Berrinba East State School P&C General Meeting			
Date:	**Monday 9th of March 2026**	**Location:**	**BESS Hub**
Time of Meeting Open	*5pm*		
AGENDA ITEM			
Acknowledgment	*We acknowledge the Traditional Custodians of the land on which we gather and honour their connections to land, sea and community. We pay our respects to elders past, present, and emerging. May we work together in harmony.*		
Attendance	*Terese Tobin (Chair), Steve Kanowski (Principal), Kelly Hodges (Secretary), Paea Steele, Elizabeth Coleman, Kaye Mundt* *Guests: Katrina Nilsson, Nataka (possible future parent), Asheleigh Ockenfels, Sarah Williamson*		
Apologies	*Judith Williams, Natalie Ellis, Sarah Hyndman, Cassie Fien-Carr, Tanya Treadgold*		
Confirmation of the minutes of the previous meeting	*Draft minutes for the previous general meeting, were circulated to members via email on 08/03/2026.*		
Motion	"That the general meeting minutes be confirmed as a true and correct record of the meeting held 17th of November 2025." Moved: Kelly Hodges Seconded: Kaye Mundt Carried/~~Lost~~		
Business arising from the minutes of the previous general meeting	• *No business arising.*		
Correspondence since the previous general meeting • Inward (as listed) • Outward (as listed)	• *IN:* o *P&Cs Qld* ▪ *CEO Transition* ▪ *Containers for Change Donation Station and recycling opportunity* ▪ *Insurance Renewal Information for 2026-2027* o *Cameron Dick MP - "I'm writing as we look to the year ahead to see how I can best support your P&C and the important work you do for your school community."* o *Willis (insurance) - Sexual Assault, Sexual Abuse and/or Molestation Disclosure* o *Money – Bank statements, Invoices, payment remittances* o *Newsletters - P&Cs QLD, Blue Card, QAST, Book club, Tuckshop suppliers and food recall alerts, Allergen Bureau* o *Uniform enquiries* • *OUT:* o *Nothing of note.*		
Motion	"That the inwards correspondence be received, and outwards be endorsed." Moved: Kelly Hodges Seconded: Paea Steele Carried/~~Lost~~		
Business arising from the correspondence	• *No business arising.*		
Table of executive committee's decisions (if any)	• *Executive Decision - 5/6 Camp Endorsement* o *With the deposit required by the end of February and the rescheduled meeting set for 9 March, the Executive exercised its decision-making authority to endorse securing the dates and enable the school to pay the deposit before the deadline.* o *Decision outcome was communicated to the Principal on 20th of February 2026 and the Year 6 teachers notified of this action.*		
Treasurer's report and financial statement, and any business arising from these.	• *Written report (Ref appendix A)* o *September,* October*, November, December 2025* o *January and February 2026*		

	• *Superannuation* o *During the recent payment of super, there was notification that the ATO super clearing house closing 1 July 2026. This means we need to look into another clearing house and go through setting everything up.* o *While not ideal, we do have the option to lodge & pay into each individuals supper fund (time consuming), so minimal risk of missing the deadline to pay super* ***Discussion*** *With both the Treasurer and Bookkeeper unable to attend, the President tabled the treasurers report.* *Containers for change donations from CEVA have been significant.* *Is there interest in working with the student council members with this?* *P&C looking into 'door knocking' with local businesses. Some even have recycling material which could be used for Loose Parts space.* *Ex-Bully Proof program still has $12,000 raised through fundraising, which needs to be re-allocated to a goal. Requesting student council input.* *Tuck Shop maintenance discussion. Special Food days used for when equipment and white goods need replacing. Implement plan to define age of assets and asset replacement schedule to plan for these needs.* *Questions:* *Varying wage costs from month to month. In arrears due to holidays falling at the end of a month; must be done the following month and are done in arrears. This also included back pay of wage increase.* *Principal complimented this treasurers report; the best yet.*
Motion	"That the Treasurer's report be accepted" Moved: Paea Steele Seconded: Kelly Hodges Carried/~~Lost~~
Principal's Report	• *Written report (Ref appendix B)* ***Discussion*** *Enrolment numbers are the lowest its been in years. Likely attributed to by the outgoing 2025 year 6 cohort being larger than incoming 2026 prep cohort.* *Staffing* *Mr Dias has retired but is returning next week as a relief teacher* *All teaching positions filled except for Behaviour Teacher role. This was supposed to be Mr Dias. Mr Wearne is returning from Leave next term and will fill this role.* *Due to lower enrolment numbers, entitlements are down affecting the inclusion staff.* *Teacher Aide hours are down 20 hours.* *<A snippet from the Term 1 Week 6 newsletter has been included as reference outlined in report on the breakdown of our allocation for students with disabilities.>* *School Improvement Plan. Part of the 4-year Strategic Plan. Have goals and targets to work through and towards every year. Focus is practices in regard to teaching and reading, engagement and belonging. Getting students motivated to learn and teaching how to support diverse learning in the classroom.* *Heavy investments in Professional Development for staff. Teaching, reading and engagement. Play pedagogy is coming to coach teachers as part of this engagement piece.*

