent night can all be counted towards your Family Participation hours.

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.

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

Class Representatives

Your child's kindergarten teacher will ask individual parents to be the Class Representative. Class Representatives support the teacher in various kindergarten community activities. They also provide a communication link between the parents, the teacher and the school body.

Parent Nights

Once per term the Kindergarten will have a Parent Night. These evenings are important information sharing and social opportunities. It is a time to discuss the activities and developments of the class as well as meet together as a group.

Teachers will offer parents an opportunity to learn more about Waldorf Education. We invite you to suggest particular topics for discussion. We anticipate your participation and ask for your apologies if you are unable to attend.

Community Support Officers

The role of our community support officers and is to activate and support school events and activities as they apply to the parent community. These valued staff members also provide support and information about the school to new parents, liaise with Class Representatives and help to organise parent education. The current Community Support Officers' names are published in the Pabulum at the beginning of the year.

Extra Lesson

The PWS employs an Extra Lesson specialist to work in the kindergarten and lower primary school. The children are observed in K4 in the kindergarten setting and recommendations given to the teacher and parents where necessary. The 5 and 6 year olds are observed in the kindergarten and children who may benefit from Extra Lesson or alternative therapies are considered. Some children may have the opportunity to receive Extra Lesson during the kindergarten day.

Prior to entering Class 1, children in K6, participate in a Class One Readiness Assessment. This is conducted by the Kindergarten Teacher and Extra Lesson specialist. Recommendations are then provided to the kindergarten teacher/ Faculty, Class One teacher and the parents where appropriate.

There will be parent information sessions on this topic. It is a vital part of our offering to parents, and attendance is important in order to know how the school addresses this stage of your child's journey.

Messages

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.

We ask that you help set this tone by refraining from talking to other adults whilst in the room. If there is an important message, write a note in the message book outside the classroom. Teachers are available for appointments and home visits.

Messages from the teacher are often sent home via email, a class letter, the parent Pabulum or a notice posted on the door. It is the responsibility of all car-pool drivers to pass on these messages.

What to bring

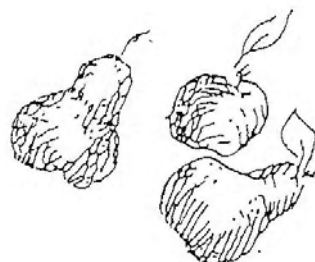
Please note, all items such as school bags, hats, jumpers and shoes must be permanently marked with an easily recognizable surname and/or embroidered motif.

All children need to bring:

- One box of tissues.
- 1-2 pieces of fruit/vegetable each day.
- Flowers when possible
- Change of clothes.

K5&6 children need to bring:

- Hat - rainbow colours, no logos, preferably legionnaire design with neck and ear protection. Hats must be left at school.
- Plain raincoat and gumboots to be left at school during term 2 & 3 if possible. Please label carefully.



Lunches

All kindergarten children will be provided with a healthy simple vegetarian lunch each day prepared and served together in class time with their teachers. Parents are encouraged to share information about their child's dietary needs with teachers well ahead of time. These will be well respected and the needs will vary from class to class and year to year.

Our experience is that the children benefit from a widening diet and the social cohesiveness which comes from the shared classroom meal. They also gain confidence in the life skills of food preparation, from garden to kitchen to table in these early years.

Attendance

Regular, punctual attendance gives the children security and rhythm. Please think carefully when arranging holidays or absences from school to minimise the disruption in your child's education. Please give advance notice of any planned absences.

Absenteeism

We need parents to call the office at the start of the day, leaving a brief message informing us that your child will be away.

Drop-Off and Pick-Up.

Our Duty of Care for your child begins when you make eye contact with a staff member at the kindergarten door, and ends in the same way at the end of the day. If a person other than the parent is to pick up a child, we need to be informed of this in writing.

Please meet your child at the classroom door, and support the calm transition out of school for all the children. Our verandas and car parks can get hectic at this time, and safety is our concern. Try to make this a time for no mobile phone use! This is becoming a common practice in many schools, and is really appreciated, because parental care and attention means that the children are safely led to cars buses and bikes.

