



School Handbook

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WELCOME

We warmly welcome you to the Silver Tree Community and look forward to a happy and rewarding time together. The following information has been compiled to help make your transition to Silver Tree Steiner School as smooth as possible. Please keep this booklet handy, as you may need to refer to it during the year.

If you have any questions, please e-mail the Office, pop in or call us. We are always happy to help.

CONTACT DETAILS

Address:	695 Roland Road, Parkerville, 6081
Telephone:	08 9295 4787
Web:	www.silvertree.wa.edu.au
Reception:	welcome@silvertree.wa.edu.au
Bursar:	bursar@silvertree.wa.edu.au
School Officer:	emma.wright@silvertree.wa.edu.au
Head of School:	education@silvertree.wa.edu.au
Education Co-ordinator:	kristy.brookes@silvertree.wa.edu.au
Enrolments:	community@silvertree.wa.edu.au
Newsletter:	newsletter@silvertree.wa.edu.au

SECTION A: THE SCHOOL

The History of Silver Tree Steiner School

Silver Tree Steiner School began as a small playgroup in a Darlington home. The commitment of the original Playgroup parents to Rudolf Steiner's philosophy of education led to a search for a more permanent home for a Waldorf /Steiner School in the Hills.

After an intense search, a location was offered in a beautiful bush setting at Parkerville Children's Home. The renovation became a labour of love, involving the children, their parents and grandparents. Two playgroups started weekly sessions and the "Silver Tree Kindergarten" opened its doors for the first time in February 1998, with seven children attending. The Primary School commenced in February 2001, with nine "Pioneer Class" children.

A dream had begun for the school to operate from its own land and with the help of The Building Education Revolution Grant, the first building was placed on 25 acres of stunning bushland in July 2011.

Today, the school continues to grow each year and the strength of the school lies in its outstanding staff body and strong sense of community.

Steiner Education Worldwide

Steiner Waldorf Education is currently the fastest growing established alternative to mainstream education, both in Australia and overseas. There are now over 1000 Steiner Waldorf schools, 1700 Kindergartens and some 60 teacher training institutes in 55 countries throughout the world.

The Steiner National Curriculum has been recognised by the Federal and State Governments and accredited by the Australian Curriculum, Assessment and Reporting Authority.

An education that enables children to become creative, flexible and responsible world citizens whilst recognising the spiritual dimension and potential in each human being is valued by parents and pupils alike. The education we offer at Silver Tree Steiner School aims to engage and nourish each child's innate curiosity and love of learning. The school is set in a bush setting and supports play and experience in our natural environment.

The International Waldorf Curriculum – tried, tested and thoroughly proven for over 80 years – provides a balance of academic, artistic and practical activities, so that the child is thoroughly prepared for life ahead.

Each child is accepted and valued for what he or she brings, be it artistic or academic ability, physical or social skill. Children are not measured against one another, but against their own potential, and competition is reserved for the Physical Education lessons in higher classes.

"I am struck by the fact that the more slowly trees grow at first, the sounder they are at the core, and I think that the same is true of human beings."

Henry David Thoreau

Calendar

The School Terms are available on the website. Please see:

<https://silvertree.wa.edu.au/calendar/>

Festivals

Seasonal festivals serve to connect humanity with the rhythms of nature and the cosmos. We celebrate Autumn/Easter, Winter, Spring and Christmas, with much preparation and a gathering of the community. There is joy in both the preparation and the celebration itself. The activities, songs and rhymes used in class also relate to the seasons. The celebration of seasonal and other festivals provides the overarching rhythm to our work and is an expression of both the wonder and reverence for the order and beauty of the universe.

Information will be given out in preparation for upcoming festivals. Most of the time, extended family and friends are welcome, though we ask you to ensure they also understand the reverence given to festivals at Silver Tree.

The Kindy 6 graduation and Class 6 graduation take place in the last week of the fourth term.

