



**Esperance Christian
Primary School**

Cnr Blake & Ocean Streets
Esperance, WA 6450

T (08) 9071 2703

F (08) 9071 6659

esperance.adventist.edu.au

Esperance Christian Primary School

HANDBOOK 2014

THANK YOU for your enquiry about ESPERANCE CHRISTIAN PRIMARY SCHOOL (ECPS). We are glad to present to you this School Handbook that will provide you with valuable information about our school. If you have any further inquiries please do not hesitate to contact the Principal or the office staff.

The following information details the school's reason to exist and what we value:

OUR MISSION STATEMENT

Esperance Christian Primary School exists to provide a caring, nurturing environment where students are educated for a life of service to both God and the community.

ECPS encourages excellence through the balanced development of the mental, physical and social domains of each child. Encompassing this is a focus on the strengthening of Christian character.

OUR VISION STATEMENT

The vision of the ECPS is to provide a holistic Christian based educational service that is valued by the community.

OUR VALUES STATEMENT

Esperance Christian Primary School values:

- Service
- Responsibility
- Integrity
- Safety
- Co-operation
- Thoughtfulness
- Sportsmanship
- Fun
- Commitment
- A personal relationship with Jesus.



PHILOSOPHY

Education at Esperance Christian Primary School is based upon a worldview derived from the Christian Faith. This view begins with an eternal loving personal God who has always existed, is all powerful and is the source of all life, truth, beauty and Christian values.

God, through Christ the Son, created this world as a part of His perfect universe. Furthermore, He sustains His creation by His power and through the natural laws He instituted. Although created perfect, this planet has been corrupted by sin, resulting in a world that is out of harmony with the rest of creation. However, God has instituted plans to restore this world to its original perfection.

Humanity was originally created in God's image with a unity of body, mind and spirit and endowed with intellect, emotion and the power of choice. Sin, however has not only corrupted our environment, but humanity itself. God's image has been restored through personal response to the initiative of Jesus Christ and the work of the Holy Spirit.

All truth finds its centre and unity in God. God communicates to us through the natural world and His providential acts, and more specifically, through Jesus Christ, Scripture and His inspired Word. We comprehend truth through observation and reason, but these avenues to understanding require faith and the direction of the Holy Spirit. Since all truth is God's truth there is no dichotomy between the sacred and secular. Rather, Christian faith pervades all of life and every activity has spiritual significance.

God, through His moral laws, has outlined standards of ethical behavior based on His own character of love. When adopted by Humanity, laws develop commitment to selfless service and a personal and loving concern for all.

Humanity's appreciation of beauty and creativity, although marred by sin, still reflect God's image. Without direction of the Holy Spirit, these capacities may be used for evil instead of good. Appreciation of beauty and creativity extend to all people's relationships with God, other people and the natural world.

GOALS OF ESPERANCE CHRISTIAN PRIMARY SCHOOL

The primary goal of the Esperance Christian Primary School is to provide a safe and secure learning environment for children and to nurture this goal within a Christian perspective.

The following goals are extensions of the school's mission:

SPIRITUAL

- ❖ The school intends to conform to and maintain the Biblical standards of Christianity in behaviour, teachings and lifestyle.
- ❖ The Esperance Seventh-day Adventist Church Minister, along with other local ministers is engaged in the school's program as the schools chaplain. He is available to all associated with the school, including, students, staff, volunteers and parents
- ❖ Worship, prayer and Bible study periods are held daily in the school.
- ❖ To be a community built on *acceptance* and *tolerance*, where all are treated with *respect* and *dignity*.
- ❖ To provided an environment in which the students can come to know *Jesus* and *model* their lives on Him.

MENTAL

- ❖ To develop in students a *desire to learn* and achieve standards of excellence in all areas.
- ❖ To develop in students an understanding of the impact a *healthy life* can have on academic, social and spiritual development.
- ❖ To assist students in developing talents and gifts God has given them, in an environment which allows *individual creativity*.

