Welcome back everyone. Our gorgeous kindergarten students started today. It was lovely having so many parents and grandparents here to see the children begin their exciting journey at Wollongbar.

Thank you to everyone for being so patient and respectful while we waited for enrolments to stabilise before we formed classes. Because numbers are so tight, we made the decision to keep the children together with their classmates and form classes just once, rather than forming classes a number of times and changing their classmates a number of times. Please be aware that if numbers increase during the term it will result in the formation of an 11th class and changes across the school.

Our Parent Information Evening is next week, Wednesday 11 Feb, 5-7pm. It’s an important time to come along, meet your child’s teacher and hear about the year ahead. The P&C will provide some supper under the COLA for you.

5.00-5.30  KH, KW & K/1W
5.30-6.00  1/2T, 1/2R & K/1W
6.00-6.30  3M,3/4H & 4K
6.30-7.00  5/6N & 5/6W

We love our school Canteen. Over the last year they bought resources for the classroom, supported special programs and the Year 6 Farewell, provided special food days and helped our children celebrate the end of the year with a Picnic Day. Can you be a Canteen volunteer? Canteen is a great way to make friends and get to know the children and school. The Canteen will start operating on Monday 16 February BUT we don’t have enough volunteers to keep the Canteen open on a Friday. Please contact Leigh and Anna if you can help out- see their attached note.

Thank you to everyone who came along to our first P&C meeting last night. We talked about classes, staffing, the Parent Information evening and much more. Our first fund raiser, the Alstonville Wollongbar Fun Run Challenge, is coming up soon. Please mark Saturday 14 March on your calendar. There is also a Facebook page for you to ‘Like’ and share with friends.

Included with this newsletter are two important policies for you to read and keep:

1. Approaching Your School: how to seek information and express concerns; how to request an interview.

2. Parents and Schools Policy: responsibilities, communication, involvement and participation.

Following these policies helps us to form and maintain strong partnerships so that we can have the best possible outcomes for each child. These two policies and procedures can also be found on our school website, under the Wollongbar PS policies tab, along with:
Thank you to everyone who came along and supported our Swimming Carnival on Monday. It was a great day!

Jennifer Thomas
Principal

School Swimming Carnival

Congratulations to all the students who participated in the swimming carnival on Tuesday. Well done to Cuthbert for winning the carnival.

Congratulations to the following students who are the 2015 Age Champions:

Junior Boys – Will  Junior Girls – Georgia
11yrs Boys  – Billy  11yrs Girls  – Saskia
Senior Boys – Rory  Senior Girls – Georgia

4 records were broken during the day.
Georgia broke 9yrs Girls 50m Freestyle & Junior Girls 50m Butterfly
Saskia broke 11yrs Boys 50m Breaststroke
Rory broke 12/13yrs 50m Backstroke

Congratulations to Georgia, Saskia and Rory.

42 students have been selected to participate in Ballina on Friday 13th February at the District Carnival. Good luck!

Thank you to the many parents who helped out during the day with timekeeping, putting up and taking down tents and showing support by cheering for their children.

House Captains for 2015

Newcombe
Captains  -  Chloe & Korin
Vice Captains  -  Kiara & Noah

Bradman
Captains  -  Aeryni & Lewis
Vice Captains  -  Sarah & Levi

Cuthbert
Captains  -  Amelia & Samuel
Vice Captains  -  Taylah & Will

Brendan Nobbs
PSSA Swimming Coordinator
### Extra-Curricular Opportunity

<table>
<thead>
<tr>
<th><strong>What is the activity?</strong></th>
<th></th>
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<tbody>
<tr>
<td><strong>SPORT</strong> – Boys and Girls School Knockout teams</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Who is it open to?</strong></th>
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<tbody>
<tr>
<td>Selection is open to students in Years 5 and 6. Depending on the number of students in Years 5 and 6 who try out for teams, selection may be extended to Year 4 students.</td>
<td></td>
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</table>

