



# 2017 Family Information Book

It is a DECD requirement that all Non-Teaching Staff, Volunteers who are working in or involved in positions that may influence decisions about the school or students, have a **Current DCSI Child Related Clearance before you commence duties.**

It is important to remind all persons working at Tarlee Primary School whether it is in a paid or non-paid capacity that they are: **required to follow the rules of Confidentiality** around what is seen, heard, or informed. If they have any doubts about information or what to do with information they should speak to their line manager or principal.

Address: Craig Street  
Tarlee. SA 5411  
OFFICE: 85 285 301  
MOBILE: 0419 310 036  
email: [dl.0430.info@schools.sa.edu.au](mailto:dl.0430.info@schools.sa.edu.au)

## FAMILY INFORMATION BOOK

Welcome to Tarlee Primary School. We hope your association with the school will be positive and rewarding for you and your child.

This booklet is a starting point for some information about the school, its operation and some of the things you will need to do to ensure your child's educational experience is a success. While reasonably comprehensive, you may feel you need more information – please do not hesitate to ask any of the staff for what you need.

As a member of the Tarlee School Community you and your child's comfort, safety, welfare, personal and academic needs are very important to us. Please feel welcome to ask questions, raise and discuss issues with us. Your contribution is valued and important.

### IMPORTANT INFORMATION AND NUMBERS

Address: Craig Street  
Tarlee, SA 5411  
OFFICE: 85 285 301  
MOBILE: 0419 310 036  
email:dl.0430.info@schools.sa.edu.au

### SCHOOL ROUTINES

#### School Time Table (2017):

8.30 – 8.55am	Arrival at school, preparation for the day, yard is supervised by staff
8.55 – 9.00am	Roll in the Dingo's Den
9.00 – 9.20am	Fitness
9.20 – 10.40am	English – ability groups
10.40 – 11am	Recess
11.00 – 12noon	Maths –ability groups
12 – 12.30pm	Curriculum lesson
12.30 – 12.40	Supervised Eating time
12.40 – 1.10	Lunch Play
1.10 – 2.10	Curriculum lesson
2.10 – 3.15	Curriculum lesson
3.15 – 3.30	Depart school grounds – yard is supervised by staff
3:30	Bus students supervised until bus arrives.

#### Staff:

Our dedicated staff team for 2017:

Principal	Chris Turrell
Classroom Teachers	Kylie Steed and Brooke Evans
School Services Officer - Finance	Sue Chase
School Services Officers	Marie Schwarz and Lisa Dickson
Classroom Support Officers	Marie Cutting and Karen LeBherz
Grounds person	Neil Richards

## THE FAMILY'S ROLE IN THE SCHOOL COMMUNITY

### Communication with the school

#### **Communication folders:**

Each family has a folder which is sent home with the oldest child whenever there are notices from the school that require family attention. It is important that you empty this folder on the day that it is received and return it to the school the following day. This folder can be used to return forms and signed notices that are requested by the school. Students are encouraged to take care of this folder and return it to the office in the morning before the 8.55am bell.

#### **Newsletters:**

A school newsletter is sent home on every second Thursday of the term in the family communication folder. This is an important avenue for the school to let families know what has and is happening in the school and community. If you have information that you would like disseminated to the broader school community you are welcome to submit it. All newsletter items need to be handed into the office by Wednesday lunch time on the odd number weeks of term. The newsletter can be emailed to you if you would like to be environmentally friendly.

#### **Diaries and Communication books:**

Each child receives a diary or communication book to be used for general communication between home and school/class room teachers. Please check these every day and use these for noting absences etc.

#### **Phone calls**

We love to hear from you and the office is manned between 8.30am and 4.00pm. If you wish to speak to a teacher directly, they will be unable to speak to you during teaching times. Please leave a message with office staff and they will return your call when they become free. Feel free to pop in before or after school too. The principal is available between 8.30am and 9.20am and 3.15 and 3.30pm each day or by appointment. Allison has a rather large teaching component so apologises that she can't always be available. Again, leave a message with the office staff and she will endeavour to speak to you on the same day.

