

MOUNT PLEASANT PRIMARY SCHOOL

AN INDEPENDENT PUBLIC SCHOOL



PARENT INFORMATION HANDBOOK

29 Queens Road MT PLEASANT WA 6153

Telephone: 9237 2850

Email: mountpleasant.ps@education.wa.edu.au

Website: www.mountpleasantps.wa.edu.au

WELCOME TO MOUNT PLEASANT

At Mount Pleasant Primary School we strive to provide the tools for life long learning and long term happiness to empower socially aware and resilient critical thinkers. We have a shared vision to cultivate a learning community where every student thrives, every voice is valued, and every success is a shared responsibility. We are committed to fostering an environment of mutual respect, collaboration and excellence, where educators, families, and students work hand in hand to nurture lifelong learners and responsible citizens. We believe that every student is capable of successful learning.

A high priority is given to building and maintaining positive and caring relationships between staff, students and parents. There is a strong collegial culture of mutual trust and support among teachers and school leaders and parents are treated as partners in the promotion of student learning and wellbeing. The school works to maintain a learning environment that is safe, respectful, tolerant, inclusive and that promotes intellectual rigour.

At Mount Pleasant Primary School we value:

Respect, Responsibility, Gratitude and Kindness

Through our interactions we are able to demonstrate the way we value diversity within our community. Through these interactions and learning our students will be provided the opportunity to develop within themselves the lifelong skill of being resilient.

Our school motto 'Working Together' is indicative of the focus at Mount Pleasant Primary School where students, staff and parents work collaboratively and cooperatively to ensure our students experience a happy, rewarding and collaborative learning environment. Our school is staffed by professional people who are dedicated in their approach to education. They actively seek to work together as part of a team towards achieving improved outcomes for all students.

BACKGROUND

Mount Pleasant Primary School is an Independent Public School which opened in May 1953. The school currently has approximately 578 students from Kindergarten through to Year 6. Staff have been merit selected and bring rich and varied experiences and knowledge. Mount Pleasant Primary School celebrates the wide range of cultural and ethnic backgrounds represented in our school and is proud of the way this diversity enhances our school community.

GOVERNANCE OF THE SCHOOL

As an Independent Public School, a School Board is selected comprising of teachers and parent members. The School Board meets regularly and works closely with the Principal to oversee the strategic direction of the school and to ensure the school's Business Plan is being implemented and the school is on track to achieve the targets contained within the Business Plan. The School Board does not manage the day to day running of the school as this is the responsibility of the Principal.

OUR STRATEGIC DIRECTION

The school has recently reviewed their current 3 year Business Plan (2022- 2024) and developed a new Business Plan (2025 – 2027) which will be released to the community early in the 2025 school year. This Business Plan aligns closely with our previous Business Plan and clearly articulates our school’s vision statement, our targets and our planned strategies to achieve these outcomes over a three year period.

ADMINISTRATION STAFF

Principal	Benjamin Parkin
Deputy Principals	Sharon Softley- Student Services Deborah Wake- Curriculum
Manager Corporate Services	Tanya Hunter
School Officers	Evey Windram and Naomi Kipling

TERM DATES 2025 (for students)

Term 1 - Wednesday 5 February to Friday 11 April

Term 2 - Monday 28 April to Friday 4 July

Term 3 - Monday 21 July to Friday 26 September

Term 4 - Monday 13 October to Thursday 18 December

SCHOOL DEVELOPMENT DAYS (for teachers – students do not attend)

Term 1 – Monday 3 February and Tuesday 4 February

Term 2 - Monday 28 April

Term 3 - Monday 21 July

Term 4 - Monday 13 October and Friday 19 December

PUBLIC HOLIDAYS (occurring during school terms)

Labour Day – Monday 3 March

Western Australia Day – Monday 2 June

SCHOOL TIMES

Our school times are as follows:

8.30 am	Classroom doors open (Children and parents arriving at school prior to 8.30am are asked to wait at the front of the school near the ‘Kiss and Drive’. Supervision is provided from 8:15 am.)
8.45 am	School day commences - Morning Session
10.55 am	Recess
11:15 am	Middle Session
1.15 pm	Lunch
1.55 pm	Afternoon Session
2.55 pm	End of school day

ATTENDANCE

Developing the habit of going to school every day is vital so children do not miss out on important ideas and skills they need for future learning. Did you know:

- missing half a day of school each week equates to one month of missed learning per year
- the attendance habits set by children when they first start school continue throughout their school life
- learning is cumulative – if your children miss a day, it is harder for them to catch up

Parents are asked to inform the school by email, phone or SMS when their child is absent from school.