Class Days and Times

Class Days and Times			
Name of Group	Age Group	Days	Times
Parent and Baby Group	Pre-natal to 2 years. Parent and child. Run by a Parent and Baby Group facilitator.	One morning per week – Monday	9:00am – 11:00am
Playgroup	2 years to 4 years. Parent joins child with Playgroup Leader.	Three mornings per week – Tues, Wed & Thurs	9:00am – 11:00am
Kindy 4 (Woylies)	Open to children from January of the year they turn 4.	Two mornings per week. Mon and Wed or Tues and Thurs	8:30am – 12:30pm
Kindy 5 (Possums)	Children start at the beginning of the year they turn 5.	Four mornings per week. Mon - Thurs	8:30am – 12:30pm
Kindy 6 (Rainbows)	Children start at the beginning of the year they turn 6.	Four full days per week and one half day.	Mon - Wed 8:30am – 3:15pm Thurs 8:30am – 2:15pm Fri 8:30am – 12:30pm
Kindy Care	After-school care for Kindy 4 and Kindy 5 children in a small, homely environment.	Four afternoons per week, available on the days your child attends Silver Tree only.	Mon - Wed 12:30pm – 3:15pm Thurs 12:30pm – 2:15pm
Primary (Class 1 - 6)			Mon, Tues, Wed, Fri 8:30am – 3:15pm Thurs 8:30am – 2:15pm

Administration

The School Office is open Monday – Friday 8:00am – 4:00pm.

Appointments to speak with the Head of School can be made through the Office.

The Bursar is available by appointment or by e-mail: bursar@silvertree.wa.edu.au

The Office is manned intermittently during school holidays, closed over mid-term breaks and other public holidays.

Fees

An invoice is issued to families at the start of the year and fees are payable via direct debit through Paymart. Queries regarding the invoice can be made to the Bursar by e-mail: bursar@silvertree.wa.edu.au.

Without exception, if a child is to be withdrawn from the school, one term's notice in writing will need to be given or a full-term fee will be charged. The fee schedule is available in from the Office or on the school website.

Payment Methods

The Office is equipped with EFTPOS and credit card facilities and fees can also be paid via internet banking or over the phone.

Bank Details	BSB	Account
Fees and Payments	633 000	137 169 512
Tax Deductible Donations to the Building Fund	633 000	140 071 069

Late Payments

Fees that are not paid after initial reminders will be followed up by a debt collector. All debt collection fees are payable by the family. If tuition fees remain outstanding at the end of a term, the school reserves the right to suspend or terminate your child's enrolment.

Forms

Each family is required to complete an Enrolment Form before their child begins at Silver Tree. This information is used in case of emergency to contact you or the people you nominate. **It is vitally important that this information is kept up-to-date.** If your circumstances, or those of the nominees, change during the year be sure to communicate this to the School Office so that this information is always current.

SECTION B: YOUR CHILD AT SCHOOL

Supervision of Children

The school is responsible for the safety and well-being of the students during the normal school day. It is part of school policy that children do not play in school grounds after 3:15pm. Children should be collected from the grassed area in front of the school shop or from outside their classroom. While every care is given, no responsibility is taken for children on school premises after that time. Therefore, collecting children promptly at 3.15pm is expected. Please inform the Office or Class Teacher if you have arranged for someone else to pick up your child, particularly if the Class Teacher does not know that person.

Limit to School Hours

The school accepts responsibility for children in its care between 8.15am and 3.15pm during school days. Where children are on site at school for any reason beyond these hours (e.g. meetings, working bees, social gatherings), children must be under the supervision of their parent or guardian. The School accepts no responsibility for children on site out-of-school hours. If you are on site for any reason out-of-hours, you must ensure that any children you bring on site are adequately supervised.