	Investment in sound field systems; teacher wears a mic around neck to clarify voice. Good for children with hearing impairment and ADHD. *Facilities works* *Car park, new shed, painting.* *Upcoming events* • *NAPLAN, which starts on Wednesday of this week.* • *Harmony day celebration on Friday 20th march. Sarah has a flyer to promote this, will encourage students to wear orange or their cultural attire* • *School cross country – Tuesday 31st of March. Big thing around participation. Walk and talk over running.* • *Rugby boys and girls are training on the oval, gala day coming up in week 10* • *Year 5/6 camp. 27th to the 29th of July. Looking at approx. $400 per student. Shout out to Ms Douglas for pulling this together. Looking for parent volunteers. Committee member asked when this information will be shared with parents – response was targeting next week. And allow for payment plans leading up to camp.* • *Urban Reptiles incursion. Year 4 and 3/4 are learning about habitats. Will be looking at the reptiles they are learning about in class.* *Principal requested endorsement of camp and incursion – all were in favour.* *School financial report.* *Healthy carry over balance. Enough to keep the lights and pay the bills including approx. $900k towards purchasing the additional positions.*
Motion	"That the Principals report be accepted" Moved: Steve Kanowksi Seconded: Paea Steele Carried/~~Lost~~
Retail Manager	• *Stock Loss / Insurance Claims* o *<u>10/02/2026</u> - discovered the upright freezer had died and tripped the power to the other freezer plugged into the same power outlet. All food temp checked and what could not be saved was disposed of.* o *A total of $669.68 worth of stock was disposed of. Insurance claim lodged, pending outcome.* o *<u>02/03/2026</u> - BM advised that power had been lost to 2 of the 3 phases within the school. Energex advised that there was an incident of a car hitting a power pole outside of the school on the morning of Saturday 28 Feb. Energex advised the BM that there was no reported damage to energex, nor did energex attend the accident on the 28 Feb.* o *All food and the Krazy lemon drinks in the fridges had to be disposed of. The freezers had a variety of foods that were defrosted completely and had to be disposed of. Of the foods that were still defrosting and sitting at 0 or less than 0 temperature was placed in the fridge to be cooked and sold the following day.* o *On arrival to Tuckshop the following day, the temperatures showing on stock in fridge were borderline and decision was made to dispose of the remaining items from the freezers.* o *More than $1,000 worth of stock was disposed of. Insurance claim will be lodged* • *Tuckshop was closed Thursday and Friday of week 4, and all of week 5 due to significant illness across the whole retail team. Almost back to full team for week 6!* • *The committee discussed challenges with distributing tuckshop orders across both first and second break. The Executives have received feedback from several parents regarding missing orders. In these instances the tuckshop has replaced the orders, including during the recent sushi day, to ensure students received their food.*

