

NEWINGTON PUBLIC SCHOOL

HOME – SCHOOL COMMUNICATION

The table below is designed to assist communication. Please identify the area of concern and follow the instructions listed below.

Please understand that teachers cannot be available at bell times. At these times their duty of care is to ensure all students are safely in class or ready to go home.

Please ring or email the school or send a note to arrange a convenient time and professional setting for your interview.

Teachers will be best prepared to assist you and your child if you make the nature of your concerns known to them before you meet.

Area	Initially	Next	Then	Finally
Curriculum	The class teacher on aspects of your child's progress in the key learning areas, the content of a particular subject, performance in assessment tasks, homework, excursions and behaviour in the class and playground.	The Stage Assistant Principal for matters such as placement of students in classes, overall assessment/testing policies and teaching programs.	Deputy Principal Learning Support Team (LST) School Counsellor	The Principal is available by interview to discuss any of the listed areas and others, ordinarily following consultation with the relevant staff member.
Student Wellbeing	The class teacher on aspects of your child's overall academic, physical and social development including matters such as peer relationships, discipline and attendance.	The Stage Assistant Principal for ongoing aspects of your child's overall academic, physical and social development including such matters as discipline, class and playground behaviour, peer relationships, attendance, teacher-pupil interaction.	Deputy Principal. School Counsellor - by appointment.	
Sport	The team coach on particular matters relating to team training sessions, team expectations, selections and venues.	Mr Oliveira (PSSA) / Ms Stanton (Rec) / Ms Donovan (School) for general ongoing aspects of the school sport programs and/or the coordinators of the specific carnivals.	School Executive	
Medical Conditions * Parents are asked to discuss with their doctor medicines that can be taken outside of school hours	Completion of a school medical form. The Administration Office staff for the administration of prescription drugs or first aid. Non-prescription drugs are not given to students at school (eg cough medicine). Parents of students with severe allergic conditions (requiring an epi pen) must have an interview with the Principal. Health Plan in place.	Class Teacher, Assistant Principal or Principal	School Counsellor Your local doctor or Community Health Centre	
Money matters	As stated on the notes sent home, usually by the class teacher or the Administration Office. All money is to be placed in the Silver Box (School) or Black Box (P&C) in the Admin foyer unless otherwise specified	The Administration Office for payment records or amounts outstanding.	Principal for student assistance.	
Band	<i>Directions In Music</i> – Milia Cavallaro (Band) Hailey Stafford (Strings)	Teacher contact person – Ms Colley (Jnr) Ms Cameron (Snr) (Strings)	Principal	
Uniform	Pickles Schoolwear	Uniform Committee	P&C Executive	
Canteen	Froggies – Mrs Leigh Wilmot	Canteen Committee	P&C Executive	
Premier's Reading Challenge	Class teacher	Coordinator – Mrs Arnott (Teacher-Librarian)		