Punctuality

Primary school starts for all children at 8.30am. If your child is late they are required to make a visit to the Office to obtain a late note for their teacher. The late note is not a punishment; it is a process to protect those children who walk to school or come with another family to ensure they arrive safely and is a legal requirement. Assembly is conducted first thing Wednesday mornings, after the teachers have greeted their children. Punctuality every morning is paramount to the rhythm of the day.

School Absences

If your child is going to be absent from school, please inform the School Office *before 9am that day* via the SchoolZine App or by email. Students absent for consecutive days may be contacted to ascertain the reason for the absence.

A letter will be sent to parents whenever absences are of concern and a meeting may be arranged with the parent/guardians and Head of School to discuss the situation.

If you are going to be late picking up your child, please email welcome@silvertree.wa.edu.au or call the school on 9295 4787 before 1.00pm. If the Office is unattended, please arrange with a fellow parent to manage your child after school. Children not collected 15 minutes after bell time will be brought to the Office and a parent or an emergency contact will be phoned.

Birthday Celebrations

These are considered special events and each child's birthday will be celebrated at school, usually on or close to the actual day. Parents and Grandparents are welcome to attend. Your teacher will arrange a date suitable for both the class and yourselves. If you are going to supply a cake, please check with the class teacher if there are any allergens that can be avoided. Try to make the cake as plain and wholesome as possible to allow all children to enjoy it regardless of their nutritional needs. E.g.: no icing.

Birthday Parties

Please be mindful when handing out birthday party invitations. If the whole class is not invited, please hand invitations to parents after school hours. The responsibility of handing out invitations is not the class teachers.

Behaviour Management

Silver Tree expects respect for all staff, both teaching and non-teaching at all times. In and out of class, polite language and a respectful treatment of each other is fostered. A copy of the school's Behaviour

Management Policy is available to all parents. If misbehaviour continues or is serious in nature the child and their parents will be involved in procedures as outlined in the Behaviour Management Policy.

School Reports

A written report is prepared for all children in K6 and Primary School at the end of Terms 2 and 4.

School reports are written specifically to give feedback to parents about their child's progress. These documents are not written in child friendly language. The child dearly wishes that their teacher approves of their every endeavour and when they are brought to an untimely consciousness about what the teacher has written about them, it can be damaging not only to the teacher/child relationship, but to the child's self-esteem.

We ask that parents DO NOT SHARE THESE REPORTS WITH THEIR CHILDREN, but digest the information themselves and work with the teacher to assist the child with areas that need support.

The only part of the report that is essentially for the child is the birthday verse. The birthday verse works unconsciously on the child to bring about the change that is required in the coming year. Parents help their children to learn this verse, so that it can be said weekly at school. It should never be explained or its meaning dissected as this would be counterproductive to its intention.

Lunches

ALL Primary, Kindy 6 and Kindy Care children need a packed lunch. At Silver Tree we request that children's lunches are wholesome and nutritious, with no pre-packaged food. Sending chocolates and lollies with little sustenance simply causes problems for the child and their teacher. Drink bottles are to be filled with water only. As part of the Waste Wise schools program, we ask that you send no packaging in your child's lunch box.

From Class 1, children will eat from their lunch boxes at both recess and lunch time. Some parents find it is helpful to pack two separate containers of food, one for recess and one for lunch, so that children do not eat everything at once. Ideas include: wholemeal salad sandwiches, wraps with cheese/avocado/salads, home-made muffins, fruit salad, olives and cheese, cooked pizza, quiche or pastries from last night's dinner, yoghurt, dried fruits and nuts and crackers/vegetable sticks and dip.

Silver Tree is a 'nut aware' school. We are **peanut free** due to peanuts being a common anaphylaxis trigger but allow other nuts to be brought to school in children's lunchboxes. Please do not bring any foods containing peanuts or traces of peanuts.

In the hotter months it is helpful to have an ice block in the lunch bag to keep food cool.

Your child will not need a water bottle, as each child has their own cup/water in the classroom but you still may wish to pack a water bottle for before and after school.