For Absences contact via – Email: Mountpleasant.PS@education.wa.edu.au, Phone: School Office 9237 2850, Submit Online Absence Form via the [Mount Pleasant PS Website](#) or SMS: 0447 967 637 (Child's full name, date of absence, reason for absence.)

1 or 2 days a week doesn't seem much but.....				
If your child misses.....	That equals....	Which is....	And over 13 years of schooling that's....	Which means the best your child might perform is...
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years	Equal to finishing in Year 11
1 day per week	40 days per year	8 weeks per year	Over 2.5 years	Equal to finishing in Year 10
2 days per week	80 days per year	16 weeks per year	Over 5 years	Equal to finishing in Year 7
3 days per week	120 days per year	24 weeks per year	Nearly 8 years	Equal to finishing in Year 4

ARRIVAL OF STUDENTS AT SCHOOL

Children and parents who arrive at school prior to 8.30am are to wait at the front of the school near the 'Kiss and Drive' where there is supervision from 8.20am. Students may not enter classrooms until 8.30 am when their classroom teacher will be present. If parents, due to work commitments, need to drop students at school prior to 8.20am OSHClub offers both before and after school care on the school grounds. Refer to [OSHClub](#) website for details.

OSHClub is working in partnership with Mount Pleasant Primary School to provide families with Before and After School Care Service. Before school care commences at 7.00am to 8.35 and After school care commences at 2.55pm to 6.00pm.

Students arriving after 8.45am are required to sign in and get a late pass from the School Office and this will be lodged in the school attendance system.

STUDENTS LEAVING SCHOOL GROUNDS DURING THE DAY

Before leaving the school grounds, parents need to attend the School Office to sign the student out and collect a leave pass for the classroom teacher.

PARENTS VISITING DURING SCHOOL TIMES

Parents visiting the school during the school day must sign in at the School Office.

COLLECTION OF STUDENTS AT THE END OF THE SCHOOL DAY

Kindergarten and Pre-primary children must be collected from the classroom by parents or a designated adult. Other students from Years 1 – 6 will be released by the classroom teachers on the final siren. Parents of students in Years 1 - 6 make their own arrangements as to where they meet their child. We are a 'Your Move' school. Your Move schools partner with the Department of Transport to promote active modes of transport to and from school. Remember whenever possible please walk to and from school as this reduces traffic around the school and keeps your children active and healthy.

If collecting your children from school in a car, we urge parents to use the 'Kiss and Drive' on Queens Road. Please park in the marked bays around the school and avoid double parking and parking on road verges. Please obey all signs and take care during busy times before and after school. To ensure the safety of all our students the staff car park is strictly for staff use only.

BICYCLES

Only Year 4-6 students may ride bicycles to school independently. Helmets must be worn. Safety authorities recommend, as a general guide, that children under the age of ten are discouraged from riding without adult supervision.

REYNOLDS ROAD CROSSING

There is no crosswalk attendant on duty at Reynolds Road, near Queens Road. There is however a designated crossing and we encourage all students who live on the eastern side of Reynolds Road to use this crossing.

STUDENT DETAILS UPDATE

Please ensure your child's student details are up to date on our system. If you have changed your address, email or phone numbers then we need to know. It is very important in an emergency or when your child is sick that we have your correct contact details.

PARENTING PLANS

The School Education Act 1999 requires parents to keep us informed of any parenting plans, Family Court orders or other orders which apply to your children. These are important information for us and are treated in the strictest confidence.

COMMUNICATION AND ENGAGING WITH THE SCHOOL

We value our relationships with parents and guardians and know that clear communication is vital in supporting students both in the school and at home. Communication needs to be two-way. We communicate with parents through emails, telephone, SMS and the Department of Education's Connect Parent Portal. This portal provides you with access to notices and documents from the school administration and the classroom and provide a method of communication with the teacher and the Administration team.