PHYSICAL

- ❖ The school endeavours to develop a balanced program where each student receives the benefit of an alert mind and a sound body. Daily exercises and sporting activities, with free and organised play are programmed into the curriculum.
- ❖ The school provides a balanced health program, emphasising the benefits of a healthy body and mind.
- ❖ Parents are encouraged to provide adequate nutritious school lunches. We prefer that students eat only fruit at recess time. Please note that we are an *allergy aware* school. There may be times when 'nut free' procedures will be put in place if any students have severe allergies or anaphylaxis.

SOCIAL

- ❖ Students feel comfortable in the classroom and playground environment. This fosters learning and meaningful social interaction.
- ❖ To provide experiences that will assist in the choice and development of a *well-balanced* lifestyle.
- ❖ To develop in students appropriate *life skills* that will be of benefit to themselves and the community.

SCHOOL ADMINISTRATION

Esperance Christian Primary School is a member of Adventist Christian Schools WA. All affiliated schools comply with the accreditation and registration procedures as set by the National Australian School System and relevant State Education Departments.

The school is governed locally by the School Council. The School Principal manages the operations of the school. Both the School Council and School Principal report to Adventist Christian Schools WA and relevant government organisations.

SCHOOL COUNCIL

The School Council (SC) is appointed every three years. Members are appointed by the Adventist Christian School's Board of Directors and the Principal of the school is the Secretary of the SC.

The Home and School Chairperson is appointed by the SC.

Briefly, the SC's functions are to:

- promote Christian Education.
- set and operate an effective budget.
- review all enrolments and endorse their acceptance.
- care for, develop and maintain the school assets.
- govern the legal requirements of the school.

The SC welcomes feedback from parents. Improvement surveys are conducted throughout the year. Input by parent / guardian is invaluable.

HOME AND SCHOOL

This association is made up of interested persons, whose primary role is to foster meaningful relationships between parents and the school, and in so doing contribute to the development of the child.

Elected members of the Home and School Association are approved annually by the SC. Those elected are: President, Secretary and at least three others. The school Principal is Chairperson.

Briefly, the Home and School Association's functions include:

- ❖ promote Christian Education.
- ❖ fund raising.
- ❖ organise parental assistance in school activities.
- ❖ conduct general educational meetings of interest for parents.
- ❖ provide feedback on curriculum, safety, resources, capital expenditure and the direction of the school.

Many structures and special events of ECPS are run by the Home and School. Its continuous successful operation has been a vital element of our school.

ADMISSION PROCEDURES

The Esperance Christian Primary School is operated for the benefit of the children of the Esperance community and is open to students regardless of their ethnic background, gender or national origin.

While no religious test is applied, all students are expected to show respect for the school's standards and regulation and for the Word of God, and to attend the regular religious classes and activities of the school.

Every effort is made to provide opportunity for both girls and boys to participate in all school activities as far as possible.

The school attempts to accommodate disadvantaged students as best it can within the limitations of its financial resources.

It is the policy of the school to ask prospective parents to undergo an interview process with the school principal. This interview process is to ensure that prospective parents are aware of all relevant issues and requirements of admission to the School.

An application form will need to be completed by the parent / guardian. Contact will then be made regarding this matter. This application form should be accompanied with the child's latest school report, immunisation records, birth certificate and enrolment fee. The parent / guardian will be contacted immediately following the outcome of the decision by the principal and School Council.

STUDENT PRIVACY

- It is a practice of this school to forward a copy of a student's educational records and other personal information to their new school when the student transfers. If you do not agree to this, you must advise us in the application form.
- If you have any objection to your child's photograph and/or name being used by the media for school promotions or newspaper articles please advise us in the application form.
- A copy of the school's privacy policy is available upon request.

PRIVACY STATEMENT

1. Esperance Christian Primary School collects personal information on all families who enrol students in their school.
2. Some of the information we collect is to enable the school to carry out its duty of care.
3. Failure to complete any part of the information requested may have some bearing on how the school is able to respond to and meet the individual needs of each student/family. If we do not obtain the information required, we may not be able to enrol or continue the enrolment of your child/ren.
4. Health information about students is sensitive information under the privacy act. We ask you to provide medical details about students from time to time in order for the School to provide appropriate care of individuals as the need arises. We also ask you to provide emergency contact details. We encourage you to notify doctors and emergency contacts that you are disclosing their information to the school and why, and that they can access that information if they wish.