Boundaries during School Hours

Students are expected to stay within the bounds of Kindergarten to Class 6 during school hours unless under the direction of their teacher.

Telephone Calls

Students will only be permitted to make calls from the Office on an urgent basis. Students will not be allowed to call home to make after-school play arrangements.

Messages for Students

We request that parents only ring the Office with messages for students if the matter is urgent.

Camps and Excursions

Camps and Excursions are an essential and integral part of the Silver Tree curriculum. All students are expected to attend Camps and Excursions unless a medical condition prohibits their participation in the activities. Please ensure your information is always up to date preceding a camp, as this information is vital when students leave the school grounds.

Toys

Children are not encouraged to bring toys from home unless as news items on their allocated news day. Special items from home may create envy and can stop the child from utilising the toys available at school.

Lost Property

Please check the lost property box regularly. More valuable lost items are kept in the School Office. All lost property not claimed is donated to charity once a term.

Assemblies

Primary school assemblies are held on Wednesday mornings at 8:30am. Parents of all classes are most welcome to attend. Kindy children should be in Kindergarten at this time, busy with the work of play.

Dress Code

Clothing: We ask you to please send your child to school dressed in light and clear colours. Clothing should be relatively plain and free from advertising, promotion and confronting images. The shades to avoid are greys and blacks. (In their teenage years children may well wear black for eight years straight - enjoy the colours while you can!) Beautiful, long-wearing 100% cotton t-shirts are available for purchase through the Silver Blossoms school shop. For sun-safety, clothes should cover the shoulders (i.e. – no singlets). Shorts, skirts and dresses should be mid-thigh length.

Shoes: Shoes must be sturdy and fully enclosed with a low-heel in order to provide safe footwear. Thongs, sandals, Ugg boots, backless shoes and platform shoes, or those with a prominent heel, are a health and safety risk and are not permitted. Shoes must be worn outside at all times including arrival and departure from school.

Hats: Hats are to be worn outdoors. Hats must be broad brimmed for sun safety and every child must have a hat at school. Caps are not acceptable as sun safe hats. A “no hat – play in the shade” policy will be enforced, during Term 1 & 4.

Spare Clothes: Please provide spare clothes for your Class 1 and 2 child in case they are needed.

Hair: Hair needs to be kept tidy and if longer than shoulder length will need to be tied back. It is deemed best for quality learning that hair should not fall across a student’s face. This also decreases the incidence of nits.

Accessories: Any loose chains, bangles, earrings (with the exception of studs or sleepers), stick-on tattoos and rings are prohibited. Play is inhibited when items such as these are worn and small hearts are easily broken when something special is lost during the day.

Sunscreen: Sunscreen is optional according to parents’ wishes. We ask that parents provide children with their preferred sunscreen.

Winter: In the rainy season, we ask that your child bring to school gumboots and raincoats so that they may play freely outdoors.

Students not complying with dress codes may be provided with clothing may be sent home.

SECTION C: COMMUNITY AND PARENT PARTICIPATION

*“The healthy social life is formed
When in the mirror of each human soul
The whole community finds its reflection,
And when in the community,
The virtue of each one is living.”*

- Rudolf Steiner

Parents & Friends Association

The Parents & Friends Association is a fully incorporated body. Its main objectives are to promote and support the development of the Silver Tree Steiner School by:

- Fundraising activities to provide for equipment and service otherwise unavailable to the school.
- Initiating and coordinating social events to foster a sense of community spirit.
- To increase awareness and understanding of Steiner Education to the wider community.

Please contact the Office if you would like to join the P&F.

Parent Participation Scheme

In order to encourage parental involvement in the school, all parents of students at Silver Tree are asked to engage in 10 hours of voluntary participation each semester per family. In exceptional circumstances, if parents are unable to complete the hours of participation, a fee may be paid in lieu of these hours (please see the current fee schedule.)