Newsletters are issued fortnightly and include information about school activities, excursions, community activities, P&C news, etc. The newsletter is sent electronically via Connect. A calendar of events and activities is issued for each term. Our website address is www.mountpleasantps.wa.edu.au

Please refer to the Communication Protocols on the school's website. Our website address is www.mountpleasantps.wa.edu.au

We encourage all parents to be active partners in their child's education and encourage you to be involved in school activities. Details of specific parents and community engagement events and activities will be communicated via assemblies, Connect notices from classroom teachers and the school website.

REPORTING TO PARENTS

At Mount Pleasant Primary School we believe assessment of learning is integral to the achievement of high quality learning outcomes. We are committed to providing a clear and consistent reporting regime.

Reporting for Years K-6 includes:

- Formal reports on a semester basis sent electronically
- National Assessment Program Literacy and Numeracy (NAPLAN) for students in Years 3 and 5. Reports will be issued in Term 3
- Progress Map reports for EALD students identified as Stage 1 or Stage 2 from enrolment information received from parents
- Other methods of reporting will be used on a needs basis. They could be:
 1. Telephone discussions between parents and teachers and informal encounters and discussions
 2. Parent teacher meetings that may include three way conferences in which the children participate
 3. Information sessions about the teaching and learning program, timed to suit the needs of each child or year group
 4. Letters and other forms of correspondence from teachers and other school personnel to advise parents about successes or concerns
 5. Child directed reporting, in which children show how their knowledge, skills and understandings have developed through discussions or presentations of key achievements

PARENT HELP

Parent assistance in classrooms and with school activities is always very welcome. Class Representatives contact parents via email with classroom information or P&C items and from time to time may include request for assistance. Parents working with children in the classroom are required to complete a Department of Education Parent and Child Volunteer Declaration Form, which is available from the school office.

ADDITIONAL NEEDS

We encourage parents to share any individual educational or health needs your child may have at the time of enrolment to support us in catering for your child. If your child is currently seeing another therapist or professional to support their development, please inform us.

HEALTH

Please keep your child home if they are unwell. If your child becomes unwell at school, you will be contacted and asked to collect them. If we are unable to contact you, we will contact your emergency contacts from your child's enrolment form so please make sure details are kept up to date.

If your child is sick because they are unwell, please let us know on the day by calling the school office on 9237 2850 or completing Online Absence Form on our school [Mount Pleasant PS Website](#)

If your child requires medication at school, please see the front office staff for information and notes. In accordance with the Department of Education policy, parents requiring medication to be administered to their child at school need to complete and sign the necessary medical forms at the front office. Students are not to self-medicate.

MEDICAL CONDITIONS

If your child has a medical condition and you have not noted it on your enrolment form, please contact us as soon as possible. If your child's medical condition changes please notify the school immediately. It is vital that we have the correct allergy, asthma, diabetes and anaphylaxis information so we can keep your child safe and we can educate our staff to support your child at school.

Please keep your child's teacher and the office informed and up to date about any medical conditions requiring medication or allergies.

COMMUNICABLE DISEASES

It is possible that at some time during a child's school years, he or she may contract one of the common diseases of childhood. Parents are asked to note the exclusion periods for particular diseases. For more information on exclusion period please use the Health Department's following link: [Control of Communicable Diseases Manual](#)

HEADLICE

Parents will be advised should their child be found to have head lice during the day. Children may return to school once treatment has occurred and there are no remaining live lice or eggs. If an outbreak occurs, all parents with children in the class will be notified allowing preventative action to be taken. Please refer to the Health WA website for more information on headlice.

SCHOOL PSYCHOLOGIST

The School Psychologist works collaboratively with the school to support student access to the teaching and learning program should this be required. Involvement of this service to assist an individual student is arranged through the Deputy Principal or our Learning Support Coordinator. If you have any concern regarding your child's education, in the first instance, please contact your child's class teacher.

SCHOOL YOUTHCARE WORKER

Our school YouthCare worker is available on Thursday and Friday of each week. Please contact the school to make an appointment. YouthCare form part of the Department of Education Chaplaincy program. Our YouthCare worker is part of our school and works collaboratively with our staff or works also with students individually or in small groups. If you do not wish for your child to work with our YouthCare worker please notify the school.

COMMUNITY HEALTH NURSE

Kindergarten and Pre-primary students are screened for hearing and sight by a community health nurse. Parental permission is requested prior to the screening. Please note that there is no permanent school nurse on site in any public primary school.