<table>
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<tr>
<th><strong>How will it be offered to students / families? How do students apply?</strong></th>
<th></th>
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<tbody>
<tr>
<td>• Trial days for selection will be announced at morning assemblies.</td>
<td></td>
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<tr>
<td>• Trials will be during lunchtimes depending on staff playground duties and the weather.</td>
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<tr>
<th><strong>What are the criteria for selection? (inc. who is selecting?)</strong></th>
<th></th>
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<tbody>
<tr>
<td>Teams will be selected based on:</td>
<td></td>
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<tr>
<td>• Level of skill demonstrated on the day of try outs</td>
<td></td>
</tr>
<tr>
<td>• Preference will be given to senior students, where skills are assessed as being even</td>
<td></td>
</tr>
<tr>
<td>☑ Where possible, two teachers will assist in the selection of teams.</td>
<td></td>
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<th><strong>How will the outcome be communicated?</strong></th>
<th></th>
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<tbody>
<tr>
<td>Students will be notified at the end of the selections.</td>
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</table>

### Merit Awards

A consistent incremental reward system operates throughout the school. Certificates are presented throughout the week and at assemblies for Gold and Platinum Awards. Gold and Platinum Awards are reported in the weekly newsletter.

All merit awards are processed by the front office each week. Awards can be handed into the office when students arrive at school. If your child’s Merit Awards are handed in by each **Tuesday morning** they will be processed for the Friday assembly of that specific week.

Processed merit awards will have a school stamp on the reverse side. Parents are reminded to check their child’s Blue & Gold Awards before they send them in to the office to make sure they **do not** have a school stamp on the reverse side. Unfortunately they cannot be processed again and will be returned to your child with a note.

For further information please see Kerry, Shannin or Lyn in the front office.

#### Step 1:
When Students have achieved **5 Blue Awards** they receive 1 Gold Award and a pencil at the following Assembly.

#### Step 2:
When Students have achieved **3 Gold Awards** they receive 1 Platinum Award

#### Step 3:
Students receive a **Platinum Award** at the next assembly

In addition, “House Points” are used for a variety of positive behaviours. These are tallied each week, with the winning house announced at weekly assemblies.
Remember ....If you would like to contact the P&C team please contact: Tash – M: 0407 968 561

We had a great meeting last night and welcome the new members to the P&C.

Annual General Meeting (AGM)

Our AGM is scheduled for Wednesday 4th March @ 7pm. It costs $1 to become a member, which gives you voting rights and the opportunity to stand for various P&C Committee positions. Fees are payable at the Annual General Meeting.

At the AGM all committee positions are declared vacant and paid members vote in a new committee. The committee is made up of the following positions:

President: is responsible for the successful functioning of the P&C Association and ensures that the P&C takes part in decision making processes in the school. The President chairs the meetings, fosters fair participation of all members and ensures that all new members feel welcomed. The President represents the P&C and is responsible for liaising with the Principal outside of meetings.

Two Vice Presidents: support the President and stand in for the President when required.

Treasurer: is responsible for all financial management. The Treasurer is responsible for reporting on all incomes and expenditure at each P&C meeting and is responsible for all funds held and handled by the P&C.

Secretary: is responsible for a range of administrative tasks such as preparing minutes and agendas, receiving and tabling correspondence, writing and despatch outgoing correspondence as required and maintaining official records.

We would love to have some new faces on board our committee and hope to see you in March.
**Alstonville Wollongbar Fun Run**

We are pleased to announce that the 2015 Alstonville Wollongbar Fun Run Challenge will be held on Saturday the 14th of March 2015.

We would also like to thank our wonderful sponsors:
- **Wollongbar Pharmacy** for the 5km walk
- **Summerland House Farm** for the 1km Junior Dash
- **Summit Sport and Fitness Centre** for the 5km run
- **Elders Alstonville** for the 10km run.

Entries are now being taken online please go to [www.alstonvillewollongbarfunrun.com.au](http://www.alstonvillewollongbarfunrun.com.au) or get an entry form from the office.

As well as lots of entries, we need parent volunteers to help marshal during each of the following time slots:

- 5/10km marshal – 6:30 – 8:15am
- 5/10km marshal – 8:15 – 10:15am
- 1km marshal – 7:30 – 8:30am

**Please email Catherine Black at wollongbarpc@gmail.com or call or text 0428824626.**

**News in the Canteen 🍋**

Welcome back!! We are aiming to open the canteen by the 16th February 2015. To do this we need volunteers ASAP. If you are available please email Anna- madmods@bigpond.com.au or fill out the attached form and hand it back to the office.

