SCHOOL HANDBOOK

2025



West Coast Steiner School
15 Mayfair Street
Nollamara WA 6061

T: 08 9940 1771
www.wcss.wa.edu.au
reception@wcss.wa.edu.au

Acknowledgement Of Country

West Coast Steiner School acknowledges and celebrates the traditional custodians of this Land on which our school is built, the Whadjuk Noongar people. Here we live, love and play with head, heart and hands. We honour the presence of the Whadjuk Noongar people and recognise their spirit in all living things. We pay our respect to their elders both past and present and to their emerging leaders. We also acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the education of children and people in this country we all live in and share together – Australia.

WELCOME

Welcome to West Coast Steiner School (WCSS). We are an independent, non-denominational, co-educational primary school offering an authentic Steiner Education from Playgroup to Class 6. We thrive on the opportunity of bringing nature, truth and beauty into our urban setting, allowing the strength and beauty of the Steiner curriculum to enrich the lives of our community.

West Coast Steiner School is committed to educating the whole child in head, heart and hands; balancing practical, academic and artistic education and thereby ensuring our students are equipped with the knowledge, skills, and awareness to find fulfilment in all aspects of their lives.

We trust that the transition to our school is smooth and successful, and we look forward to a happy and rewarding time together. This Handbook contains some of the important information you will need during your time here. Please keep it handy for future reference and if you have any queries, our staff are here to assist you.

School Vision Statement

Working from the indications of Rudolf Steiner, we strive to educate the whole being of each child in head, heart, and hands. We envision this education set within a community guided by goodness, beauty, and truth. Further, we seek to plant the seeds for our students to enter the changing world with purpose, as self-directed adults, with a lifelong love of learning, who are intellectually and spiritually free, socially responsible, and emotionally balanced.

School Values

We are blessed to be a diverse community that embraces different faiths and cultures, and supports the right to choose how we express our personal identities, opinions and beliefs. The School Values are *Goodness, Beauty and Truth.*

School Policies

West Coast Steiner School has a range of policies and guidelines that inform and support decisions, planning, and processes. They also allow parents and members of the WCSS community to understand how these processes operate within the school and assist the school in demonstrating compliance with legal, governance, teaching standards requirements. School policies cover everything from attendance to student discipline, to emergency procedures, to the curriculum. This includes policies that the school must implement at the direction of the Federal or WA State Government. These may include but are not limited to topics concerning public health and safety and other possibly contentious issues that may be at odds with an individual's own perspective.

Parents have a responsibility under the *Enrolment Contract* and *Code of Conduct* to adhere to the school's policies and guidelines. Some of these policies are referred to within the Handbook. Please ensure you are familiar with the School's policies and procedures, which are available on the School's website or from Reception.

SCHOOL STRUCTURE

The West Coast Steiner School Incorporated is a not-for-profit incorporated association and registered charity that operates the West Coast Steiner School. All parents and staff are automatically members of The West Coast Steiner School Incorporated. Like most Steiner schools, our school is self-administered. The West Coast Steiner School Incorporated's School Council is constitutionally responsible for the governance of the school and delegates the authority for education, policy implementation and the management of the school to the Principal in collaboration with The College of Teachers, Early Childhood and Primary Faculties and Administration Team. Within this constitutional framework, the WCSS operates as follows:

The ***School Council*** has overall responsibility for the School's governance and is comprised of parents, staff and other external leaders (as needed). The School Council is elected by WCSS community members. The duties and responsibilities of the School Council are set out clearly in the Constitution, which is available from Reception or our website.

The ***School Principal*** is employed by the School Council and is ultimately responsible for the day-to-day management and administration of the school. The School Principal provides leadership and ensures that WCSS is run in a legal and compliant way.

The ***Leadership Team*** consists of the School Principal, Deputy Principal, the Business Manager, and the Chair of College of Teachers. The School Principal and Leadership Team is responsible for implementing the School Strategic Plan, operational plans, budget, and policies and procedures and is the liaison between school operations and the School Council.

The ***College of Teachers*** is comprised of senior members of the Primary Faculty and the Early Childhood Faculty and includes the Principal and Deputy Principal. The College of Teachers meets regularly to meditate, share and study together, and take on extra responsibility and commitment on behalf of the whole teaching staff. The College of Teachers shares responsibility with the School Principal for the pedagogical and cultural life of the school and supports the Early Childhood and Primary faculties.

The ***Administration Team*** includes the Business Manager, Enrolments Officer and Receptionist who assist the School Principal in the administrative running of the school to ensure enrolments, policies and procedures, and the School's financial assets are managed effectively. The Administration Team supports the teachers, students and parents with the day-to-day practical functions of school life.

West Coast Steiner School Community Association (WCSSCA) is the parent and friend association, comprising parents with children enrolled at the School. WCSSCA works with the Principal and College of Teachers to enhance the education and social life of the school community, and provides additional support with running fundraising activities, as appropriate.

WCSS is a member of the following Professional Associations:

- Association of Independent Schools of Western Australia
- Steiner Education Australia
- Australian Association for Rudolf Steiner Early Childhood Education
- International Rudolf Steiner Kindergarten Association
- Playgroup WA.

WEST COAST STEINER SCHOOL CONTACT DETAILS

Reception/Office ***Emma Kendall***	08 9440 1771 reception@wcss.wa.edu.au *Reception is open Monday to Friday 8.15am - 3.30pm.*
School Principal ***Jacqui Hollingworth***	education@wcss.wa.edu.au
Deputy Principal ***Vanessa Beesley***	curriculum@wcss.wa.edu.au
Business Manager ***Audrey Princi***	finance@wcss.wa.edu.au
Enrolments/Marketing Officer ***Julia Nevols***	enrolments@wcss.wa.edu.au
School Counsellor ***Ruth Powel***	ruth.powell@wcss.wa.edu.au

SCHOOL TIMES

2025 Term Dates

Term 1	Wednesday 5 February - Friday 11 April
Term 2	Tuesday 29 April - Thursday 26 June
Term 3	Monday 21 July - Thursday 25 September
Term 4	Tuesday 14 October - Tuesday 16 December

School Hours

Primary Class 1-6

School Starts	8.30am
School Ends	3.05pm
Except Thursdays - early finish for all students	***2.15pm***
Recess	10.45am - 11.05am
Lunch	12.50pm – 1.25pm

Kindy 4, Kindy 5, Kindy 6

School Starts	8.35am
School Ends	3.00pm
Except Thursdays - early finish for all students	***2.15pm***

Breaks as scheduled by Teacher

Please note start times at the beginning of the year are staggered for Kindy 4-6 students and are advised through Kindy Welcome letters.

Child Safe Organisation

West Coast Steiner School implements the National Child Safe Organisation Principles through a Child Safe Organisation Framework which underpins our policies, procedures, practices and strategies to ensure the provision of an environment where children feel respected, valued, supported and safe from harm. WCSS explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment, as defined in our *Child Protection Policy*.

Child Safe Statement of Commitment

Our *Child Safe Statement of Commitment* serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the West Coast Steiner School environment. It is intended to complement child protection legislation, school policies and is an adjunct to the WCSS *Code of Conduct for Staff* and *Code of Conduct for Parents* and forms part of the contract between the WCSS, and any visitors, volunteers or contractors.

All adults (18 years and over) who are visiting WCSS or who working with or supervising children at the school or on school related activities off campus, are expected to support and honour our *Child Safe Statement of Commitment*. This includes all visitors, employees, Council members, practicum students, parents, volunteers and contractors of West Coast Steiner School.

YOU ARE EXPECTED TO:

- Be a positive role model to students.
- Promote the safety, welfare, and wellbeing of students.
- Be vigilant and proactive regarding student safety and child protection issues.
- Provide age-appropriate supervision for students.
- Act in accordance with the school's child protection and safety policies at all times.
- Consider and respect the diverse backgrounds and needs of children.
- Help create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Use positive and affirming language towards students.
- Encourage students to 'have a say' and participate, and then listen to them with respect.
- Respect cultural, religious, and political differences.
- Help provide an open, safe, and supportive environment for all students to interact, and socialise.
- Comply with Privacy laws and the school's policies and procedures on privacy, confidentiality, information sharing and record keeping.

YOU ARE EXPECTED TO NOT:

- Engage in any inappropriate behaviour towards students or expose students to such behaviour.
- Use prejudice, oppressive behaviour, or inappropriate language with students.
- Express personal views on cultures, race, or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity, or disability.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments, sharing sexually suggestive material or grooming.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, e.g. toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.

- Develop ‘special’ relationships with students that could be favouritism (e.g. the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student that is not your own child.
- Engage in meetings with a child that is not your own, outside of school hours and without permission from the School or the child’s parent.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- Take or publish (including online) photos, movies, or recordings of a student without parental/carer consent.
- Post online any information about a student that may identify them such as their: full name; age; e-mail address; telephone number; residence; school; or details of a club they may attend.
- Ignore or disregard any suspected or disclosed child abuse.
- Consume alcohol or take illicit drugs under any circumstances in the school environment or at other school events where students are present.
- Share or provide illicit drugs or alcohol to students on and off campus.