	• *Relationship with ako through volunteer Jayden who is being supported as part of ako's NDIS School Leaver Employment Supports program. Opportunities to expand for other volunteers moving forward in this space!* ***Discussion*** *Check into claiming food wastage up to $500 without the excess.* *ako will look into opportunities of covering a young persons wages if volunteering leads to employment* *Suggestion around contacting local high schools for hospitality students to do work experience. Don't want to overload the current team with supervision and mentor. Not off the radar yet.* *Solution for Tuckshop order issues – 2nd break* *Solution from week 8: additional 10-minute period of eating at the end of second break. Response from feedback the school has received. Re-educate kids and logistics with supervision. 'grounds' the children when returning to class, opportunity to problem solve social issues while eating. Easier transitions back into class.* *This will be communicated in the next day or so, to both students and parents.* ***School Routine*** *While not tuckshop related, committee members discussed the transition to the new three-break routine and noted that some families had found it challenging to support their children's return to school due to limited awareness of the change.* *The Principal advised that information about the change had been included in the school newsletter and that preparation had occurred in classrooms during Week 1.* *It was noted that newsletters are not always widely read by families, which may impact how effectively information reaches parents.* *It was also acknowledged that additional communication to families could be helpful when changes like this are introduced.* *<Noted post meeting that communication from the school about the new break routine was outlined in the Week 4 newsletter, sent on Friday 20th Feb>*
Book Club Representative	• *Large quantity of purchases in the February issue compared to most months. Reward bucks total $132.36 across the past 12 months. Judith will purchase appropriate books and distribute amongst the school where they are needed.*
P&Cs Qld Representative	• *CEO Transition* o *After six years of dedicated service, P&Cs Qld CEO, Scott Wiseman, will be departing in the coming month.* o *P&Cs Qld have commenced the recruitment process for a new CEO.*
Fundraising and Events	• *No report available.*
Grants and Donations	• *Community benefit fund (ref CBF0908) grant application made to Cr Teresa Lane for raffle prizes* o *Did not progress due to "Under Council's CBF procedure councillors are unable to purchase items to be provided to a community organisation for a raffle"* o *This appears to be a change from previous years where similar applications had been successful.*

	• *Community benefit fund (ref CBF1010) grant application made to Cr Teresa Lane for 12 month membership to the Hidden Disabilities Sunflower network program and sunflower merchandise.* o *This idea is strongly supported by Cr Lane* ***Discussion*** *<u>Hidden Disabilities Sunflower program</u>* *The committee discussed the Hidden Disabilities Sunflower program and the opportunity to make sunflower items available through the Community Hub with Judith and Victoria.* *The Principal noted this would be a positive initiative for the community.* *<u>Autism Awareness Month</u>* *Members also discussed leveraging Autism Awareness Month (April) to help raise awareness and distribute sunflower items within the community.* *The possibility of a free dress day was also discussed as a way to expand awareness and community engagement. This could include optional coin donations managed by the P&C, or donations of dry goods to support the church's community food days. The Principal indicated support for this idea.* *The P&C will consider the options and share further details with the Principal once plans are confirmed.*

General Business	• *Platters and Chatters*
	  o *The first session was successful with welcoming 4 new families – hoping they become involved with the P&C in the future*
	  o *The second session was less successful due to the complete down pour that timed itself exactly when we were gathering*
	  o *It was a nice, relaxed vibe and hearing from community families directly helped solidify that the parent voice in meetings is reflective of what the school community is wanting.*
	  o *Looking to do this once a month moving forward.*
	
	Discussion
	
	The events were held in the undercover area between the basketball court and Hall, facing the public carpark. Both events had such rich yarning, time slipped away and the last people standing left around 7pm both times.
	
	While chattering, a few people mentioned that it would be a good place to hold P&C meetings – good air flow, cover from sun/rain, good visibility for the community. Would need to work through some logistics like lighting.
	
	Principal raised an area of improvement: greater awareness within the school that the events were happening which helps ensure relevant security providers are aware.

Committee Membership	• *New applications:*
	  o *Nil*
	• *Resignations:*
	  o *Nil*

Date of next meeting	• *Annual General Meeting – scheduled for Monday 30th of March 2026 5pm* • *General Meeting – Monday 27th April 2026 (due to clash with holidays and to avoid the demands of first day back at school)*
Time of Meeting Close	• *6:23pm*

Actions from the meeting:	*Identify another suitable clearing house to pay superannuation – Bookkeeper, Treasurer & President*

CONFIRMATION OF MINUTES

The chairperson has verified the accuracy of the minutes as accepted by the association – see section 21.2 of the P&C Constitution

Appendix A

TREASURERS SUMMARY REPORT

General Meeting 9 March 2026

Financial Position – 28 February 2026

The current liabilities are primarily related to uniform stock purchases, which represent inventory rather than operational expenses. As this stock is sold through the uniform shop, these purchases will convert back into cash and support ongoing P&C activities.

The P&C currently maintains sufficient cash reserves to meet all outstanding liabilities, indicating a stable short-term financial position.

Most of the P&C's available funds are already allocated to previously approved initiatives, meaning that any new spending proposals may require either future fundraising or reallocation discussions by the committee.

Regular monitoring of allocated funds and stock purchases will help ensure the P&C maintains a healthy balance between meeting current commitments and retaining flexibility for future initiatives.