The canteen contact details are:
Leigh (Monday/Tuesday) on 0412 716 991 Email: Anna  (Monday - Friday) on 0410 594 676 Email: [madmods@bigpond.com](mailto:madmods@bigpond.com)

Thanks
Anna and Leigh
Canteen Coordinators

**Canteen**

<table>
<thead>
<tr>
<th>FRIDAY 6TH FEB 2015</th>
<th>MONDAY 9TH FEB 2015</th>
<th>FRIDAY 13TH FEB 2015</th>
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<tr>
<td>CLOSED</td>
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**Uniform Shop**

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<th>Day</th>
<th>Time</th>
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<tr>
<td>FRIDAY’S</td>
<td>8.45-915AM</td>
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**P&C Calender**

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<tr>
<th>What’s happening?</th>
<th>When?</th>
<th>Where?</th>
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<tbody>
<tr>
<td>P&amp;C AGM</td>
<td>Wednesday 4th MARCH 2015 - 7pm</td>
<td>Staff Room</td>
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</table>
Canteen Volunteer Information form:

Please complete the information below and return to the office.

Name:........................................................................................................

Contact Number:.....................................................................................

Email:........................................................................................................

Availability: (please circle)

1st Monday of each Month

2nd Monday of each Month

3rd Monday of each Month

4th Monday of each Month

1st Friday of each month

2nd Friday of each month

3rd Friday of each month

4th Friday of each Month

5th Friday when required

OR

If you are only available once a term please state which Monday/Friday you would prefer below:

........................................................................................................

Thank you volunteering your time in the canteen. Your help is appreciated by all the Families, Teachers and Students of Wollongbar Public School.

If you require any further information please contact Leigh or I.

Anna-0410 594 676

Leigh -0412 716 991

We look forward to working with you in 2014.

Thanks

Anna and Leigh

Canteen Coordinators
School Banking starts this Monday 9th February

Get involved in the School Banking program.

You can get involved in the School Banking program by opening a Commonwealth Bank Youthsaver account at any Commonwealth Bank branch, over the phone on 13 2221 or via NetBank if you are an existing customer with NetBank access. Remember to take in identification for you and your child (driver’s license and birth certificate). You will receive a Dollarmites wallet and deposit book that your child will use to participate in the program.

When your child make’s their first deposit at school they will earn their first Dollarmites token and our school will also receive a $5 commission. Thank you for supporting our school and helping teach your child the benefits of saving regularly.

Message from the Commonwealth Bank: Commonwealth Bank of Australia ABN 48 123 123 124. Call 13 2221 at any time. As this advice has been prepared without considering your objectives, financial situation or needs, you should, before acting on this advice, consider its appropriateness to your circumstances. Full terms and conditions for transaction and savings accounts are available from any branch of the Commonwealth Bank and should be considered in any decision about the product. If you have a complaint in respect of this product, the Commonwealth Bank’s dispute resolution process can be accessed on 13 2221.

School Banking Day Reminder.

Don’t forget that Monday is School Banking Day and students should bring in their weekly deposit.

For every deposit made at school, no matter how big or small, students will receive a cool Dollarmites token. Once students have individually collected 10 tokens they can redeem them for an exclusive School Banking reward item in recognition of their continued savings behaviour.

Remember our school earns 5% commission on every deposit made (to a maximum of $10 per individual deposit). Thank you for supporting the School Banking program at Wollongbar P S.

Beating Picky Eating

Children with strong food preferences who limit their intake of the needed variety of foods can be a challenge. Some of the following ideas may be helpful:

- Remember: Parents choose “which” foods, children decide “how much”
- Create a positive environment at the table, make meal times pleasant
- Be a good role model
- Stick to a routine
- Provide the same meals for the whole family
- Take children shopping, involve them in planning and preparation
- Limit sweet drinks and juice so children have an appetite

If you are stuck in a constant battle, maybe try a different approach.
Life Skills & Communication Training for Kids

~ Bullying ~

Key focus areas include:
Building self-esteem & confidence, increasing resilience, promoting empathy, embracing diversity + teaching effective communication skills & protective strategies.