Parking

PARKING WITHIN SCHOOL GROUNDS IS RESTRICTED.

Please park outside the school grounds (either in the Adventure World or Bibra Lake car park areas) and walk your children into the school. The bottom shelter (close to the admin office) is provided for those who are involved in car pooling primary aged children. The limited number of parking places inside the main gate are reserved for parents who have babies or very young children with them. Please note that parking on the grass verge outside school grounds may incur a fine from the Cockburn City Council.

In the event of Festivals, Open Days, etc, please ensure you do not park on the grass verge on Gwilliam Drive and on North Lake Road. And please DO NOT occupy the parking bays at Red Rooster, Good Life Health Club and the Chinese Restaurant. This is a special request from our neighbours.

Visiting

You are welcome to arrange via prior appointment a day to be with your child at kindergarten. We would invite you to join us in our work of the day and be part of the adult life around the children. We always welcome gardeners, window cleaners, sanders as well as people who can sew and mend! It can be a good opportunity to observe your child at play in their social setting and for you to see the children who are your child's playmates. 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 may have occurred before and what develops after, so there may be misinterpretations and unnecessary anxiety. Please feel free to discuss your observations and questions with the teacher.

We do ask you to always respect our play session as you would respect children at work in a classroom. If you need to talk to another parent please don't stand in the doorway, but take a seat in the garden. And in speaking with us be aware that a long adult discussion may need a special time.

We would like to visit your child at home, if you would like to invite any one of us, we would make the visit short and informal. It would be a special time for your child to feel that home and school are connected parts of their world.

If you wish to meet with your teacher to discuss anything please make a prior appointment.

Supporting the Kindergarten

We warmly welcome and appreciate any offer of help that enriches our daily programme. It seems every year that someone is able to spare us some time in their own particular area of expertise. Our garden is as beautiful as it is because many parents have made able and loving contributions over the years. Offers of help in our garden will be warmly welcomed. The building itself was originally made with the help on many willing parents.

We do have quite a lot of washing during each term and of course the load is lessened when it is shared. We may ask you to take and wash some cloths, usually in the last week of term. Please take care in returning these (we seem to lose lots whenever they go home) and please wash them in sets of colours.

We enjoy sharing any home grown food that the children wish to bring. We like to make preserves at kindergarten as a special part of our programme, so keep us in mind when you have a tree of ripened fruit.

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 teacher and the school newsletter the "Pabulum".

Birthdays

Birthday celebrations are important days in the Kindergarten. The teacher will arrange a special celebration - a story, a song, a present and a cake. Parents, siblings and extended family will be invited to come along. Your teacher may either request you bring a cake or the ingredients for the children to make one. Please confirm arrangements with your teacher three to four days before the birthday.

This is a verse of anticipation you may wish to say with your child on the day before their birthday. It is particular to the six year old but four or five can be substituted as needed.

*"When I have said my evening prayer,
And my clothes are folded on the chair,
And mother switches off the light,
I'll still be five years old tonight.*

*But, from the very break of day,
Before the children rise and play,
Before the greenness turns to gold,
Tomorrow, I'll be six years old.*

Six kisses when I wake, six candles on my cake."

(From the book "Family, Festivals and Food")



School Clothing

It is important to dress your child in manageable clothing. We will be patient with growing skills such as tying shoe laces and long sleeves that are hard to turn the right way out. We need to remind ourselves to give children extra time to take care of their clothing. Please send spare clothes in a small cloth bag. These can be kept in your child's cubby hole or bag for emergencies. If not, we have quite a famous box of our own spare clothes. If your child needs to use any of our spares, please wash them and return them promptly. It is our aim to always encourage the children to manage their clothes independently, and for them always to be suitably and comfortably dressed.

Colour! Your child's clothing as well as ours is a colourful part of the Kindergarten environment for us all.

Our room is painted a soft pink and the walls are left quite free so that the children can experience the nurturing surround of that colour. We believe that an uncluttered environment assists inner peace, in being pleasing for the eye. We look to the rainbow for colour inspiration, for the dreamy state of childhood. A lot of today's clothing is emblazoned with slogans; please ensure that your child's clothes are free of these, and keep our kindergarten environment is free of advertising.