#### **Parent Involvement in School:**

We want and encourage parent involvement in the school and there is plenty of opportunity for you to be involved if you wish.

There is nothing stopping your involvement on the occasional event from helping out at a sports day, BBQ, working Bee, attending concert. However if you wish to volunteer on a regular occurrence or be involved in positions that influence decisions about the school or students it is a DECD requirement that you have a Current **DCSI Child Related Clearance**.

Application forms are available at the office speak to the Principal or front office staff. These precautions are in place for all students' safety something Tarlee Primary School takes very seriously.

We also ask volunteers to go through an induction process to familiarise you with the DECD and schools expectations.

### **Parent Groups**

Family members can be involved in the governance of the school: Governing Council is a vital parent body which is required for the school to operate. Without the dedicated efforts of the families, the school would close.

We would like to reinvigorate Parents & Friends as a less formal body, but no less important in helping to organise special events, fundraising, sports days, anything that happen successfully. Your help, any help, is fundamental to the continuation of the school. If you are interested speak to Allison.

### **Other**

At Tarlee Primary School we actively encourage family members to be a part of their child's educational experience. Every Thursday morning there is an opportunity to meet with other parents at a coffee morning.

In the classroom, you can listen to reading, spend time with a child who may need a little extra help, participate in cooking, art and craft lessons, sport or excursions, or simply help maintain the school resources (such as the library) or grounds. Do you play a musical instrument; know a language other than English, or just simply like being around children and sharing your life experiences. It is so important that children have the opportunity to listen to the stories of their community and family members, young and old, are all story tellers of one sort or other who are welcome at any time to come and share. You will need to have a DECD clearance but we can help you with this process. Children learn more when their parents are interested and involved in their school and learning. Don't be shy.

## **SCHOOL FACILITIES, RESOURCES and OTHER INFORMATION**

### ***Buildings and grounds:***

The school has a main building which houses a staffroom/teacher resource room, a reception area, sickroom, Principal's office, Library, conference room and a teaching area.

Other separate buildings consist of the Atrium (teaching area for English and Maths, activity, art, and general purpose room), a second teaching area (known as the Dingo's Den), sports shed, and toilet block with boys, girls and staff toilet, a garage, a storage room and cleaner's room.

The school grounds occupy about one hectare in size and are well maintained and cared for by the whole school community. The School Council built the school's gazebo; located near the side entrance gate which is available for lessons and student recreation.

There is a covered out door learning area (COLA), playground, car park, basketball court, undercover veranda play area, cricket nets, bus shelter, a relaxation area shaded by trees and a small green oval with fruit trees.

There are plenty of seating and tables around the grounds.

***Car parking for staff and visitors*** - The staff car park is located at the side and rear of the freestanding teaching area. Entrance is through the rear side gate. A disability car park is located at the front of the school. Families are encouraged to park in the front of the school and are asked to observe the **25km speed limit**.

***Toilets*** - A school toilet block is located at the rear of the administration building. The staff toilet doubles as a visitor and disability toilet with a disability access ramp. **Adult visitors are not permitted to use the student toilets.**

*Updated January 2017*

**Classrooms** - The school has two classrooms for students and the Atrium. All rooms have effective reverse cycle air-conditioning, carpeted and well maintained. The whole school is alarmed for security.

**Conference room** - A small conference room located next to the Principal's office is used for meetings and small group work.

**Library** - The school library is located in the main building and is open from 8.30am to 3.30pm every school day. There is a small parent library for books on parenting and other family issues. All family members are welcome to share books with their children at any time and to borrow for home use.

