Churchlands
Primary School

Talking with My School – Guidelines
Churchlands Primary School

As a parent or carer, you play a vital role in your child's learning. At Churchlands Primary School, we believe that building a positive relationship between home and school plays an important part in the education of your child. Effective communication is the key to the success of this relationship.
We are committed to responding promptly and helpfully to your enquiries, concerns, suggestions and compliments as outlined in the Raising Concerns Policy.
We also provide information about support services for children with additional needs, intensive language classes, special programs and our policies and procedures. Below is some useful information as a guide if you require avenues to raise an enquiry or concern.

Where to start

Before contacting us with an enquiry or concern, we suggest you:

- talk with family and friends to clarify your enquiry or concern
- write down your enquiry or concern
- make a list of relevant information specific to your enquiry or concern
- take a support person with you if you feel nervous about talking about your enquiry or concern.

School	P&C (Parents and Community)	School Board
It is expected the vast majority of matters will be raised and managed by the school. These include: • child(ren)'s learning, development and wellbeing; • supporting in classrooms; • the organisation, delivery and management of school activities and programs; and • queries, concerns and complaints.	Matters relating to: • community initiatives; • school uniform sales and enquiries; • parent directory; • school canteen; • volunteering; • P&C fundraising and community events (Lapathon, stalls, Book Fair, Sundowners etc)	Matters relating to; • broad strategic directions as articulated in the Business Plan; • Board meetings and membership; and • Major sponsorship opportunities

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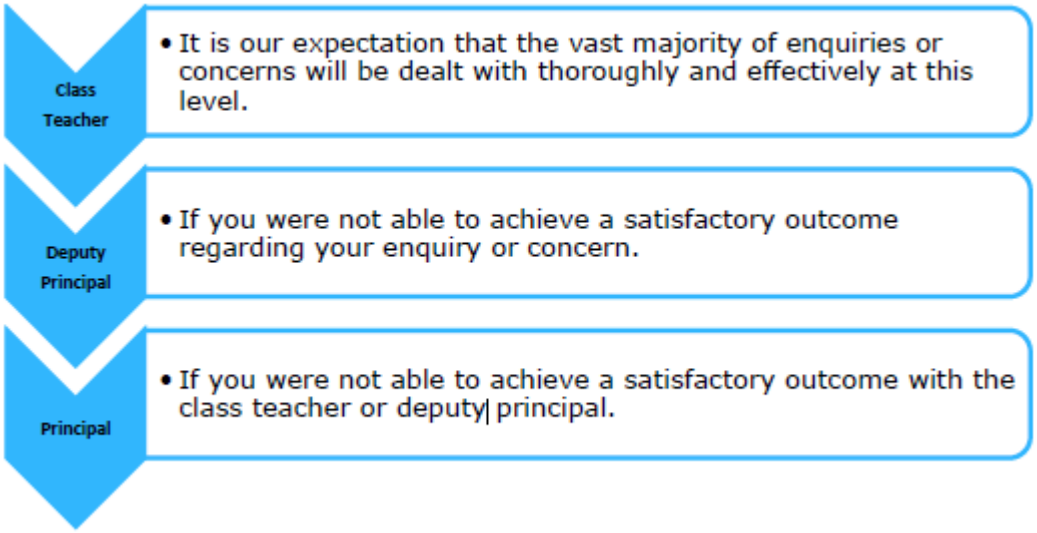
The next step is to arrange an appointment with the most appropriate person at the school. This can be done by phoning the main office or speaking or emailing the person directly.



So that we can deal with your enquiry or concern thoroughly and effectively, we ask that you direct it to the most appropriate person. The information below is designed to help you.

Class Teacher
We expect that your child's class teacher is the most appropriate person to address the majority of your enquiries or concerns including:

- Emotional wellbeing (happiness at school or other factors that may affect learning e.g. Changes in family circumstances, serious illness, bereavement)
- Social wellbeing (friendships matters, bullying)
- General behaviour (incidents at school or home)
- Academic progress
- Homework
- Assessment
- Attendance
- Any other aspect of school life that is impacting on your child's education.

NB If your enquiry or concern relates to a specialist teacher e.g. Art, music, physical education, STEM, Italian, please direct your enquiry or concern directly to that teacher.

Deputy Principal
Luke Johnson (1.0)
Luke.Johnson@education.wa.edu.au

- Curriculum Leader – Maths/Data
- All matters relating to teachers and students in Years 3-6 that have **not** been resolved with the class teacher(s)
- Data
- All matters related to Digital Technology

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Deputy Principal
Jo Morgan (.60)
Joanne.Morgan@education.wa.edu.au

- Curriculum Leader – Maths/Data
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- All matters relating to teachers and students in Years K-2 that have **not** been resolved with the class teacher(s)
- Data
- Student Services including;
- Special Educational Needs
- Students at Educational Risk (SAER)

Deputy Principal's
Rosie Russell (.40)
Rosie.Russell@education.wa.edu.au

- Curriculum Leader – Writing/Data

Principal
Kim.Fraser@education.wa.edu.au

Discuss your enquiry or concern with the principal if:

- You were not able to achieve a satisfactory arrangement regarding your enquiry with the class teachers or deputy principal.
- Your enquiry or concern is about the conduct of a teacher or another member of school staff.
- Your enquiry or concern is regarding a major safety, security or legal matter.
- You would prefer to consult with the Principal from the onset.

Administration office
churchlands.ps@education.wa.edu.au

- General enquiries
- Enrolment
- Student absence

School Board
Nick Payne – Chair
nicholaspayne76@gmail.com
The purpose of the School Board is to enable parents and members of the community to engage in activities that are in the best interests of students and will enhance the education provided by the school.

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Parents and Community (P&C)
http://www.churchlandsps.wa.edu.au/parent-info/p-c-association/
churchlands.pc.secretary@gmail.com

The P&C provides a forum where parents can discuss initiatives and work together to improve any aspect of school life for our children. Enquiries can relate to:

- Joining and contributing to the P&C at meetings
- Ideas and offers of assistance in school initiatives, project or events.
- Contributing ideas and assistance to the Canteen, Grounds Committee, Uniform shop, Fundraising and social events, sustainability projects, School Banking and Book Club
- Volunteering as a class parent
- Refer to the school website for further information http://www.churchlandsps.wa.edu.au/

Enquiries or concerns directed at this level include matters pertaining to the school's objectives, priorities, sponsorship and general policy directions.
School management, operational matters and matters of educational instruction should be directed through appropriate school channels. Refer to the school website for further information
http://www.churchlandsps.wa.edu.au/

2022

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