Winter - Rain gear (boots, coat) is required and is recommended to be left at school. (Kindy 4 rain gear supplied by kindy).

Summer - *Hats* which give adequate protection are necessary for Terms I and IV at least. The school rule of "No hat, No play" will be enforced. If you want your child to use sunscreen, we ask you to apply it yourself before school. Managing the many different approaches to this with a large group of children is too cumbersome, and detracts from the play itself. Light clothing which covers the skin is the best protection.

Clothes are to be plain coloured, without any printing, advertising, logos, pictures or caricatures. Colours of the rainbow are recommended. Fluorescent and predominantly black colours are not suitable.

Footwear - Children are to wear sturdy, protective shoes at all times at school (unless at a teacher's instruction) including coming to and departing from school. Inside shoes are to be worn at the discretion of the Kindergarten teacher. Thongs and reef/surf sandals are not permitted. Inside shoes (K5 & 6 children only) - the school will provide special soft-soled slip on inside shoes for each child. During the year these shoes may be exchanged for larger shoes as feet grow. The cost of these shoes is included in the Year Level Charge invoiced to your account at the beginning of each year. The shoes remain the property of the Perth Waldorf School.

Make up and fashion accessories such as rings, necklaces, bracelets, earrings (with the exception of studs or sleepers) are not to be worn.

Media

Waldorf Educators are philosophically opposed to young children being exposed to any screen technology at all, including cinema, television, computer games, iPods and mobile phones.

Whilst not intending to discredit all aspects of these types 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 9, 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.
- However, the child's 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 analyse 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.

Ideally a total ban is of the most benefit for your Kindergarten child's development and education. We recognise parents do find this difficult, however, in the light of the above statements, we recommend the following guidelines:

- Under the age of 9 years children need to be nourished by the natural human voice in conversation, story, song and verse. Children under 9 years should not watch television, videos and cinema, or play computer/video games.
- Children between 9 and 11 may watch suitable programmes during holidays, but should refrain from computer/video games.
- Children 11 onwards may watch suitable programmes during holidays, Fridays and Saturdays. No computer/video games.

Toys

Parents are asked not to encourage children to bring toys and/or precious possessions from home. These items are often lost, broken or misused by other children, much to the disappointment of the owner. If toys do manage to come in they will be "put to bed in the home basket" and returned at the end of the session.

From time to time children get new pets, and they wish to show them to the class (eg: rabbits, guinea pigs). Please make arrangements with the teacher beforehand.

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 children's hair will be checked by parent volunteers.
- If live lice or an abundance of eggs are found, the child's parents will be notified via a note sent home.
- Parents are expected to treat the head lice and/or eggs. Children 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 teacher confirming that treatment has commenced.

Health / Illness

It is essential that parents keep contact details and health records up to date via the office. In addition, teachers should be notified of the following:

- Special diet or allergy problems.
- Medications.
- Emergency phone numbers.
- Any illness, accident or trauma at home.

If your child becomes ill at school, we will contact you as soon as possible to arrange for your child to go home (see also First Aid Policy).

Free routine health checkups are provided for children at our school. Forms will be sent home for parents to complete at various times of the year.

Children with rashes, cold sores and impetigo are, most of the time, infectious. This means that other children and staff in contact with the child could contract the condition. Any rash can be highly contagious, so the school asks that parents consult their GP for a diagnosis and treatment, and to find out if the child should be excluded from school and, if so, for how long. The school respects the parents' decision on childhood vaccinations.

The school office and the class teacher must be notified immediately of any positive diagnosis of a childhood illness.

The teachers have the right to refuse a sick child attendance at school. The young child often appears "well" after an illness; however, the body still needs full recovery time. Please consider this when making your decision to return your child to Kindergarten.

First Aid Policy

Teachers are expected to attend to children with simple first aid needs (e.g.: 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 the admin staff can assess the symptoms presented and apply the appropriate first aid. (Each of the admin staff have current first aid certificates).

Staff will also use homeopathic remedies and products for first aid unless advised by parents otherwise.