**Computers** – Tarlee Primary School is well equipped with 20 curriculum computers for student use, all connected to the internet through the DECD computer network. Students have an extensive range of software available to support their learning and are instructed in computer protocols and etiquette. As part of our behaviour management policy there is zero tolerance to bullying of any kind including cyber-bullying and students are monitored in their use of the computer equipment. Two teaching spaces are equipped with interactive white boards which further extend the integration of digital technology into the curriculum.

**School Photos** - Professional photographers take school photos each year; generally in term 4. Families may purchase copies if they wish and all students are photographed for school purposes.

**Pupil Free Days** – Our Governing Council usually approves 3 days per year for whole school training and development and DECD provide 2 per year for Australian curriculum familiarisation.

**Transition (Kindergarten to Junior Primary)** - Students mainly come from Pre-Schools in the District; Hamley Bridge, Kapunda or Riverton Kindergarten. Transition program is devised according to the needs of the individual students in collaboration of the parents, pre-school and primary school. The J.P. Teacher visits the kindy with the reception children, early in the year once the kindy student has started to get to know any children who are planning to attend Tarlee Primary School. A simple transition may consist of visits to the Junior Primary class for a few half day visits, culminating in a two consecutive days in term four prior to starting school. Newly enrolled reception students are expected to attend full time unless there is a need for special programs.

**Transition (Year 7 to Secondary School)** - A comprehensive program operates and is organised by principals and upper primary teachers in neighbouring schools. Nearly all Tarlee students attend Riverton High School.

- Riverton staff and students visit Tarlee in term 1.
- Tarlee students visit Riverton High in terms 2, 3 and 4.
- There is a disco organised for all year 6, 7 and 8 students.
- 2 X 1 day visit in term 4 for year 7's; Year 6's are included if appropriate.

**Pastoral Christian Worker-** Tracy Butter is the school's PCW, her role is to provide support to families, students and staff at the school.

Tracey is sometimes available to help and support in classrooms, the yard, and occasionally for excursions or camps.

*Updated January 2017*

**Assemblies** - Assemblies are held for special events in the Atrium when advertised. Parents are actively encouraged to attend. The general format is that we share/show student work, birthdays, SRC news, Principal news, Teacher news, awards; teachers may give as many awards as are deemed appropriate.

**End of Year Celebration-** The annual end of year celebration is held in term 4 at the school. It is a major event in the community and is well attended by broader community members. Students organise one or more items of 5 to 15 minutes each to entertain. At the end all the children go away with a present. This is a significant event on the school calendar.

**Play Group** – The Tarlee Play Group meets weekly on Thursday 9.00am – 12.00pm in the Atrium. All families with children under school age are welcome to attend. Bring a piece of fruit to share for afternoon tea. Children enrolled in play group also have full use of the school library.

## CURRICULUM

At Tarlee Primary School, we view children as successful learners who arrive at school with a wealth and variety of experiences and knowledge. As such, we have a careful and comprehensive process of evaluating what learners already know and designing an education program to suit individual needs and abilities. As part of the Lower Mid North Partnerships commitment to quality literacy and numeracy outcomes for all students, we have 2 ability groups for the curriculum areas of English and Mathematics. This allows for small groups of similar ability students who receive individualised attention from their classroom educator. The time allocated to each of the curriculum areas follow the recommended departmental and curriculum framework guidelines.

Assessment for each subject will be against the learning outcomes for: The Australian Curriculum subjects of English, Mathematics, Science, History, Geography, Health & Physical Education, Language other than English (LOTE) we learn Auslan Signing for the Hearing Impaired, The Arts, and Design & Technology. Parent Interviews in terms one and three, with formal reports in Terms two and four.

### **DECD required Assessments**

Summative assessment to measure student

Students in academic years 3, 5 & 7 will sit the National Assessment Program for Literacy (reading, grammar and spelling, writing) and Numeracy (NAPLaN) test in May. Reading abilities in Reception Yr1 & 2 is assessed through running records and reported on three times a term.

Pat-R and Pat-M online reading and mathematics test.

### **School Based Assessments**

School based diagnostic testing to assess learning and growth but also to analyse where and what the student needs to learn to move on.