Total price: Only $200 per child.

Bonus: Parents are provided with valuable handouts that include relevant information and tips on how to best support your child.

After School Program: begins Thursday 19th Feb, 2015 for 5 x 1 hour sessions every Thursday until 19th March. Or this module is also available as a Full Saturday Training: 10am-4pm 28th Feb or 10am-4pm 14th March, 2015.

Where: 8 Slade St (Cnr Centenary Dr), Goonellabah, NSW 2480

Small Groups* Limited Spaces* Bookings Essential *Contact us info@kircrew.com | Ph: 1300 21 11 98 | www.kircrew.com

Life Skills & Communication Training for Kids

~ Friendships ~

Key focus areas include:
Building self-esteem & confidence, Socialisation skills, how to make & maintain friends; effective communication & conflict resolution skills + staying safe online.

Total price: only $200 per child.

Bonus: Parents are provided with valuable handouts that include relevant information and tips on how to best support your child.

After School Program: begins Thursday 19th Feb, 2015 for 5 x 1 hour sessions every Thursday until 19th March. Or this module is also available as a Full Saturday Training: 10am-4pm 21st Feb or 10am-4pm 7th March, 2015.

Where: 8 Slade St (Cnr Centenary Dr), Goonellabah, NSW 2480

Small Groups* Limited Spaces* Bookings Essential *Contact us info@kircrew.com | Ph: 1300 21 11 98 | www.kircrew.com

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ALSTONVILLE TENNIS ACADEMY

Qualified Junior Development Coach/Club Professional Coach

WE OFFER
* Private, Group and Squad Lessons
* MLC Hotshots (4-11 yrs)
* Cardio Tennis (Adults and Teens)
* Thursday night junior social comp
* Tournaments
* Birthday parties

Open Monday-Friday
Budgen Avenue, Alstonville.

CALL NOW!  Paul Denning 0419 146 190

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These shoes can take your child into the future!
nurturing dancers * inspiring dreams

DANCE LAB AU
www.dancelabaustralia.com
1-2-3 Magic and Emotion Coaching Parenting Group

1-2-3 Magic & Emotion Coaching is a three session parenting course.

This free program offers parents and caregivers effective ways to respond to children 2 to 12 years of age.

1-2-3 Magic is:

- Based on the latest information on brain development and how to encourage children to manage their emotions.
- Encourages parents to strengthen their relationship with their children and enhance their enjoyment of parenting.
- Uses an easy to implement counting technique which sends a message for children to control their own behaviour.
- Achieves better results with less talk and less stress.

Our next 1-2-3 Magic parenting group will be on:

**When:** March 10, 17 and 24 (3 Tuesdays)

**Time:** From 10am to 12:30pm

**Where:** At Family Support Network, 143 Laurel Ave, Lismore.

**Parking available** in the FSN car park in Shepherd Lane.

**Morning tea:** A free morning tea is provided.

**Childcare:** If you require childcare whilst the group is on, please phone The Gingerbread House on 6622 1130 to make your own arrangements.

**Bookings essential.** Phone 6621 2489 ASAP to book your place or to find out more information.

---

**Marist Brothers Junior Rugby League**

**SIGN ON DAYS**

**SATURDAY 7TH AND 14TH FEBRUARY**

10am to 1pm

Crozier Oval

Join the Group 1 Junior Rugby League Club of the Year

U/7’s to U/16’s

All registrations include Shorts, Socks and Training shirt COST $115

Further information: Jason Drew 0401321289 Mark Cox 0419202844
Parenting by Connection

This is a free six-week program that gives parents the tools they need to strengthen their relationships with their children.

It will assist parents to:
- meet other parents
- learn ways to help manage emotions such as anger/frustration
- strengthen relationships with their children, creating a longer lasting bond
- gain new ideas on managing their children’s tricky behaviour
- increase play and fun activities with their children
- reduce stress from parenting

Fridays, 10:00am to 1:00pm
20 February – 27 March 2015
Venue: Interrelate
5 Market Street, Lismore NSW 2480

For information and to reserve a place, call Belinda Keech at Interrelate:
phone: 6623 2750  |  mobile: 0475 817 383
email: belinda.keech@interrelate.org.au

Sponsored by the YWCA Communities for Children Project.