DENTAL CLINIC

Dental treatment is available at the Mount Henry Dental Clinic. Telephone 9313 0551. Although appointments are initially made through the school, it is a parents responsibility to transport your child to and from appointments.

HEALTHY EATING

Healthy food provides the energy and nutrients children need in order to grow, develop and concentrate through a busy school day. To promote healthy eating and sustainable living we promote healthy lunch boxes. Parents are asked to support us by providing lunches and snacks that are healthy. We promote a 'Crunch & Sip' program. This gives students the opportunity to crunch on a piece of fruit or vegetable and sip water while they are working in their classrooms.

WE ARE AN ALLERGY AWARE SCHOOL

Please be aware that we have students with nut allergies at school. We request that families refrain from sending whole nuts or nut based products ie. peanut paste or nutella as they can potentially trigger an anaphylactic reaction. We also have children with allergies to eggs so it would be appreciated if you could not send eggs to school in lunch boxes.

UNIFORMS AND DRESS CODE

Mount Pleasant Primary School uniform consists of gold/black tops with black pants/shorts/skirts/skorts. Our uniform is one way we can be identified as having pride in belonging to our school. The school uniform can be purchased from Uniform Concepts, 30 Kembla Way, Willetton. Phone: 9270 4669, email: willetton@uc.nellgray.com.au Website: www.nelgray.com.au A school uniform list is available from the School Office.

We have a 'Yes Hat, Yes Play' in the sun policy. If students do not have a hat during recess or lunchtime in the summer, they will be moved to a sheltered area.

Please note – Students with long hair are to have it tied up. Thongs, denim, tank tops, gaudy decorated t-shirts, blouses, sweatshirts with logos, board shorts, nail polish and jewellery are not to be worn to school.

Appropriate footwear must be worn. Students will be participating in regular physical activity so sports sneakers, are the most appropriate footwear.

FACTIONS

Our four faction colours are red, green, blue and gold and each child is allocated a faction at enrolment. Every child is expected to wear a school hat which is reversible and has the child's faction colour on the inside.

Faction T-shirts are available for purchase through the P&C, via QuickCliq and will be delivered to your child's classroom. You can register for QuickCliq on the website <https://www.quickcliq.com.au/>.

There are a range of faction activities that are undertaken to engage students in proactive team building and healthy activities. The school faction athletics carnival is one of the highlights of the school year.

ASSEMBLIES

In 2024, due to a growing student cohort, we reorganised assemblies into separate Pre-Primary-Year 2 and Year 3-Year 6 assemblies. These are held across the term on Friday mornings commencing at 8.55am in the undercover area. Classes are rostered to run an assembly. Classes perform an item for the assembly, student leaders speak, faction totals are announced, the choir performs songs and occasionally special guests are featured. All parents/carers, family, friends and community members are welcome to attend assemblies.

EXCURSIONS

Excursions and outings to enhance the educational program are planned by teachers throughout the year.

Advance notice of such events (including details and costs) is provided to parents and permission for children to attend must be signed by parents. The school has the right (and accountability) to exclude students where required. Parents will be notified of alternate supervision in this case. Teachers will call for parent volunteers to assist with excursions and to comply with appropriate adult/student ratios. We would appreciate your support if possible if volunteers are called for.

BIRTHDAYS

Everyone loves to celebrate birthdays but let's keep it simple. A small non nut treat may be given to the classroom teacher to be handed out at a time that suits the classroom throughout the school day. Parents are reminded that children should attend school on their birthday to ensure they do not miss out on their learning.

STUDENT COUNCIL

Several year 6 students are elected each year to form Student Leaders. This Council meets regularly to arrange student events and fundraising. Members of the council also contribute to our school assemblies. The current student leadership roles include:

- Head Councillors x 2
- Deputy Head Councillors x 2
- Faction captains – Red, Green, Gold and Blue
- Sound Crew- audio and visual set up for assembly and formal events
- Values leaders
- Sustainability Leaders
- Visual Art leaders
- Music Leaders
- Technology Leaders

SPECIALIST PROGRAMS

Mount Pleasant Primary School offers specialist programs in the areas of:

- Art
- Languages - French
- Music
- Physical Education

PHYSICAL EDUCATION/SPORTS CARNIVALS

At Mount Pleasant PS we encourage students to develop healthy, active lifestyles – as we know healthy children learn better.