5. Personal information collected from students is often disclosed to their parents or guardians. Achievements and activities of students are often published in our newsletter, school magazine or other publications.
6. The school from time to time discloses personal information to others for administrative and education purposes. This includes other schools, government departments, medical practitioners, and people providing services to the school including visiting professionals.
7. Parents may seek access to personal information collected about them and their child/ren by contacting the school. If there are items that you consider need updating or correcting, you have the right to request such changes be made. There may be occasions when access is denied. Such occasions would include having an unreasonable impact on the privacy of others or access resulting in a breach of the School's duty of care.
8. A copy of the Esperance Christian Primary School's Privacy Policy is available on request

ADVANTAGES OF SMALL SCHOOL AND MULTI-GRADE CLASSES

1. ACHIEVEMENT

Research has consistently shown that small schools with multigrade classes generally achieve better results than the big schools with single grade classes. Even the most pessimistic research has shown that small schools with multi-grade classes achieve, at least equally as well as their larger, single grade counterparts.

2. INDIVIDUAL LEARNING

In multi-grade classes there are opportunities for individualisation and students can work at their own pace.

3. INDIVIDUALISED TEACHING

In conjunction with point two, teachers in multi-grade classes do a lot of individual teaching as opposed to doing a lot of whole class teaching. Most students benefit from the additional one-to-one contact with the teacher.

4. EXTRA SUPPORT

Remedial help for a struggling student occurs far more naturally in a small, multi-grade school. It is inbuilt into the multi-grade teaching approaches and strategies. A grade six student, for example can do the same reading as the grade five students and the same maths as the grade four students, and all the other subjects at the normal level without causing any disruption to the teacher, the student concerned and the other class members.

A more serious case can repeat a whole year with far less embarrassment as the "repeating a grade" aspect can be totally left out in name and in the actual class work. The child is simply reclassified as being on a three-year infants program (i.e. grades one and two year senior school program). That gives the student opportunity (an extra year) to progress at a slower pace without having to repeat previously covered work. Such students are usually classified in each particular grade for three semesters and promoted mid-year.

5. FAST ACHIEVERS

Multi-grade classes provide opportunities for the high achievers and the gifted and talented. As the students are already working at their own levels and at their own pace already, catering for such students occurs simply and natural.

Unintentional revision and extension of students occurs often without the teacher's knowledge. For example, a grade seven student may gain benefit from observing a grade five maths lesson on long division. Conversely, a gifted grade five student observing a grade seven lesson on division of fractions and declaring that he/she could do them would be a great learning experience.

SCHOOL TIMES

START: 8:45 am
RECESS: 10:25 am – 10:45 am
LUNCH: 12:15 pm – 12:50 pm
CONCLUDE: 2:55 pm

SCHOOL REPORTS - Reports will be as followed:

1. Term One - Interim Report
2. Term Two - Written Report
3. Term Three - Portfolio
4. Term Four - Written Report

Parents wishing to discuss a student and/or his/her report are advised to make an appointment with the teacher. Reports are given in a sealed envelope and need not to be returned to the school as the school keeps a copy of all reports.

Reports will vary depending on the year level of the child

TERM DATES: 2014 *Please note that these dates may be subject to slight change. If this occurs the school will notify parents in the Newsletter.*

SEMESTER ONE

Term 1: Monday 3 February - Thursday 10 April

Break: Saturday 12 April - Sunday 27 April

Term 2: Tuesday 29 April - Friday 4 July

Break: Saturday 5 July - Sunday 20 July

SEMESTER TWO

Term 3: Tuesday 22 July - Friday 26 September

Break: Saturday 27 September - Sunday 12 October

Term 4: Tuesday 14 October - Wednesday 17 December

UNIFORMS

The School Uniform is an important symbol of the School. Uniforms are to be worn to and from School and are to be maintained in a clean and neat condition. Uniforms can be ordered from the school. The uniform shop is situated next to the library. Second-hand uniforms may be available at a lesser cost.

Please note:

If a child is not wearing the complete School Uniform an explanatory note should be sent to their classroom teacher.