Probe assessing reading and comprehension in students who have reached Running records level 28.

Site developed mathematics test based on the levels of the Australian curriculum.

**Reception Students** – Reception students complete a full year in reception before progressing from reception to grade one, the school will consider such factors as the student's development, ability and social maturity. Also taken into consideration will be the length of time the student attended kindergarten on a regular basis. When deciding the student's year level a consultation of teachers and parents will occur.

**Early Intervention** - Students can receive early intervention support from a school services officer and classroom teacher. All students identified as 'at risk' academically, physically or emotionally through in school assessment processes, will have an Individual Learning Plan (ILP) in place for their learning and following any formal assessment, a Negotiated Educational Plan (NEP) will be developed in consultation with family members and other supporting agencies. Early identification and referral for assessment is encouraged to ensure that a student is able to meet their maximum educational potential.

**Swimming:** This is part of the Health and Physical Education instruction and involves travelling by bus to the Riverton Swimming Pool for instruction with qualified swimming instructors. In 2016, this will occur in Week 1 and 2 of Term 1.

**Camps and Excursions:** Students will have the opportunity to attend a 1 or 2 night camp at a different venue each year. This will occur at the end of term 1 or beginning of term 2 depending on venue availability. We will provide further details as they become available. It is hoped that the school will participate in 1 or 2 whole school excursions during each term and destinations will depend on the direction of learning and at teacher discretion.

## **EXTRA CURRICULA ACTIVITIES**

Students at Tarlee Primary School can be involved in a number of activities both in and outside of school hours.

**Student Representative Council (SRC):** Students in years 3 – 7 are elected each term to hold office in the SRC. The positions include: chairperson, secretary, treasurer, fundraising and environmental committee chairpersons, class representatives, and media officer who will also chair the magazine committee this year. Other students are chosen by nomination to sit on the various committees.

**Basketball:** If any students are interested in basketball please ask at reception for further details.

**S.A.P.S.A.S.A.** - students are encouraged to participate in SAPSASA activities and staff support students in their attempts to be involved.

*Updated January 2017*

**Sports day: District** - The Gilbert Valley District Interschool Sports Carnival is held every year on a rotating circuit. The 5 primary schools involved are Saddleworth, Hamley Bridge, Manoora, Owen and Tarlee. All Tarlee students are part of this event, and we combine for some events such as team games with Manoora. All family members are welcome to participate, help and/or be spectators.

## SCHOOL POLICIES AND PROCEDURES

### **Attendance:**

It is a DECD legal requirement that **all children** attend school or be in training from the age of 6; or from enrolment in school until they are 17 years of age.

Regular attendance at school allows students to maintain the lesson flow and consistency of routine which is vital to academic success and improves life success.

All Students enrolled at Tarlee Primary School are expected to attend school Monday to Friday between 8.55am and 3.15pm during school terms. If your child is unable to attend school during these times, you are required to inform the school by:

1. A phone call to the front office prior to the 8.55am start.

**Phone number: 85 285 301 or Text to mobile 0419 310 036.** This phone call must be from an adult over the age of 18 years and who is nominated on the school enrolment form as a supervising adult for the child. If we are not contacted by 9am the school will attempt to contact you for safety reasons. Please discuss this with the school if you have any concerns.

2. A note in the child's communication book or diary on the day following the absence to confirm this information in writing.

If your child is absent for longer than 2 consecutive days due to an illness, a medical certificate may be required.

If your child is away from longer than 3 days due to family or social reasons such as a holiday, the school requires written notice 2 week (if possible) prior to commencement of the absence. Longer periods of absence require an application for a temporary exemption speak to the principal about this as two weeks notice is necessary.