Circle of Security

Parents of young children (0-7 years) are invited to join our free four-week program that will help you:
- learn how to recognise your child’s needs and better understand their behaviour
- be supported as a parent and gain ideas on how to make parenting easier
- begin to understand your own reactions to your children

The program increases awareness of children’s needs and develops an understanding of how our responses can meet those needs.

Thursdays, 10:00am to 1:00pm
12 March – 2 April 2015
Venue: Interrelate
5 Market Street, Lismore NSW 2480

Facilitated by Monique Rutherford - Child & Family Psychotherapist.

For information and to reserve a place, call Belinda Keech at Interrelate:
phone: 6623 2750  |  mobile: 0475 817 383
email: belinda.keech@interrelate.org.au

The Circle of Security is an internationally recognised parenting program, designed to strengthen and build secure parent-child attachment. Decades of university-based research has confirmed that secure children show increased empathy, greater self-esteem, better relationships with parents and peers, enhanced school readiness and an increased capacity to cope with challenging situations.
**Weekly Kids Club**

Commencing again on Thursday 5th of February, 2015

**Meet us at Mission Control**

Afternoon Tea, Games & Sports, Bible Lessons, Crafts & Prizes

NO COST TO ATTEND

ALL SCHOOL AGE CHILDREN ARE WELCOME!

**Place:** WOLLONGBAR PUBLIC SCHOOL

**When:** THURSDAYS - AFTER SCHOOL

**Time:** 3:15 – 5.00PM

Any enquires: Contact John & Robyn Fleming 66283459 or David & Karen Young 66286965

Considering sending your children? Why not start at the beginning of this year?

**REGISTRATION FORM -2015**

**Mission Possible Kids Club** (Thursday Afternoons 3:15pm – 5:00pm)

If you would like to attend, please ask your parent/guardian to complete the following details: (If more than one child is attending, please complete a separate form for each child)

Child's Name: ___________________________ D.O.B. ___________________________

Address: _______________________________________________________________

Parent’s contact phone numbers: H. __________________ M. __________________

(You must be contactable during the Kids Club)

Parent’s Email address: ___________________________________________________

Grade at school: _______________________________________________________

Food allergies/special needs: _____________________________________________

I give permission for photos to be taken of my child for promotion and the children’s own enjoyment. YES / NO

I agree to pick up my child from the undercover area at the school. YES / NO

I give permission for my child to walk home. YES / NO

I give permission for my child to watch children's G or PG rated movies selected at the leaders’ careful discretion. YES / NO

Parent/guardian (name) __________________________ (signature) __________________________

A 2015 registration form is required.

You must be registered to be allowed to stay after school.

Look forward to seeing you there!
Approaching Your School
Who do I talk to and how do I organise it?

A parent’s guide for seeking information and expressing concerns

It is important to work on problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together.

These guidelines aim to:

- Provide a guide in order that concerns are dealt with in an open and fair manner.
- Ensure that the rights of students, teachers and parents are respected and upheld.
- Support sensitivity and confidentiality.
- Help reach an agreed solution.

On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere.

Trying to talk to teachers when they are trying to teach, manage children or are engaged in another conversation is inappropriate.

In very rare cases, where people wishing to express concerns do so in an aggressive, threatening or violent manner, the Principal (or nominee) has the legal authority under the Inclosed Lands Act to:

- Direct the person to immediately leave the grounds.
- Call the police to remove the person should he/she refuse.
- Withdraw future permission (by letter) for the person to enter the grounds without the permission of the Principal.