If you think this *Child Safe Statement of Commitment* has been broken by another person at West Coast Steiner School, you are expected to:

- Take actions promptly to ensure that children are safe.
- Promptly report concerns about child safety or breaches of this Agreement to the Principal.
- Follow the school’s policies and procedures regarding complaints and concerns.

Breaches of the *Child Safe Statement of Commitment* may lead to you being asked to leave the school site, may include disciplinary action or the termination of engagement with West Coast Steiner School. If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the Principal immediately.

STUDENT ENROLMENT

West Coast Steiner School offers pre-compulsory education for children in our Bina Baby Group (0-18 months), Playgroup (18 months to 4 years) and Kindy (4-5 years), and enrolment for children of compulsory school age in K6-Class 6. Enrolment is subject to places being available. When there are a limited number of places available, preference will be given to children with a sibling at WCSS and to children who are transferring from another Steiner school. All other applications received will be prioritised by date and must be accompanied with the supporting documentation and application fee. Class dynamics and student needs are taken into careful consideration when places are offered.

Enrolment into WCSS is a stepped-out process and a student is only considered to be enrolled after all stages have been completed, a signed formal Enrolment Contract received along with payment of the non-refundable enrolment fee.

Prospective students with disabilities have the right to enrol on the same basis as prospective students without disabilities, including the right to necessary reasonable adjustments. Enrolment will be offered where the WCSS has the requisite resources to respond to any identified specific needs of a student, unless the adjustment would impose unjustifiable hardship on the School.

The School Principal reserves the right to recommend that an application for enrolment be declined only after considering eligibility requirements and the capacity of the School to provide an appropriate educational program.

Continued enrolment is subject to meeting the terms and conditions set out in our *Enrolments Policy* and *Fees Policy*. Your child's place may be at risk if you fail to pay your school fees. Continued enrolment is always subject to abiding by all School policies.

Overseas/Non-Resident Students

Fees and Conditions for International Students are available from Reception.

Immunisation Status

In accordance with the Public Health Act and the School Education Act, schools have specific responsibilities in relation to the immunisation status of enrolled students. This is why during the enrolment process parents/carers will be asked to provide their child's Australian Immunisation Register (AIR) Immunisation History Statement.

The school can enrol a child in Pre-Kindergarten or Kindergarten only if one of more of the following apply:

- the child's AIR Immunisation History Statement is dated no more than two months old and is 'up to date'
- the child is following an approved catch-up schedule as indicated on the AIR Immunisation History Form
- the child has a valid immunisation certificate issued or declared by the Chief Health Officer
- the School is satisfied the child is exempt because of particular family circumstances.

For full details of the government's immunisation requirements please visit the Department of Health's website; https://www.health.wa.gov.au/immunisationenrolment

Notice of Withdrawal

The school must receive one term's written notice using the *Student Withdrawal Form* (available from Reception) prior to the withdrawal of a student, thereby ending the student's enrolment from West Coast Steiner School. Verbal notice is not accepted.

Failure to give notice will render parents/fee payers nominated on the Enrolment Contract liable for one term's fees (including relevant levies for that term) in lieu of notice. This amount is a genuine estimate by the school of the loss it would suffer because it has not been given the required time of notice. Full fees will be payable for the term which the student has already commenced regardless of the notice provided.

For a student withdrawing at the end of Term 1, Term 2 or Term 3 written notification must be received by Week 1 of that term.

For a student withdrawing at the end of Term 4 and not returning the following year, written notification must be received by Week 6, Term 4.

The notice period for Bina Baby Group and Playgroup is 6 weeks prior to the beginning of the following term. This must still be in writing. Failure to do so will result in a full term's fees being payable until the notice period has been complied with.

Financial Support of the School

Fees

West Coast Steiner School is committed to making a Steiner education available for any parent who wishes their child such an experience. The school will set fees at a level to allow the provision of a high quality education for our students whilst having consideration for the financial capacity of the community we serve. Parents make a commitment to pay school fees when they sign the School's Application for Admission and enter into an agreement to do so when they sign the Enrolment Contract.

The full *Fees Policy*, available on our website and from Reception, provides comprehensive information regarding payment terms, payments plans and methods, discounts, concessions and financial assistance. Annual levies are not pro-rated.
The *Fees Schedule* for the following year is made available to parents no later than the start of Term 4 of the previous year.

Payments can be made either in full by the first day of any school year, or via Ezidebit instalments. Please ensure that your Ezidebit arrangement is in place. For further information regarding fees or assistance with Ezidebit payments please contact: finance@wcss.wa.edu.au.

Donations

Our school has a Building Fund and donations are gratefully accepted. All donations of $2 or more are tax deductible. The Building Fund account details are:

BSB: 633 000
Acct No: 199 346 107

ATTENDANCE

The Education Act requires that students attend school on site, or for school educational programs conducted elsewhere, such as attendance at excursions or school camps, on each day designated a school day in the school's calendar for the given year. Parents or guardians have a legal obligation to send their child to school for each day that the child's school is open for instruction and to provide an acceptable explanation for the child's non-attendance on one or more days.

Setting aside the legal obligations, your child's progress is affected by their parent's attitude to school; a responsible attitude to regular attendance at school will have a positive effect. Equally, inconsistent attendance may lead to the following:

- the child experiencing gaps in knowledge which are compounded by further absences
- any learning difficulties the child may be experiencing may be difficult to detect
- unsettled behaviour because the child is unaware of what the rest of the class has covered
- the perception to the child of low regard for the importance of school.

WCSS expects all enrolled, compulsory school-aged children to attend school daily except in case of illness or special circumstances with the prior approval of the School Principal. Additionally, students will be asked to participate in compulsory school activities out of usual school time, such as festivals and other whole school events. On the few occasions when this is required, students and parents will be given adequate notice and will only be asked out of educational necessity.

Where attendance is inconsistent, the Class Teacher will talk to the parents concerned and seek to address any underlying issues. If the situation continues, the Principal will meet with the parents to discuss the matter. Continued sporadic attendance will be deemed to indicate a lack of support on behalf of the family, and the child's enrolment may be reviewed. Please refer to the WCSS *Attendance Policy* for additional information.

Student Absences from School

If a child will not be attending school, parents must advise the school before 9.00am on the day. Notification may be provided by email, the WCSS website via the absent link or by telephoning Reception on 9440 1771. An absence of two or more consecutive days requires written notification or email to Reception.

An unexplained absence is followed up by Reception staff directly on the day of the absence. Parents of children marked as an unexplained absence on the Class Attendance Registers are sent an SMS requesting a reason for the absence. If no attempt is made by parents to contact the School regarding the child's absence, the Reception staff will attempt to contact the parent either by phone or by email to seek clarification.

Student Absences for Holidays During Term Time

Student absence as an extension to the school holiday period is not encouraged. Parents are asked to respect the term dates when planning holidays. If there are extenuating circumstances that necessitate the absence of a student, a written request for leave should be sent to the Principal in advance of the planned absence. School work is not provided for students taking extra holidays. However, where ill health or serious misfortune creates an extended absence, it is important to support the family and student to manage a suitable education program.

Students Who Are Late To School or Leave School Early

Students who arrive after 8.30am must sign in, or be signed in by a parent, via the Student Late Register in Reception. A reason for being late should be provided and a Late Notice collected to be given to their class teacher. Students who need to leave before their dismissal time must be signed out by a parent or authorised person by means of the Student Sign Out Register held in School Reception and Kindergarten.

STUDENT DROP OFF AND COLLECTION

The school gates are opened at 8.00am Monday to Friday and closed at 4.00pm. While teaching staff may be at school early in the morning and later in the afternoon, they are in their classrooms undertaking other duties and are not able to directly supervise children.

Student Drop Off

A punctual and unhurried start to the day is of enormous benefit to every child. Parents can assist their children by arriving 5 minutes earlier than the start of class, to give children time to greet friends, unpack their bags and prepare for the day before they enter their classrooms. We are building a lifetime of good habits just in this one rhythmic gesture.

As outlined in our *Duty of Care Policy*, a Duty Teacher commences at 8.15am to monitor Primary student movement. Please note that the playground is not to be used by ***any child*** before the start of school.

Class 1-6 Students

Primary students who arrive prior to 8.15am must remain with and be under the active supervision of their parent. Students without parent supervision will be asked to sit on the bench on the veranda outside Reception. Parents of Primary students are requested to ensure that their children are on the veranda outside their classroom at 8.25am each morning, ready for the start of class at 8.30am.

Kindergarten Students

The Kindy teacher will open the class door at 8.35am to welcome students into Kindy. Parents are asked to remain with their children on the veranda outside Kindy until this time. Please do not leave Kindy students in the playground or on the veranda unaccompanied.

Student Collection

It is important that all students are collected promptly at the end of the school day. A Duty Teacher is rostered to supervise students on school grounds for 15 minutes after the end of school while students are being collected by parents; that is to 3.20pm Monday to Wednesday and Friday, and until 2.30pm on Thursdays.

Once a parent collects their child, they assume responsibility for their children's safety and for their active and direct supervision of them while on school grounds. Please note that the playground is not for use after school and that School rules apply, whether children are supervised by teachers or by parents.