Busy Bees are held on the last Saturday of every holiday. There is an understanding that if parents are not available on that particular day they will make a point of finding another job to do at a time that suits them. Your class carer should be able to point you in the direction of how you can contribute to the classroom or pop in and see the office for ideas. You may have a skill which is very valuable to the school – please remember to tell us about it!

PPS hours are recorded every semester and can be recorded on the SchoolZine App or via the website.

Parent Education

To help parents grow in their understanding of what Steiner Education offers to both children and adults, talks are held throughout the year. These are announced in the School newsletter.

Busy Bees

On the last weekend of each holiday a Busy Bee is held. All parents are invited to participate and assist with repair, maintenance and improvement projects. The work includes: gardening, painting, tidying the grounds, minor landscaping and other improvement tasks.

This is a good way to meet other families outside of school hours and complete your Parent Participation Hours.

Market Day

Market Day is run by the P&F and is held each Thursday at 2.15pm – 3.00pm during term time. The weekly market offers a great opportunity to meet with parents new and old and creates a great sense of community spirit. A variety of stalls can be found selling afternoon tea, fruit and veggies and sometimes beauty and health products. If you would like to set up a stall at the market, please contact the Office who will put you in touch with the current Market Co-ordinator.

Community Library

The School Parent Library is located at the school in the Office. It offers parenting and Steiner education related literature for borrowing. Simply fill your name and contact details in the book provided.

School Shop

Silver Blossoms, run by the P&F, is a valuable addition to the services provided at the school. The shop offers an excellent selection of pens, pencils, crayons and other classroom materials, as well as organic cleaning materials, foodstuffs, toiletries, books and toys. The cafe offers organic coffee and homemade cakes and snacks. Shop opening hours are: 8:30 – 9:30am Mon-Fri and 2:15 – 2:45pm Thursday afternoons, dependent on volunteer availability.

Craft Group

Come and learn a new skill or bring along a current project. Ask the office for more details or join the Facebook Group: <https://www.facebook.com/groups/silvertreecraftgroup/>

SECTION D: HEALTH

Illness

It is unfair to send children to school when they are unwell - both for the sick child and for the other children in the class who may be exposed to the infection. Please ensure your child is fit and healthy before returning to school.

The following is a list of notifiable infectious diseases (Health Department Guidelines). If your child has one of these, please inform the school immediately and do not send him/her to school.

Conjunctivitis	Exclude from school until discharge from eyes has ceased.
Poliomyelitis	Medical certificate required before return to school.
Diphtheria	Medical certificate required before return to school.
Chickenpox	Exclude for 7 days after the first spots appear or until spots are dried and covered by scabs.
Mumps	Exclude for 10 days from onset of swelling or up to the obvious disappearance of the swollen glands.
Measles	Children should be kept away from school until they have recovered or for at least 7 days from the appearance of the rash.
Scarlet Fever	Exclude 7 days after symptoms subside or until medical certificate is produced.
Hepatitis	Medical certificate required prior to returning to school.
Septic Sores	Clean bandages must cover all sores.
Whooping Cough	Exclude for 3 weeks from onset of the cough. The period of exclusion may be less than 3 weeks if there is no cough and a medical certificate is produced.
German Measles	Exclude for at least 4 days from the appearance of the rash.
Scabies	Exclude until all evidence of the disease has disappeared or a medical certificate is produced stating that lesions are inactive.
Ringworm	Exclude until all evidence of the disease has disappeared or medical certificate is produced stating that lesions are inactive or anti-fungal treatment has commenced and sites are covered.
Impetigo (School Sores)	Exclude until sores have completely healed (dried and covered by scabs), then cover.
Streptococcus Infection	Exclude until fully recovered or medical certificate is produced.

Highly Communicable Diseases

The following infections are highly communicable. If any child is infected, we ask that they be kept at home until the condition has cleared up.