<table>
<thead>
<tr>
<th>CONCERN</th>
<th>APPROPRIATE ACTION</th>
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<tbody>
<tr>
<td>The academic progress of my own child.</td>
<td>* Directly contact your child’s teacher either by note, by phone, email at <a href="mailto:Wollongbar-p.school@det.nsw.edu.au">Wollongbar-p.school@det.nsw.edu.au</a> or in person to arrange a suitable time to discuss any issues.</td>
</tr>
<tr>
<td>The welfare of my own child.</td>
<td>* For minor issues directly contact your child’s teacher to clarify information.</td>
</tr>
<tr>
<td></td>
<td>* For more serious concerns, contact the office. State nature of concern and arrange a suitable time to talk with the class teacher or appropriate staff member.</td>
</tr>
<tr>
<td></td>
<td>* To convey information about change of address, telephone number, emergency contact, custody details, health issues etc. Please contact the office.</td>
</tr>
<tr>
<td>Actions of other students.</td>
<td>* Contact the class teacher for a classroom problem.</td>
</tr>
<tr>
<td></td>
<td>* Contact the stage supervisor or principal for playground problems. At no time should a parent approach another child, other than their own, to address an issue at school.</td>
</tr>
<tr>
<td>School policy or practice.</td>
<td>* Contact the office. State nature of concern and make an appointment to see the principal and/or appropriate member of staff.</td>
</tr>
<tr>
<td>Actions of a staff member.</td>
<td>*Contact the Office. Speak to the Assistant Principal or Principal. An appointment will be made if necessary.</td>
</tr>
</tbody>
</table>

Teachers, parents and community working together for success at school
Approaching Your School
Who do I talk to and how do I organise it?

APPROACHING THE SCHOOL

From time to time parents may need to approach the school in order to:

• Discuss the progress or welfare of own child.
• Express concern about actions of other students.
• Enquire about school policy or practice.
• Express concern about actions of staff.
• An appointment can be made at any time of the year.

These appointments can be made in a number of ways:

1. A parent may ring the office and leave a message for the class teacher that an interview is requested.
2. A parent may write a note to the teacher requesting an interview.
3. A parent may email Wollongbar_p.school@det.nsw.edu.au requesting an interview.

In the interview request, parents need to state the purpose of the interview and, if known, the outcome desired. The teacher can then know how much time may be needed, research the information required and prepare for the interview.

The teacher will then organise a mutually agreeable time.

REQUEST FOR AN INTERVIEW

Name of Parent: ______________________________

Class: ______________________________

Purpose of the Interview:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Outcomes for the Interview (if known):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Phone Contact Details:

________________________________________________________________________

Signature: ____________________________________________

Date: ________________________________________________
Parents naturally want the very best for their children. What exactly is "the best", of course, differs greatly from one parent to the next, but basically we all want our children to be successful and happy and to feel secure in all aspects of their lives.

During their school years, the home and school occupy the greatest part of children’s time and carry the greatest influence on their development into adulthood. Obviously, the more harmony there is between home and school, the greater will be the chances of achievement and fulfilment of potential.

The contribution which parents have traditionally made in schools is highly valued. However, children (first and foremost), parents, teachers and the school community generally stand to reap major benefits from even stronger ties.

"The best" possible outcomes from all children’s education are very much enhanced by a strong partnership between parents, teachers and students.

Introduction

This policy is about parents and our school. It uses the term "parent" to refer to people who have responsibility for the care of children attending school.

Children learn best when school programs offer some understanding of their world. Therefore, a strong partnership between parents and school becomes all the more important when the complex and rapidly changing nature of our society is considered.

The Department of Education, and this school, encourages participation because:

- Parents have a unique knowledge and understanding of their own children, being their first and most influential educators.
- Parents have the right, through their responsibility to and for their children, to be informed about their children's learning and to participate in reaching decisions which affect them.
- Parents have talents, interests, energies and skills which enrich the life and programs of the school.

Involvement and Participation

‘Involvement’ refers to the contribution which parents make to the life and business of a school without necessarily being part of the school decision making process. Many parents are already involved in their child’s school in a variety of ways. Their involvement may involve working in the canteen or listening to children reading. Parents can also be involved by being consulted on particular issues by decision-makers.

‘Participation” refers to parents sharing in the making of decisions about school aims, policies and programs with staff and students. Participation may be through membership of the P&C and its sub-committees, or in preparing submissions on issues of special interest.

The Department of Education is committed both to increasing parents' involvement and to ensuring that parents can participate in school decision-making if they wish to do so. The nature and level of each parent’s involvement and participation remains a matter of individual choice.

Involvement and participation are equally valuable and parents should have the opportunity to choose how they are involved, or how they participate, from a wide range of options agreed upon by the school community.
In encouraging the involvement and participation of parents in our school the following guidelines will be observed:

- Any involvement and participation recognise the framework of relevant legislation (such as the Commonwealth Disability Discrimination Standards in Education) and NSW Department of Education Policy and Procedures.
- Any involvement and participation must not conflict with the specific professional responsibilities for which principals and teachers are accountable.

