



**PERTH WALDORF
SCHOOL**
Steiner Education

**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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Any changes made to document - please notify Enrolments Officer

High School 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 we to spirit give,
A dwelling in our 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.

Welcome to the Perth Waldorf School

Perth Waldorf School is committed to providing a safe and supportive environment for all students and staff and for having processes in place for us to be an effective child safe environment. Perth Waldorf School explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment.

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

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

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 the Pabulum)

Contact Details

Phone: 08 9417 3638
Absences: absence@pws.wa.edu.au
Text: 0429 680 969
Email: pws@pws.wa.edu.au
Postal Address: PO Box 1247, BIBRA LAKE 6965
Website: www.pws.wa.edu.au

High School Faculty

The High School 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 (CoT)

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.

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 be involved in the community – attending parent nights, 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 (P&F)

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 need to seek prior approval from the College of Teachers who will liaise with the P&F.

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/guardian 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 class task rosters
- Organising parent helpers for community activities in conjunction with Carers from other classes e.g.: 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.

The class carer's role is to contact the class parent body as instructed by the teacher; any information received involving a grievance should be directed to the class teacher or the coordinator.

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

Parent Nights

Parent Nights 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 (CSO)

The role of our Community Support Officers 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.

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.

Messages

Messages for teachers can be left at the school office either by phone or in 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.

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

Pabulum

The Pabulum newsletter is available on the school’s website each week. Parents wishing to receive a digital copy of the Pabulum can contact reception and ask to be put on the mailing list. There are also hard copies available at the two bush shelters on the school grounds.

What to bring

- A bag.
- Hat - plain colour, preferably a broad-brimmed or legionnaire-type hat with neck protection that can be left at school.
- A nutritious morning tea and lunch.

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.

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 put up 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 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 HS office and their parents/ guardians may be phoned from the office. These students will receive a late slip from the HS office to take 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 or the parents may email or text the HS office. Students must not use their personal phones to arrange collection if they are sick. The HS office will ring the parents. Before leaving the school premises the student is required to 'sign out' at the HS office;
- A teacher is on duty from 8.15 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 minimise 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;

- Drama is an important, compulsory subject in the curriculum which requires out-of-hours performances and sometimes rehearsals.

Absenteeism

Parents are required to notify the school when their child will be absent. Please contact us by 9am:
Text: 0429680969 Email: absence@pws.wa.edu.au Voicemail: 9417 3638.

When the child 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 the 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 Primary School Coordinator.

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. The school does not accept any responsibility whatsoever for the conduct of these activities.

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 - Orientation

Class 9 – Group Dynamics and Leadership & Adventure Camp

Class 10 – Remote Wilderness Experience & Surveying Camp

Class 11 – Deep Ecology

Bus

There is a bus service provided from/to Cockburn Train Station. Pick up from the station 1 is at 8.15am and leaves school at approx. 3.20pm except on Mondays, Tuesdays, Wednesdays; on Thursdays at approx. 2.40pm and on Fridays at approx. 3.10pm. Students using the school bus need to register their Smartrider with the HS office to be able to use this system. Students must follow the school bus guidelines at all times. Public transport is available from Gwilliam Drive - see timetable for the 520 Bus Route. 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 from 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 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 are to be pushed from the school gate to office bike shelter. Bike riding anywhere else on the school grounds during school times, is prohibited. Students are also not permitted to ride scooters or skateboards on school grounds.

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 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 marked parking bays at Red Rooster, Good Life Health Club and the Chinese Restaurant. This is a special request from our neighbours.

P Plate Drivers must park their vehicles in the Adventure World car park area.

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. 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.

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".

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 the administration staff. A full policy on how to register your concern is further on in this booklet.

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 (i.e. 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.

Dress Code

The purpose of the Dress Code is to provide guidelines to the Perth Waldorf School community on what is acceptable attire for students to wear to school. The school's policy is quite liberal and accommodating, and where common sense prevails, there is rarely any need to speak to students about their clothing.

Although we do not wear a uniform at school, we do have a dress code which reflects our school philosophy. Ultimately, we believe that students should be dressed in a manner that is comfortable, safe, appropriate for work and Sun smart. Nails should be kept short and neat. Fake nails are not permitted as they inhibit function and safety.

Guidelines

Students are to be dressed neatly (holes, tears or tatty clothes are not appropriate). Clothes need to be comfortable and suitable for all activities.

The following items are not allowed:

- Singlets and tank-tops. Tops and dresses need to cover the shoulders.
- Exposed midriffs.

- Extremely short skirts, shorts and dresses.
- Inappropriate logos or images.
- Fake nails.
- Headwear

It is strongly recommended that students have hats with them to wear when outdoors, especially during PE.

No head wear should be worn inside the classroom. This includes hats, beanies, hoodies and caps.

Jewellery and Make up

Some jewellery and make up is acceptable but it is to be moderate. For safety reasons, long earrings, bracelets and rings are not acceptable during Woodwork, Metalwork, PE or Science. Students will be required to remove these items before participating in these lessons.