What we own	**28th February 2026**
Cash Holdings	
402 account	$18,988.54
410 account	$12,413.54
903 account	$935.49
Debit Card	$54.80
Float tuckshop	$70.00
Cash to be banked	$102.50
Subtotal of cash holdings	**$32,564.87**
What others owe us	
BTS Boost Invoices - BESS	$995.00
Subtotal of what others owe us	**$995.00**
Total of what we own	**$33,559.87**
What we owe others	
Invoices to pay	$14,130.00
Funds held for PAYG	$312.00
Funds held for Super	$550.01
Long Service Leave Provision	$935.49
Total of what we owe others	**$15,927.50**
Net Ownership (We own more than we owe)	**$17,632.37**
What we have allocated	
Containers for change	$3,433.73
Ex bullyproof initiative	$12,050.49
Tuckshop maintenance	$2,067.22
Total of what we have committed to	**$17,551.44**
Unallocated cash	$80.93

Note – this does NOT include assets such as stock on hand

31 Aug 2025 - 30 Sep 2025

Account	**402**	**410**	**903**
Opening balance	$17,308.43	$9,285.88	$935.49
Debits	-$43.40 (MYOB)	-$5,402.53 *1c credit adjustment* *$2,480.01 (Wages)* *$145.36 (Merchant fee)* *$742.09 (Reimbursements)* *$2,035.06 (Tuckshop stock)*	Nil
Credits	$26.14 (Interest) $209.20 (CFC)	$6,248.68 *Uniform sales* *Tuckshop sales* *Ekka fundraising* *Fathers day raffle*	Nil
Closing balance	$17,500.37	$10,132.03	$935.49

1 Oct 2025 - 30 Oct 2025

Account	**402**	**410**	**903**
Opening balance	$17,500.37	$10,132.03	$935.49
Debits	-$43.40 (MYOB)	-$4,069.92 *1c credit adjustment* *$2,315.34(Wages)* *$100.23 (Merchant fee)* *$33.00 (Uniform refund)* *$14.82 (Reimbursements)* *$1,606.52 (Tuckshop stock)*	Nil
Credits	$264.94 *$24.34 (Interest)* *$240.60 (CFC)*	$5,545.39 $13.42 (interest) *Uniform sales* *Tuckshop sales*	Nil
Closing balance	$17,721.91	$11,607.50	$935.49

31 Oct 2025 - 30 Nov 2025

Account	**402**	**410**	**903**
Opening balance	$17,721.91	$11,607.50	$935.49
Debits	-$43.40 (MYOB)	-$10,609.19 *$2,630.88 (Wages incl previous month)* *$160.98 (Wages – back pay)* *$760.28 (Superannuation)* *$480.00 (PAYG)* *$116.05 (Merchant fee)* *$109.44 (Reimbursements)* *$2,904.06 (Uniform stock)* *$2,953.76 (Tuckshop stock)* *$493.74 (Debit card top up)*	Nil
Credits	$264.94 *$25.39 (Interest)* *$145.80 (CFC)*	$9,950.17 $15.16 (interest) *Uniform sales* *Tuckshop sales*	Nil
Closing balance	$17,849.70	$10,948.48	$935.49

1 Dec 2025 - 30 Dec 2025

Account	**402**	**410**	**903**
Opening balance	$17,849.70	$10,948.48	$935.49
Debits	-$43.40 (MYOB)	-$4,833.40 *$1,714.76 (Wages)* *$75.39 (outstanding Superannuation)* *$148.07 (Merchant fee)* *$1,158.57 (Reimbursements)* *$828.29 (Tuckshop stock)* *$908.32 (Debit card top ups)*	Nil
Credits	$338.64 *$24.94 (Interest)* *$313.70 (CFC)*	$4,405.78 $16.73 (interest) *Uniform sales* *Tuckshop sales* *Xmas raffle* *Candyland* *Xmas food service*	Nil
Closing balance	$18,144.94	$10,520.86	$935.49

31 Dec 2025 - 30 Jan 2026

Account	**402**	**410**	**903**
Opening balance	$18,144.94	$10,520.86	$935.49
Debits	-$43.40 (MYOB)	-$54.88 *1c credit adjustment* *$54.87 (Merchant fee)*	Nil
Credits	$428.12 *$26.12 (Interest)* *$402.00 (CFC)*	$13,022.25 $17.00 (interest) *Uniform sales*	Nil
Closing balance	$18,529.66	$23,488.23	$935.49