Any student who has not been collected will be taken by the Duty Teacher to Reception to sit quietly and wait until pick up is arranged. The School will attempt to contact the parent or attempt to contact the child's emergency contacts.

Class 1-6 Students

All Primary students are dismissed at 3.05pm Monday, Tuesday, Wednesday and Friday, and at 2.15pm on Thursday. Please ensure your children know where they are to be met, by whom, or how they will be collected from School.

Kindergarten Students

Parents of Kindy students are asked to wait on the veranda outside their Kindy room, ready to receive their child at 3.00pm Monday, Tuesday, Wednesday and Friday, and at 2.15pm on Thursday.

If an adult, other than the parent, is collecting a child from Kindy, a Collection Authority Form must be completed prior to the collection. The Collection Authority Form is available from Reception and must be completed and returned at the beginning of the year to include those people authorised to collect your child over the year. Older siblings are NOT permitted to collect Kindergarten children.

The person authorised to collect your child needs to sign the register on the table outside the Kindy room and be prepared to provide photo ID if they are not known to the Kindy Teacher. Please ensure any person nominated on the form is aware of these requirements.

Parent Care of Visiting Children on School Grounds

Parents are responsible for the direct supervision of any child currently not enrolled at WCSS, accompanying them onto school grounds (i.e. young siblings). This is not the responsibility of the Duty Teacher or Class Teacher.

Visiting children are to remain with their parents who must ensure their children are not acting in an unsafe or disruptive manner.

To minimise disturbance to classes, parents are asked to move away from the veranda area outside of the classrooms after students have greeted their teacher. Parents are welcome to congregate at the Hub after class commences.

Should you be on school grounds, other than in the Hub, after 9.00am, you are required to report to Reception to sign in and to collect a Visitor badge. Please return it on signing out.

Morning tea and lunch times are part of the school life of children and are the pastoral responsibilities of the teachers. Parents should not join students for morning tea, lunch or play except under special circumstances and by prior arrangement with the Teacher.

COMMUNICATION

West Coast Steiner School understands that effective communication is essential to create strong school-home partnerships and to increase parental involvement. We recognise that respectful, open and timely communication is vital to building a community where students, staff and parents/guardians feel valued, connected and well-informed. All communication must follow the recommended practices set down in the School's *Communication Guidelines* and comply with the *Code of Conduct for Parents.*

Parents are encouraged to seek guidance from Reception in cases of uncertainty regarding any issue to do with their child's education, fees or the parent community. Please ensure you contact Reception to update any changes to your personal contact details, including residential and postal addresses; home or work phone numbers; mobile numbers; or email addresses. We especially encourage you to keep your email addresses and mobile phone numbers updated, in case of an emergency and as important correspondence is often sent in these formats.

The Class Teacher – your best source of information

Any queries or concerns regarding your child should, in the first instance, always be raised with the Class Teacher. All teachers value our parents' knowledge and views, and are keen to discuss any matter concerning students in their care. You can communicate with your child's teacher via email and phone, as well as through face-to-face meetings.

Should you wish to arrange a meeting with your child's teacher, you can contact Reception to arrange an appointment or email the teacher directly at 'name.surname@wcss.wa.edu.au'. Please use email for non-vital or non-urgent messages only. The staff member may not receive an email message by the end of the school day.

Class letters are prepared by Class Teachers to communicate information to parents regarding special events or class excursions. They are either provided to students at the end of the day or emailed by Reception.

Class Communication Books are held, at the discretion of individual teachers, on the verandah outside classrooms, and can be used to leave short messages for the teacher regarding your child or to request that the teacher contact you.

Class Information Meetings are held once a term in the afternoon or evening and are a source of valuable information. These meetings offer an opportunity for the Class Teacher to provide an overview of the class and the curriculum for the term, share important documents, discuss general matters, answer questions and plan events. All parents are expected to attend.

Formal Parent-Teacher Meetings are held in Semester 1 and again in Semester 2. These provide important opportunities for you to discuss your child's progress with the Class Teacher. An appointment schedule is arranged through Reception.

School Reports are issued from Kindy 6 to Class 6 twice yearly at the end of Term 2 and Term 4. Kindy 4 and 5 receive a report at the end of Term 4.

Curriculum Journeys and Parent Education Sessions are conducted throughout the year to provide parents/carers with a more complete understanding of the Steiner journey. These information sessions provide an essential link between the child's school life and home life. We strongly encourage you to attend all the sessions held during the year.

Other Key Sources Of Communication

The **School website** is regularly updated with information regarding term dates, school events, important policies and procedures, parent education opportunities and student activities. ***www.wcss.wa.edu.au***

WCSS utilises the **Schoolzine App** for streamlined communication with parents. Newsletters, notification of absences, excursion permissions and special announcements can be received directly on your phone if you download the SZApp. For download instructions visit https://www.schoolzine.com/szapp-installation and use the code 1995 when prompted.

The **School Newsletter** is emailed to families fortnightly and is available via the SZApp. It contains up-to-date and important information regarding school life, news from the Principal and any communication from the West Coast Steiner School Community Association. It is the best way to stay in touch with what is happening at school.

The School Handbook is provided to new families at the time of enrolment. A current version of the School Handbook is available from Reception or our website.

School Forms are a necessary, important part of communication. They often require a response by a given time or request information to be completed by parents. This information may be vital to the well-being and safety of your child or needed for compliance or legal reasons. A timely, full response enables us to best provide for your child.

School Policies are essential, important documents that help establish operating procedures and create standards of quality for learning and teaching. Our policies are available on our website and can be requested from Reception. Important policy information and updates are regularly communicated through the Newsletter.

Emails from the School are used to deliver important information outside of the newsletter.

Text Messaging Service is used to send out emergency information e.g. in the event of a fire evacuation or school shut down. It is vital that parents/carers keep the Reception updated with current contact details. Text messages are also sent if a child is absent and Reception has not been notified.

Noticeboards

Noticeboards are located around the school grounds for notices relating to school activities only. Administration must be consulted before notices are put up and they have the right to remove unsuitable material.

Communication Difficulties, Concerns and Complaints

WCSS acknowledges that differences in opinion, understanding and feelings inevitably arise in human relationships, including in schools. We strive to deal with these in a way which is helpful for all those who are involved. This applies equally to staff members, parents and students.

We urge everyone to try to address any misunderstandings, unclear communication, or other incidents by firstly communicating with the person involved, whether a teacher, another staff member or someone else in the school community. Parents should always take any concern related to their child or children to the teacher in the first instance, and then seek support from the Deputy Principal or Principal.

Should you find an issue cannot be resolved directly with the person concerned, a process for managing concerns is clearly set out within the School's *Concerns and Complaints Management Policy for Parents, Community*. We regularly review our communication practices and appreciate feedback from parents to help us better serve our community.

PARENT INVOLVEMENT

West Coast Steiner School recognises that the parent/carer is the most important person in the child's life and the School aims to create a partnership in which parents are involved in their children's education. There are many ways in which parents can participate in the life of the school including joining committees, undertaking practical jobs, fundraising, classroom help, yard and building maintenance, assisting with events, and celebrating festivals with us. Our school community's strength is a direct result of family involvement.

Parents/carers may be invited to assist with a variety of activities within the classroom – for example, cooking, craft and accompanying children on excursions. Assisting within the classroom has many benefits – parents gain valuable insight into their child's day at school, teachers develop a closer relationship with parents and, most importantly, our children benefit both directly from the activities and from the joy of having their parents/carers participate in their classroom. Volunteer help is often needed around the school grounds, during school festivals and within the school community.

Additional information can be found in the school's *Visitors and Volunteers Policy*. Volunteers working with the School must read and uphold the School's *Child Safe Statement of Commitment.*

Family Commitment Scheme

The Family Commitment Scheme encourages parents to be involved in our school community, provide support to our teachers, actively participate in the maintenance of the grounds and help support the smooth running of WCSS. It also provides the opportunity for parents to build relationships with other families, and to practically demonstrate to our children that we value the School and the education it provides.

Parent volunteer hours count towards the Family Commitment Scheme (FCS). Each family donates a minimum of 5 hours per term (20 hours per family per year) to agreed volunteer activities at the school. For those families who are unable to fulfil their commitment hours, there is a monetary contribution charged to your fees. For further information please read the *Family Commitment Scheme Policy*.

School Council

Parents can be involved in the governance of the School by joining the School Council through election at the annual AGM. The School Council is responsible for the vision, direction and financial management of the School. School Council meetings are held a minimum of six times annually and parents who are not elected Councillors can attend meetings as observers should this be of interest. Parents interested in attending a Council meeting in the capacity of an observer should register their interest with the Council Secretary in advance. An email can be sent to the Council Secretary secretary@wcss.wa.edu.au

WCSSCA

WCSSCA is a body comprised of parents, teachers, staff and friends of West Coast Steiner School. Its key aims are to:

- actively fundraise to provide for equipment and services beyond the means otherwise available to the school
- initiate and co-ordinate social events to foster a spirit of community within the school
- raise awareness and understanding of Rudolf Steiner's philosophies
- identify and undertake activities aimed at building and improving the image of the school in the wider community
- co-ordinate and initiate the volunteer efforts of members in the physical improvement and maintenance of the school's premises
- identify and initiate any other activities which will meet the objectives of WCSSCA and WCSS
- to build and nurture our school's community of parents.

