



SAINT HELENA'S
CATHOLIC PRIMARY SCHOOL

Something Beautiful for God

**PROCEDURES FOR THE
MANAGEMENT OF FAMILY
COURT ORDERS**

Aim

The aim of this procedure is to ensure parents or caregivers disclose and provide the school with any family orders.

Sources of Authority	
CECWA Policy	Community
Executive Directive	Enrolment

Scope

This procedure applies to all families enrolling at St Helena's.

Procedure

1. Upon enrolment, the Principal or delegate will ask parents or caregivers if any family orders are in place relating to their child.
2. If an order is in place, the school will request that a sealed copy of the order is provided to the Principal or delegate.
3. The order will be scanned into SEQTA and coded with a yellow diamond to alert staff to the existence of the order. A hard copy will be filed in a locked cabinet in the Principal's office.
4. The class teacher and other staff charged with care of the child are expected to always read and be familiar with the current order.
5. Parental parties to the order will be provided with a letter detailing the school's expectations of all parties to the order and how St Helena's will use this information for the benefit of the child and in partnering with the parties in the child's education. See APPENDIX A
6. A copy of the St Helena's Parent Code of Conduct will be included with the above letter.

Authorised by	Lina Bertolini	Signature:	
		Date:	20/10/2021
Effective Date:	1/01/21	Next Review:	Term 4 2022

APPENDIX A

Dear <<Parent Name>>

I write in regard to the Family Court of Western Australia Order affecting the welfare and development of your <<SON/DAUGHTER>>, <<INSERT NAME>>. I want to explain to you and outline my expectations of you as a parent in how this order affects your responsibilities in terms of <<INSERT CHILD'S NAME>> education and how I will use this information for the benefit of your child so you can continue to successfully partner with me in <HIS/HER>> education.

As you know, my primary duty is to design and safely deliver the educational programme to your child in our community of faith – St Helena's Catholic Primary School, Ellenbrook. I will use the information in the Order to help my decision making about how to do this for <<INSERT CHILD'S NAME>>. For example, it allows us to anticipate and address any behavioural, learning or logistical issues that <HE/SHE>> may present as a result of the change in parenting circumstances.

It is important to understand that I do not have the authority, expertise or resources to interpret, monitor, enforce, police or report any breaches of the Order outside of what I need to know to deliver your child's education. My training and duty are to provide a safe, predictable and stable routine for all students during school hours. I expect you to cooperate with me in this by addressing and resolving any disputes that may arise outside of school time, and without involving school staff or the community.

You should seek legal or other professional advice about any issue you have with the Order, or if you believe anyone bound by the Order is not complying with it. You should do the same if you want to vary the Order.

It is yours and any other person named in the Order's responsibility to comply with it or seek the intervention of the Family Court to enforce it if you believe it is not being followed. It is neither my role nor authority to do any of this, including to monitor compliance. If you believe a person has involved the school in not complying with the Order, you should address it with them and not me or my staff as we have no enforcement authority.

As always, please bring any existing evidence of any risk to your child's welfare and development so I may assess and respond to it in their best interests.

I understand that family conflict is stressful on everyone involved. I want to reassure you that, with your cooperation, my staff will continue to provide <<INSERT CHILD'S NAME>> with a stable, nurturing and supportive community of faith, as defined in our Code of Conduct.

Please let me know if you would like to meet to discuss any of the above.

Sincerely

Lina Bertolini
Principal