DETAILS OF SCHOOL UNIFORM

BOYS

Trousers	College Grey (not Jeans type) or Grey Shorts
Shirt	White with burgundy trim, school monogram – Short Sleeve, <u>with a top button</u>
Tie	Regulation Tie - Winter Only
Pullover	Regulation Burgundy, V Neck with school monogram
Socks	Grey
Shoes	Polished Black lace up (preferred) or black joggers with black laces
Shoe laces	Black.
Hat	Regulation Burgundy

GIRLS

Blouse	White with school monogram
Skirt	Regulation Material and Style (purchased through School)
Socks	White ankle, plain ribbed
Pullover	Regulation Burgundy, V neck with school monogram
Shoes	Polished Black with clips or laces (preferred) or black joggers with black laces
Sandals	Brown Roman Style Sandals
Hair Items	Burgundy
Hat	Regulation Burgundy
Shoes	Polished black with clips or laces (preferred) or black joggers with black laces

NO JEWELLERY – ESPECIALLY EARRINGS ARE TO BE WORN WITH THE SCHOOL UNIFORM OR AT SCHOOL FUNCTIONS. IF STUDENTS ALREADY HAVE PIERCED EARS, ONLY SMALL STUDS MAY BE WORN.

SPORTS UNIFORM – GIRLS AND BOYS

Track Suit	Burgundy, two piece – pullover with school monogram
T Shirt	Burgundy with school monogram
Shorts	Black rugby
Socks	Sports type - white

Shoes

Sports type

PRE-KINDY, KINDERGARTEN & PRE-PRIMARY UNIFORM

Summer:

- Light blue polo shirt with school monogram
- Royal blue rugby shorts or pleated skirt
- Sports type shoes.

Winter:

- Light blue polo shirt with school monogram
- Royal blue windcheater with school monogram
- Royal blue track pants
- Sports type shoes

BOOKS AND STATIONERY

Books and stationery can be picked up on registration day or on the first day of school. The school charges an annual \$60 stationery fee to help cover costs.

The non-consumable books must be returned to the school at the end of the year.

- * Additional supplies of these goods will need to be supplied by the parents.
- * All belongings should be clearly named and where appropriate, coverings are desired.

An annual *Technology Levy* of \$70 is applied to each child.

SPORTS EQUIPMENT

The school supplies a range of sports equipment for the students to use.

This equipment must be used with care and always returned when no longer needed.

If a child wishes to use their own equipment at the school, approval from the principal must be first obtained.

The school is not responsible for private equipment.

Illness	Exclusion of Cases	Exclusion of Contacts
Chicken Pox	Exclude from school until recovered or until at least a week after first blisters	Not excluded
Conjunctivitis	Exclude until effective treatment has been instituted.	Not excluded
Glandular Fever	Exclusion is not necessary	Not excluded
Hepatitis A	Exclude for at least 7 days after the onset of jaundice and a certificate is furnished by a medical practitioner stating that the person is no longer infectious.	Not excluded
Impetigo (School Sores)	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing	Not excluded
Leprosy	Exclude until approval to return has been given by the Medical Officer of Health.	Not excluded
Measles	Exclude for at least 4 days after the appearance of the rash	Immunised contacts not excluded. Non-immunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If non-immunised contacts are vaccinated within 72 hours of their first contact with the index case, they may return to school.
Meningitis (Bacterial)	Exclude until well	Not excluded
Meningococcal Infection	Exclude until well	Not excluded
Mumps	Exclude for at least 9 days after onset of symptoms. Re-admit on recovery.	Not excluded
Poliomyelitis	Exclude for at least 14 days after onset and until a certificate is furnished by a medical practitioner stating that the person is no longer infectious	Not excluded
Ringworm, Scabies, Pediculosis (Lice), Trachoma	Exclude until the day after treatment has commenced. Family contacts will probably be infected and should be treated.	Not excluded
Rubella (German Measles)	Exclude until recovered or for at least 5 days after the appearance of the rash	Not excluded. (Female staff of childbearing age should ensure that their immune status against rubella is adequate)
School Sores (Impetigo)	Exclude until effective treatment has been instituted including the proper use of covered dressing.	Not excluded
Streptococcal Infection	Exclude until the person has received antibiotic treatment for at least 24 hours and has recovered from the illness	Not excluded
Swine Flu	Exclude from school for 1 week.	See school policy for more details.
Tuberculosis	Exclude until approval to return has been given by the Medical Officer of Health	Not excluded
Typhoid and Paratyphoid Fever	Exclude until certificate is furnished by a medical practitioner stating that the person is no longer infectious	Not excluded
Whooping Cough (Pertussis)	Exclude for at least 5 days after starting antibiotic treatment. Exclude from 2 weeks from onset. Re-admit on medical certificate of recovery.	Exclude non-immunised household contacts who have not attained 7 years of age for 14 days after the last exposure to infection or until 5 days of a 14 day course of antibiotics has been administered to the contacts