(For example, while parents may participate in the development of a school’s Discipline Policy, it is the responsibility of the principal and teachers to manage student behaviour on a day-to-day basis.)

Responsibilities

All of Us

Each and every parent, the school principal, teachers, school councillor and other staff, have a role to play in encouraging and supporting parent & community participation in our school.

The Responsibilities of the Principal

The Principal will:

- Consult with parents and plan to promote parent involvement and participation.
- Endeavour to foster the interest, knowledge and skills of parents who have not previously been involved.
- Ensure that information is made available to parents, establishing new channels where necessary.
- Monitor and evaluate parent participation practices.
- Include, wherever possible and relevant, parents in staff development and school development activities.
- Address, investigate and provide feedback on the concerns of parents when expressed directly to the Principal.

The Responsibilities of Teachers

Teachers will continue to work with parents to:

- Help parents feel welcome in the classroom, for example through planned classroom activities.
- Build good relationships with parents and children.
- Ensure that parents have all relevant information about their children's education.
- Following a written or verbal request, organise to meet with a parent at a mutually agreeable time to discuss their child’s progress or any concern.
- Provide a range of options in time to meet with parents for the formal end of Term One Parent Teacher Interviews.
- Consider the views of all parents on matters relating to their children’s education.
- Promote the idea of their parents' participation among children.
- Create a welcoming environment for all members of the school community.

The Responsibilities of Parents

Parents have a responsibility to:

- Cooperate with school staff, other parents and students in the interest of their child's education.
- Show an active interest in their child’s schooling.
- Be involved and support the organisations set up to facilitate parent involvement in the school.
- Read the weekly school Newsletter and all other written communication from the school.
- Respond promptly to school requests for various permissions.
- Attend the Parent Information Night occasion in Week 4 of the year to understand how the class program is organised and the curriculum for the year.
- Communicate concerns in a manner which allows for positive action to be taken. Politeness and common courtesy is expected.
• Make an appointment at a mutually agreeable time to discuss the progress of their child.
• Understand that the teacher is responsible for the whole class and therefore cannot engage in discussion “at the classroom door”.
• Attend a Term One Parent Teacher interview.
• Support the implementation of school policies.
• Respect the professional knowledge and decisions of the teachers and the school.
• Assist the school in establishing a set of shared values and expectations.

Parents need to understand that information that comes home through the understanding and eyes of a child may need further investigation or be understood for what it is. If parents hear something or are worried by their child’s manner they certainly should talk to the teacher and the school, but just as teachers do not believe everything told in “News”, parents also need to exercise discretion.

Responsibilities of Children

Children have a responsibility to:

• Develop an understanding of the school’s Discipline Policy, Rules, Expectations and any other policies that apply to them.
• Co-operate with each other and with school staff to create a happy and safe learning environment.
• Take every opportunity to learn as much and as well as possible through always trying to do their personal best.

Communicating Concerns

There will be times where parents wish to query something or make a complaint concerning something which has occurred at school.

So that we have the best possible chance of arriving at a solution which is best for all parties concerned, it helps if parents can give us a clear view of:

• What is seen to be the problem.
• What action or outcome is desired.

In many cases, the class teacher may be the appropriate person to approach. All teachers are willing to set times where they can meet with parents to discuss concerns. Parents should either contact the teacher to arrange a time, or arrange this through the office.

In other cases, parents may wish to discuss their concerns with the Principal. Appointments can be made through a letter, contacting the office, by emailing Wollongbar-p.school@det.nsw.edu.au or with the Principal directly.

It must be understood that it is not always possible for the action which is requested to be followed or for the desired outcome to be attained.

It is hoped, though, that if concerns are communicated at the time they are felt, then everybody can do their best to get as close as possible to a fair and workable solution.

Formal Complaints

If a parent wishes to lodge a Formal Complaint this needs to be specified to the Principal so the required Departmental Procedures can be followed.

A copy of the Complaints Handling Guidelines is at: www.det.nsw.edu.au/policies

Jennifer Thomas
Principal
February 2015