WCSSCA volunteers co-ordinate many ongoing and one-off activities and endeavours throughout the year, some of which include the running of the wonderful school shop Golden Threads, the Spring Fair, co-ordinating a parent Craft Group, and catering co-ordination for regular and one-off events and school tours.

WCSSCA meets monthly and all members are most welcome to attend and contribute. Dates for meetings are advertised in the School Calendar and School Newsletter. Further information and a membership form can be found on our website, by contacting Reception or emailing wcssca@wcss.wa.edu.au

Golden Threads

Our school shop, Golden Threads, is located within the Community Hub, near Reception. Opening hours are advised on our website. The shop offers a wonderful range of Steiner inspired products, and is a great place to purchase presents, school supplies, and coffee! Golden Threads is run by a Manager employed by WCSSCA and parent volunteers. If you would like to volunteer please see the Manager at the shop.

Library Book Care

A group of volunteers meet weekly or fortnightly for a block of time to assist with covering of books, catalogue etc. For further details please contact the Librarian on library@wcss.wa.edu.au

Craft Group

A group of parents meet regularly to share community whilst working on handwork projects. All are welcome to attend and no experience is necessary. Further details of the group are advertised in the School Newsletter.

Anthroposophical Study Group

This group meets weekly on Monday evenings to read and discuss the work of Rudolf Steiner. No prior knowledge is required to attend these meetings. For further information please inquire at Reception.

Kiss 'n' Drive

Afternoon pick up of students is a busy time and supervising staff welcome assistance with guiding students safely into waiting vehicles.

Class Volunteering

Assisting within the classroom has many benefits – parents gain valuable insight into their child's day at school, teachers develop a closer relationship with parents and, importantly, our children benefit both directly from the activities and from the joy of having their parent participate in their classroom. Parent involvement in the classroom will be guided by the teacher to be developmentally appropriate for the whole class and individual students.

Class volunteering typically occurs through the following ways - one off assistance, extended assistance or helping on excursions or camps.

One Off Assistance

Parents typically sign up to assist in an activity in the classroom as part of the advertised teacher roster. This may be for one or more occasions, but is normally at a specified time slot. This form of assistance will normally occur in the child's classroom and may or may not include activities in which their own child participates. Examples include: providing arts/craft activity, small group reading or other 'help' programs.

Extended Assistance

In this role, the volunteer works under the direction of the teacher and may work with single or small groups of students, usually on a timetabled basis for a set period of time. Work may be within the volunteer child's classroom or in a different year level class to their own child.

Excursions/Camps

From time to time parent assistance is sought for School excursions or camps. This may allow us to provide a 'richer experience' by running additional or smaller groups for activities. It may also allow the School to meet required ratios without employment of additional staff, thus keeping costs down. Please see our *Incursions, Excursions and Camps Policy*.

Whilst many parents want to attend excursions, the teacher will normally be clear that an assistant is needed to provide a better experience for all students, not so that a parent can undertake an experience with their own child. This may result in a volunteer accompanying a group where their child needs extra supervision assistance or assisting with a 'different group' from their own child. The role of the volunteer may need to be different throughout the day. Selection of volunteers is made by the teacher, based on many factors, including the nature and degree of difficulty of the activity, the experiences of the child and the skill set of the volunteer.

Project Volunteers

There are a multitude of projects that parents and family members can participate in from assisting with the gardens and small building projects to being involved in planning and executing major events. These typically include parents either co-ordinating or working as part of a group on workshops, building projects or 'busy bees'. Busy Bees are scheduled on the Saturday prior to the commencement of each term and are advertised on our website, in the School Newsletter and on noticeboards. During these activities, children are often encouraged to attend and assist alongside their family members. Parents are expected to supervise their children at all times.

Any volunteer must be aware of normal work health and safety practice and wear suitable clothing or other safety equipment as determined by the job (e.g. enclosed shoes, eye and ear protection).

A co-ordinator must be nominated to take responsibility for overseeing the project and supervising the volunteer team. Before the workshop, project or Busy Bee commences, the Co-ordinator should:

- maintain an attendance register for volunteers to sign in / register
- explain tasks and boundaries of the volunteers' roles and their participation on the day
- clarify emergency, health and safety procedures
- ensure parents understand their responsibility to supervise their children at all times, if the presence of children is appropriate for the proposed activity.

OUR APPROACH TO EDUCATION

At West Coast Steiner School we believe that every child is a unique individual with their own strengths, challenges, and needs. We recognise the importance of nurturing the physical, emotional, social, and spiritual well-being of our students to help them flourish as we work towards educating the whole child in preparation for the future. The Steiner teacher is assisted by an understanding of the child which is both developmental, that is, it sees the child as passing through a sequence of typical developmental stages, each of which calls for appropriate teaching methods and curriculum, and also holistic, in that it appreciates the child's past and future, as well as the interrelated physical, emotional, social, intellectual and spiritual elements of the child's being.

Through recognition of the implications of the stages of child development, as given by Rudolf Steiner, certain forms and rhythms are set in place so that the individuality of the child is protected, and safety is ensured. The rhythms that are established may include the daily and weekly rhythms of the timetable, the Main Lesson subject, the seasonal celebrations and festivals. Form may include the school's accepted social manners and etiquette, such as the welcoming of students each morning or the way the school day begins and ends. These rhythms and forms encourage the progression from outer discipline to inner (self) discipline as the child matures.

We believe that it is imperative that education directly touches the hearts of children, to help them develop love for those around them, to reassure them that there is beauty and goodness in the world, and that they play a role in preserving that beauty and goodness. Through our holistic and balanced approach, we foster an environment of beauty, creativity, and possibility that helps children become the best they can be.

The Curriculum

At West Coast Steiner School we follow the nationally accredited Australian Steiner Curriculum, an alternative to the Australian National Curriculum, which has a focus on nurturing all aspects of a child in relation to his or her 'head, heart and hands'. This holistic approach fosters a lifelong love of learning where children become 'educated for life'. In an ever-demanding and rapidly changing world we are steadfast in our commitment to giving children a foundation from which they do not merely get by but excel. Our students are prepared to pursue a path defined by academic excellence, a global perspective, a social and environmental conscience, and well-earned confidence.

Our holistic curriculum intentionally unfolds to correspond with the developmental stages of childhood, both physical and emotional, and for this reason we weave storytelling, fine art, music and movement through every subject that is taught. We encourage our students to engage with and exercise their multiple intelligences in order to optimise their learning experiences and outcomes.

Teachers follow the Australian Steiner Curriculum Framework closely to ensure their planning delivers a curriculum that addresses all achievement standards listed within each learning area. Specialist teachers teach Music (Strings and Choir), Woodwork and Handcrafts, Indonesian, Games and Library. Other learning areas are integrated where possible. All planning, assessment and reporting of student progress and achievement from Kindergarten to Class 6 is in accordance with the Western Australian Curriculum and Assessment Outline.

The School implements Keeping Safe: Child Protection Curriculum (KS:CPC), which enables WCSS to meet the Non-Government Registration Standards requirement to provide a developmentally appropriate protective behaviours and sexual abuse prevention education to all students. KS:CPC teaches students to recognise abuse and develop ways of protecting themselves from abuse, while covering rights, relationships, responsibilities and ethical behaviour. All staff are trained in this program to ensure consistency and a whole school approach.

Camps, Excursions and Incursions

Activities such as camps and excursions can greatly enhance the progress of learning, offering new, varied, challenging and practical experiences across the learning areas. In many instances these can become some of the children's most significant and meaningful educational experiences.

West Coast Steiner School is committed to providing camps and excursions which occur in a safe environment, achieved by good preparation and sound planning. Day excursions occur in all primary years and camps from Class 3 upwards. Attendance at excursions, camps, school festivals and fairs, and performances are part of the curriculum and are not optional. Parents are provided with clear and comprehensive details of all excursions and camps prior to them taking place.

Festivals

The school community comes together to celebrate seasonal and cultural festivals. Festivals are an essential part of the curriculum and life of the school. Although no particular religious doctrine is taught, a sense of reverence and respect for nature and our fellow human beings is encouraged not only throughout the curriculum, but also in the recognition of the seasonal rhythms and the Christian Festivals, which accompany them. Festivals can include musical and dramatic presentations by the children, recitation, storytelling, dancing and/or community singing, quite often followed by a shared meal. On some festival days Kindergarten and Primary children finish early. Please refer to the *School Calendar* for further information.

Annual School Celebrations include:

Term 1:	Easter Festival and Celtic Dance
Term 2:	Winter Festival
Term 3:	Michaelmas Festival
Term 4:	Kambarang Fair

Graduation Ceremonies

The Kindy 6 Crowning Ceremony celebrates the end of the children's journey in Kindergarten and is usually held on the last day of Kindergarten. All parents of the Kindy 6 students in Gungarra, Sunflower and Rose Kindergartens are invited to attend this ceremony and to share a picnic together as a class.

The Class 6 Graduation Ceremony takes place in the last week of the Term 4 on the school grounds and the whole school community is invited to attend. Each primary class will perform at the Graduation Ceremony to celebrate the end of the primary school journey for our Class 6 graduates.