ECPS SUN SAFE POLICY

Each student is expected to wear a hat while outside at ALL times throughout the year. Sunscreen is supplied by each classroom teacher for use by the student. NO HAT NO PLAY.

HEALTH and SAFETY

Esperance Christian Primary School places emphasis on the total development of each child and health is part of this development.

MEALS

It is asked that parents supply healthful food at lunch time.

If your child wishes to eat at recess, would you please provide fruit - (fresh or dried) or vegetables only please.

Please note that ECPS is an *allergy aware* school. There may be times when '*nut free*' procedures could be implemented if a student suffers from severe allergies or anaphylaxis.

CLEANLINESS

The Child's personal cleanliness is essential at all times. Hands are to be washed are visiting the toilet and tissues used to blow their nose.

MEDICINES

Students should not bring medicines, tablets, inhalant etc, to school unless accompanied by a note from parents explaining the reason, dosage and times.

If a child has any medical problems the Principal must be informed so that preventative measures may be taken.

Staff are informed of each child's medical needs so that care may be given in the case of an emergency.

ACCIDENTS

In case of a serious accident where treatment beyond the school's capability is required the Principal will request the assistance of an ambulance. When possible the parents of the child will be notified of any serious injuries.

PLAYGROUND BEHAVIOUR

Rough play in the playground is not permitted. Any activity that may endanger a student should not be undertaken.

ABSENCES

A note to the Principal and/or classroom teacher explaining the reason for a child's absence is required by law. A short telephone call informing the Principal of the Child's illness or other problem will assist in the smooth running of the school. This should be followed by a written note for record keeping purposes. If the school has not received notification of a student's absence by 9:00am the school will phone parents/guardians to ascertain that parents are aware of their absence.

DISCIPLINE POLICY OVERVIEW

No school can function successfully, harmoniously, and happily, without discipline and order. It is therefore expected that students at this school will demonstrate such deportment and behaviour as will enhance their own self esteem and uplift the school's standing in the community in which we live.

General Rules

1. At all times students should speak with courtesy and consideration for others.

2. School uniform is compulsory and should be strictly adhered to at all times (in case of emergency, some other formal attire should be worn and a note explaining the reason should be sent). On Sports Days the school sports uniform may be worn. On some occasions students will be permitted to wear casual clothing. At such times the students' dress should be neat and tidy. The school reserves the right to ask students to change into more appropriate clothes if necessary. Students are permitted to wear cover-up raincoats or wind jackets in extreme weather conditions but these should be removed once in the classroom. Such clothing should conform to the uniform policy in design and colour.
3. The wearing of jewellery is restricted to a wrist watch and stud earrings (for those with pierced ears) for reasons of practicability and safety.
4. Obvious use of makeup and nail polish is not permitted, nor are elaborate hair styles. Hair should be neatly groomed and it is recommended that long hair be tied back for health reasons.
5. Breakages and damage caused by irresponsible or malicious action will be charged to the person concerned.
6. While under school supervision students are not permitted to have articles which are not conducive to their school work - eg. magazines, comics, radios, shanghais, war toys, etc. Such articles may be confiscated.
7. Lost items, including money, should be handed to a teacher if found.
8. Students should not bring confectionery such as chewing or bubble gum to school to eat in or out of class.
9. Students should care for and respect all members of the school community. Teachers should be respected and their requests obeyed. Visitors to the school should be treated with courtesy. Behaviours such as swearing, teasing, tormenting and fighting are not acceptable at any time.
10. The use of the telephone by students is discouraged. Messages may be passed to students through a teacher but phone calls may only be made at the discretion of the teachers, secretary or principal.
11. Mobile phones can only be used in the school administrative office or under the instruction of the teacher for learning purposes.