31 Jan 2026 - 28 Feb 2026

Account	**402**	**410**	**903**
Opening balance	$18,529.66	$23,488.23	$935.49
Debits	-$43.40 (MYOB)	-$15,545.72 *$45.55 (Merchant fee)* *$2,966.19 (Wages)* *$658.00 (PAYG)* *$49.89 (outstanding Superannuation)* *$897.58 (Superannuation)* *$2,437.11(Tuckshop stock)* *$8,222.50 (Uniform stock)* *$268.90 (Debit card top up)*	Nil
Credits	$502.28 *$26.58 (Interest)* *$475.70 (CFC)*	$4,471.03 $20.11 (interest) *Uniform sales* *Tuckshop sales*	Nil
Closing balance	$18,988.54	$12,413.54	$935.49

Appendix B

PRINICPALS REPORT

General Meeting 9 March 2026

P and C Meeting
Monday 9 March 2026
Principal's Report

Student Enrolment: 381
Student Attendance: 84.3%

Staffing

- Mr Glenn Dias made the decision to retire at the start of the school year. Mr Dias will still be a member of our school community.
- All school positions have been filled for the 2026 School year with the exception of a Behaviour Teacher position that will be filled for the start of Term 2.
- Due to a reduction in student numbers, we have lost some entitlement in some areas of staffing, most notably in our Inclusion Staff. A breakdown of our allocation and how this staffing has been distributed was outlined in our most recent school newsletter.
- In addition to our staffing allocation, our school has used school funding to purchase the following positions:
    - 1.0FTE Deputy Principal – focussing on culture and wellbeing
    - 1.0FTE Workplace Safety and Wellbeing Officer
    - 2x 0.6 FTE Speech Language Pathologists
    - 0.4 FTE Occupational Therapist
    - 1.0FTE Early Years Coach
- In additional to this, our school has been able to secure the following positions to support student wellbeing:
    - 1.0FTE Family Support Co-ordinator
    - 0.55FTE School Based Psychologist
    - 0.4 FTE Student Wellbeing Officer
    - 0.4 FTE Guidance Officer

Annual Improvement Plan

Our School Annual Improvement Plan has been developed and ready for implementation. The key focus of this plan includes:

- Improve reading outcomes: Implement consistent, evidence-based reading instruction across the school using explicit teaching and structured literacy approaches.
- Strengthen culture and belonging: Embed schoolwide Tier 1 engagement practices that promote safety, wellbeing, positive behaviour and strong relationships.
- Build staff capability: Provide professional learning, coaching and collaborative planning to strengthen teaching practice and consistency.
- Use data to drive improvement: Monitor progress through reading assessments, surveys and attendance data to track impact and guide next steps.

To complement this plan, key partnerships with our Regional Office and other partners with the aim to:

- Strengthen leadership, governance and accountability: Review organisational structures, roles, governance processes and line management systems to align with the school's improvement priorities and support distributed leadership.
- Improve teaching and learning practices: Review planning processes and moderation, embed consistent Tier 1 instructional routines for reading (including explicit instruction and phonics), and use data such as DIBELS to guide teaching and case management.

- Enhance inclusion, behaviour and engagement systems: Clarify referral pathways, develop a Tier 1 engagement toolkit, refine inclusion processes (ICPs and differentiation), and implement evidence-based regulation strategies and an MTSS framework.
- Support staff wellbeing and workforce capability: Develop a whole-school staff wellbeing plan, strengthen workplace safety processes (including OVA response), build leadership capability in performance management, and improve HR and workforce systems.

Budget

In addition to the AIP, the school budget has been developed to complement the school's strategic plan. Key features of the budget include:

- A significant investment in staff professional development, including funding to release teachers to attend professional learning and participate in instructional coaching.
- Funding allocated to additional school-purchased staffing positions to strengthen student support and enhance teaching and learning across the school.
- Targeted resourcing to support Student Services and Special Education programs, ensuring students requiring adjustments can access appropriate support.
- Funding allocated to facilities upgrades and maintenance, including classroom improvements, school fencing and furniture.

