

Policy and Procedures Tangerine STEM Education Program

Program Name: Tangerine STEM

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1. Introduction

The Tangerine STEM program aims to enhance students' interest in science, technology, engineering, and mathematics (STEM) through engaging and hands-on activities. This document outlines the policies and procedures for establishing and maintaining a safe, inclusive, and effective learning environment for grade school students in Western Australia.

2. Program Objectives

- To foster a passion for STEM subjects among elementary school students.
- To provide learners with practical skills and knowledge in STEM fields.
- To encourage teamwork, problem-solving, and critical thinking.
- To promote inclusivity and equal opportunity for all students.

3. Target Audience

The program is designed for students in grades K-6 attending schools within the Perth Western Australia region.

4. Policies

4.1 Enrollment Policy

- The program will accept students on a first-come, first-served basis.
- Pre-registration is required, and enrollment forms must be completed by a parent or guardian.
- Fees may apply, and families experiencing financial hardship can request a scholarship or fee waiver.

4.2 Safety Policy

- All activities will comply with applicable safety regulations and guidelines.
- All staff and volunteers must have current Working with Children Checks.
- Emergency procedures will be established and communicated to all staff, students, and parents/guardians.

4.3 Behaviour Policy

- Respectful and appropriate behaviour is expected at all times.
- Bullying, harassment, and discrimination will not be tolerated.
- A clear disciplinary procedure will be in place for any violations, including a warning system and potential dismissal from the program.

4.4 Inclusivity Policy

- The program is committed to providing an inclusive environment for students of all cultural backgrounds, abilities, and genders.
- Adjustments will be made to accommodate students with special needs.

4.5 Communication Policy

- Regular communication will occur with parents/guardians via newsletters and emails regarding program activities, updates, and events.
- Feedback from parents and students will be actively sought and used for program improvement.

5. Procedures

5.1 Registration

1. Parents/guardians complete an enrollment form.
2. Payment is collected (if applicable).
3. Students receive a confirmation of their enrollment.

5.2 Staffing and Training

- All staff will be adequately trained in STEM education methods, child development, and safety procedures.
- Staff will participate in regular professional development.

5.3 Activity Planning

1. Monthly themes will be developed with a focus on different STEM areas.
2. Activities will include hands-on projects, experiments, and collaborative group learning.
3. All materials will be prepared in advance to ensure smooth execution.

5.4 Safety Procedures

- Staff to conduct safety briefings with students before each activity.
- First-aid kits will be available on-site, and at least one staff member will be trained in first aid.
- Accident and incident reporting forms will be maintained and reviewed regularly.

5.5 Incident Management

- In the event of an incident, staff will follow emergency protocols and communicate with medical personnel if necessary.
- Parents/guardians will be informed immediately of any significant incidents involving their child.

5.6 End of Program Evaluation

- At the end of each term, an evaluation will be conducted through surveys for students and parents.
- Feedback will be analyzed to improve future programming and address any concerns.

6. Review and Amendments

This policy document will be reviewed annually, and necessary amendments will be made to reflect any changes in legislation, program objectives, or best practices.

Contact Information:

For any inquiries regarding the Tangerine STEM program, please contact:

info@tangerinestem.com.au

This policy and procedures document will serve as a foundational guide for the successful implementation and operation of the Tangerine STEM program, fostering a safe and enriching learning environment for our students.