



WEST PYMBLE PUBLIC SCHOOL

COMMUNITY ACCESS PROCEDURES – APPROACHING YOUR SCHOOL

At West Pymble PS we actively encourage our parents, caregivers and community members to participate in school life. As educators we recognise and value the skills and abilities that adults can share with children and we acknowledge the positive impact that this involvement has on increasing the learning outcomes of our students.

Schools are places where students, staff, parents and visitors need to feel safe and secure. Ensuring that our school remains a pleasant and safe place for all is the responsibility of all who enter the school grounds. Students' behaviour is dictated by the Department of Education's Student Welfare Policy and the Fair Discipline Code and teachers follow a Code of Conduct also mandated by the Department of Education.

It is with this in mind that we have developed a set of Community Access Procedures. This document will make clear the procedures that need to be followed so that issues can be resolved with minimum disruption to student learning.

This document will promote mutual respect for all stakeholders and a harmonious, nurturing and caring environment in which we can all grow and learn in partnership.

HOW TO APPROACH YOUR SCHOOL

CONCERN	APPROPRIATE ACTION
The academic progress of own child	<ul style="list-style-type: none"> Directly contact the child's teacher either by note, by phone or in person to arrange a suitable time to discuss any issues.
The welfare of own child	<ul style="list-style-type: none"> For minor issues directly contact your child's teacher to clarify information. For more serious concerns, contact the office. State nature of concern and arrange a suitable time to talk with class teacher or appropriate staff member. To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. Please contact the office.
Actions of other students	<ul style="list-style-type: none"> Contact the class teacher for a classroom problem. Contact the assistant principals or principal for playground problems.
School policy or practice	<ul style="list-style-type: none"> Contact the office. State nature of concern and make an appointment to see the principal and/or appropriate member of staff.
Actions of a staff member	<ul style="list-style-type: none"> Contact the office and state concerns to the principal. Arrange to meet directly with the Principal

NB No parent is to directly approach another person's child. The school will deal with issues between students as part of our Discipline and Welfare Policy.

If all avenues have been exhausted and a satisfactory outcome has not been reached then you may consider lodging your suggestion, complaint or allegation in writing. In such cases the policy "Responding To Suggestions, Complaints and Allegations" available at https://www.det.nsw.edu.au/policies/general_man/complaints/resp_sugg/pd02_51_complaint.pdf will be followed.

EXPECTATIONS AND RESPONSIBILITIES

PARENTS' EXPECTATIONS	PARENTS' RESPONSIBILITIES
Have my child experience the best education possible	Accept and support my child's educational abilities. Present my child at school every day and on time except in circumstances of illness and family issues. Organise holidays including overseas trips in school holidays. Keep my child at home if he or she is medically unfit to attend school.
Have accurate information about my child's progress	Read all reports and keep in a safe place for future reference. Attend parent teacher night to learn about class programs and routines. Attend teacher and parent interviews. Contact teachers to discuss any concerns about progress.
Have effective home and school partnerships	Read all notes and bulletins. Return all correspondence promptly Inform the school promptly of relevant facts which may effect my child's education. Ensure that students complete all homework tasks.
Expect my child to be safe at school	Teach my child the safety measures necessary for participation in everyday activities Road safety, stranger danger, hygiene procedures, personal information
Be informed of all disciplinary concerns regarding my child	Instruct my child as to acceptable standards of behaviour. Support the school in its insistence on adherence to the school rules.
Be involved with my child's sporting pursuits	Remember children compete for enjoyment. Demonstrate appropriate social behaviour by not using inappropriate language or harassing players, coaches or officials. Encourage your child to accept and show respect for the officials' decisions. Show respect for your team's opponents.
Enter school grounds and attend school functions	Demonstrate appropriate social behaviour including not using inappropriate language. Not to interrupt class during learning time. Not to allow domestic or personal disputes impact on the routines of school. Not smoking on school grounds and/or the vicinity of students.
Have suggestions, complaints and allegations dealt with in a fair and expedient manner.	Follow the school procedure to address the issue. Behave in an appropriate social manner. Discuss the issue in a calm and reasonable manner.

NB. If a domestic or personal dispute impacts on the school or school routine, all parties will be asked to leave the school grounds.

THE INCLOSED LANDS PROTECTION ACT (1901)

Failure to act in an acceptable manner may lead to exclusion from the school grounds under the *Inclosed Lands Protection Act (1901) and its Amendments* following procedures established by the Department of Education for:

- Actual physical assaults or intimidating behaviour on students, staff, parents or community members at the school or during the course of school activities;
- Behaviour in a manner in the presence of students, staff, parents or other visitors to the school that causes alarm or concern to the students, staff, parents or other visitors;
- Use of offensive language (i.e. swearing) in the presence of students and staff;
- Persistent interruptions to the learning environment of the school such as entering classrooms without permission;
- Persistent entry to the school site without permission or legitimate reason.

Drafted by	Principal	Approved	Executive	Review date	Executive
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