









PARENT/VISITOR - MATRIX OF EXPECTATIONS

AREAS EXPECTATIONS	At all times 	In the office 	In meetings 	In the school grounds 	Classroom parent helper 	Communicating with staff 	At assemblies and special events 	Excursions and camps 
BE RESPECTFUL	<ul style="list-style-type: none"> - Interact positively with all members of the school community -Ensure classes are not disrupted during teaching time -Observe and obey signage and road rules around the school -Use visitor toilets if needed 	<ul style="list-style-type: none"> - Always be patient and polite with staff members - Understand that staff may not be able to offer immediate assistance or resolutions 	<ul style="list-style-type: none"> - Keep conversations professional - Respect each other's viewpoints - Allow the opportunity for each speaker to be heard 	<ul style="list-style-type: none"> - Allow classes to run without interruptions -Allow your child to build independence and resilience -Avoid gossip and hearsay by communicating with the school and modelling good manners 	<ul style="list-style-type: none"> - Support the teacher and students as needed -Follow teacher/staff direction appropriately -Be mindful of different learning needs and abilities 	<ul style="list-style-type: none"> - Keep conversations professional and relevant - Understand that calls may not be able to be taken immediately by a staff member -Allow up to 24 hours to receive a response from staff 	<ul style="list-style-type: none"> - Ensure phones are kept on silent - Listen attentively to the speaker -On Monday mornings, ensure that you observe the National Anthem 	<ul style="list-style-type: none"> - Get to know all attending students, staff and members of the community -Sign the school confidentiality agreement and maintain confidentiality at all times -Be inclusive of all students
BE RESPONSIBLE	<ul style="list-style-type: none"> -Ensure your child attends school each day by 8.50am -Ensure your child comes to school daily with adequate food and water -Ensure your child is wearing correct school uniform -Ensure student iPad has correct apps for use 	<ul style="list-style-type: none"> - Promptly notify the office if your child is absent, late or leaving early - If still in the school after 9:05am attend to the office to sign in and then sign out on exit -All contractors to sign in and out during visits to the school -Sign in student medication at the office 	<ul style="list-style-type: none"> - Be punctual to meetings - Let the school know if you are unable to attend prior to the meeting -Sign in at the office on arrival and out on exit 	<ul style="list-style-type: none"> -Actively supervise your children whilst on school grounds -Alert yard support teacher of any concerns/incidents 	<ul style="list-style-type: none"> - Sign and abide by the conditions of the school confidentiality agreement -Sign in at the office on arrival and out on exit - Ensure your current Working With Children's Check card has been documented by the office staff 	<ul style="list-style-type: none"> - Make an appointment to meet with staff -Ensure that you download and use correct communication apps on your device - Keep up to date with school newsletters to ensure you are informed 	<ul style="list-style-type: none"> - Be punctual when possible - Ensure non-school attending children are supervised and under your care 	<ul style="list-style-type: none"> - Monitor students at all times -Alert staff members of any concerns -Return completed forms on time and ensure payments are made by the due date -Ensure your child has medication signed in for camps
BE AN ACHIEVER	<ul style="list-style-type: none"> - Be actively involved in your child's education - Be proud and support the efforts and initiatives of our school -Adhere to all school's policies -Be a positive role model for WPPS students 	<ul style="list-style-type: none"> - Ensure all newsletters and notes are read and attended to, so you are up to date with what is happening at school 	<ul style="list-style-type: none"> - Work with the school to guide your child's success -Praise the efforts and achievements of your child and interact positively with them on Seesaw 	<ul style="list-style-type: none"> - Ensure you have exited the school grounds by 9.05am and 3:45pm each day 	<ul style="list-style-type: none"> - Be an active member of the classroom and assist students 	<ul style="list-style-type: none"> - Be proactive with follow up tasks 	<ul style="list-style-type: none"> - Celebrate the success of all students - Engage with staff, parents and community members 	<ul style="list-style-type: none"> - Be involved with all students and activities