Worms	Exclude until treatment is complete.
Head Lice	Exclude until treatment is complete.
Herpes (Cold sores)	Exclude until dried out.

Head Lice

The problem of head lice can easily get out of control if left unchecked. Children will be sent home if head lice are found and cannot return until the outbreak is controlled. A recommended treatment must be applied as well as the removal of all eggs and lice before the child can return to school.

First Aid

Although every care of children will always be taken, accidents sometimes happen. Office staff and teachers have First Aid, Asthma and Anaphylaxis Awareness training, which is regularly updated.

All minor ailments or accidents at school will be treated with basic first aid principles. In the case of a more serious injury or a head injury, parents will be contacted immediately. In order for this to happen it is essential that up-to-date emergency contact numbers be on school file at all times.

In the event of an emergency an ambulance will be called. Any medical costs arising are the responsibility of the parents/guardians.

Medication

In the Kindergarten and Primary School we discourage the use of paracetamol or similar tablets for children in attendance at school. If a child requires other medication, it must be handed to the Office staff in its original, chemist-labelled container (child's name and instructions for use). The medication must be accompanied by a completed *Administration of Medication* form. Staff will ensure the medication is stored safely and given according to the written instructions.

Medication, except asthma and anaphylaxis medication, **MUST** be kept at Reception or with the child's Classroom Teacher.

Allergies – Parental Responsibilities

It is the responsibility of parents to inform the school if their child suffers from severe allergies and to fill in an Action Plan for their child. These are available from the School Office.

Parents/carers must also provide:

- Emergency contact information
- Written medical documentation and instructions as directed by their doctor
- Information to their child regarding self-management so that their child knows:
 - safe and unsafe foods
 - how to avoid exposure to unsafe foods
 - symptoms of an allergic reaction
 - how and when to tell an adult they may be having an allergic reaction
 - how to read food labels, where age appropriate
 - how to administer medication, where age appropriate
- Medication that is correctly labelled
- Replacement medication when current medications has been used or has passed its use-by-date.

If an exposure to an allergen is thought to have occurred and the student feels unwell in any way the student Action Plan will be followed and the parents notified. Parents/carers will be asked to collect their child from school in order to closely monitor for the development of an anaphylactic reaction.

SECTION E: COMMUNICATION

Silver Tree is committed to ensuring that healthy communication takes place between parents and teachers. This open communication helps to address any concerns or grievances as well as provide a conduit for information exchange between parents and teachers.

If you have suggestions, concerns or feedback about your child or his/her education, curriculum matters, classroom issues or the ethos of the school, in the first instance, please make an appointment to speak to the relevant teacher. This should be either the child's class teacher or the specialist teacher. These meetings can be made through the Office or via email with the teacher concerned.

If you cannot resolve the matter by speaking with the teacher, the Head of School is available to discuss any concerns you may have and can advise you on the appropriate course of action. It is the intention of the school to work with parents in the best interests of the children in our care. Each complaint will be treated as an expression of genuine dissatisfaction that needs a response unless it is specifically requested that no response be forwarded. All information will be treated with the utmost respect and confidentiality. A copy of the school's 'Concern and Grievance Policy and Procedure' and 'Concerns Form' is available upon request or from the school website.

Communication with Teachers

In the morning, the teacher's time is devoted to the children and setting the tone for the day.

For passing on day-to-day information regarding your child, please use communications books provided by class teachers outside the class or send a note with your child.

Please do not contact your child's teacher at home, unless arrangements have been made for you to do this.

Contacting Your Child's Teacher by e-mail

Parents are able to contact teachers directly at 'name.surname@silvertree.wa.edu.au'.

When using email:

Please remember that your child's teacher holds your child's well-being and your concerns with the utmost care and respect. Please ensure all correspondence with your child's teacher reflects your own care and respect so that healthy outcomes for all can be achieved.

