

Talking With Your College



As a parent or carer you play a vital role in your child's learning. Building a positive relationship between home and school plays an important part in the education of your child. Effective communication is the key to the success of this relationship.

Belridge SC is committed to responding promptly and helpfully to your enquiries, concerns, suggestions and compliments. Our school also provides information about support services for children with disability, intensive language classes, special programs, and its policies and procedures.

Where do you start?

Before contacting your school with an enquiry or concern you may want to:

- talk with family and friends to clarify your enquiry/concern
- write down your enquiry/concern
- make a list of all relevant information specific to your enquiry/concern
- take a support person with you if you feel nervous about talking about your enquiry/concern.

The next step is to make an appointment with the most appropriate person at your school. In our school the following staff are available to address concerns:

1. **Classroom Teacher:** Discuss your enquiry or concern with the class teacher if it is about your child's:
 - Academic progress
 - General behaviour
 - Homework
 - Assessment
 - Attendance
 - Social or emotional wellbeing.

In your discussion with the teacher:

- Give all relevant information
- Discuss all possible outcomes for addressing your enquiry/concern
- Settle on an option that can be achieved with input from you, the teacher and your child.

2. **Head of Learning Area (HOLA):** is responsible for managing the Learning Areas. If you need clarification after talking with your student's teacher, The HOLA is a great place to start.

3. **Year Coordinators:** are responsible for knowing all of the students in their Year Group well. If there are issues with students across Learning Areas, the Year Coordinators are able to convene meetings with teachers from across Learning Areas. Contact the Year Coordinators if your student has learning needs that should be addressed in all classrooms. Our Year Coordinators are:

Year 7	Lisa Pignatiello
Year 8	Stephen O'Neil
Year 9	Heather Currie
Year 10	Alicia Holliday
Year 11	Brent Jarvis-Spinks
Year 12	Joel Bond

4. **Heads of Student Services
Middle School and Senior School (HOSS)**

Years 7, 8 & 9 Middle School – Mrs Bridgid Lafferty
Years 10, 11 & 12 Senior School – Mr Hal Spedding

The HOSS has responsibility for delivery of whole school programs and days to support positive health and wellbeing e.g. Harmony Day, Reconciliation Week, Cyber Safety etc. They support the management of behaviour once it has escalated from the HOLA. They lead the teams that develop Individual Behaviour Plans and Risk Management Plans. They have an emphasis on students at education risk, and liaise with staff, families and outside agencies to support individual students. The HOSS oversees attendance data and case manages students with 60% or less attendance. The HOSS coordinates withdrawals and suspensions

5. **Discuss your enquiry or concern with the Principal if:**
 - You were not able to achieve a satisfactory arrangement regarding your enquiry/concern with the class teacher
 - Your enquiry/concern is about the conduct of a teacher or another member of the school staff
 - Your enquiry/concern is about another aspect of school life that is impacting on your child's education.

The Principal will need time to discuss your enquiry/concern with all relevant parties, but you can contact the school for progress updates. Alternatively, you can write to the school. Enquiries/concerns received in writing are responded to in writing.



....with your child's progress at school

Connect is available to all parents to access a secure, easy to use tool to communicate with teachers. Parents can view course outlines, assessments that are due and email teachers for clarification.

In addition, Connect is used by staff to send out results of assessment, notify parents of current tasks. To enable you to use Connect, all we need is a current email address. We will send out new passwords for parents to access Connect in as Term 1 progresses. If you would like to have access to Connect, please contact **Elizabeth Cassidy, Head of Technologies**.

How will parents access Connect?

Parents will be given their own secure login to Connect through the Department of Education. This will be a P-number as a user name and a starting password that you can change. **See attached Terms of Use.**

When you log on you will be able to see information specific to your own child/ren such as:

- The classes in which your children are engaged
- Class calendars
- Week by week attendance information
- Assessment Outlines information drawn from Reporting to Parents (secondary)
- Assessments and evidence for your own child
- Notices from classes that automatically generate an email notification to you
- Semester academic reports.

If you have multiple children you only need one login – even if your children attend different public schools. If you would like to take part you will require internet access and a computer, tablet or smartphone device. There is no additional software required and your access is **free**.

If you have not yet received your Connect account please contact

elizabeth.cassidy@education.wa.edu.au

We hope that you enjoy the Connect experience and see it as an exciting new way to stay in touch with your child's school journey.



Department Online Services for Parents

Terms of Use

The Department of Education WA provides a number of online services for teachers, students, parents and Department staff. Some of these services may be used by schools for parents/guardians on matters impacting student education. These services include Connect, web-conferencing and Vacswim Registration.

Limits of the Service:

1. The Department of Education does not undertake to provide all student-related information via Department Online Services.
2. Only parents or responsible persons as defined in the School Education Act 1999 and verified by the school will be given access to Department Online Services Connect and web-conferencing.
3. The Department of Education does not accept responsibility for any event arising from unauthorised access or use of Department Online Services.

When using online services provided by the Department of Education WA, I agree that:

1. Some of the information contained via Department Online Services is personal and private and should not be on-shared via screenshot or other means to public social media sites.
2. I have a responsibility for keeping my Department Online Services access details (username/s and password/s) confidential.
3. I will not attempt to log into any Department Online Service with a username and/or password of another user.
4. If I become aware of unauthorised access to my parent account/s I will immediately inform the school.
5. I consent to the logging, monitoring and auditing of my use of Department Online Services for system administration or if inappropriate use is suspected.
6. Any breach of these conditions for which I am responsible may result in my access to Department Online Services being suspended or revoked.