## South Australian state schools term dates:

	Term 1	Term 2	Term 3	Term 4
2017	Term 1 30 January - 13 April	Term 2 1 May - 7 July	Term 3 24 July - 29 September	Term 4 16 October - 15 December
2018	Term 1 29 January – 13 April	Term 2 30 April – 6 July	Term 3 23 July – 28 September	Term 4 15 October – 14 December

Any persistent or unexplained absences must be referred, to the Department of Education and Children’s Development for their action.

Students arriving at school after 8.55am require a written note of explanation and will be marked as late on the roll.

Students who need to leave school before 3.15pm require a written note to inform the school and must be collected by an adult over 18 years of age and who is nominated on the school enrolment form as a supervising adult for the child.

All Late arrivals and early departures must be recorded in the “Student movement book” located in the front office and signed by the collecting adult.

## Uniforms

**Dress Code** - The wearing of school uniforms by students is compulsory.

The school uniform colours are navy blue, maroon and white.

***Hat Requirements*** – All students are supplied with their first school hat free of charge. Students must wear hats outside during play times and outdoor activities at all times. Students not wearing the school uniform hat will not be permitted to participate in outdoor play or activities - they must remain under the shade of the veranda outside the office entrance.

New & second hand hats can be purchased from the office.

***All Year*** - a navy or maroon hat with a wide or bucket brim; to comply with the Sun Smart Safety code.

***Summer*** - Navy blue, shorts or skirt, with a maroon or white polo top, (girls may wear a navy, maroon and white checked summer dress).

***Winter*** - Navy blue, long trousers, track pants or skirt, with a maroon or white short or long sleeved polo / rugby top, Maroon jumper or zip up fleecy jacket.

**Wearing of Jeans are not permitted.**

Uniforms are available by contacting the front office staff.

**Shoes** - should be in reasonable condition in predominantly black, brown, blue; Leather school shoes or sneakers, ideally suitable for running or walking in.

For safety reasons thongs or backless shoes **are not to be worn** at school.

**NO make up**; including coloured nail polish, jewellery except for religious symbols.

**Student Stationery**

Students are issued with a plastic container and their basic working stationery. This includes lead pencils, textas, coloured pencils, glue sticks, 15cm ruler, and can include pencil sharpener and eraser. Once the initial issue of stationery is exhausted students / families are required to provide additional stationery. This can also be purchased with reward cards in lieu of cash. Stationery that is deliberately wasted, damaged or lost is to be replaced at the student / families own expense.

Scissors, 30cm rulers, protractors, compasses and other specialist requirements are provided as class issue and are not part of the student's individual student stationery allocation. Exercise books and other workbooks are allocated according to the needs of the curriculum areas and the teacher's assessment of need.

Teachers are allocated a stationery allocation to cover the cost of basic stationery needs and this is set in the budget in the prior year.

Stationery that is deliberately wasted, damaged or lost will need to be replaced at the student / families own expense.

**Communication / Diaries** – Students R to 2 are provided with communication books. Students in 3 to 7 are provided with diaries. These are used for communication between teachers and parents, and students to keep track of school, personal events and homework.

**Sun Smart**

Under the mantle of the Anti-Cancer Foundation Sun Smart policy – students are required to wear a wide brimmed navy bucket hat (see uniform policy) when attending lessons outdoors (including excursions) and during play time at recess and lunch. The student's first hat is provided by the school on enrolment and kept at school except for holidays when they should go home to be cleaned. Students are to be responsible for their hat and return the hat to its designated spot during lesson times. Replacement hats may be purchased from the school.

Students must have their upper arms covered at all times (particular important in terms 1 and 4) and sunscreen must be applied during terms 1 and 4 before the day begins and before lunch play.

Sunscreen must also be applied before swimming lessons and any long term exposure to the sun, for example, when on excursion which involves extended periods outside.

Students without a hat and/or appropriate clothing will be requested to play under shade at all times. Failure to have a hat at school or inappropriately dressed for more than 2 consecutive days will result in a note being sent home requesting a hat or a change of clothes as appropriate.

## **Student Welfare and Behaviour Management**

We expect all parents and visitors to remember that this is a safe zone for students and behave at all times in a respectful, orderly manner while on school premises, or when children are present.