- Please use email for non-vital or non-urgent messages only. The staff member may not receive an email message by the end of the school day.
- For vital or urgent messages please use the telephone to contact the office.
- Your child's academic/learning progress is best addressed by scheduling a personal conference with your child's teacher.
- Correspondence regarding absences must continue to be sent to welcome@silvertree.wa.edu.au

Teacher Home Visits

Class teacher home visits are a special aspect of being at a Steiner school. From Class 1, home visits will usually take place before the start of term.

Telephone & Email Contact

To assist communication between members of our school community, a telephone contact list for each class is published and distributed to families within that class.

Notice Boards

Please check the notice board outside your child's classroom door, as day-to-day communications, special events and rosters are often posted there. There is also a main notice board located as you walk into the primary school with community and school notices attached. If you would like to add a notice to the board please hand it in to the Office.

Class Carers

Each class has a nominated class carer whose role is to foster communication between parents and the teacher; ensure new families are welcomed; assist with the organisation of class rosters; and organise social gatherings to facilitate a sense of community and friendship within each class group. Please ask your class teacher for the carer's details.

School Newsletter

Silver Leaves is our regular bi-weekly newsletter. This is distributed via the SchoolZine App. News of forthcoming events, items of interest and information about parent courses are some of the regular features found in this informative bulletin. Silver Leaves is also distributed by email and available on the school website. If you would like to be added to this list, please inform the School Office.

SchoolZine App (SZapp)

The SchoolZine App allows you to view the school calendar and newsletter, notify the Office of your child's absence from school, book Kindy Care and record your PPS hours. This is a vital tool for keeping in touch with events at the school.

Please take a moment to install the app on your device as follows:

Apple Devices

1. On your device, open the App Store.
2. Search the App Store for **SZapp**.
3. Download and install **SZapp**.

Android Devices

1. On your device, open the Play Store.
2. Search the App Store for **SZapp**.
3. Download and install **SZapp**.

Parent Nights & Parent Teacher Meetings

Parent Nights occur once a term and it is expected that parents attend these evenings without their children. These nights are a chance to find out what is happening in class, discuss educational matters and connect with each other. Parents should feel very welcome to make an appointment with your child's teacher by e-mailing the Office at welcome@silvertree.wa.edu.au.

SECTION F: GENERAL INFORMATION

The School collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment. The primary purpose of collecting this information is to enable the School to provide schooling for students.

The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.

Activities in the name of the school or on behalf of the school

The Head of School must approve all activities or events held in the name of the school. Your cooperation with regard to planning and coordinating activities is much appreciated.

Building Fund

We greatly appreciate donations to the School Building Fund. These are fully tax deductible. Please contact the Bursar on bursar@silvertree.wa.edu.au for further details.

School Fees

Silver Tree Steiner School expects school fees to be paid when they fall due. If you experience difficulties in relation to payment of fees or charges, please contact the Bursar prior to the due date.

Donations may be made by arrangement with the Bursar if you would like to enhance the school's ability to support families in times of need.

Dogs

We recognise that for many families their dog is an important family member. However, as some people, especially young children in our school community may be afraid of dogs, we ask that dogs are not brought to school.

Policies, Procedures & Plans

These are available from the website or the Office on request.

Parking

Parent and visitor parking at Silver Tree is signposted. The area behind the office and the primary classrooms is reserved for staff parking only. Please do not drop your child off in this area.

Fire

Silver Tree has a well-developed policy and procedure for responding to a bushfire or bushfire threat. Parents need to be aware of the following aspects of that policy:

1. In the unlikely, but serious event, that a fire is approaching our school and we do not have time to evacuate safely, the whole school will move to the designated safe refuge.
2. The School will liaise with the Police or Bushfire Control (DFES) regarding the location and direction of a fire.

During an extreme emergency event, **please do not attempt to come to the school to collect your child** unless you have been asked to do so by the school. The less traffic there is to get in the way of emergency services, the safer your children will be. Experience tells us that conditions on the roads may be worse than at the school and roads may be closed by Police or DFES.

