



**PERTH WALDORF  
SCHOOL**  
Steiner Education

# **Parkerville Campus School Handbook**

*“Receive the children in reverence*

*Educate them in love*

*Let them go forth in freedom”*

*Rudolf Steiner*

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## WELCOME TO 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.

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 heart of the Waldorf method is the conviction that education is an art - it must speak to the child's experience. To educate the whole child, the heart and will must be reached, as well as the mind." Rudolf Steiner*

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

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

The Perth Waldorf School aims to:

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

## Parkerville Campus School Hours

| Parkerville Campus                          | Mon    | Tue | Wed | Thurs                                     | Fri |
|---|--------|-----|-----|---|-----|
| <b>Main Lesson</b><br>8.35am -10.35am       |        |     |     |   |     |
| <b>Recess</b><br>10.35am – 10.55am          | Recess |     |     |   |     |
| <b>Middle Lessons</b><br>10.55am - 12.45am  |        |     |     |   |     |
| <b>Lunch</b><br>12.45pm - 1.30pm            | Lunch  |     |     |   |     |
| <b>Afternoon Lessons</b><br>1.30pm - 3.20pm |        |     |     | <b>Early Finish</b><br>1.30pm -<br>2.25pm |     |

## Bibra Lake Campus 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/ 0492 921 763  
Absences: parkerville@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

## Primary Faculty

The Primary 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 a 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.

## **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 & Friends Association (P&F), 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 – ‘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 additional 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 in various class and school community activities.

Duties may include:

- Setting up text/email communication with all parents in the class.
- Notices to parents
- Setting up cleaning and other class task rosters
- Organising parent helpers for community activities in conjunction with Carers from other classes eg: Festivals, Open Day
- Supporting the teacher for any requirements for Parent Nights
- Carers also provide a communication link between the parents and the P&F – through attendance at P&F meetings and/or receiving meeting minutes - and Community Support Officers.

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**

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

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

### **Community Support Officers**

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.

### **Messages**

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

**Pabulum**, our weekly newsletter, is available on the school website. There are also hard copies available at the two bus shelters on the school grounds.

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

### **What to Bring**

- A bag which can hang on a hook.
- Hat – plain colour, preferably a broad-brimmed, bucket style or legionnaire-type hat with neck protection that can be left at school. Hats are compulsory all year round.
- Raincoat.
- A nutritious waste free morning tea and lunch (no sweets or chips please).

Parents receive a Booklist in fourth term for the following year.

## **Lunches**

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

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

## **Recorders**

A recorder is supplied by the school but paid for by the parents. The approximate cost of \$109.00 (incl GST) will be added to your account unless the student already has one.

## **Lost and Found**

Please check on a regular basis for missing belongings. Unclaimed items will be washed and donated to charity. 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 for adequate transition from the traveling to school and the main lesson itself. **Please be punctual** as it can be very disturbing for the class when students arrive late.

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

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

On PWS Open Day there will be a dedicated space at the Bibra Lake campus to showcase Parkerville Campus. Photos and displays from the campus, student Main Lesson books and other class work, class teachers and guardians to speak to and live performances by the students will be available.

As the Parkerville Campus expands on the next few years, an Open Day experience will be on site. In the meantime tours will be held regularly.

## **Absenteeism**

Parents are required to notify the school when their child will be absent. Please contact us by 9am: Text: 0429680969 Email: [absenceparkerville@pws.wa.edu.au](mailto:absenceparkerville@pws.wa.edu.au) Voicemail: 0492 921 763. 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.

## **Pick-Up Times**

School finishes at 3.20pm Monday to Friday, except **Thursday at 2.25pm**. Please support the end of the teaching day by not creating a distraction for the children, and by **picking your child up on time**.

Please collect your child from the designated area or from the class verandah.

If you need to pick up your child during school hours, please visit the classroom and sign your child out using the Student Register.

## **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.**

## **Class Camps**

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

**Class 7** – “The Age of Discovery” main lesson. Sailing Camp for 5 nights. Cost: approx \$700 - 750 per student.

Parents who help with conducting these camps are required to have a valid Working with Children Check card (WWCC) and adhere the school Code of Conduct.

## **Smartrider Travel Pass**

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

Type in the web address and select the Perth Waldorf School and then enter the details of your child/ren. You can pay with a credit card to confirm the order.

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

## **Bike Riding**

We encourage children to ride bikes to school. 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 and Drop Off**

### ***Parking within school grounds is restricted***

Please park in the shared overflow area adjacent to the Silver Tree Steiner School carpark or drop your child at the 'Kiss and Ride'.

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

Each of the four seasons offers reason for meaningful celebration together. Also, at Christmas, Easter and birthdays, through the use of symbols, music and traditional food shared together, we take the opportunity to build a quiet and reverent space in otherwise busy lives. Each of the Festivals has its own atmosphere but common to all is the celebration of the gift of life and the earth's gifts to us all. Each celebration has space for wonder, gratitude and joyful participation. Notice of coming Festivals will be via the class Teacher and the school newsletter, "The Pabulum".