Should staff 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 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 a child needs medication during school hours, parents should have a conversation with the teacher about the child's condition, and if the teacher is in agreement, supply the clearly labelled medication along with a written permission note with instructions.

It is the responsibility of parents to ensure that all prescribed medications are contained in properly labelled containers showing the name of the medication, student's name, student's class, dosage, frequency and the expiry date and to ensure that all medications are kept up to date. Teachers will store medications securely.

Action Plans for on-going conditions such as Asthma and Anaphylaxis must be up-dated at the start of each year. Parents are also to provide their doctor's signed Action Plan.

Discipline in the Kindergarten

In the Kindergarten the teachers are able to maintain a healthy atmosphere by giving children the security of a set routine and an ordered environment. Unwanted behaviour is modified by reinforcing positive examples of expected behaviour. We try to offer children alternative choices if they are engaged in noisy or destructive play.

We work with the developmental stages of childhood and understand that aggressive behaviour often occurs because children react immediately to situations. They do not always have the language skills to deal with their frustration. We remind the children to use their words rather than their hands and come to the teacher if they need help sorting out a situation.

These classroom practices help prevent negative situations developing further. However, when there is persistent misbehaviour or a serious offence, the following steps will be taken. Kindergarten Teachers will deal with any extreme behaviour. Parents need to be aware that a teacher may ask for a child to be picked up and taken home on any day when a child is acting out of character, is unwell, disruptive and/or antagonistic to other children.

Early Childhood Discipline Policy

Step 1

If behaviour is extreme or inappropriate, the child's parents, as well as Kindergarten Faculty and/or College, will be informed and involved in some of the following steps, whichever may be appropriate or necessary:

- Parent interview.
- Discussion with other Kindergarten teachers about the child.
- Teacher observes child and notes observations in writing.
- Another teacher observes child.
- Child assessed for possible contributing factors such as hearing, speech or vision problems. Assessments could include extra lesson, paediatric assessment, or an educational consultant.

Step 2

From the above, specific recommendations for remedial steps and expectations of behaviour change will be made. Parental support is vital.

Step 3

If the above action fails to resolve the problem, or there is any single incident of the following behaviours, then Step 4 of the discipline policy will be implemented:

- Intimidation of another child.
- Repeated or extreme acts of aggression.
- Deliberate disobedience, lack of respect or persistent bad manners.
- Leaving the Kindergarten grounds.
- Destruction or vandalising of school property.
- Unreasonable and significant escalation of violence.
- Repeated or extreme crude behaviour or offensive language.

Step 4

Parent will be contacted to take their child home immediately, or the child will be suspended temporarily and returned to school on probation after a parent interview.

If a child reaches Step 4 of the Discipline Policy repeatedly in the school year, the school reserves the right to cancel the child's enrolment.

GRIEVANCE POLICIES - PARENT CONCERNS AND COMPLAINTS

Introduction

Perth Waldorf School is committed to resolving concern 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.

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.

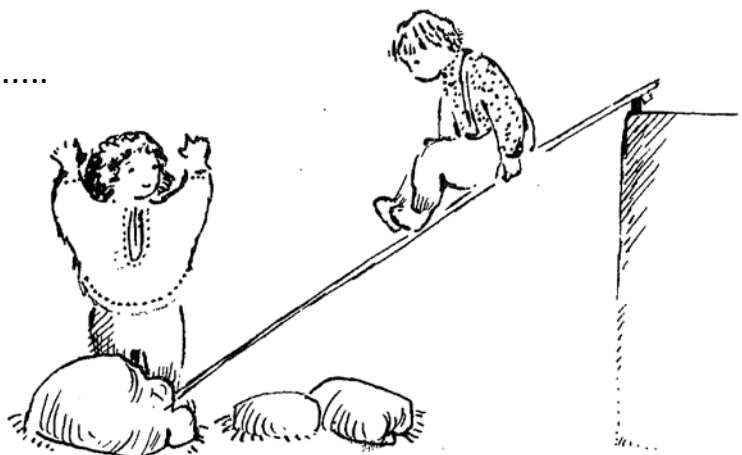
Privacy Policy

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.