1. In the event that it is deemed necessary to evacuate the premises, children and staff will evacuate to the assembly point and be collected from there. Parents will be notified by SMS. If it is deemed necessary for your child to be evacuated by bus or with another parent, information about safe points will be sent by SMS.
2. If a future Catastrophic Fire Weather Warning is declared, we will pre-emptively **CLOSE** the school. Prior to the day of closure, we will announce closure via email and on our Facebook page, where possible. School closure signs will be posted at all entrances to the school. Children must not attend school. In case parents miss the warning – should conditions permit, two staff members will be at school on the day of closure from 8:30am until 9:30am.

Please rest assured that the safety of your children is our first priority. We have regular emergency drills with students. In terms 1 and 4, our drills focus on a fire emergency scenario.

What can you do?

1. Stay tuned to ABC 720am local radio
2. Access the Emergency WA website on <https://www.emergency.wa.gov.au>
3. Check your mobile and the Silver Tree Facebook pages for communications from the school

Parents should **NOT** phone the school as phone lines must be open for communication with the relevant authorities.

Electricity Outage

Electricity at the school affects our running water and sewage system. If there is no electricity supply to the school, the school will be closed. In this case, at the earliest available opportunity, notices will be posted on the school's website, Facebook site and text and email messages will be sent to inform parents.

Mobile Phones

Parents and visitors are asked to turn mobile phones off when in classrooms and at all school functions. Parents who cannot avoid using mobile phones while at the school are asked to move away from other people before accepting or making calls.

School Dentist

A free Government dental service is offered to children of pre-school and primary school age. A mobile dental clinic operates in the area; however, due to high demand the van does not visit every school as it used to. If you would like to use this service, contact the School Office for details.

Insurance

So as to avoid any misunderstanding with regard to school children and insurance cover, parents should be aware of the following:

Silver Tree Steiner School does not insure children against injury at school or while on excursions, visits, camps, etc. This is considered to be a private matter and is therefore the responsibility of individual parents. Silver Tree Steiner School does have a public liability insurance policy that covers their liability in case of accidents caused through defects in school buildings, equipment or playgrounds, or through negligence on the part of an employee of the school. When children leave the school grounds on an excursion, camp or similar and travel by bus or private motor vehicle, they are covered by the compulsory third party insurance that applies to all licensed motor vehicles.

Media

If you have not met the idea of a relatively media-free childhood before, it can come as a surprise. Whilst not intending to discredit all aspects of the media, it must be clearly stated that inappropriately exposing children to the media is incompatible with, and counter-productive, to the aims and methods of our education. Our emphasis is on encouraging a dreamy, imaginative childhood, with plenty of time and space to explore experiences with all the senses.

If parents expose their children to television and computer games, then they are in reality, exposing the child's class to it as well, as a child will need to talk about the content in order to process the material psychologically. For this reason, please be very conscious of what you do expose your children to during the term time. The school asks that all TV and internet be supervised and limited to a small amount at weekends, if at all.

Everyone comes to the school with their own challenges in this regard and in order to maintain a low level of media exposure within the school, all parents (and grandparents) of the children are challenged to find new ways of reducing and limiting that exposure. Children will be discouraged from talking at school about media they have home viewed.

Children may not bring mobile phones or handheld computer games to school.

Travel Conveyance Allowance and School Bus Routes.

A Conveyance Allowance for transporting children to school is available from the Public Transport Authority for families who live outside of the public transport area, travel more than 4.5 Kilometers to school and live more than 2.5 Kilometers away from the nearest appropriate bus route.

There are buses that service Silver Tree Steiner School. For information on bus routes, please contact School Bus Services on (08) 9326 2136.

Silver Tree falls under the category of your nearest school with your chosen philosophy. Details are available from: <http://www.schoolbuses.wa.gov.au/> .