



# 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	Alicia Holliday
Year 8	Jemima Heley
Year 9	Ross Stumpers
Year 10	Tarryn Hunt
Year 11	Lazo Njegich
Year 12	Ms Cheryl

4. **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 complete the slip below and return to the front office.

## How will parents access Connect?

Parents will be given their own secure login to Connect through the school. This will be a P-number as a user name and a starting password that you can change.

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.

**If you have multiple children you only need one login** – even if your children attend different public schools. Participation in Connect is optional. 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**.

To register for Connect, please read the attached Connect Conditions of Use for Parents and complete the Parents Registration Form and return to the school by post or scan and email the signed documents to

**[elizabeth.cassidy@education.wa.edu.au](mailto:elizabeth.cassidy@education.wa.edu.au)**

You will then be confidentially issued with your unique user name and password as well as access details for Connect.

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.

## Connect Conditions of Use for parents

1. Only parents or responsible persons as defined in the School Education Act 1999 and verified by the school will be given access to Connect.
2. Any person/s signing up for the service understands his/her responsibility for keeping the service access details (username and password) confidential.
3. The Department of Education does not accept responsibility for any event arising from unauthorised access or use of Connect.
4. Parents agree to use Connect in accordance with Department of Education's policies regarding Appropriate Use of Online Services. These policies can be accessed from the Connect Sign In screen. Parents are required to accept that they have read and understood these policies before access to Connect is provided.

### Limits of the Service

The Department of Education provides Connect as an online service for teachers, students, parents and Department staff. Connect is a communication channel that schools may use to communicate with parents/guardians on matters impacting student education. The Department of Education does not undertake to provide all student-related information via Connect.

### When using Connect, I agree that:

1. The information contained in Connect is personal and private information.
2. The parent username and password is only shared between the child's legal parents or guardians.
3. I will not interfere with network security, the data of another user, or attempt to log into the network with a user name and/or password of another user.
4. If I become aware of unauthorised access to my parent account I will immediately inform the school.
5. I consent to the logging, monitoring, auditing and disclosure of my use of Connect.
6. Any breach of these conditions for which I am responsible will result in my access to Connect being suspended or revoked.
7. I agree to use Connect in accordance with Department of Education's policies regarding *Appropriate Use of Online Services*. These policies can be accessed from the Connect Login screen.

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Connect registration for parents

Email: Please print your full email address clearly in the boxes below (including any full stops) and check that it is correct. Any errors in your email address will result in delays in setting up your access to Connect.

PARENT (1) FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_


PARENT (2) FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_


### STUDENT DETAILS

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Year: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Year: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Year: \_\_\_\_\_

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