ABSENCES – Please report your child’s absence to the school office prior to school start of day! You can leave a message on the answering service or send an email. It is compulsory to send a written note or email explaining school absences for students from Year 1 to Year 7. Longer planned absences need to be discussed with the School Principal.

ACTIVE AFTER SCHOOL PROGRAM – Parklands School participates in the Australian Sports Commission’s Active After School Program designed to encourage children to engage in physical activity. Sessions are held after school once or twice each week, with different activities or sports being offered each term. Trained coaches or professionals run sessions. Group sizes for sessions may be limited. Parents are welcome to come along and watch children or should ensure that they arrive promptly to collect children at the end of session.

ASSEMBLIES – The school aims to hold fortnightly assemblies with classes from Pre-primary to Seniors taking turns hosting an assembly. All students who attend school on the day participate. Recognising and celebrating individual student achievements is important to us at Parklands. One way we show this acknowledgement is through merit certificates which are a regular part of our assembly programme. Families are generally informed when their child is to receive a certificate so they may be present. Please check school newsletters and term planners for dates and times.

BIRTHDAYS – Your child may bring a treat to share with each member of the class, preferably small cakes, to celebrate a birthday. Healthy snacks are always appreciated.

BOOKLIST – Primary school children require workbooks in subjects such as mathematics, spelling, language and writing. They are purchased by the school and issued to students as and when they are required. The cost of workbooks is billed as a component of term fees.

BULLYING – The school addresses bullying by monitoring student behaviour; teaching cooperative strategies in the classroom; assisting students directly when conflicts occur in the playground; modelling appropriate behaviour to students; and involving parents in the process. If repeated incidents occur the school has a formal conflict resolution procedure which will be strictly adhered to in order to provide safety and freedom for all students.

BUS- Parents wishing for their children to catch school buses to and from school will need to liaise directly with Loves Bus Service on 9841 1211. Students are escorted to the bus shelter and supervised by a staff member after school.

BUSY BEES – These are a part of parental involvement in making improvements to our school. We welcome voluntary assistance, however, financial donations are gratefully received in lieu of attendance at busy bees.

CARPARK SAFETY – Safety is always paramount when escorting children to and from parked cars so please accompany your children from the carpark into the school grounds.
Parking is available on both sides of the school. If parking on the Lambert Street side of the school, park only in the carpark adjacent to the park, not the Community Kindergarten carpark or grass road verges. Please note Council Rangers will fine cars parked on grass verges and next to the school gate.
Parking is also available on the Drummond Street side of the school in the school carpark and along Drummond Street adjacent to the park. Please do not park in the Community Kindergarten carpark.

CHANGE OF ROUTINES – Please advise your child’s teacher in the morning if anything is different for the day: early pick-up, a different person to collect your child, etc. The Kindergarten classroom has a journal where you can record it on the day; all other classrooms have a whiteboard for this purpose!

COMMUNICATION - Weekly newsletters are emailed to parents on Thursdays. Newsletters can also be sent home with children on Thursday if parents do not have an email address. Current events and other items that may interest parents are on display on noticeboards. The white board on the office wall should also be checked for messages each day.

CRUNCH AND SIP - Students at Parklands have a daily fruit and vegetable break and drink of water during mid afternoon to encourage healthy eating habits!

DENTAL SERVICES – Parklands students from Pre Primary to Year 7 can access free dental care through the dental clinic at Yakamia Primary School. Parents of PP students are issued with enrolment details. Please liaise directly with Yakamia School Dental Clinic regarding appointments other than the regular checkups booked by dental staff.

DISCIPLINE – A classroom at Parklands is based on freedom within limits and students are encouraged to manage their own behaviour so that the whole group has harmony. Name calling, swearing and interference to others or destructive behaviour are not tolerated. The school uses logical consequences which all the children are part of creating if behaviour is not kept within these limits. Parents may be contacted to ensure support and consistency for children between home and school life.

EMERGENCY CARDS – So we can promptly contact parents in the unlikely case of an emergency we need these contact details to be current for all families. Please let the office know if your details or phone numbers change.

Please also understand that the school will contact the parents first, and then the family or friends on the card if we can’t get you. It would help us if you only put the phone numbers of family/friends/care-givers who understand that they may be rung to come to school and take home sick children.

EMERGENCY DRILLS – Each semester the whole school practices an evacuation and lockdown procedure to ensure we are prepared in the event of fire or other emergency.

EXCURSIONS – Parklands School is committed to give students a variety of learning opportunities. All students will participate at some stage throughout the year whether it be a trip to the library, a cultural event or bushwalk. The fees for these outings are covered in term fees.

