Cross Country
The Small Schools Cross Country will be held at Teven-Tintenbar PS on Friday 27th March. As the track runs around the inside of the school perimeter, no cars can enter or leave the school grounds during the races. You are welcome to park on the school grounds if you arrive before 9.30am. At this time, there will be a block at the front entrance. No one will be able to leave until the conclusion of ALL races - usually around 1.30pm.
If you arrive after 9.30 or need to leave before the end of the races, you will need to park in the surrounding streets. Please don’t block anyone’s drive way. The road between the school and Fredericks Lane (near the rainforest entrance) is a private road - please do not park there at all.
Please note the fixed equipment is out of bounds for the duration of the carnival, including pre-schoolers as there is no teacher supervision in this area. The canteen will not be taking pre-orders this year. There is a sausage sizzle and shop available for purchases. The APPROXIMATE times for each race are included below. Until the break, the K-2 children from all schools will be participating in K-2 games.
10:40  12/13yrs boys/girls
11:00  11yrs boys/girls
11:20  10yrs boys/girls
BREAK
12:10  8/9 boys/girls
12:30  Year 2 boys/girls (who don’t run in the 8/9yo races)
12:40  Year 1 boys/girls
12:50  Kinder boys/girls

NAPLAN
Year 3 and Year 5 students will be participating in NAPLAN between Tuesday 12th May and Thursday 14th May. If you have any concerns about your child completing these external assessments, please make an appointment to see Mrs Latta before the end of Term.

Kindergarten children safely walking to the ‘top oval’ on our newly completed path.
Complaints Handling Procedures
There may be times when, as a parent, you have a concern about your child’s education. It is our hope that you will share that concern with us. We may not be aware of an issue that is affecting you or your children, hopefully by sharing with us, issues can be solved quickly and informally to the satisfaction of both parties.

If you have any questions, we encourage you to talk to class teachers or Mrs Latta. Please be assured that any concerns or complaints will be handled with dignity, respect and confidentiality.

If you wish to speak directly with district office staff, the contact number is 6623 5900.

Our complaints handling procedures are included with this newsletter.

Samba and Brainstorm note
Reminder for permission note and payment for SAMBA - a drumming workshop and Brainstorms Cyber Bullying performance. The cost to attend BOTH of these is $10. Please complete the note and return to the school by 18th March. Permission note is available on school website or office.

Expression of Interest Yr 7, 2016
Expression of interest forms for Year 7, 2016 were handed out to Year 6 last Monday. This form is for Public High School selection only. Please return your completed forms to school no later than Friday 20th March. See Mrs Lasserre if you have any questions. Alstonville HS and Kadina HS will hold their information session tonight, Wednesday 11th March. (see calendar for appropriate times).

My First Year
The Northern Star is once again running the lift out ‘My First Year’ featuring many of the Kinder classes in this area. We are participating in the feature and look forward to seeing it published on the 25th March. Please also note that the Tintenbar Store keeps a very limited amount of newspapers so be sure to grab your copy in town if possible so you don’t miss out.

The Tell Them From Me - student feedback survey
This term, our school, like many others in the state, will participate in a Department of Education and Communities initiative: the Tell Them From Me student feedback survey. The survey aims to help improve student learning outcomes and measures factors that are known to affect academic achievement and other student outcomes. The focus of the NSW-wide survey is on student wellbeing, engagement and effective teaching practices.


The survey is a great opportunity for our students to provide our school with valuable and quick feedback on what they think about school life, how engaged they are with school and the different ways that teachers interact with them. Schools in Australia and around the world have used the Tell Them From Me survey to help improve how they do things at school.

I want to assure you that the survey is confidential and school staff will not be able to identify individual students from their responses. The survey is conducted online and will typically take less than 30 minutes to complete. It will be administered during school hours between now and 2 April. Participating in the survey is entirely voluntary.

A consent form and FAQs for parents/carers about the survey is being sent home with students. If you do not want your child or children to participate, please return the form to school by Monday 16 March. Copies of the form and FAQs are available from the website above.

FUNDRAISING NEWS

Easter Raffle
Our Easter Raffle is an annual, much loved school event, where we week chocolate egg donations from school families, and then we draw a monster raffle following the Easter Hat Parade. This year, the hat parade will be held on Thursday, 2nd April at 2pm, and we will be drawing the raffle immediately afterwards. Last year we had more than 40 prize packs. Can we top this in 2015?

How can you help?

Please donate eggs and purchase raffle tickets in support of our raffle.

Tickets are on sale for $1 each, and a book of ten tickets has been attached to this newsletter

Easter Eggs can be left in the school office from now up until Monday 30th March.

All donations are welcome and appreciated (easter eggs / chocolate only please).
Complaints Handling Procedures

The NSW Office of the Director of Equal Opportunity in Public Employment Policy and Guidelines’ Dealing with Employee Work-related Concerns and Grievances states that the NSW Government requires public agencies to achieve and maintain workplaces that foster productive and harmonious working environments and where work-related concerns or grievances are managed promptly, impartially and justly.

The National Code of Good Practice for Responding to Complaints about Vocational and Education Training Quality – Australian Department of Education, Science and Training details the rights of education and training clients to the principles of fairness, accessibility, transparency, responsiveness, accountability and constructiveness.