As part of our Health and Physical Education Program we conduct the following carnivals each year:

- School swimming carnival
- School athletics carnival
- School cross country
- Lightning carnivals competing in team sports with other schools
- Interschool swimming carnival
- Interschool athletics carnival
- Interschool cross country

INSTRUMENTAL MUSIC

From Year 3 selected students are given the opportunity through a rigorous assessment process to learn a musical instrument – cello, violin, viola, double bass, percussion or trumpet. The Department of Education through the School of Instrumental Music School Services (IMSS) provides instrumental teachers for this program.

PEAC (Primary Extension and Challenge)

PEAC offers a supplementary program for gifted and talented students and provides them with the opportunity to extend, challenge and develop their thinking skills. State wide testing is conducted with Year 4 students for identification to the PEAC program in Years 5 and 6. Selection is based on results from assessment tests completed in Year 4. PEAC students are given the opportunity to learn alongside their intellectual peers at PEAC, usually one morning or afternoon each week, during the school term. Transport to and from PEAC is at the discretion of the parent.

NOTE: While PEAC is a supplementary program for gifted and talented students, staff at Mount Pleasant Primary School are confident and competent in providing in-school opportunities for the extension, challenge and development of critical thinking skills.

IN-TERM SWIMMING

The Department of Education meets the cost of instruction at In-term swimming classes for all public primary students and private primary students in rural and remote areas. Parents are required to pay a fee, which covers transport and entry costs into the swimming centre. Details of the In-term swimming program each year will be communicated via letters that are sent home and other information tools. Parents seeking general information on the structure of the In-term swimming program should go to the following website www.det.wa.edu.au/curriculumsupport/swimming

1:1 IPAD PARENT FUNDED TECHNOLOGY PROGRAM

Mount Pleasant Primary's 1:1 iPad program is a forward-thinking approach to education that integrates technology seamlessly into the learning environment. Students in Years 3-6 bring their own iPad to school each day. This program enhances engagement and foster the development of essential 21st-century skills. This program supports personalised learning by allowing teachers to tailor educational experiences to individual needs, helping students to think critically, solve problems, and be creative. With the ability to use their own iPads at both school and home, students are equipped to apply their learning in various contexts extending their educational experiences beyond the classroom and into the community.

CANTEEN & LUNCHES

Our school canteen is open Monday, Tuesday, Wednesday, Thursday and Friday from 8.30am to 1.00pm. Written orders are to be lodged by 9.00am. Online orders are also accepted via QuickCliq. You can register for QuickCliq on the website <https://www.quickcliq.com.au/>. Further information and menu is available from the School Office.

Our school canteen is run by the P&C and relies on volunteer assistance to operate. Offers of assistance are always welcome. Please contact the Canteen Manager, Julie Green on 9237 2864.

SCHOOL PHOTOGRAPHS

Students are photographed in their class groups and individually each school year by professional photographers. Photos are also taken of special groups in the school such as Student Councillors, Faction Captains and the Graduating classes. Details of the school photos will be provided to parents via the school newsletter.

LOST PROPERTY

Lost property and clothing is kept on the veranda on the benches nearest the girls toilets. Parents please clearly name all items brought to school. Lost property will be cleaned out at the end of each school year.

Children should not bring valuables, jewellery or unnecessary money to school. Children are permitted to bring along a special toy or object for news purposes only. Please do not send along toys to school (other than for news) as this saves arguments and disappointment in the case of breakages or loss. The school will not take responsibility for any losses of valuable items.

MOBILE PHONES AND SMART WATCHES

Mobile phones are to be dropped off at the front office first thing in the morning and can be collected at the end of the school day. Smart watches with phone abilities are not recommended to be worn to school, students can be asked to remove them for storage in the front office, where they can be collected at the end of the school day. We ask that parents set smart watches to airplane mode for school hours please. It is not appropriate for students to message or receive messages from parents through Smart watches.

PARENTS AND CITIZENS (P&C) ASSOCIATION

Our P&C provides the opportunity to come together to help support the needs and aspirations of our students and the school community, share information and views, and raise funds to provide extra resources. Volunteering and helping our students by being involved in our school P&C also improves our mental health and models this for our children.