FOOD ALLERGIES – The school has adopted an allergy friendly policy and attempts to accommodate children with food allergies as best as it can. Please inform the school if your child suffers from food allergies!
FUNDRAISING – The school engages in a number of fundraising activities each year to develop community involvement. Muffin Days, Pancake Day and Jump Rope for Heart are some of the activities held to support charities and worthy causes. Part of our annual fundraising is to continue to support our sponsored child, Milly Girma. Money raised will help improve Milly’s quality of life and give her opportunities through education.

HAIR – Students who have shoulder-length hair or longer must have it tied back off the face with a band, navy, white or cream ribbons or scrunchies. Other hair decorations are not suitable for school. Haircuts for boys should be appropriate for school.

HATS – School hats are a part of school uniform. They are designed to be sun smart and the school has a policy of “no hat no play”. Children who consistently fail to wear their uniform hat will be issued with a new one and the cost billed to the parent’s account.

HEAD LICE – In accordance with Health Department guidelines, children who are found to have live head lice will be required to be treated before returning to school. The presence of eggs (nits) does not automatically warrant exclusion providing the hair has been treated.

INCURSIONS - Look out for what exciting learning opportunities are visiting the school. The school endeavours to expose the students to a variety of learning and cultural activities, from visiting artists and writers to volunteers and special interest groups.

INDEPENDENCE – Parklands School aims to encourage the children to be independent with such things as shoes and socks, and to be responsible for articles of uniform such as hats and jackets that may be taken off and on during the day. Parents can help by following through at home by encouraging children to pack, carry and unpack school bags each day. Also by making sure all items are clearly labelled or easy to identify.

IN-TERM SWIMMING LESSONS – Once a year students from Year 1 to year 7 will participate in-term swimming lessons. The children will travel on the bus to the Albany Leisure and Aquatic Centre. Students will travel by bus to and from the centre. Parents are welcome to attend.

JEWELLERY – For safety reasons, no jewellery should be worn at school other than a watch, a medic alert bracelet and plain gold or silver ear studs.

KINDERGARTEN TIMES – Kindergarten children attending morning sessions should arrive by 8.45 am and be collected by 11.45. Kindergarten children attending afternoon sessions should arrive at school by 12.15 and be collected at 3.00pm.

LIBRARY – Students of all classes from Pre-primary up are involved in the school’s library program and have a weekly library day. Check with your child’s teacher. Children need to bring a library bag on library day to transport their books. This can be bought at the uniform shop.

LIBRARY HELPERS – Parents who can spare time to assist with covering, labelling and repairing library resources are greatly appreciated. Class teachers may also appreciate help with covering class readers from time to time.
L.O.T.E – (Languages other than English) Parklands School offers students one session per week of Italian. A visiting language teacher conducts this class. Italian is offered to Pre-primary through to Year 7 children.

LUNCHES – Please send plenty of food as the children often get very hungry at school through their learning and play! Healthy lunches are encouraged. Some suggestions for suitable items to include in a lunchbox are: - sandwiches/rolls, fresh fruit and vegetables and crispbreads.

The School offers a canteen lunch on a Monday and Friday in co-operation with a local primary school. Healthy hot and cold lunches may be ordered on Monday and Friday morning before 9am. Prices are very reasonable.

Please only send water for children to drink at school. Crisps, chocolate and confectionary items should not be brought to school please.

MEDICATION – Parents of children who require medication in school time should contact the office to sign a permission slip. Medications can only be accepted in the container in which they were obtained from the Pharmacy, clearly labelled with the correct dosage.

MONTESSORI METHOD - The Toddler Group and Kindergarten are run on Montessori teaching principles, and the Pre-primary and Primary classes are based on a unique blend of the Australian Curriculum enriched with Montessori philosophy, methodology and resources. We have multi-age classes in which children learn at a pace and level appropriate to each individual. There is an emphasis on independence, peer teaching and co-operative learning in a caring, nurturing environment.

MUSIC – Once a week a visiting music teacher teaches all classes from PP to Year 7 and children are required to bring a display folder for their music notes. Our current music teacher also offers private singing and piano lessons and parents can contact her directly if they wish to enquire about these. We also have private violin tuition available.

OPEN DOOR - Parklands School welcomes suggestions and comments from parents and takes seriously issues and concerns that may be raised. If you have an issue or a question please be assured that we have an interest in resolving it! Most questions can be answered in the first instance by the class teachers, and the best time for this is after school or by appointment.

If this isn’t satisfactory you may choose to make an appointment to see the Principal.