Upcoming Events and Excursion

- NAPLAN – Starting Wednesday this week
- 20 March – Harmony Day
- 31 March – School Cross Country
- 1 April – Rugby League Gala Day

Two excursions/incursions seeking P&C endorsement:

- Year 5/6 Camp Kindilin – 27-29 July
- Urban Reptiles Grade 4 Incursion - 25-March

School Financial Snapshot

Berrinba East State School (1867)

Period 202603 (Mar 2026)
as at 09-March-2026 04:23 PM

What We Own		
Cash Holdings		
General Bank Account	1,038,691.44	
Subtotal of Cash Holdings		**1,038,691.44**
What Others Owe Us		
Parents	-10,553.68	
Others	17,445.52	
Subtotal of What Others Owe Us		**6,891.84**
Total of What We Own		**1,045,583.28**
ADJUSTED FOR		
What We Owe Others		
Payables	-118,371.61	
Funds Held in Trust	-1,660.00	
Total of What We Owe Others		**-120,031.61**
Net Ownership* (We own more than we owe)		**925,551.67**
ADJUSTED FOR		
What We Are Committed to Spend		**89,530.61**
Funds We Hold for Others		
Global Trading Activities	4,257.00	
Administered Cluster Funds	-6,442.90	
Total Funds Held for Other Bodies		**-2,185.90**
Amounts Held for Future Projects		
Bank Reserve Provision	30,000.00	
Plant & Equipment Provision	144,789.00	
Total Provisions		**174,789.00**
Actual Financial Position of the School/Available Funds		**659,046.16**

Reconciliation to Balance Sheet Summary Report

Net Ownership*		**925,551.67**
ADJUSTED FOR		
Items Awaiting Reconciliation		
Salary Recovery	140,283.74	
Corporate Card	14,194.72	
Total Items Awaiting Reconciliation		**154,478.46**
Net Assets/(Liabilities) as per Balance Sheet Summary Report		**1,080,030.13**

From the Principal's Desk

Published by Steve Kanowski

School Staffing – Students with a Disability

At Berrinba East State School, we are committed to ensuring every student can access learning and experience success. Families sometimes assume that funding or teacher aide time is allocated to individual students with a disability; however, Department of Education resourcing is provided to schools to support the overall needs of students requiring adjustments. Schools then determine how these resources are used across classes and programs to best meet the needs of all students. This support may include specialist teacher assistance, teacher aide support, adjustments to classroom learning, targeted intervention programs and resources that help students participate fully in learning. As such, support does not usually look like one-to-one assistance in the classroom. These supports are regularly reviewed to ensure they remain responsive to student needs, and we value working closely with families as part of this process.

At Berrinba East State School, our current staffing allocation to support inclusion includes **5.09 FTE teachers** (Ms Feher, Ms Millar, Ms Skinner, Ms Clarke and Mrs Naiper) and **138.7 hours of teacher aide time** each week (a full-time teacher aide is 30 hours). Our teacher aides include Mrs Hendren, Mr Sawyers, Mrs Morris, Mrs Wilson, Mrs Essex-Carter and Mrs Hodges. On top of this, the school funds two Speech Language Pathologists (Ms Robson and Mrs Simmich) and an Occupational Therapist (Ms Florence). These staff work across classes to support students, develop and implement individual plans, and work alongside classroom teachers to ensure appropriate adjustments are in place. Our Inclusion Team does a remarkable job supporting a large number of students and their teachers across the school.

Request to Change Classes

While I was on leave, a small number of families requested class changes for their children. These requests were generally related to social conflict with other students or a preference for a different teacher.

From this point forward, changes to class placements will only occur in exceptional circumstances. Changes of this nature can cause significant disruption to a child's learning, often outweighing any short-term benefits gained from moving classes. In many cases, accommodating a move also requires another student to change classes, which can disrupt learning for multiple students.

At Berrinba East State School, our preference is to work collaboratively with families and students to address concerns within the existing class setting. By doing so, we can support children to develop resilience, confidence and the skills needed to navigate challenges in a positive and supported way.

Communication Protocols

Strong partnerships between families and schools help support student learning and wellbeing. At our school, we are committed to open and respectful communication with parents and carers. Families can expect regular updates about their child's progress, information about school events, and communication about learning, wellbeing and attendance. We also value feedback from families and provide opportunities such as parent–teacher interviews to discuss progress and celebrate student achievements.

To help ensure communication is clear and respectful for everyone, it is helpful to understand what families can expect from the school, and what may not be possible.

You can expect the school to:

- Recognise and celebrate your child's achievements
- Report on your child's academic progress
- Communicate about learning, wellbeing and development
- Inform you of any serious issues concerning your child
- Notify you if your child is absent without explanation
- Provide information about school events and updates
- Offer opportunities for feedback and parent–teacher interviews.

You should not expect:

- Immediate responses to non-urgent emails or phone calls (responses may take two or more business days)
- Staff to respond outside of work hours, including evenings and weekends
- Communication with teachers through their personal social media accounts
- Access to teachers' personal phone numbers or email addresses

- Meetings with teachers during the school day without an appointment.