Bullying Policy

The school has a bullying policy which is available from the school office.

See Grievance Flow Chart on next page.....



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 the 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 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.

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 with the Finance Manager. The School reserves the right to change 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.

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.

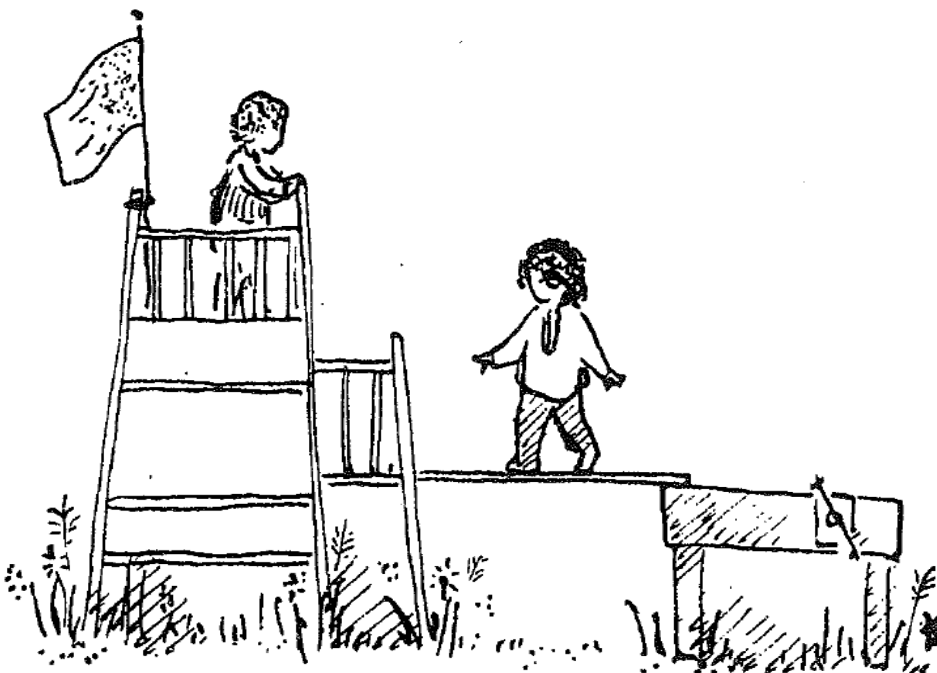
Privacy Policy

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.

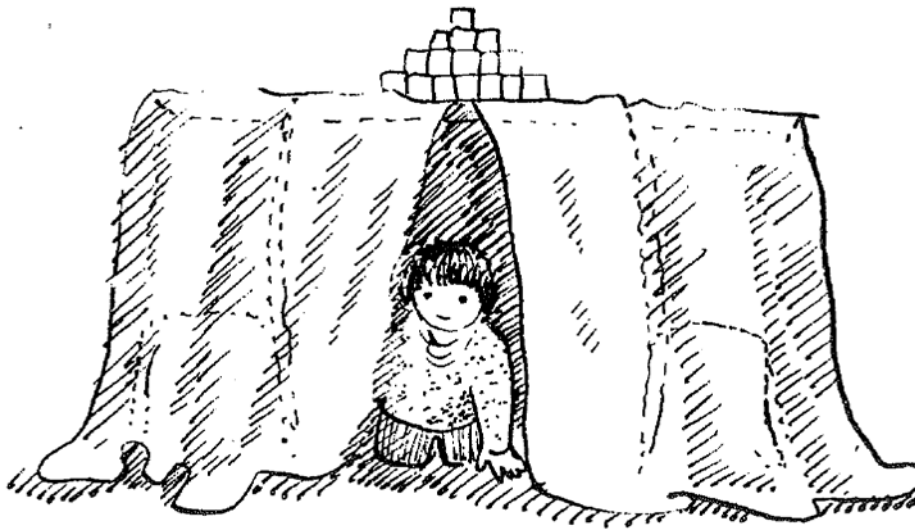
Updated Contact Details

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.



We wish you happy and memorable Kindergarten 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