PARENTS AND FRIENDS COMMITTEE (P & F) - The P & F is a group of parents who share an interest in improving the school and its resources. It organises a variety of fundraising activities throughout the year. Please feel free to join the meetings “obligation free”, check the school newsletter for dates.

PICKUP – Kindergarten and Lower Primary will release your child to you or a grandparent/friend/carer (you have to nominate this person with teachers prior to pickup). Please make sure you are there on time!
PLAYGROUP – Tuesday and Thursday mornings from 9-10.30am are playgroup times at Parklands. The playgroup offers a nurturing environment for children to experience their first structured contact with other children and is available to families from infants to 3 years, together with their parents/care givers. Please check with the school office for vacancies!

PUNCTUALITY – Parklands School is committed to a whole school literacy and numeracy programme all mornings five days a week. We work hard to safeguard this time and in order for your child to maximize their learning it is essential to arrive by the start of school at 8.45am. If you find you will be unavoidably late, please contact the School.
A reminder that school times are:

KINDERGARTEN 8.30am to 11.30am
12.00pm to 3.00pm

Pre-primary to Year 7 8.45am to 3.10pm

READING – Books are exchanged at the teacher’s discretion – usually daily. At home parents are requested to listen to 10-15 minutes reading per session. The reading books will be appropriate for the level of the child and should be an enjoyable experience.

RELIGIOUS EDUCATION – Children in Years 1 to 7 have one session of Religious Education per week. R.E. classes follow the Religion in Life Program; the lessons are non-denominational and aim to strengthen Christian values in the children.

SCHOOL BAGS - As bags are identical, an identifying ribbon or mascot should be attached to the outside of the bag to assist in identification.

SCHOOL BOARD – The Board comprises local committed volunteers, all of whom have wide-ranging educational and/or commercial experience. A list of Board members is available from the school office.
The Board’s role is to advise and make decisions concerning the development of the School. As Parklands School is a non-profit making incorporated association, neither the School Board nor the Principal has any ownership of the School.

SCHOOL CONCERT – The school holds a concert towards the end of Term 4 to farewell our Senior students and to celebrate the year gone by. The concert is also an opportunity to celebrate and publically acknowledge the achievements of our students. This is a popular event and is open to the larger school community.

SCHOOL FEES – Accounts for term fees are posted out at the commencement of each term. Payment is requested within two weeks unless special arrangements are made with the bursar. Fees may also be paid annually by requesting an annual invoice at the beginning of the year. Direct debit or internet banking arrangements are possible and some families choose to pay fees through Centrepay (Centrelink). The school has an eftpos machine.

SCHOOL NURSE – The school nurse provides free vision and hearing checks for Pre-primary aged students and the Year 7 immunizations. Consent forms are sent home with students and returned to the school. The school nurse service is also available for appointments for parents with queries about all students.
SCHOOL UNIFORM – We have added a whole page to clearly outline the school uniform for Parklands School. Please note that the uniform includes shoes, socks, hair ties, and school bags. All items can be purchased at the school. Children should arrive and leave in correct uniform. Please ask if you are unsure of any item of uniform as wearing it is a condition of enrolment.

SCHOOL UNIFORM DAY/SHOP – Please try to order uniform requirements prior to uniform days when the uniform shop is open for collection of items. Order forms will be sent home with the school newsletter twice a year. However, if you need something outside the bulk order dates please contact the school office. Parents can purchase and re-sell second hand items of uniform through the shop.

SPECIAL NEEDS – So that the school can responsibly care for your child, please disclose any health or learning needs to the Principal during the enrolment interview. Please also inform your child’s teacher and record on the emergency cards held in the school office any allergies, conditions or special needs your child may have.

SPORTS DAY – This is an annual sporting event held at the Athletics ground on North Road. Weather permitting, this event takes place in November. All school children from Kindergarten to Year 7 participate in events. Children form two factions: red and gold and compete in a number or races and other games. A bus service to and from the school will operate for students. Families are invited to attend for the day.

STATIONERY – A list of stationery requirements will be issued to current students at the end of the school year in preparation for the commencement of term in the new school year. Alternatively, this list will be issued on enrolment if the child enters school at a later date. Other expenses for classroom consumables are incorporated into school fees.

SUNSMART – the school encourages a sunsmart attitude. Outside playtime and sun exposure are limited and children must wear a school uniform hat for protection at all times.

SUPERVISION – Parents/guardians who collect children from school are responsible for the child/children once they have been handed over by the class teacher. Teachers are unable to leave the classroom whilst they have other children in their care – hence their duty of care for your child ceases once the child has been handed over to the adult responsible for his/her collection from school.