## **Communication**

Regular communication between parents and teachers underpins the effective delivery of the Waldorf curriculum. The class Teacher/Guardian (high school) is available to discuss queries about the School's pedagogical approach and philosophy. If you have any concerns at all, no matter how small they may seem, please arrange a time with your Teacher/Guardian for discussion. Please abide by the

Teacher/Guardian's request regarding suitable times to contact them after school hours.  
If you have any administrative issues, please approach the administration staff in the office.

### **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 Teacher at any time throughout the year to discuss their child's progress.

### **Pastoral Care**

Children's safety and well-being is the highest priority at Perth Waldorf School. Children may be referred to our pastoral care worker by the class Teacher. Students may also request an appointment through the class teacher. The pastoral care meeting is a safe space where a child's concern can be heard and support given. Appropriate information may be shared with the class Teacher and parents. The child may also be referred to external support agencies, after parental consultation.

### **Dress Code**

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

### **Clothes**

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

- Tops shorter than hip length
- Tops or dresses which do not cover the shoulders
- Revealing clothing such as very short dresses, skirts and shorts
- Trousers that drag on the ground
- Very tight clothing
- Clothing which is dirty, untidy or has tears
- Short shorts. The hem is to be longer than where the end of the palm reaches when the child stands with arms by their sides.
- Logos are to be no larger than the wearer's closed fist
- Hats are to be worn all year round when outside. No hat, no play.

## **Footwear**

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

## **Hair**

Shoulder length hair must be tied back. Coloured hair is not permitted.

## **Jewellery & Makeup**

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

## **General**

As mentioned above, there may be additional dress requirements for particular subjects e.g., solid shoes for woodwork and science lab or hats and running shoes for sport. Teachers will inform students of any special requirements when lessons commence. In Term 1 and 4, hats are to be worn during all outdoor activities. Bucket, surf or broad brimmed hats – no caps.

If children do not follow the dress code, then the following should occur:

1. The class teacher will remind the child of our school dress code. Shirts with advertising or caricatures can be turned inside out. Singlets or midriff tops will need to have a jumper over the top.
2. If the child wears inappropriate clothing again they may be asked to put on a suitable replacement at school. A note will be sent home to the parents reminding them of the dress code.
3. If the child continues to wear inappropriate clothing the child's parents will be phoned and asked to bring a change of suitable clothing to school or to collect the child.

## **Television, Films and Computers**

Your decision about the use of electronic media is an important educational and health one. Notwithstanding that television is part of our modern information and entertainment culture and can be used as an educational tool, we must be aware of the harmful effects on a developing child. Some of these effects are to do with content which can be minimised through careful adult monitoring. The more acute and less tangible effects are to do with the medium itself. The following information is given to help deepen your understanding of, and commitment to, the school's media policy.

The two major harmful effects are as follows:

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

### ***Thinking***

By giving the child fixed images, they do not have to exercise their own imagination to create mental pictures. Research indicates that reading, comprehension, verbal skills and imaginative thinking improve when the television is put away.

### ***Feeling***

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

### ***Willing***

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

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

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

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

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

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

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

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

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

## Media

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

- Children under 9 years should not spend time on screens including television, videos and cinema, play computer/video games or use iPad or smart phone.
- Children between 9 and 11 years may watch suitable programmes during holidays but should refrain from other screen time.
- Children 11 years onwards may watch suitable programs during holidays, Friday evenings, and Saturdays. No other screen time.

## Electronic Media

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

## Mobile Phones

Students may only bring mobile phones to school with parental approval. Mobile phones must be switched off and kept out of sight during school hours and while on the school premises, except with the permission of a teacher.

Media devices and mobile phones will be confiscated if the above is abused and can be returned to the parent/guardian on request. 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, teachers 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 check-ups 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 child often appears "well" after an illness; however, the body still needs full recovery time.

### **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 illness/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 teacher about the child's condition, and if the teacher 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. Teachers 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:

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

### **Behaviour Management**

The teacher, with strength and purpose, aims to instil in students an appreciation of clear order and respect for others, and is committed to ensuring a safe caring environment, which promotes personal growth and positive self-esteem for all.

A developmentally appropriate restorative approach to discipline is implemented throughout the primary school.

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

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

At all times, the emphasis is on positive behaviour and the students receive positive feedback and encouragement for following the rules and working well with the teacher and their peers. Teachers will assist students towards positive communication skills that will enable them to work through problems that arise in the classroom or the playground.

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

#### ***Step 1***

If behaviour is seriously disruptive or inappropriate, the child's parents will be informed and involved in some of the following steps, whichever may be appropriate or necessary:

- Parent interview.
- Discussion about the child with other teachers and specialists.
- 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.
- Faculty may hold a Child Study.

### **Step 2**

- From the above, specific recommendations for remedial steps and expectations of behaviour change will be made.
- An IEP or Behaviour Management Plan will be agreed upon. 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 Behaviour Management 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 classroom and running away.
- Destruction or vandalising of school property.
- Unreasonable and significant escalation of violence.
- Repeated or extreme crude behaviour or offensive language.

### **Step 4**

Parents 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 Behaviour Management Policy repeatedly in the school year or there is a serious enough incident, the school reserves the right to cancel the child's enrolment.

## **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](mailto: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.

The Grievance and Concern Flow Chart outlines the appropriate procedure for raising a concern. It can be found on the school's website.

### **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**

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 that 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.

“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

*Updated January 2022*