Dear Kindergarten Parents and Caregivers

Starting school is a significant milestone. Teachers understand that there are new routines, information and relationships being established during the first few weeks of the school year. Kindergarten children have been at school just six weeks and are settling well into school learning programs and routines. Some children will take longer than others to adjust to school life and learn the appropriate ways of interacting with others.

For the safety and wellbeing of all students, we would like to remind all families of the following school guidelines and practices.

**Behaviour at school**
- In the course of your child’s education at school, there may be matters that concern you and that you wish to discuss with staff. Please communicate initially with your child’s class teacher. Teachers can be contacted through the school email lanecove-p.school@det.nsw.edu.au. Please mark the email for attention of the teacher. Depending upon the nature of the matter, a member of the executive staff may subsequently become involved.
- If a child experiences a problem or difficulty in the classroom or on the playground, all children are encouraged to let a teacher know straight away. Please encourage your child to act assertively and tell their class teacher or playground duty teacher if any incidents occur. This allows teachers to gather information and implement appropriate responses as soon as possible after an incident, when students’ recollection of events is clearest. Teachers and executive staff work with students and parents to help children learn acceptable behaviour to enable all children to be safe at school and focus on their learning.

It is inappropriate for parents to directly confront another student or parent about an issue that occurred at school.

Please be mindful that matters are addressed in a procedurally fair manner, that confidentiality is maintained and that each student and parent is treated with respect. Sharing the matters publicly, either verbally or via social media, is not treating students, parents or staff fairly or respectfully and can result in significant distress for others.

**Privacy**
- Parents are welcome to take photos of their own child. Capturing special school events (such as the Easter Hat Parade or K-2 Assembly) is allowed. Photos or videos that capture other students should not be shared through any social media or online forum.
- Only staff members should be on school grounds during class hours and break times. Other adults will be directed to the school office to request permission to sign in as a visitor.

**Playground safety**
- Please encourage your child to use the equipment at morning tea and lunch on their class’ designated days. A roster is displayed outside the 1891 building. Parents are reminded that students are not permitted to play on the equipment before or after school.

I ask that you work with your child and the teachers at Lane Cove Public School to support all of our students to be safe at school and focus on their learning.

Yours sincerely

Gemma Ackroyd
Principal
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