Assemblies

Children from Class 1 6 participate in assemblies every Thursday morning at 8.35am in the Performance room. Assemblies provide the opportunity to come together as a community, share performances, communicate information and celebrate special events. Parents are welcome to attend.

Birthdays

Classes will celebrate birthdays in different ways and the Class Teacher will advise parents of any requirements particular to their class. However, we ask as a School, that birthday invitations are not handed out at school unless the entire class is invited.

TECHNOLOGY

Steiner Education is founded on the belief that new ideas have the most beneficial effects on students when they are presented at the right time. It is for this reason that we do not use any electronic technology in our primary school educational programs, but instead focus on human interaction as the medium for teaching and learning. WCSS does not advocate the use of electronic devices and social media in Primary school. Technological literacy – a crucial 21st Century skill – can be mastered quickly when children begin High School and have the developmental maturity to know how, why, and when to use technology as a tool.

Children enrolled in the Early Childhood programs at West Coast Steiner School should be given the gift of a media-free childhood. We feel strongly that a screen and electronic media-free early childhood is a significant factor in creating a nourishing environment for the young child. In the early years, children learn by imitation and should be allowed to develop new ideas and attitudes based on real personal interactions. Exposure to media images does not support the imagination of the growing child.

Excessive television viewing is widely acknowledged as being harmful for young children. Our teachers have found it to be detrimental to the curriculum aims of Steiner education and for this reason viewing of television, video and electronic games are not recommended for the children in Early Childhood or the Lower Primary classes. Teachers may approach parents regarding the use of these items if they feel it is affecting students' classroom experiences.

Additional reading, such as "The Plug-in Drug" and other titles are available from the School Library or talk to your Class Teacher who can assist with transitions to a media-free environment.

Mobile Phones and Personal Devices at School

The use of mobile phones and personal devices by students is not permitted at School during school hours, during school activities, or on school-sponsored trips without a teacher's permission. WCSS does recognise that there may be some legitimate reasons for students to bring a mobile phone or personal device to school. Please refer to our *Electronic Devices and Social Media Policy* for further information.

Parents should be aware if their child takes a mobile phone onto school premises, checking it is clearly marked with their name and ensuring their children understand their responsibilities in complying with the School's expectations.

Students must switch off or mute their devices on arrival at school grounds and present their mobile phone device to their teacher at the beginning of the school day. Devices will remain in secure storage, which only the teacher, leadership and administration staff will have access to, until collected by the student at the end of the school day.

Personal audio or video devices (such as music/MP3 players, iPod/iPads and cameras) are not permitted on school grounds, during school activities, or on any school trips without a teacher's permission. Electronic game players, such as Nintendo Switch/Gameboys, Fitbits, Apple Watches, or similar electronic devices are not to be brought to school.

Parents and visitors are asked to turn mobile phones off when in classrooms and at all school functions. Parents who cannot avoid using mobile phones while at the school are asked to move away from other people before accepting or making calls.

Our Approach to Behaviour Development

At West Coast Steiner School behaviour development is a process of both proactive initiatives and meaningful consequences to support students in taking responsibility for their actions. The intentional creation and maintenance of appropriate supportive relationships between students, teachers and parents is at the heart of our approach. We aim to guide children to develop a positive self-discipline based on understanding and appreciation of others' needs, rights and feelings. In doing this, each child's individual experiences and developmental level will be taken into account by the staff.

Our behaviour development framework is based on the following understandings about behaviour:

- behaviour is learned – responses to behaviour in a student's environment and the modelling of significant others all serve to reinforce the learning of specific behaviours;
- behaviour is purposeful and communicates needs in a social environment – understanding the function of the behaviour and the unmet needs provides valuable information to inform support and intervention;
- behaviour can be taught and changed.

We embrace a Restorative Practice approach to discipline where the intention is to resolve conflict between people through a peaceful and fair process in which all parties are heard and respected. Staff members strive to use positive techniques of gentle guidance, redirection and reinforcement rather than promoting competition, comparison, or criticism. It is intended that consistent, clear guidelines will be used by all the adults working with the children.

Teachers are happy to work with parents on setting limits and positive reinforcement. It is supportive for young children to have consistent behaviour management practices at school and home. When the staff have ongoing concerns it will be important for the child's progress for teachers and parents to have frequent and honest communication.

Please refer to the Schools' *Behaviour Development Policy* and *Bullying Prevention Policy*, which comprehensively explain our approach and processes, and the *Code of Conduct for Students*, which provides information on student expectations, rights and responsibilities and sets out the School Rules for students. *The Code of Conduct for Student*s is shared with students by the Class teacher at the start of each year as part of the development of the Class Agreement which outlines the agreed class expectations for the year.

The *Code of Conduct for Students* is supported by the School's *Behaviour Development Policy.* If behaviour is not consistent with the *Code of Conduct for Students*, consequences will follow based on the *Behaviour Development Policy*. For serious or ongoing problems, parents will be contacted and asked to attend a meeting with the Teacher and/or Principal.

It is expected that parents:

- read through the *Code of Conduct for Students* with their children and clarify their child's awareness of the School Rules, dress standards, class agreements, consequences, rights and responsibilities
- be familiar with the School's Behaviour Development Policy, which sets out the School's approach to addressing student behaviour
- support the School's approach to managing student discipline through proactive strategies and restorative practice.

School Rules

I will prioritise learning at School by:

- Being on time and prepared for lessons with all needed materials
- Following the teacher's instructions first time, or asking the teacher to explain if I do not understand
- Listening respectfully when a teacher or other students are speaking
- Raising my hand to indicate I wish to speak
- Focusing on my learning and remaining quiet during quiet work time
- Joining in activities in a sensible way
- Not distracting or disturbing others so everyone can learn
- Doing the best I can in all school activities.

I will respect my own and other people's right to fairness, peace and happiness by:

- Accepting others for who they are regardless of how they may differ from me (age, race, culture, ability, etc).
- Including others, being friendly and giving everyone chances
- Always speaking kindly and truthfully
- Keeping my hands, feet and objects to myself and never intentionally harming others
- Following rules so we all enjoy fair play
- Taking responsibility for my behaviour
- Being open to restorative conversations to repair relationships with others.

I will respect the property that belongs to me and others by:

- Taking responsibility for my own personal possessions
- Storing my bicycle in the racks near the Performance Room, or storing my skateboard or scooter in Reception
- Not damaging other people's property or taking it without permission (including pencils, rulers, food, hats)
- Treating school property in a manner so it can be used later by others
- Returning property that belongs to others the way that I found it
- Letting a staff member know if something is broken.

I will play and behave in a way that is safe to me and others by:

- Staying in the school grounds during school hours
- Playing in the area designated for my Class during recess and lunchtime
- Playing in a friendly way, with gentle touch and kind language
- Entering classrooms only when a teacher or staff member is present
- Walking along verandas and paved areas
- Kicking balls on the oval and playing other ball games on the front playground, quadrangle, or basketball area
- Climbing only the Lizard Tree and following the rules for safe climbing
- Using sticks for creative, safe play, e.g. cubby making
- Playing handball and other games carefully, fairly and sharing turns
- Riding my bicycle, skateboard or scooter outside the school grounds
- Being Sunsmart – applying sunscreen, wearing a hat and shoes outside. No hat means restricted play
- Reporting any rough play, swearing, bullying behaviour or problems to the Duty Teacher and Class Teacher.

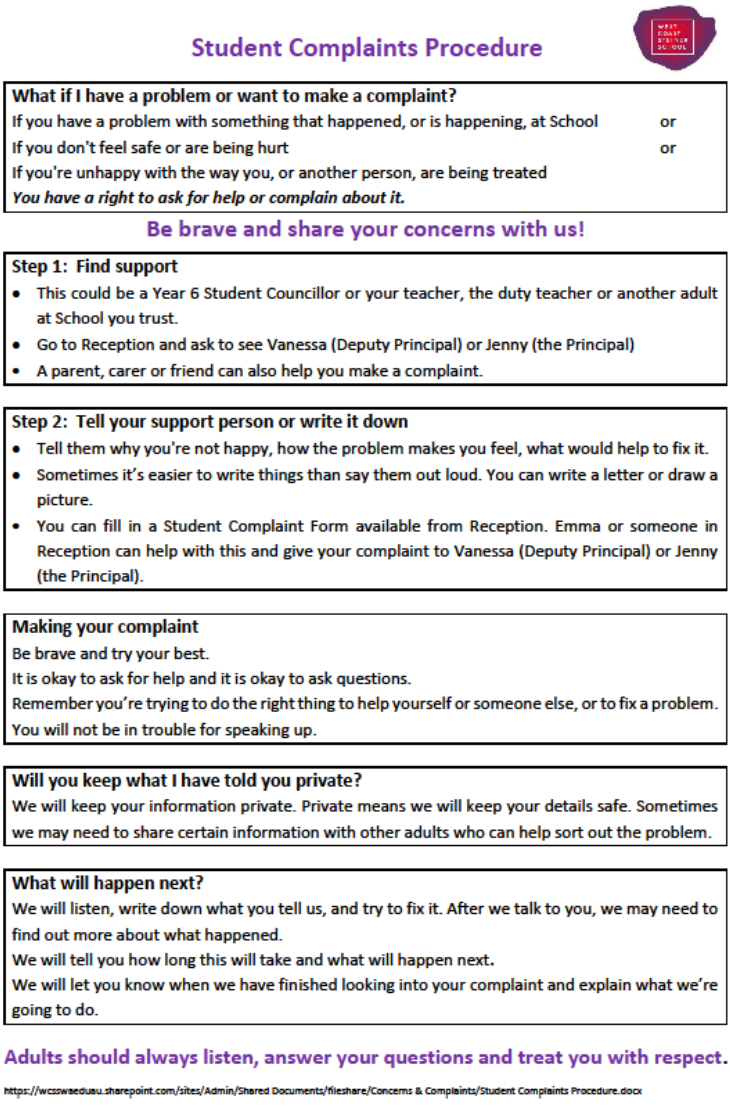
I am proud to be a student of West Coast Steiner School. I will demonstrate this by:

- Welcoming guests or newcomers
- Speaking positively about our School
- Keeping the School beautiful: allowing nature to grow, not graffitiing or damaging property
- Wearing clothing in keeping with the School's dress standards
- Following this Code of Conduct for Students and my Class Agreement.