All minor complaint and disputes should be resolved promptly and without using formal procedures. Whenever possible, informal resolution should be attempted first in all matters assessed as less serious.

The sections of the DEC Complaints Handling Procedures which detail the formal procedures should be used in those situations where it is not appropriate or not possible to resolve a matter informally.

Schools – a guide for parents and carers

It is best to discuss your concerns with your child’s teacher first. Make an appropriate time to meet with them or phone the school and ask for an appointment with the teacher.

If you are not happy with the result, or if you do not feel it is appropriate to talk to them, phone and make an appointment to discuss your concerns with the principal.

You may bring a friend or relative to be your support. If you need an interpreter, we can arrange that - just ask beforehand.

If your complaint is about the principal you will need to contact the school education director in your area. Ask the school office staff at your school for their name and number.

If your complaint cannot be resolved in an informal way, we may ask you to put it in writing. It is important that you include specific details of the situation and tell us what you would like to happen as a result of your complaint. We can help you to put your complaint in writing, if you require it.

Alternatively a complaint form may also be used. Complete the form and send it to the principal, or the school education director in your area.

Can I get help to make a complaint?

The person receiving or managing the complaint should provide you with any help you need to make your complaint. Please ask for it, if it is not offered initially.

In schools, it is the responsibility of the principal to assist school community members with special needs to make complaints about school or schooling. This may involve consultation with regional office personnel.
How will my complaint be handled?

The person who receives your complaint must consider the nature and seriousness of the issues you raise.

The person managing the complaint should always try to resolve those complaints assessed as ‘less serious’ by informal means first.

Sometimes complaints termed ‘special cases’ will be referred to certain parts of the department or to outside agencies. If this is the case, you will be advised where the matter was referred and the name and contact number of the person managing it.

If your complaint is considered to be serious or not appropriate to be managed informally, there are three types of formal procedures used, depending on the nature of the complaint – remedy and systems improvement, negotiation, and investigation.

What about confidentiality?

All parties to a complaint are expected to treat the matter confidentially.

This requires everyone, including the complainant, to ensure that information is restricted to those who genuinely need to know. Furthermore, those people should only be told as much as they need to know and no more. For example, some people may need to know of the issue so that they can provide advice, but not of the identities of the persons involved.

What if I need support during the process?

We understand that people may be affected by a complaint and the process related to it.

If you need support, you could approach the person dealing with the matter for a recommendation as to who might be available to support you.

What if I am not satisfied with the outcome?

It is possible that, at the end of the process, you will not receive the outcome that you wanted. If you feel that you have not been treated fairly or that the result is unreasonable, you can request that the matter be reviewed either internally or externally.

External bodies that may be able to assist include:

- NSW Ombudsman
- Anti-Discrimination Board of NSW (ADB)
- Human Rights and Equal Opportunity Commission (HREOC)
Dear Parents and Carers

This term, our school is taking part in the *Tell Them From Me* student survey. The survey will provide us with valuable feedback on what our students think about school life, how engaged they are with school and the different ways that teachers interact with them. Schools in Australia and around the world have used the *Tell Them From Me* survey to help them improve. The survey is completed on-line and is run by an independent research company, The Learning Bar, which specialises in school-based surveys.

Staff in schools will *not* be able to identify individual students from their responses. To ensure confidentiality, participating students will receive a unique username and password. Where fewer than five students respond to a question, the results will be suppressed. The survey typically takes less than 35 minutes to complete and will be administered by the school during normal school hours. Once the surveys are completed by students, reports are prepared and in most cases are available to schools within three business days.

As well as schools getting student feedback, the Department of Education and Communities, through the Centre for Education Statistics and Evaluation (CESE), will have access to data from across the State and will run a research project to look at state-wide patterns of student wellbeing, engagement and effective teaching practices. The research will look at how these things impact on student outcomes, including academic performance. Individual students and schools will *not* be identified in any CESE publications, and all information will be handled in accordance with the relevant privacy legislation. Students’ personal information will not be disclosed by the Department to any other person or body other than as required by law.

This research will help schools in New South Wales to better understand how to improve student wellbeing and engagement. It will also help teachers and principals discuss what works to improve student outcomes.

Participating in the survey is entirely voluntary. Your child will not take part if either you or your child do not wish to. If, during the survey, your child is uncomfortable answering any question, he/she should leave it blank and move on to the next one. Your child can stop the survey at any time.

If you *do not want your child to take part* in the survey, please complete the attached form and return it to your child’s school by **Monday 16 March**.


Ginny Latta
Principal
Teven Tintenbar Public School

Dr Jenny Donovan
General Manager
Centre for Education Statistics and Evaluation

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11th March 2015
Tell Them From Me Student Feedback Survey

If you **do not want** your child to participate in the student feedback survey, please sign this form and return it to your school **by** Monday 16 March 2015.

I *(print name)* ................................................................. **DO NOT** give consent for my child/children *(print name/s)* .................................................................

of class/es .....................to participate in the *Tell Them From Me student feedback survey*.  

Signed................................................................. Date..........................