Tarlee Primary School is a **BULLY FREE ZONE** where all participants in the educational process have the right to feel safe and have a sense of belonging. While we are unable to guarantee that no students will never be bullied or bully others. Bullying is not an acceptable practice. We are only able to act on what we know; either from our own observation, hearing or being informed of happening. We endeavour to do our utmost to ensure that Students and their welfare are our business and at Tarlee Primary School, students are valued and respected as individuals.

We acknowledge this by listening and responding to the complex and ever changing aspects of children's lives in positive and supportive ways. Behaviour Management begins with clear rules, expectations and consequences that the students help to develop and appropriate behaviours are rewarded in a variety of intrinsic and extrinsic ways. Inappropriate behaviours are addressed in a way which teaches students self respect and control and the value of other's rights. Children's choice is respected, supported to be positive and informed and seen as an essential component of a successful educational experience. Positive and professional relationships between staff and students are seen as the solid foundation for effective behaviour management. For more comprehensive information about the school's student welfare and behaviour management policies, please ask the office staff.

### **Grievance Policy**

At Tarlee Primary School, we are committed to fostering a safe, harmonious and productive environment for everyone who is involved with the school.

We acknowledge that, despite all the best efforts, interactions between educational partners, is, sometimes, less than ideal. To protect the enduring and positive relationships necessary for quality learning, there needs to be clear guidelines for all partners in these circumstances. The Tarlee Primary School Grievance Policy provides clear procedures for handling these conflicts. The process is outlined in the flow chart at the end of this booklet.

### **Accidents and Illness (including Medications)**

Accidents do happen at school even though staff take great care to ensure that school activities are safe and children are well supervised.

If your child has an accident at school, they will be assessed following standard first aid procedures. All staff at Tarlee Primary School has completed first aid training. If an injured child is inconsolable or unable to return to class within a short space of time, a family member or nominated emergency contact will be called. All accidents will be attended to and taken seriously and with respect to the child's dignity. All accidents and injuries will be noted in the child's communication book or diary for family members' information.

An ambulance will be called if the injury or accident is considered to be life threatening or in need of urgent medical attention.

Illness can also occur at school. Any child who becomes unwell at school is taken seriously and removed from the classroom to the sick room where they are monitored for no more than 1 hour. If your child vomits or shows signs of diarrhoea, the school will

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notify family immediately and request that they be collected as soon as possible. If within the hour, the child improves, they will return to class. If after 1 hour they show no improvement, a family member will be notified. All visits to the sick room are recorded in your child's diary or communication book.

If your child is unwell before school, they may be better served by remaining at home for the day as illness will impact negatively on their ability to participate in the day's routine. Please note: if your child is diagnosed with a communicable disease including head lice, you need to contact the school as soon as possible.

### ***Drugs and medications –***

Students with ongoing health issues including asthma will need to have a **Health Plan** signed by their doctor, and a copy given to the school. Please see the office staff for a copy of the forms if required. All medications (including Ventolin) must be given to office staff in the morning. No medication should remain in a child's bag.

Prescription medicine can only be administered if accompanied by the original package with the chemists label attached, name of student, dose and frequency of dosage, a note from you giving the same.

If students need to have medication that is not prescription, administered at school; this includes throat lozenges, they need to be accompanied by a note from you, with instructions as to the dose and times, etc. and be in the original packaging.

Administration of all medication is recorded.

## **Emergency**

***Fire Drills, Evacuation and Other emergency procedures:*** These are practiced on a regular basis at the school including evacuations and invacuations. As part of the health and physical education curriculum other aspects of personal safety and protection are addressed.