Student Concerns and Complaints

West Coast Steiner School is committed to providing a child safe, supportive and engaging learning environment, where our students are happy, confident to speak up and feel heard and valued. Empowering children and young people to understand their rights and responsibilities, to raise matters of concern and to effectively support them to address the issues raised, is key in meeting this commitment. As such we welcome students to share their concerns and complaints with the understanding that they will be taken seriously by staff who have appropriate training, using processes that ensure that such matters are dealt with effectively.

We encourage our students to raise concerns or complaints as they arise so that we can work together to resolve them. Often student complaints will be brought directly to the teacher and can be resolved informally. In such instances, teachers exercise their professional judgement based on their professional knowledge, training and experience. Other complaints may require a more formal approach to manage and resolve the problem. Our child-friendly *Students Complaints Procedure* is displayed in classrooms and Reception to assist students with this process.



Student Complaints Procedure

What if I have a problem or want to make a complaint?

If you have a problem with something that happened, or is happening, at School or
If you don't feel safe or are being hurt or
If you're unhappy with the way you, or another person, are being treated
You have a right to ask for help or complain about it.

Be brave and share your concerns with us!

Step 1: Find support

- This could be a Year 6 Student Councillor or your teacher, the duty teacher or another adult at School you trust.
- Go to Reception and ask to see Vanessa (Deputy Principal) or Jenny (the Principal)
- A parent, carer or friend can also help you make a complaint.

Step 2: Tell your support person or write it down

- Tell them why you're not happy, how the problem makes you feel, what would help to fix it.
- Sometimes it's easier to write things than say them out loud. You can write a letter or draw a picture.
- You can fill in a Student Complaint Form available from Reception. Emma or someone in Reception can help with this and give your complaint to Vanessa (Deputy Principal) or Jenny (the Principal).

Making your complaint

Be brave and try your best.
It is okay to ask for help and it is okay to ask questions.
Remember you're trying to do the right thing to help yourself or someone else, or to fix a problem.
You will not be in trouble for speaking up.

Will you keep what I have told you private?

We will keep your information private. Private means we will keep your details safe. Sometimes we may need to share certain information with other adults who can help sort out the problem.

What will happen next?

We will listen, write down what you tell us, and try to fix it. After we talk to you, we may need to find out more about what happened.
We will tell you how long this will take and what will happen next.
We will let you know when we have finished looking into your complaint and explain what we're going to do.

Adults should always listen, answer your questions and treat you with respect.

https://wcswaeduau.sharepoint.com/sites/Admin/Shared Documents/fileshare/Concerns & Complaints/Student Complaints Procedure.docx

Parents may wish to raise issues on behalf of their children and should always discuss any concern related to their child or children with their child's teacher as soon as possible. There are other concerns or problems which students may choose to raise on their own behalf, and which are best raised by them through the process outlined in the *Student Complaints Policy*.

CODES OF CONDUCT

Code of Conduct for Parents

At West Coast Steiner School we believe parents play a crucial role in the academic, social, emotional, physical and spiritual development of their children and we value their participation and input. As a community guided by goodness, beauty and truth, our shared values enable our members to work together and enjoy the fellowship that arises from our collaborative efforts.

Every community member has the right to feel valued and be treated as a person of worth and to feel safe, secure and supported in the school community. With this right comes the responsibility to be accountable for actions that put at risk the safety or wellbeing of others. The *Code of Conduct for Parents* places an obligation on all parents to take responsibility for their own conduct and to work with the School and its staff in the spirit of collaboration and respect.

This *Code of Conduct for Parents* provides members of the West Coast Steiner School community with guidelines for the effective development of positive relationships within the school community and assists in promoting values that are in keeping with the school's philosophy. It sets out general expectations of the standards of behaviour required by parents in their dealings with staff, other parents, students and the wider community when in the school environment or when attending any school related function or activity at any other location.

It is an important document for all parents to read and understand. Breaches will be investigated and sanctions may be applied, from a reminder of your agreement to this Code, or a banning from being on the school grounds to the discontinuation of your child's enrolment. The *Code of Conduct for Parents* is provided at enrolment and copies are available from Reception or our website.

Code of Conduct for Students

The *Code of Conduct for Students* is founded on the School's Values of Beauty, Goodness and Truth. These Values underpin our students' rights and responsibilities within the school community to learn, work and play in such a way that they:

- create, encourage, and preserve the beauty of our School
- share joy, kindness, and care towards oneself and others
- speak with honesty to build trusting relationships with oneself and others.

The *Code of Conduct for Students* sets out:

- how students see the School's Values reflected in daily school life
- expectations of students in terms of rights and responsibilities
- the School Rules and our Dress Standards
- how students can make a complaint in a safe, supported and sensitive way.

The purpose of this *Code of Conduct for Students* is to ensure that West Coast Steiner School is a safe, supportive and friendly place where learning is prioritised, the property and reputation of the school is protected, and students are encouraged to develop self-discipline and consideration for others. The *Code of Conduct for Students* applies to students at school and off site when engaging in school-related activities or representing the school.

CLOTHING REQUIREMENTS AND DRESS STANDARDS

Included in the *Code of Conduct for Students* are expectations for dress standards while students are on school grounds or representing the School. These standards are set down and support student safety, maintain a focus on school activities, and encourage seeing students for who they are. As such, clothing must not have advertising, writing or logos and should be without distracting print or pictures. Natural fibres, such as wool or cotton are most beneficial for children.

Rainbow colours are suggested, no fluorescent colours or black. Following the 'colours of the week' is recommended and school t-shirts in these colours are available from Golden Threads.

Monday:	blue/purple
Tuesday:	red/pink
Wednesday:	yellow
Thursday:	orange
Friday:	green

Shorts and skirt length should reach below the tips of the child's fingers when they are standing with their arms by their sides.

For sun protection, tops must cover the shoulders, upper arms and midriffs. Children may keep sunscreen for their own use in their bags. All children must wear a broad brimmed or legionnaires hat when outdoors, all year round. Those that protect the back of the neck are highly recommended. Caps are not suitable. Under *our Sun Protection Policy*, no hat means restricted play on the verandah.

Wet weather clothing and shoes are suggested for children to wear or bring to school during the wetter months. Primary students may bring a change of clothes with them to school. Kindy students are required to have at least one full change of clothes every day. During the cooler months, knitted beanies are suitable, but must be covered with a hat when outdoors.

Shoes must be suitable for the range of activities undertaken at school, including running and jumping. Shoes that are not held securely to the foot, such as thongs, Crocs and slip-ons, are not suitable. Fully enclosed shoes are required for woodworking and handwork sessions. Shoes are to be worn at all times unless removed with teacher permission (e.g. for water play).

Jewellery must not pose a distraction or possibility of injury. Small sleepers, but preferably stud earrings, and simple necklaces and bracelets may be worn. Watches may only be worn by children after the completion of the Main Lesson on Time in Class 3 and must be analogue rather than digital. Fitbits, Apple Watches, or similar electronic devices are not permitted except by special circumstances agreed to by the Principal or Deputy Principal.

Make-up and nail polish must not be worn to school, including excursions, festivals and fairs.

Hair must not obscure children's faces. Hair below shoulder length must be tied back and fringes kept out of the eyes. Hair colouring is not permitted. Hair extensions, coloured or otherwise, are also not permitted.

Where students are wearing clothing that does not comply with the dress code, the school has a supply of compliant shirts, shorts, jumpers and track pants that will be loaned for the da**y.**

Lost Property

Lost property is kept on the veranda outside the library. To avoid lost property, please ensure every piece of clothing, lunch boxes, drink containers, books, stationery and school bags are clearly labelled with your child's name. At the end of each term, any uncollected items will be donated to charity.