The P&C welcomes any parent or guardian who is interested in being involved in the school to come along and attend P&C meetings to share your thoughts and ideas, plus meet other parents. The P&C are always looking to discover the talents and skills that are hidden within our school community, and look forward to you sharing those talents and skills with our school.

NO DOGS

To ensure the safety of all members of the Mount Pleasant PS community we request that dogs do not enter school grounds, or be tied to school gates, with the exception of service dogs or dogs visiting as part of educational programs with approval by the Principal.

SCHOOL CONTRIBUTIONS

Financial support provided by parents has always played an enabling role in the provision of resources that extend the school's capacity to add value to students' learning experience. For example, parent contributions allow schools to provide class sets of text books instead of students having to provide their own. To that end the contribution parents make allows the school to provide the best quality educational resources which in turn directly impacts the educational outcomes of the students.

Each year the School Board endorses the schedule of Contributions and Charges in line with the Department's policy on collection of money in public education. Details of the schedule of Contributions and Charges are available at the front office or on our website.

The school accepts the following methods of payment for contributions and charges:

- Cash– brought to the front office in a sealed envelope, clearly labelled. Please note, the office does not carry change
- EFTPOS facilities are available
- Direct debit through internet banking

Bank: ANZ Booragoon

BSB: 016267

ACC: 340869431

REF: Student surname, initial and room number

Money MUST NOT be handed to the class teacher. Money for P&C, such as, fundraising or sport shirts cannot be paid through the school bank account.

CHARGES FOR EXTRA COST OPTIONAL COMPONENTS

Charges apply to extra, optional components of education programs provided in Kindergarten to Year 6. Extra cost options are specific activities, services or facilities that schools offer students to use or take part in. As Parents choose for their child to participate in these activities, the associated charge must be paid. Students who do not participate will be provided with an appropriate educational activity. Please DO NOT pay for student photos along with contributions into the school bank accounts. These are payable directly to the photographer on the day of the photos or via their website.

A breakdown of estimated charges for your child's participation in excursions, incursions, activities will be provided 2 months prior to the beginning of the next year, as instructed in the Education Act. If you enrol during the year this form will be supplied to you then. The amounts shown represent the maximum charged for scheduled activities.

The school offers the opportunity to pre-pay items indicated as "Charges" on the Voluntary Contributions and Charges Schedule. Please do not pay the items marked as "Other Optional Costs/Services" up front and to the school as these are payable on request to an outside entity upon request.

ITEMS FOR PERSONAL USE

Students are required to provide items for their personal use such as pencils, pens, erasers, rules, coloured pencils and files. Student requirements lists are issued in term 4 each year. The list of items for personal use will vary from student to student. All items can be purchased using the company on the supplied list but parents are under no obligation to use that supplier. Your child will need to have the listed materials each school day so it may be necessary to replace some items, such as pens or pencils throughout the year.

BEHAVIOUR MANAGEMENT AND BULLYING

Mount Pleasant Primary School follows a whole school approach to the teaching of social and emotional skills from Kindy to Year 6. The 'You Can Do It' Program is used at a community, school and classroom level and guides many aspects of supporting positive relationships. Our school's procedures for managing student behaviour are clearly documented in the Student Behaviour Education and Development Guidelines (including Good Standing)

Parents can access this policy through the school website or alternatively a copy can be obtained by requesting it at the front office.

HOMEWORK

The concept of homework for all students at all ages is supported by The Department of Education. In the early years of schooling, this will tend to be done by promoting informal, optional experiences. Within that context, some deliberately structured activities set by the teacher will be designed to complement school work (eg. reading books, collecting items etc)

However, as schooling becomes more structured in organisation and as the specific needs of individual children are more clearly identified, the teacher, working within the school's homework policy, will establish with the individual child or group of children, more formal homework programs that are suitable to the need. Homework is a means by which aspects of the school's program are introduced into the home setting. It can often reinforce the teaching and learning fostered by the school and in meeting the needs of the child.

PUBLICATION OF IMAGES AND WORK

The Department of Education's information Privacy and Security Policy requires schools to gain parental/guardian permission before using visual images of students, such as photographs, outside the school environment.

This school regularly uses images of students in a variety of ways to recognise excellent achievement, inform parents and the local community of school matters, publicise events and to promote the school.

From time to time we may also be asked to contribute to Department of Education materials. In addition to this, the publication of our Newsletter on our school's website may result in your child's image potentially being accessed worldwide through the internet.

