

## **Structures that promote effective communication and provide transparent accountability at St Patrick's Primary.**

Research suggests that it is vital that schools and families develop a team approach if they are to provide the optimum learning environment for children to reach their potential during their primary school years. Sometimes children experience difficulties (with school work, friendship groups, self confidence etc). Sometimes children need greater challenges or a higher degree of monitoring by school staff for a period of time. These issues might be noticed at home or at school, or even in their friendship groups.

If you have any concerns about your child, or if you would like to inform us of any needs or requirements your child has, the first thing to do is to communicate with your child's class teacher. They spend a great deal of time with your child during the day. By sharing your concerns, knowledge or questions with the teacher you can provide valuable information about your child's needs. Just by discussing strategies and being consistent between home and school you may be able to address these concerns to the benefit of your child. This can often be enough to improve the situation.

It is extremely important that we communicate with each other about any issues or questions we have about the children in our care. So don't be alarmed if a teacher or other staff member requests a meeting to discuss your child's progress or well being. It is our way of keeping communication open and ensuring we are working with you to support and extend your child to the best of our ability. It is through the process of communication that we can develop a team approach to resolving issues, providing support, monitoring or challenging your children (and our students) to be the best they can be.

At St Pat's we have various teams of people who work beyond the classroom to provide support and ensure the effective and efficient running of our school:

### **Whom to speak with when it is about....**

**Classroom teachers** Any issue relating to classroom teaching & learning (including issues outside of school that may affect your child while at school) and homework.

**Support Teachers:** Any concerns about your child's learning development including medical issues - generally after you have spoken with the classroom teacher.

Chrissi O'Sullivan

Brenda Carige

Helen Ellems

**Specialist Teachers:** Any issue pertaining to the specific roles of each of these teachers in our school.

Teacher Librarian – Jill Kelly

LOTE – Julie Jones

P.E. – Joe Laffey (PE - 4-7), Julie Jones (Prep-Year3)

Music – Kait Searles

**Guidance Counsellor:** Issues related to Social, emotional and/or behavioural concerns, family support, illness and bereavement.

Karen Holmes

**Assistant Principal: RE** - Any issues relating to Religious Education (programs, liturgies) and also broader curriculum issues, behavioural issues particularly when children are from more than one classroom or when the Principal is unavailable.

Peter Campbell

**School Calendar and Day to Day Office Information:** - Any issues relating to students being absent, tuckshop, calendar of events, notes etc

Amy Heinemann  
Colleen Bell  
Vickie McEnery  
Geraldine Grimish  
Symone Yann

**Financial Issues:-** Any issues relating to school assets, finances, school fees and/or concessions

Symone Yann

**Principal** - Policies and procedures, financial issues, family and student issues which you would prefer to be dealt with by the Principal...or when you are unsure whom to speak with or when you feel you may not have been heard by someone else.

Kathy Fuller

## **Leadership Team**

This team consists of the Principal, Assistant Principal: RE, Support Teacher: Inclusive Education and two Class Teachers. It meets weekly and focuses on all issues pertaining to the smooth running of the school.

## **Pastoral School Board**

The Board consists of elected Parent Representatives and Staff Representatives with the Principal and Parish Priest as ex-officio members. The Board has a Chair-person and a Secretary who coordinates its group's function. Monthly meetings are held. The major foci of the Board are policy and procedures including finances and educational brief. Subcommittees are formed on a needs-be basis. Recently the Pastoral School Board has worked on the Teaching and Learning Policy, Environmental Policy and Tuckshop Guidelines.

## **Parents & Friends Association (and P&F Executive)**

The P&F consists of all parents and carers of the students of St Patrick's with participation by all encouraged. The P & F Executive has a President, Vice-President, Treasurer and Secretary. Monthly meetings are held at 7.00pm on the second Tuesday of each month. The role of the P&F includes social, pastoral, resourcing, financing, fundraising, and environmental and parent education. This group also has sub-committees including fundraising and the pastoral parent community group

## **Finance Committee**

Consisting of the Principal, Finance Secretary and 3 parent representatives. This team meets once a term to monitor the school's income and expenditure as well as projected budgeting. It reports to the Pastoral School Board.

## **Office Team**

This team consists of the Principal, Assistant Principal:RE and the school Secretaries. It meets every Wednesday morning to determine and prioritize administrative tasks for that week.

## **Student Support Admin Team**

The SSAT consists of the Principal, Assistant Principal: RE, Support Teacher Inclusive Education and Guidance Counsellor . This team meets fortnightly and case manages students with specific emotional, behavioural, medical and/or learning needs.

## **Staff Team**

A meeting of all staff occurs each Tuesday afternoon after school. The focus of these meetings rotates through administration, professional development, Year level meetings and working group meetings.

Each week a comprehensive staff news is published to inform all staff of the week's events and of staffing needs and requirements.

**Various Working Groups** - all teachers and some school officers participate in various committees including Faith and Mission, WH&S, ICLT, Curriculum, Environmental Sustainability, The Arts, Gifted and Talented, Early Years, Middle Years, Literacy and Numeracy and Pastoral Care. They meet according to need and focus on meeting the school's annual Internal Review priorities.

## **Extra-curricular Music Group**

The Principal, Music Teacher, Parent Representatives and all Private Music Teachers meet regularly to oversee our extra-curricular music program