

Lethbridge Park Public School

Welfare System Structure

When student welfare or discipline issues arise they will be dealt with by the following staff members:

Pre-school	Ms Tailford
Kindergarten	Ms Bacon
Stage 1 ~ Years 1 and 2	Mrs Binning
Stage 2 ~ Years 3 and 4	Mrs Kean
Stage 3 ~ Years 5 and 6	Mrs Thickett
Support Unit	Mrs McMurray

In very serious cases they may be dealt with by the Deputy Principal or Principal.

If a student has a problem at school we ask them to immediately tell a teacher so it can be dealt with as soon as possible. It is often difficult to gain accurate information from children immediately after an event. By the next day it is almost impossible.

If a parent has an issue with a child at school, other than their own, they should speak privately to the class teacher, or the Principal.

**AT SCHOOL NO PARENT HAS THE RIGHT TO APPROACH
ANY CHILD OTHER THAN THEIR OWN**

Approaching Your School

From time to time parents or other members of the school community may need to approach the school in order to:

- Discuss the progress or welfare of own child;
- Express concern about actions of other students; and/or
- Enquire about school policy or practice;
- Express concern about actions of staff.

It is therefore necessary to have procedures that will help solve 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 so 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; and
- 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 organise students on assembly, teach, manage children or engaged in another conversation is inappropriate.

**Teachers, parents and community working together
for successful schooling**

CONCERN	APPROPRIATE ACTION
<i>The academic progress of own child</i>	<ul style="list-style-type: none"> • Directly contact the child's teacher either by note, phone or in person to arrange a suitable time to discuss your issues
<i>The welfare of own child</i>	<ul style="list-style-type: none"> • For minor issues directly contact your child's teacher • For more serious concerns, contact office. State nature of concern and arrange a suitable time to talk with the class teacher, Assistant Principal or in very serious cases, the Deputy Principal or Principal • To convey information about change of address, telephone number, emergency contact, custody details, health issues etc please contact the office
<i>Actions of other students</i>	<ul style="list-style-type: none"> • Contact the class teacher for a classroom problem • Contact the stage supervisor or in very serious cases the Deputy principal or Principal for playground problems <p style="text-align: center;">AT NO TIME SHOULD A PARENT APPROACH ANOTHER CHILD OTHER THAN THEIR CHILD TO ADDRESS AN ISSUE AT SCHOOL</p>
<i>School policy or practice</i>	<ul style="list-style-type: none"> • Contact office. State nature of concern and make an appointment to see the Principal and/or appropriate member of staff
<i>Actions of a staff member</i>	<ul style="list-style-type: none"> • Contact office and state concern to Principal
<i>Special Transport (Support Unit only)</i>	<ul style="list-style-type: none"> • Contact Assistant Principal – Support)

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 permission of the principal.