TERM CALENDAR – This helpful calendar is prepared at the beginning of school terms and is sent home attached to the school newsletter. The school is forecasting the many upcoming dates and activities as best as possible – very handy, stick it on your fridge!

TOYS – Children are discouraged from bringing toys to school. Items for news should ideally be something from nature, things of cultural interest or something the child has made at home.

VAC SWIM – Vacation Swimming lessons are held during the October and December/January School holidays for children 5 years and older. Information and booking forms are distributed by the school office and are forwarded with payments to the VacSwim Office in Perth.
Each child will be expected to wear the Parklands School uniform. This may be purchased through the school office. It is important that all items of clothing and other belongings are clearly labelled with the child’s name.

Why we have a school uniform:
1. It builds “espirit-de-corps”
2. It ensures that children are in comfortable clothing suitable for a range of activities they will need to perform in a school day.
3. It reduces peer pressure to conform to the latest fashion trends.
4. It identifies the School in the eyes of the general public.
5. It leads to better self-discipline when the children are in public.
6. It reduces costs to the parents.

School uniform for girls:
- Navy short-sleeved polo shirt with logo
- Tartan pinafore dress
- Tartan skort may be worn on warm days and for sport
- Navy or white ankle socks or navy tights
- Navy zip-front jacket with logo or
- Navy V-neck pullover in polycotton or wool mix
- Navy shorts
- Navy trackpants
- Shoes or boots – black leather or navy sandals
- Navy school hat with logo
- JEWELLERY – For safety reasons, no jewellery should be worn at school other than a watch, a medic alert bracelet and plain gold or silver ear studs or sleepers.
- HAIR – Students who have shoulder-length hair or longer must have it tied back off the face with a band, navy, white or cream ribbons or scrunchies. Other hair decorations are not suitable for school.
- Parklands School back pack.

School uniform for boys:
- Navy short-sleeved polo shirt with logo
- Navy shorts
- Navy trackpants
- Navy trousers
- Navy zip-front jacket with logo or
- Navy V-neck pullover in polycotton or wool mix
- Navy socks
- Shoes or boots – black leather or navy sandals
- Navy school hat with logo
- Haircuts for boys should be appropriate for school.

Sports Uniform (On designated Sports Days Only)
- Shorts
- Trackpants
- Skorts for girls if preferred
- Polo shirt
- Slouch hat
- Appropriate sport shoes

Jackets for boys and girls
The purchase of all-weather jackets in bottle green is optional, however if a child chooses to wear a jacket, it must be the preferred uniform jacket.
GRIEVANCE POLICY

Parklands School welcomes suggestions and comments from parents and takes seriously complaints and concerns that may be raised. We have a system for dealing with complaints or grievances and we wish parents to know that a complaint or grievance will be treated as an expression of genuine dissatisfaction that needs a response.

The school undertakes to use a process of non-violent communication (NVC) to mediate on a basis of identifying own and others needs and looking for solutions to arise from that.

We wish to ensure that:

• Parents wishing to make a complaint know how to do so
• We respond to complaints within a reasonable time and in a courteous and efficient way
• Parents realise that we listen and take complaints seriously
• We take action where appropriate.

How to make a complaint

• In all cases it is preferable to address your concern directly with the person to whom it concerns.
• If the issue is unable to be resolved, get a mediator involved to help both parties hear each other’s needs and work to an agreed solution. This person may be the office administrator, a class teacher, or the Principal, depending on whom the person most closely concerned with the problem, happens to be. Telephone or speak in person with a staff member at Parklands School.
• Be as clear as possible about what is troubling you.
• The complaint may be something small that is bothering you. The School is here for you and your child and we want to hear your views and ideas. Contact the appropriate member of staff.
• Remember that you are entitled to complain if you are concerned.
• The majority of problems raised by telephoning or face-to-face can be resolved immediately and to your satisfaction.

Written complaints

• If you have made a complaint or suggestion in writing, we will contact you within 5 working days, to respond to your concerns and explain how we propose to proceed.
• In many circumstances, the person you contact will need to discuss the matter with a colleague and consider it further before responding. You will be given a date by which time you will receive a response.
• If detailed exploration of the issue is needed, a letter or report will be sent to you as quickly as possible. This will tell you the outcome of your complaint. It will explain the conclusion, the reasons for it, and any action taken or proposed.
GRIEVANCE POLICY

Confidentiality
Your complaint or concern will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Principal and those directly involved. The Chairman of Parklands School Board may also need to be informed. It is the School’s policy that complaints made by parents should not rebound adversely on their children.

