

# 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):**

The 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 in all areas covering the curriculum/subject area.

3. **2IC Year Coordinators** (Student Services)  
Year 7 and 8 - [Ms Rebecca Edmonds](#)  
Year 9 and 10 - [Mr Brent Jarvis-Spinks](#)  
Year 11 and 12 - [Ms Narae Howard](#)

2IC's support Heads of Student Services and are responsible for knowing all students in their year groups. If there are issues with students across learning areas, contact the relevant 2IC for your child's year group.

4. **Heads of Student Services (HOSS)**

Years 7 and 8 - [Chadd Richardson](#)  
Years 9 and 10 - [Heather Currie](#)  
Years 11 and 12 – [Benjamin Dawkins](#)

HOSS's have a pastoral 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 Deputy Principal if:**

- You were not able to achieve a satisfactory arrangement regarding your enquiry/concern with the HOLA or HOSS.
- Your enquiry/concern is about another aspect of school life that is impacting on your child's education.

6. **Contact the Principal if:**

- Your enquiry/concern is about the conduct of a teacher or another member of the school staff.
- 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.

P.T.O.



....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.

The Department of Education will email new passwords for parents to access Connect as Term 1 progresses. If you would like to have access to Connect, please contact the school on 9408 8000.

## 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 [belridge.sc@education.wa.edu.au](mailto:belridge.sc@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 of Education WA Online Services for Parents

## Terms of Use

The Department of Education WA (the Department) provides a number of online services (the 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 may include Connect, web-conferencing and Vacswim.

### Limits of the Service:

1. The Department does not undertake to provide all student-related information via the 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 the services.
3. The Department does not accept responsibility for any event arising from unauthorised access or use of the services.

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

- I will use the services only for the educational purposes for which the access has been provided;
- I will not post offensive, indecent or inflammatory content to the services;
- I will not impinge on others' safety or privacy
- I will not on-share, via screenshot or other means, any information to other non-Department services or social media sites.
- I have a responsibility for keeping my access details (username/s and password/s) confidential.
- I will not attempt to log into any Department service with a username and/or password of another user.
- If I become aware of unauthorised access to my account/s I will immediately inform the school.
- I consent to the logging, monitoring and auditing of my use of the services for system administration or if inappropriate use is suspected.
- Any breach of these conditions for which I am responsible may result in my access to the services being suspended or revoked.

The Department reserves the right to Change these Terms of Use at any time.