Playground Rules

1. Stones, sticks, dirt etc. must not be thrown.
2. War games of any kind must not be played.
3. Games involving grabbing, holding, handling of other people should not be played.
4. Assigned play areas must only be used by the specific group.
5. All students are expected to obey the directions of the duty teacher.
6. Children should care for and protect the school environment and place all litter in the bins provided.
7. When the bell rings students should move quickly to the appropriate places.

Classroom Rules

1. Each class teacher will make specific lists of class rules which will apply for his/her class.
2. Students are expected to keep their desks, work areas, and bag storage areas clean and tidy.
3. Food should not be eaten in the classroom without teacher supervision.
4. Classrooms may only be used during lunch breaks if the class teacher is present.
5. Latecomers should avoid disrupting classes by entering quietly. Explanations should be made at the end of the class or at the teacher's request.
6. Students should maintain a positive attitude towards the spiritual activities of the school.

Bus Rules

1. Students should obey the directions of the bus driver.

2. Parents of students who interfere with the rights and safety of others while travelling on buses will be contacted by the Principal.
3. Students should sit in allocated seats or as directed by the driver or duty teacher.
4. No part of the body should protrude from the bus (except when entering or alighting from the bus).
5. Nothing should be thrown from the bus.
6. Because there are no seat belts on the bus students should face the front at all times.
7. The noise level should be acceptable to the driver
8. Bus drivers will report uncooperative students to the Principal.
9. If two complaints are received, parents will be contacted.

CONSEQUENCES OF DISOBEDIENCE

Most misdemeanours will be handled by the class teacher or duty teacher and consequences will vary as per the Student Behaviour Plan. Serious or habitual misdemeanours will be documented and a sequence of consequences will be implemented following the Student Behaviour Plan.

STUDENT BEHAVIOUR PLAN (Overview)

The Student Behaviour Plan encourages consistency when either rewarding or disciplining behaviour and provides strategies for the implementation of School discipline. There are five levels of behaviour within this plan:

GREEN, YELLOW, ORANGE, RED and PURPLE

Every child begins each year (or when he/she enrolls at the school) on the GREEN level, which assumes that he/she exhibits good behaviour and is a cooperative student. The aim of this program is to have every child remaining on the GREEN level.

Children whose behaviour is causing concern will be placed on the YELLOW level, and will be helped to find strategies to improve in order to return to the GREEN level. This may occur after the child has received 3 detentions within 10 school days.

Students whose behaviour is consistently causing concern will be placed on the ORANGE level and will be helped to find strategies to improve and return to the YELLOW & GREEN levels. They may have received another 3 detentions within 10 school days.

It is anticipated that very few students will be placed at the RED level and even fewer at the PURPLE level.

Whenever a student moves between levels parents/guardians will be informed and in some cases an interview will be requested. Parent cooperation in reinforcing the school's Behaviour Plan is essential for its success.

We are looking forward to rewarding students with certificates for their cooperative behaviour. In doing so, we aim to encourage favourable attitudes towards fair play and learning.

DETENTION

Should it be necessary, a student will serve a detention as a result of demonstrating behaviour worthy of this consequence. During this time the student will be asked to write/draw the three things they did to receive the detention. They will also be asked to write/draw ways they will try to fix the behaviour so they can return to a higher level. If they have hurt or upset another person they will be asked to write/draw a note of apology to that person. Once this is completed the student will be able to work on unfinished school work/homework or to read quietly.