SAFETY AT SCHOOL

Visitors at our School

We seek to provide an environment that is pleasant and safe for all children, parents, staff and all those who come onto our school grounds. Apart from parents delivering children to school prior to the start of the school day or picking up at the end of the school day, all visitors are required to report Reception to sign in and collect a visitor's badge before proceeding to other parts of the School. Visitors must return their visitor's badge to Reception at the conclusion of their visit and sign out of the Visitor Log Book. This assists us in ensuring the safety of students and staff and also to identify persons on the school premises in the event of an emergency evacuation.

Visitors should observe safe work practices which avoid unnecessary risks and report any safety hazard or hazardous practice they observe to the Business Manager or Principal. Any injury or accident sustained whilst on school grounds must be reported immediately to Reception so that an Incident Report can be filed.

Parking and Traffic Management

The area around our School is busy and potentially hazardous during the peak morning drop off and afternoon pick up periods. WCSS has a designated Kiss 'n' Drive facility at the front entrance on Mayfair Street for dropping and collecting children. Kiss 'n' Drive is clearly signed as drop off or pick up zone Monday, Tuesday, Wednesday and Fri 7.30am – 8.45am and 2.30pm-3.30pm, and Thursday 7.30am -8.45am and 1.40pm-2.40pm.

Please avoid parking on the opposite side of the ride from our designated Kiss 'n' Drive area, which would require your child to cross over a very busy road and place them at risk.

For the safety of students, a staff member is rostered for duty to supervise children while they wait for collection. Parents may also sign up to volunteer to assist. Both the Duty Teacher and Parent Volunteer will wear high visibility jackets to be easily identifiable.

All users of the Kiss 'n' Drive are asked to follow these 'rules', regardless of momentary inconvenience. Please advise friends or other family members who may pick up or drop off children about the protocols for using Kiss 'n' Drive and parking around the School. It is also important to discuss these safety protocols with your children, as students who cannot follow the rules of Kiss 'n' Drive will be asked to wait in Reception for collection.

Protocols for the Safe Use of Kiss 'n' Drive

- Parents must remain in their cars at all times. Please do not use Kiss 'n' Drive if you need to get out of the car to assist children with bags or want to talk to another parent or teacher.
- If there are no free bays on your arrival or your child is not ready, circle the block and re-join the queue.
- Move to the front of the Kiss 'n' Drive bays as they become available.
- Always indicate to enter and leave the Kiss 'n' Drive bays.
- Always be courteous to other road users.

Afternoon Collection

- Students are to make their way directly to Kiss 'n' Drive where they will be supervised by the Duty teacher between 3.05pm and 3.20pm Monday to Wednesday, and Friday, and from 2.15pm until 2.30pm Thursday.
- Students are to stand, together with any siblings, outside the gate and along the fence facing Mayfair Street between the big trees. They are to watch for their car and only enter when it is stationary.

Student Safety Exiting and Entering a Vehicle

- When stopping in the Kiss 'n' Drive area, please put on handbrake while car is idling. This may be inconvenient but the driver can become easily or momentarily distracted, causing the car to move forward into the vehicle in front.
- Children are not to use the boot for schoolbags. This may be inconvenient, but we are concerned with the safety of children and would not wish for children to be pinned between vehicles.
- Children need to exit and enter the car from the left hand side (footpath side), thus avoiding the need to walk between two idling vehicles. We acknowledge that some families have baby seats, making it difficult for older children to get out. Children who need to exit or enter from the right hand side of the vehicle must walk in front of their own car, so the parent can ensure their own child has crossed safely before the car moves on.
- Ensure children entering the vehicle put on their seat restraint quickly before moving off..

Parking

Please use only the designated parking bays on Mayfair Street and Constance Street, and pay close attention to parking signage. Parking is also available at the Nollamara Shopping Centre carpark on Nollamara Avenue, which is only a very short walk from WCSS, and on Myimbar Way at the back of the school.

Parents are not permitted to use the staff carparks or to park across the driveway accessing the oval on Myimbar Way, as this will block access to service vehicles. Please only park in designated areas and as per the following City of Stirling regulations which state that it is an offence to stop or park a vehicle:

- in No Stopping or No Parking areas
- so that it obstructs a footpath
- on a verge without the owner's consent
- facing the wrong way
- so that it is double parked
- within three metres of a continuous dividing line or median strip
- within 10 metres of an intersection/corner (without traffic control signals)
- in a manner that blocks a driveway
- on a median strip or traffic island
- so that any portion is within a bus zone.

Please be aware that the City of Stirling officers conduct regular school parking patrols during school times and issue fines for parking infringements.

In addition, we ask that you are courteous to our neighbours and do not block access to residents' bins. If bins are unable to be collected and emptied by the City of Stirling refuse trucks, the school is liable to cover the costs of the refuse collection at a later time. Wherever possible, the offending vehicles will have their details noted and this cost will be passed on to the owner of the vehicle.

All drivers must make the safety of the children their priority at drop-off and pick-up times. Double parking, verge parking and parking across the road are not safe options for children.

Walking/Riding to School

- Entry into WCSS is either via the pedestrian gate on Mayfair Street, or through the gate leading from the oval at the back of the school. Please do not enter the school grounds via the main staff carpark at the front of the school as this poses a safety risk to pedestrians.
- WCSS encourages students to walk or ride to school where possible, and we stress the importance of using the roads safely.

- Helmets must be worn when riding to and from school, as required by law.
- Bicycles are not to be ridden in the school grounds – students and visiting children must dismount before entering the school. Bicycles racks are provided near the Performance Room for students.
- The above rules for bicycles also apply to skateboards and push-scooters, including e-rideable versions. They are not to be used within school grounds.
- WCSS takes no responsibility for lost or stolen bicycles, skateboards and push-scooters, including e-ridable versions.

Evacuation and Lockdown Procedures

WCSS has Evacuation and Lockdown Procedures which are regularly reviewed and updated. Copies of these procedures are available from Reception. If you are on school grounds during an emergency or emergency drill, please follow the directions of staff wearing hi-vis vests.

In the event of an emergency, the School will send a brief SMS to all parent mobile phone numbers on record, which will include the date and time. This message will be followed up by email communications. Please ensure that your mobile phone numbers and email addresses are kept up to date with Reception so that you may receive these communications.

Should there be the need to use this system, please be aware that the School will communicate as much information as possible at the time. We may sometimes be constrained by events or the authorities in the information we are able to release. This system has been put in place to keep our parents informed; please avoid calling the School to allow our phone lines to remain free for emergency communication. Our priority at all times is the welfare and safety of our students and staff.

The Oval

The oval is the property of Nollamara Primary School, which has kindly given us permission for its use under strict supervision by our staff. Use of the oval is during morning tea and lunch time for students in Class 4 to 6, and only when supervised by the Duty Teacher. Class Teachers can also take their class to the oval for an activity if it is not in use by Nollamara Primary School.

Children Climbing Trees

Students from Class 2 up are permitted to climb the 'lizard tree', which is the only tree on school grounds that may be climbed. Soft-fall mulch is laid under the tree for safety. Permission must be sought from the Class Teacher beforehand, and the rules for safe climbing explained. Branches must be as thick as the child's thigh for standing on. 'Droppies' are not permitted. Children may not climb on the boundary fence.

Other trees and shrubs may be used for quiet play, e.g. cubbies, but not for running or chasing games or climbing. We ask that you respect all plants and trees on the property and take particular care not to damage them.

Dogs on the Premises

Parents are advised that the Schools Education Act 1999 indicates that a person cannot bring any animal on to school premises without permission of the Principal. "Animals, including pets, are not allowed on school grounds unless they are part of an organised school event, or are an authorised assistance animal."

Parents please do NOT bring your dog onto school grounds when dropping off or picking up your children, whether on a leash or not, nor tie them up to the school gates/entrance ways.

HEALTH AND MEDICAL

Illness affects a child's performance and behaviour at school. Children can become quite distressed when unwell and school is no place for a sick child. If a child is unwell, quiet rest at home is best. Information is available from the parents' library on how to treat various childhood illnesses.

Infectious or Contagious Conditions

Students are not to attend school if they are suffering from a medical condition that is infectious, contagious or otherwise harmful to the health of persons at school. It is very important that the School be informed of any illness or infection, especially anything that may be contagious. Any positive diagnosis of infectious diseases should be passed on to Reception as soon as possible.

The following common conditions are highly infectious and if a child is thought to be infected, the child's parents will be contacted immediately and asked to keep the child out of school until the condition has cleared. Students can be re-admitted on a Medical Certificate stating that the child is no longer likely to convey the infection.

- Herpes/Cold Sores and School Sores
- Conjunctivitis
- Ringworm
- Whooping Cough
- Chicken Pox
- Mumps
- Measles
- Rubella (German Measles)

Head Lice

Please inspect your children's hair regularly as there are occasional cases of head lice infestation. Long hair should be tied back. When head lice are discovered, we will contact the parents of the student with head lice and ask them to collect their child. Students must be treated before they return to school. If you discover head lice at home, please advise Reception so that the occurrence of the problem can be monitored. A note regarding treatment will be sent home to the rest of the class so that parents can check their child. Parents can help enormously with this common issue if they regularly check their family.

First Aid

Reception staff and teachers have First Aid, Asthma and Anaphylaxis Awareness training, which is regularly updated. All minor ailments or accidents at school will be treated with basic first aid principles.