**Bushfire and Emergency:** Tarlee Primary School is in a HIGH RISK FIRE AREA. This means on **CATASTROPHIC days the school is closed**. Please listen to ABC local radio or 5AA between 6am and 7.30am during summer for the day's fire rating and keep you child at home if a CATASTROPHIC day is forecast. Catastrophic days are often announced on TV and radio news services the night before and confirmed using the Emergency phone web. Check your favourite stations for details. If you are in any doubt you can phone the school's mobile number after 7.30am.

**High, Severe and Extreme FIRE RISK DAYS** - On these days it is school as usual. The school will be on alert and be ready for any event from the start of the day. Lessons will continue as normal but staff will monitor local radio and be in contact with the local CFS personnel. There is an extensive Bushfire procedure at the school and staff will inform families, where and as quickly as possible of things, as they develop. All families are asked to be part of the emergency phone web to help with efficient dissemination of information. Please speak to office staff if you have any concerns about the bushfire readiness practices.

High temperatures are nor an acceptable reason for non attendance at school. Once at school students are in air conditioned spaces. The school has very good well maintained air conditioners in all teaching and admin spaces, and a policy to keep students cool on these days, if you have any concerns speak to staff.

## SCHOOL VISION STATEMENT

Tarlee Primary School, as part of the wider community is a school where we strive to live up to our motto:-

### **PROUD, POSITIVE and SUPPORTIVE**

***All school community members show respect and tolerance for each other, other people and their culture and beliefs. This means:***

- The whole school community is: educators, learners and parents and extended family
- Tarlee Primary School is a proud, positive and supportive part of a determined community
- Tarlee Primary School plays a large role in the community
- All school community members are welcome at all school functions and are valued as fellow community members
- New learners are welcomed
- All members of the community are accepted as contributing members of the school
- Respect for people, property and equipment is shown.

***Active participation and co-operation are achieved. This means:***

- Educators, learners, parents and wider community members work together, as a team, in the best interests of the learners
- The educators are a positive team, catering for all learners, but also looking to assist the individual
- All parents are encouraged to support and be involved in school activities
- The structure of committees encourages wide participation
- Decision making invites and considers the opinions and ideas from all members of the school community
- Communication between all groups involved in our school community is regular, honest, open and valued
- Volunteer programmes are run with community helpers
- Co-operation is when people work together, even if they hold differing opinions.

***Student development and learning takes place in a safe, caring, secure, stable and attractive environment. This means:***

- The total development of learners includes academic, social, physical, moral, cultural and emotional development
- The curriculum offered allows each student to reach their greatest potential
- Staff are proactive in the 'early intervention' of learners who are in danger of not achieving / engaging
- Opportunities are provided for learners to learn for further education and life skills
- Student behaviour management ensures that all school community members feel physically safe and emotionally secure, where learners relate positively to each other and are responsible for their own behaviour
- Learners enjoy their development, learning and knowledge

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***The needs of individuals are met. This means:***

- Every individual has needs and these are recognised in all aspects of the school
- Our school identifies and meets
  - ❖ The needs of educators and learners
  - ❖ Parents' school-related needs
  - ❖ Educators professional development needs
- Special measures (parent volunteers, hourly paid instructors, excursions, grants, camps etc) are taken to ensure that individual needs are met
- Full potentials are reached by all, even if special measures need to be taken to ensure fairness in
  - ❖ Use of facilities
  - ❖ Personal attention
  - ❖ Learning situations

*To ensure that equality of opportunity is achieved.*

***Success of individuals is valued. This means:***

- Every individual achieves success in a variety of areas
- Recognition of achieving individual goals is given
- Individuals value themselves, as well as others and their environment
- Each person is valued for themselves and their achievements, and this becomes a reason for others to be happy for them.

***Success is not just measured by popularity, sporting or academic ability, but also in being a caring, supportive and compassionate person.***

## TARLEE PRIMARY SCHOOL

### Grievance Procedures

If you have a problem or grievance there is a procedure that needs to be followed in order to reach a win / win solution ; that is a solution where all parties feel satisfied that,

1. They have both been heard.
2. Agree on a decision / solution.
3. Are able to move on amicably.