We cannot entirely rule out the need to make third parties outside the School aware of the complaint and possibly also the identity of those involved. This would only happen when, for example, a child's safety was at risk or it became necessary to refer matters to the Police. You would be fully informed.

While information relating to specific complaints will be kept confidentially on file, we would point out that anonymous complaints might not be pursued. Action, which needed to be taken under staff disciplinary procedures as a result of complaints, would be handled confidentially within the School.

When a complaint has not been resolved
- We would hope that you feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered. If you are not satisfied, the Principal will offer to convene an internal meeting or refer the matter to the Board chairman.
- You may write directly to the Parklands School Board Chairman. The Chairman will then call for a full report from the Principal, and will examine matters thoroughly before responding.

This may result in a positive solution, but if it does not, the Chairman will invite you to a meeting. You may wish to be supported by a friend, but legal representation would not be appropriate at this stage.

STUDENT COMPLAINTS
Children at Parklands School may raise concerns with any member of staff with whom they feel comfortable, whether it is the class teacher, a member of the support staff or the Principal.

Complaints that may seem trivial will be handled seriously because the children need to find confidence to raise them in order to raise something more painful such as bullying. We have a special policy outlining a procedure to deal with bullying.

Serious complaints
If the issue is a painful one, or if exploration of it is taking time, a student may need support from another student or from an adult. Students are encouraged to choose a person with whom they feel comfortable to provide support.

School programs
At Parklands School, we incorporate personal, social and spiritual education programs in the curriculum. Children learn how to deal with issues, how to support others and understand that their views matter.
GRIEVANCE POLICY

COMPLAINT ABOUT THE PRINCIPAL BY A PARENT
• Parents should make an appointment, through the office to see the Principal.
• If parents are unhappy with the Principal’s response they should make a second appointment. At this meeting both parties should have at least one witness present so that all relevant information is properly discussed and another attempt a resolution made.
• If parents are unhappy with the Principal’s determination they should write to the Chairman of the School Board outlining their complaint. The letter should be given to the Board Secretary. This may be done through the School Office or mailed to; The Secretary, Parklands School Board, PO Box 377, ALBANY WA 6331. The Chairman, at his/her discretion, may call a meeting of all concerned and act as, or appoint, a mediator or he/she may take the issue to a School Board meeting or take some other course of action.
• A decision by the School Board will be the school’s final decision.
• If a parent is not satisfied with the decision of the School Board they may wish to take the matter to an outside agency of seek legal advice.

DISPUTES BETWEEN STAFF
• The staff member feeling wronged should arrange to meet with the other staff member at a time and place convenient to both so that the issue can be openly discussed and resolved.
• If the parties cannot resolve their dispute they should discuss the problem in the presence of the Principal who will endeavour to suggest a way forward.
• If the parties are unhappy with the Principal’s suggestions/requirements they should ask the Principal to arrange a meeting with the Chairman of the Board. The Chairman, at his/her discretion, may call a meeting of all concerned and act as, or appoint, a mediator or he may take the issue to a School Board meeting or take some other course of action.
• A decision by the School Board will be the school’s final decision.
• If a staff member is not satisfied with the decision of the School Board they may wish to take the matter to an outside agency or seek legal advice.

COMPLAINTS ABOUT THE PRINCIPAL BY A STAFF MEMBER
• The staff member should make an appointment to see the Principal. Staff are encouraged to be open and honest about any problem.
• If the staff member is unhappy with the outcome of the meeting they should arrange a second meeting to which they invite a witness.
• If after the second meeting the teacher believes that the issue has not been resolved, they should write to the Chairman of the School Board outlining their complaint. The Chairman, at his/her discretion, may call a meeting of all concerned and act as or appoint a mediator, or he/she may take the issue to a School Board meeting or take some other course of action.
• A decision by the School Board will be the school’s final decision.
• If the staff member is not satisfied with the decision of the School Board they may wish to take the matter to an outside agency or seek legal advice.

OTHER COMPLAINTS
All complaints and disputes should be settled using the guidelines stated at the beginning of this policy statement. The Principal is always available to help settle any complaint or dispute and should be contacted at the School Office.
CLASSROOM ISSUES: CHAIN OF COMMUNICATION

Parent makes contact with class teacher to discuss issue

If the issue remains unresolved parent or staff member may make contact with the Principal for a formal meeting

Principal may seek assistance from external agencies: Non-government Schools Psychology Services, School Health Services, and Department for Child Protection

Principal may either act upon the issue raised by the parent or convene a meeting between parent and teacher. Principal reports back to parent

Principal may take issue to Board at his/her discretion or at request of parent

Board recommends course of action or acts as required

If not resolved an independent arbitrator or lawyer may be called in