Nails should be kept short and neat. Fake nails are not permitted as they inhibit function and safety.

Hair

Hair should be kept clean, neat and off the face. Hair should not impair vision at any time.

Long hair must be tied back in certain lessons eg PE, Art, Woodwork, Science.

Footwear

Appropriate footwear must be worn at school. This means well-fitting and secure shoes that provide protection for the feet. Thongs and ugg boots do not meet these criteria. Fully closed in shoes are required for Woodwork, Metalwork, PE and Science.

Physical Education Classes

Students need to wear the PWS PE shirt for PE classes. Shorts, tracksuit pants, hats and running shoes are also strongly recommended. Jeans, skirts, sandals and boots are not considered appropriate for PE.

It is preferred that students change in to other clothing after their PE lesson and be prepared for some activities in wet weather.

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 young adolescents 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. In cases where a student's learning would be significantly improved with the support of technology, a meeting should be organised with the Learning Support Coordinator to discuss what options may be available.

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 if the above policy is abused. Repeated offences will result in disciplinary action.

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** and treat as necessary. If live lice or an abundance of eggs are noticed, the child's parents will be notified. Parents are expected to treat the head lice and/or eggs. Children are to be kept at home until treated.

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, Class Guardians need to be notified of the following:

- Special diet or allergy problems;
- Medication;
- 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).

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

Students with rashes, cold sores and impetigo are, most of the time, infectious. This means that other students 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's 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 school.

First Aid

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 may 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 serious, we will call an ambulance to collect the child. (*Parents to cover any costs incurred*).

If the situation is not deemed to be serious 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. No medication will be administered in school hours except by prior written agreement. Parents need to have a conversation with the Guardian about the child's condition, and if the Guardian is in agreement, supply the clearly labelled medication along with the Student Medication Request Form (available from the office).

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. Guardians will store medications securely.

Action Plans for on-going conditions, such as Asthma and Anaphylaxis, must be signed by your doctor each year.

Sun Protection

Exposure to ultraviolet radiation has documented health risks. Teachers 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.

Homework Expectations

- Homework tasks may involve qualitative and quantitative aspects, so the nature and amount of homework will vary to accommodate the purpose of the work.
- There will be limitations placed on the number of assessable tasks set for a Main 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.
- Students who do not complete homework satisfactorily will have the school's Behaviour Management Policy applied. This will include teachers meeting with the student and their parents to discuss the problem.

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 lockers. It is recommended that valuable personal items are not brought to school.

Behaviour Management

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 recognises 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 recognise 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 behavior, the values that are expected of their students. They need to apply the Behaviour Management 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 Management 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 behaviours 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 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;
- Mobile phones;
- Pocket computer games;

- Skateboarding, roller blading or riding bikes in the school grounds;
- 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.

Illegal Substances (refer to Behaviour Management Policy on the website)

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.

Grievance and Concern

The Grievance and Concern Policy addresses anything that causes concern for the safety and wellbeing of the child.

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

When parents and students raise concerns, confidentiality is upheld and 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 GRIEVANCE or CONCERN?

The School Leadership 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. The Director General of the Department of Education is responsible for ensuring that the school observes the registration standards, including the standard about its complaints handling system. Any student, parent or community member is entitled to contact the Director General with concerns about how the school has dealt with a complaint. Information is available on the Department of Education website. While the Director General may consider whether the school has breached the registration standards, the Director General does not have the power to intervene in a complaint or override the school's decision.

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

You can contact the school in person, by telephone 08 9417 3638, email at pws@pws.wa.edu.au, or by letter PO Box 1247, Bibra Lake WA 6965. Please ask if you require some assistance in expressing your concern.

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 at the meeting with your child's guardian, lodge your concern with the 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 High School Coordinator. 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.

Step 3: Review by College of Teachers (CoT)

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 Administrator and/or 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.

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.

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.

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 a resolution. If a 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.

For further information, please see the Grievance and Concern Policy available on the school's website.

Restorative Justice

Whenever possible, issues and conflict resolution are approach from within a Restorative Justice model - providing a 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.

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.

Pastoral Care

We have a school counselor working from an office in the High School. Students and parents are able to request meetings with the counselor by contacting the HS Admin office. A Class Guardian is responsible for the students' progress and attendance. If parents are concerned about their child's progress or behavior the first point of contact should be the Class Guardian.

Privacy

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 check the school's website or ask Reception for a copy.

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 May. 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 and Concern procedure of the school and therefore it is expected matters of concern have been dealt with according to the Grievance and Concern 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 State Government School Curriculum and Standards Authority (SCASA). As part of the registration process, regular reviews of the school are conducted by the Department of Education.

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 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 (1) full term in advance and two (2) terms for Class 6 students 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.

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 sent out to all parents at the beginning of the school year. These are to be updated throughout the year, whenever any of your details change.

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

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