GRIEVANCE POLICY

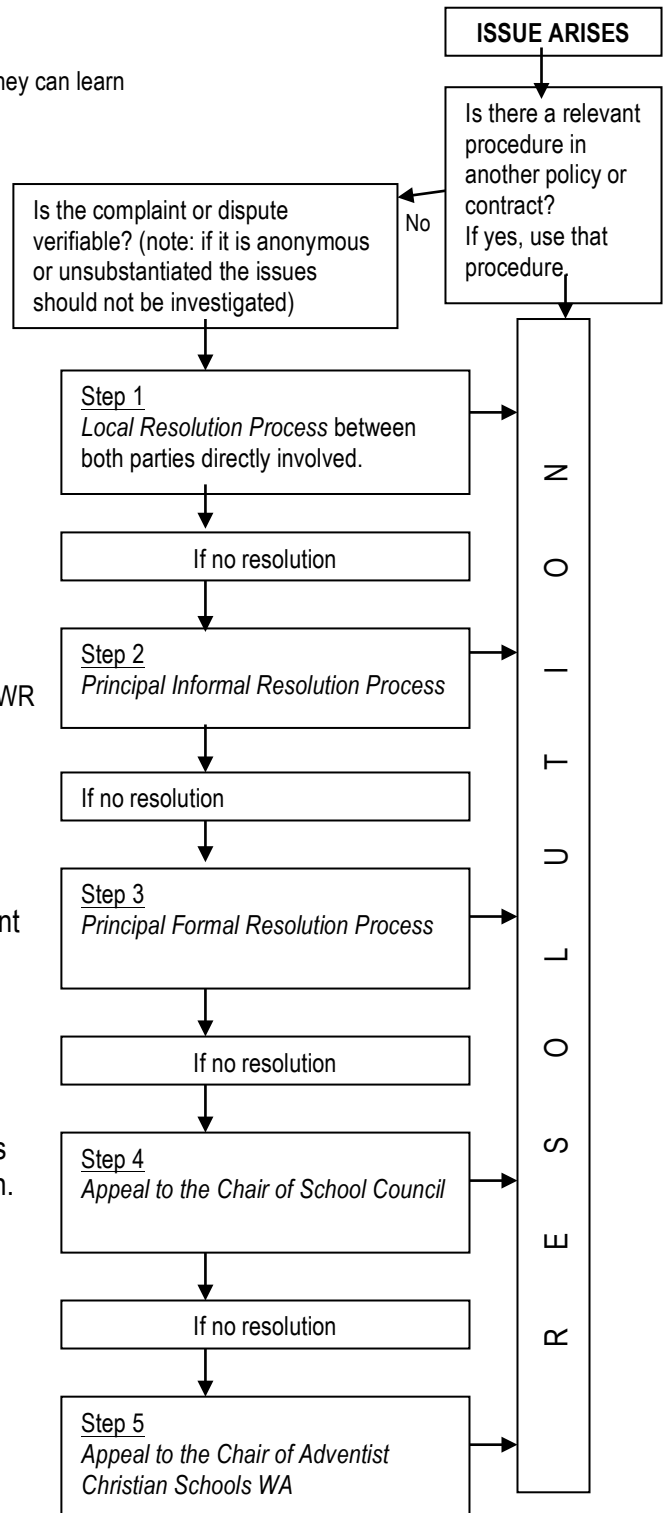
It is recognised that conflicts will arise from time to time. These conflicts can often be prevented by:

- facilitating open communication
- respecting differences including different personalities and methods
- treating others with courtesy and respect
- expressing appreciation for each other
- avoiding talking negatively about other people
- facilitating growth in people and allow them to make mistakes so that they can learn
- praying together daily for wisdom and the characteristics of Jesus

Grievance Procedures

When conflict occurs the Grievance Procedure involves: -

- | | |
|--------|---|
| Step 1 | Where a student or parent has a query regarding a disciplinary or other action, the matter should be immediately raised with the individual, teacher or administrator within the school community. WR |
| Step 2 | When step 1 does not bring resolution the issue may be discussed with the principal to bring about a mutually agreeable outcome. WR |
| Step 3 | When Step 2 does not bring resolution the issue can be taken to the Principal who will advise, negotiate, conciliate and involve the parties in a conflict resolution meeting at the principal's discretion. At this stage the complaint should be formalised in written form. WR |
| Step 4 | Where Step 3 does not bring resolution the issue can be taken to the Chair of the School Council, by the parties, in written form. The School Council may negotiate with both parties to decide the appropriate resolution action plan. Conciliation may occur. WR |
| Step 5 | Where Step 4 does not bring resolution the issues can be taken to the Chair of Adventist Christian Schools (ACS) WA, by the parties, in written form. ACS may determine the best course of action for both parties or get to this point through conciliation. WR |



Grievances directly involving the Principal

In the event of a complaint against the Principal, the Chair of the School Council will act in the place of the Principal within the resolution steps. In the event that this does not bring resolution, the issues can be taken to the Chair of Adventist Christian Schools WA.