If a child falls ill at school, they will be cared for by Reception staff and parents will be notified to come and collect the child as soon as possible from Reception. If a parent is not contactable and the situation is not life threatening, we will try to contact any emergency contacts given for that child.

In the case of a more serious condition or injury, or accident involving a head injury, parents will be contacted immediately. In the event of an emergency an ambulance will be called. The cost of an ambulance and any medical costs will be the parents' responsibility. We will ensure that a known adult accompanies the child in an ambulance.

Medical Form & Emergency Contact Details

At the beginning of every school year parents are sent a form to update student particulars, emergency contact information, health details and provides WCSS with parent permission to administer first aid treatment to their child. It is vitally important that parents inform the school of any allergies that their child has. In severe cases specific action may be required. This will be discussed with individual parents. Parents are responsible for keeping WCSS informed of any changes during the year.

Administering Medicine

If your child is ill enough to require medication, then they should be resting at home. If a course of medication is ongoing, please provide supporting documentation from your child's GP or Specialist. A covering letter may be helpful to accompany the medication in the interests of efficiency. No medication of any kind can be administered to any child without the completed Authority to Administer Medication form.

In the case of regular medications one week's supply of medication should be brought to school by the parent. This must be clearly labelled by the parent with the child's name and dosage. Tablets and medication must be clearly identified by label and include the expiry date.

Parents are asked NOT to make individual requests to the class teacher to administer medicine.

Under no circumstances should a child have medication of any kind in their school bag.

Medications for ADD or ADHD are kept in the school safe. They are distributed by the Receptionist and an Administration Of Medication Record is kept. This security and accountability are essential and are taken extremely seriously in accordance with the Poisons Act 1964.

Asthma, Allergies and Anaphylaxis

There is likely to be a number of students in our school, in any given year, who experience anaphylactic reactions if exposed to allergens. The sensitivity is such that these children may have a reaction from just touching another child's hands or sharing toys and equipment with others who have been eating foods containing these allergens. For some of these students the anaphylactic reaction can be life threatening. We are also likely to have students who have an intolerance to certain types of foods, such as fish or seafood, or foods containing gluten, lactose or dairy.

As an 'allergy aware school', West Coast Steiner School is committed to providing a supportive and inclusive environment where children who have asthma or who at risk of severe allergies and anaphylaxis can participate safely in all aspects of school life. We work closely with the parents/carers to develop appropriate risk minimisation strategies for the student in the classroom, in the school environment and when the student is attending activities outside of the school campus such as excursions and camps. Please refer to our *Asthma Management Policy* and *Allergy and Anaphylaxis Policy* for complete information about these important issues and the procedures the school has in place for their management.

Up to date care plans and action plans must be provided to the School at the start of each year.

All children need to be aware that they must eat only from their own lunchbox and not share food. Please do not send nuts or food containing nuts to school, including peanut butter or other nut paste sandwiches. Students are given frequent reminders about the importance of washing hands before and after eating.

Dental Services

All students from Kindy 5 to Class 6 up are eligible for free dental therapy at Tuart Hill Dental Therapy Centre, (located within Tuart Hill Primary School), Lawley Street, Tuart Hill. Visits to WCSS are scheduled once a year during which time an observation is recorded. Parents wishing to access this service need to initiate this process and may call directly on 9344 1585.

School Counsellor

WCSS employs a part-time holistic Counsellor who works using play-based therapies with individual students or sometimes groups of students as an intervention, if required. Teachers refer students to the Counsellor or sometimes parents may request this. Written parental permission must be provided before a student can work with the Counsellor. The Counsellor will also meet or talk with parents separately or sometimes with the student present. The Counsellor meets regularly with her mentor who is a qualified Chaplain and mental health practitioner to discuss student cases and approaches. The Counsellor prepares a confidential report for the Principal and Deputy Principal each term, outlining the work that has been done with individual students.

PRIVACY AND CONFIDENTIALITY

Privacy Policy

The WCSS *Privacy Policy* details how the school collects, holds, uses and discloses personal and sensitive information. The policy complies with the National Privacy Principles contained in the Commonwealth Privacy Act. If you would like further information about the way the WCSS implements this policy and manages the personal information it holds, please contact the Principal.

Confidentiality

The school is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality. Information is only disclosed to authorised people who need the information to fulfil their responsibilities at our service or whom have a legal right to know.

Photographing, Filming or Recording Students

There are many occasions during the year where staff photograph, film or record students participating in school activities or events, for example classroom activities, sports events, concerts, excursions, camps etc. We do this for many reasons, including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey or to communicate with our school community through newsletters or other correspondence. Processes and guidelines for photographing, film or record students can be found in our *Photographing, Filming or Recording Students Policy.*

WCSS requires written consent from parents prior to using images of students for any purposes. Consent is included on the Student Registration Form and updated annually. Parents sign that they do or do not wish their child's image to be included in the school newsletter or any other publications such as school magazines, community newspapers or marketing, either in print or electronic form.

Parents/Carers Photographing, Filming or Recording Students at School Events

The habit of parents/carers recording their children's progress at school through photographs or recordings is not in keeping with our Steiner philosophy of being present for one's child. We believe being present and responsive for your child, fully and consciously enjoying the moment is more important than simply being an observer, distanced by a screen or lens.

Additionally, there can be concerns when other students in the background are identifiable, particularly privacy concerns about images of children being posted publicly without parental consent. There can also be real legal or safety concerns for the child or family concerned in some cases.

The school endeavours to respect the privacy of all members of our school community and requests that parents, students and invited guests do not photograph, film or record school performances, sporting events and other school-approved activities. Parents/carers are reminded of this requirement in the *Code of Conduct for Parents*, through the School Newsletter and in written and oral communication about events held during the year.

On occasion, exceptions to this will be considered but parents/carers must discuss this with the Marketing Officer or Principal beforehand. Please note that West Coast Steiner School does not own or control any images of students taken by parents/carers, students or their invited guests at school activities. The Privacy Act does not regulate personal photography or recordings by parents/caregivers. Schools are generally not in a position to control the personal photography activities of parents/caregivers or to monitor what they post on social media.

Additional Information

Private Tutoring During School Hours

Students must undertake private tutoring, if needed, outside of school hours. Educational programs delivered by private tutors or external professionals during school hours are deemed by the College of Teachers to have educational value only when they:

- comply with the school's *Attendance Polic*y (minimum attendance requirements)
- are at the discretion of the class teacher in communication with The College Of Teachers
- are programs that enhance the quality of programs offered by the school for the benefit of individual students
- are consistent with the school's philosophy.

Parents need to be aware that such arrangements can have an impact on a teacher's mandated role as educator. Please arrange to meet with your teacher and WCSS Learning Support so the matter can be thoroughly discussed. A formal written agreement between the School and the student's parents would need to be arranged.

Public Use Of School Grounds And Buildings

WCSS rooms may be available to groups wishing to hold workshops or meetings. The following guidelines apply:

- the workshop or meeting is in sympathy with, or related to Steiner Education or anthroposophy
- the workshop or meeting is approved by the Principal
- the holder of the workshop or meeting takes responsibility for care and set-up of the venue and returns the venue to its original state and set-up (i.e. the room is clean and furniture is returned to the correct place)
- the cleaner on duty for that day or days is informed of the use of the venue and the times when it will be used
- the holder of the group or workshop takes responsibility for ensuring that the group doesn't interfere with other activities taking place at the same time in the school
- the holder of the group or workshop must provide a copy of their Public Liability insurance to the Business Manager at the time of booking
- payment for the use of the venue shall be by donation to the school building fund or as determined annually by the Principal.

Recommended Reading List

Steiner Education

- You Are Your Child's First Teacher, Rahima Baldwin
- The Recovery of Man in Childhood, A.C. Harwood
- The Way of a Child, A.C. Harwood
- Creativity in Education: The Waldorf Approach, René Querido
- Rudolf Steiner Education and the Developing Child, Willi Aeppli
- Teaching as a Lively Art, Marjorie Spock
- Children at Play, Heidi Britz-Crecelius
- Education Towards Freedom, Frans Carlgren
- Lifeways: Working with Family Questions, Goodrun Davy and Bons Voors
- Who's Bringing Them Up? Martin Large
- Toward Wholeness: Rudolf Steiner Education in America, M.C. Richards
- Waldorf Parenting Handbook, Lois Cusick
- Festivals, Family, and Food, Diana Carey and Judy Large
- Common Sense Schooling, Roy Wilkinson
- An Introduction to Waldorf Education, Rudolf Steiner
- The Education of the Child, Rudolf Steiner

Suggested additional titles:

- Endangered Minds: Why Children Don't Think and What We Can Do About It, Jane Healy PhD
- Better Late Than Early, and School Can Wait, Raymond and Dorothy Moore
- The Hurried Child, and Pre-schoolers at Risk, David Elkind
- The Flickering Mind: The False Promise of Technology in the Classroom and How Learning Can Be Saved, Todd Oppenheimer
- Four Arguments for the Elimination of Television, Jerry Mander
- Children Without Childhood, Marie Winn
- The Magical Child, Joseph Chilton Pearce

Our School shop, *Golden Threads*, may have these titles in stock or be able to assist you with finding them. Some can also be found in our School Library.