Permission of parents/caregivers for the use of images is through the signed Consent Form, completed on enrolment.

CLASS PLACEMENT GUIDELINES

Mount Pleasant staff are committed to meeting the educational needs of all students and a great deal of thought goes into placing each child in a learning environment that will allow them to become successful learners. Please see our Class Placement Guidelines in the Connect Library and school website.

SAFE WORKING AND LEARNING ENVIRONMENTS

All staff, students and parents deserve to be safe on our school site. The Department of Education supports schools by providing these very clear guidelines outlining what respectful communication looks like on a school site, and the responsibilities of both staff and parents when communicating. If both staff and parents embrace these expectations when communicating, your children will be free to learn in a safe, secure and supportive learning environment.

Please refer to the Department of Education Connect and Respect Expectations over the page.



Connect and Respect Expectations

Our schools are committed to providing quality education to all students in a safe, inclusive and caring learning environment. We value working together with parents and families as critical partners in student learning outcomes.

Schools draw on the diversity and strengths of local communities to create opportunities to work collaboratively and set directions for students. Building mutually respectful relationships with each local community is fundamental to this.

A school community contains a wide variety of individuals and groups who strive to work together to educate students to become confident, well-educated young people; prepared to lead happy, successful lives and make contributions to local and global communities.

School staff will engage with families to understand the interests, personalities and needs of their children. All students need access to a quality education within safe and secure learning environments, and with the right supports to progress and achieve.

There may be times during your child's schooling when additional support is needed, or issues arise. Your school will support you and your child to productively resolve these issues and we encourage you to raise concerns as early as possible.

Shared and respectful expectations and values will enable us to work together in the best interests of our children.

All students need access to a quality education within safe and secure learning environments.

What parents and carers can expect from our schools

Communication between you and your school is an important part of your child's education. School communities thrive on open communication wherein staff, students, parents and carers have opportunities to share good news, discuss issues and maintain an open dialogue.

Schools are made up of hard-working and dedicated professionals who will listen, care and respond to your concerns and work with you to resolve complaints. We have found over time even the most challenging of circumstances can be worked through. You can expect some of the following from your school:

- regular communication through school approved channels
- reports on your child's progress and achievement
- celebration of your child's achievements
- notification of any serious single issue or ongoing issues concerning your child
- scheduled opportunities to meet with the classroom teacher
- other opportunities to meet with the teacher, by appointment
- updates about important developments in your child's class
- notifications or invitations to school events
- opportunities to provide respectful and productive feedback.

What parents and carers should not expect from our schools

Our staff have families and personal lives too, and like all professionals, work at their best when they have a quality work-life balance. Parents and carers should not expect:

- school staff to return calls after work hours
- emails to be answered in the evenings or weekends
- access to teachers' private phone numbers or emails
- staff to meet with parents and carers, without an appointment, during a school day
- to be allowed on a school site if you have harassed or been aggressive towards school staff.

You should contact your child's school if:

- you have concerns about your child's academic or social progress
- medical issues arise or diagnosis changes
- there are changes in family circumstances
- there are safety issues or changes in behaviour at home
- social issues arise that could impact the safety and welfare of students at the school
- you want to make or reschedule an appointment.

Communication that interferes with teaching and learning

- speaking to staff disrespectfully or aggressively, especially in front of your child or other students
- expecting to meet with staff during the school day without an appointment
- visiting the classroom during the teacher's preparation time before school
- using social media platforms inappropriately and disrespectfully
- malicious or judgmental gossip
- By everyone playing a part in providing safe, positive learning environments and opportunities for our students, we enable them to be the best they can be.

Communication methods

Electronic communication, such as email, is appropriate for short, non-urgent and positive forms of communication. It is not appropriate for more complex or emotional situations. In these cases, parents should request a face-to-face meeting so that issues can be given the time and attention they deserve. If in doubt, speak to your school.

Concerns and complaints

Contact your school as early as possible if you have concerns. If you are not sure who to speak to, you can start with your child's teacher. For some matters, it may be appropriate to talk directly to your child's year coordinator, school administration staff or principal.

If you have approached your child's school but haven't been able to resolve the issue, refer to our complaints process to explore your options education.wa.edu.au/complaints.

Shared and respectful expectations and values will enable us to work together in the best interests of our children.

Mount Pleasant School Layout