Review by School Council

If the determination of the Principal, including any remedies offered by the school is unacceptable to the complainant, the complainant may lodge a written appeal to the school Council, requesting review of the School's determination. Similarly, the Principal may refer a matter to the School Council if it is considered that the detail of the complaint requires an independent assessment whether by reason of complexity, matters of principle raised or otherwise.

The role of the School Council review will be to determine whether the principles and requirements of this policy have been complied with, whether school procedures have been followed adequately, and whether the complaint has been dealt with fairly. In the event that this policy has not been complied with the Principal and/or School Council may be directed to reconsider the complaint in accordance with the principles and procedures outlined in this policy.

The School Council will indicate the outcome of the review to both the school and the complainant in writing.

Principles Involved

- The School will be open to the concerns of staff, parents, students and the public
- Grievances will be received in a positive manner
- Complainants can be expected to be taken seriously and can initially approach any member of staff about their concerns
- Information about how to lodge a grievance is clear and readily available
- Grievances are dealt with in a timely manner and complainants are kept informed about progress
- Students will not receive adverse treatment because they or their parents have raised a complaint
- Staff members will not receive adverse treatment because they have raised a complaint
- A confidential log of grievances will be kept
- Confidentiality is respected and maintained as far as is possible
- Resolution of any matter raised will be sought

The School recognises that grievance handling procedures must be fair to all parties and be supportive of the proper disclosure and resolution of grievances. All people involved in resolving disagreements of conflict must act:

- respectfully towards others – demonstrating the fruit of the Spirit, especially love, kindness, patience and self-control.
- with the interest of other(s) in mind, not simply self-interest.
- confidentially, respecting privacy at all times.
- with a demonstrated desire and commitment to maintain unity and positive relationships wherever possible.

PASTORAL CARE AND HOUSE SYSTEM

The student and parent body at ECPS are split into 3 Houses (factions) – Red, Blue and Green. Our pastoral care and house system go beyond that of sports carnivals. Each house provides for opportunities for members to share together, pray together and support each other. This effective communication between students, staff and parents is important to the successful operation of the school. It allows people to get to know and support each other.

Each House will meet together twice per term. This will provide opportunities for students of all ages to interact in a positive and meaningful way. Each child will have a buddy, someone to talk to. They will also be able to share with the whole house. This will help the students to develop good pastoral relationships with each other, encouraging them to use open communication. Each student will appreciate and be aware of each others unique differences and be supportive these. Students will be able to contribute, feel valued, increase resilience and can demonstrate their strengths and develop the ability to work on their weaknesses. These sharing times will provide students with opportunities to also air concerns that they may have. This key feature to a child's 'safety net' will help to ensure that problems that may occur are communicated effectively and dealt with in a prompt manner.

PURPLE – Kings	GOLD - Lions
Minimum of:	
<ul style="list-style-type: none"> • 1 staff member as the Head of the House. They report to the school principal. • 1 pastoral support • 2 student leaders 	
Each house is to meet twice per term.	
The ' <i>Student House Leaders</i> ' are to run house meetings in conjunction with the ' <i>Head of the House</i> '.	
Houses will engage in a variety of activities designed to build a supportive community, develop social and communication skills and also discussion skills. All students contribute in some way.	
The ' <i>Head of the House</i> ' is to closely monitor each student's social development.	

SCHOOL CHAPLAINCY PROGRAM

The school employs a part time Chaplain, funded by the Australian Government Department of Education, Employment and Workplace Relations under the *National School Chaplaincy and Student Welfare Program*. The Chaplain's role is to support students, families and staff spiritually and emotionally. This service is voluntary and students, staff and parents do not have to participate. The Chaplain's contact details can be obtained from the school office.