

AVELEY NORTH PRIMARY SCHOOL

Together We Succeed



PARENT INFORMATION BOOKLET 2023

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PARKING

We welcome you and your child to Aveley North Primary School and look forward to a happy and productive year ahead.

We hope that your family has a long and happy association with Aveley North Primary School. This information booklet has been produced to acquaint you with the operations of our School.

SCHOOL BACKGROUND

2018 was our foundation year and I believe we have been given a unique opportunity to build a school with a vision and ethos that reflects our community and most importantly the needs of our children. Aveley North Primary School opened in 2018 to cater for Kindergarten and Pre Primary students and was extended from Kindergarten to Year 6 with an Education Support Program in 2019.

We will offer your child a high quality education and a curriculum, responding to emerging trends to ensure each child can develop their skills and talents to achieve their goals. Aveley North Primary School can't wait to help your child **Succeed!**

OUR VISION

Our school is dedicated to working alongside the community to create a clear strategic plan, with clearly articulated goals, strategies and targets to ensure Aveley North Primary School will offer students their best opportunities to learn and achieve their potential.

We are committed to providing learning in a safe and caring environment that nurtures each child's specific abilities and interests. Each unique individual will be encouraged to develop a pride of place and self, while respecting and absorbing the world around them.

Our dedicated staff seek continuous improvement. Staff constantly strive to make learning an enjoyable experience while achieving excellence by setting high standards and expectations for all who work and learn here. They deliver deep learning and high quality inclusive programs that encompass critical and creative thinking skills to engage children and facilitate learning. All children are actively and simultaneously engaged to develop the capacity to work independently as well as positively interact and learn with and from others.

Being a part of learning communities, children will actively engage with the learning process, develop a positive attitude to school and teachers and feel confident in their self and their own abilities. The development of programs at Aveley North Primary School will be built around key pillars:

- Community Engagement and Partnerships
- High Performance and Expectations in Teaching and Learning
- Contemporary Approaches to Curriculum
- Support for All Students at All Levels

OUR BELIEFS

Our beliefs inform how we work and succeed together as a learning community. We believe that:

- Every child is capable of successful learning.
- Entwining a culture of high performance with a culture of high care will enable us to achieve the highest educational objectives.
- Families and community members are essential partners to enrich learning and engage children with authentic experiences.
- Cultural diversity and inclusive education strengthens our learning and sense of community.

GENERAL INFORMATION

SCHOOL CONTACT INFORMATION

School Address

77 Strinesdale Boulevard
AVELEY WA 6069

School Contact Numbers

9297 7800

School Email

AveleyNorth.PS@education.wa.edu.au

School Website

<http://aveleynorthps.wa.edu.au/>

Office Hours

Monday to Friday 8.00am – 4.00pm

Administration Staff

Principal	Helen Taylor
Deputy Principal	Racheal Tighe
Deputy Principal	Sean Ward
Deputy Principal Education Support	Casey Hookings
Manager Corporate Services	Kelly Neill
School Officer	Aimie Elmer
School Officer	Elisha Herbert

Additional Phone Numbers

Department of Education (WA)	9264 4111
North Metropolitan Education Region	9442 6666
Education Security	9264 4771

TERM DATES 2023

All term dates for the current year and future years are available on the Department of Education website: www.det.wa.edu.au/education/termdates/ Please note the *School Development Days*.

Term 1	Wednesday 1 Feb – Thursday 6 April
Term 2	Monday 24 April – Friday 30 June
Term 3	Monday 17 July – Friday 22 September
Term 4	Monday 9 October – Thursday 14 December

School Development Days

Monday 30 January and Tuesday 31 January; Friday 2 June; Friday 18 August; Friday 10 November and Friday 15 December

Public Holidays 2023

Labour Day	Monday 6 March
Good Friday	Friday 7 April
Easter Monday	Monday 10 April
ANZAC Day	Tuesday 25 April
Western Australia Day	Monday 5 June
Queen's Birthday	Monday 24 September

HOURS OF INSTRUCTION AND SUPERVISION

Monday, Tuesday, Thursday and Friday

School Commences	8.44am
End of School Day	2.55pm

Wednesday

School Commences	8.44am
End of School Day	2.30pm

To ensure the safety of children at all times, they should not arrive at school prior to 8.30am. Students need to arrive at school in time to organise their personal belongings prior to the start of school. This will ensure a positive and smooth start to the school day.

All children not involved in after school activities are expected to leave the school grounds at 2.55pm unless special arrangements have been made by parents or teachers. If an emergency occurs and you will be more than 15 minutes late, please phone the school, so that supervision arrangements can be made.

OUR LOGO

The interpretation of the logo has been taken from the ideas developed at our community forum in August 2017 and is articulated below:

The fanning array of electronic nodes protruding from an open book which could also be interpreted as students, all holding hands (interspersed dots), radiate like a sun, while the central arrow points to the North.



OUR MOTTO: *Together We Succeed*

The Motto was developed from suggestions articulated at the community forum in August 2017, expanded on by the Steering Committee and voted on through a Facebook poll. It reinforces the importance of our vision to develop a strong partnership with our community.

HOUSES

The Steering Committee helped staff work through the selection process for house names. House names were chosen around trees local to the area.

Jarra	Red
Sheoak	Green
Marri	Blue
Wattle	Gold

ADMINISTRATION

ENROLLING AT AVELEY NORTH PRIMARY SCHOOL

Aveley North Primary School adheres to the Department of Education's Enrolment Policy. This policy clearly outlines eligibility requirements as listed below:

Resident in the local area: The School Education Act 1999 guarantees a place for every child in the compulsory years of school, Pre Primary – Year 6, at their local school.

A birth certificate or extract of birth or passport must accompany the Application for Enrolment. Students will be placed in the year of study corresponding to their age group.

Parents of students with Special Needs are asked to contact the school to discuss these needs when the Application for Enrolment has been approved to ensure that the most appropriate program is in place to meet their needs.

Access to our Education Support Program is discussed with parents along with other disability support options. All applications for placement in the Education Support Program are subject to eligibility criteria and approval by the Department of Education.

Students who were born overseas must hold the appropriate visa before applying to the school. For overseas students who are entering Australia using an entry visa it is necessary that the office sight the passport and visa of the parent (primary visa holder) and student at the time of Application for Enrolment.

For all visa enquiries please contact Education and Training International on 08 9218 2100 or email study.eti@dtwd.wa.gov.au

The school must sight a copy of each Student's Immunisation Statement at the time of Application for Enrolment.

NEWSLETTERS AND SCHOOL COMMUNICATION (Website)

The school newsletter is placed on the school website fortnightly, generally on Thursday. Our newsletter is designed to keep you up to date with current and upcoming events at the school.

A term planner is included with the first newsletter of each term. The newsletter also includes information from the Aveley North Primary School Board and the Parents & Citizens Association. The newsletter is a wonderful way for us to share and celebrate the achievements of your children.

We urge parents to look at the website and read the newsletters regularly to keep up to-date with what is happening in and around the school.

Classroom teachers may also choose to keep in touch with you via letter, phone or email.

BEFORE AND AFTER SCHOOL CARE

Camp Australia provide before and after school care for students on the Aveley North Primary School site from the beginning of the school year.

You can register for this service at: www.campaustralia.com.au . You can also collect an information flyer from the Administration Office.

PERSONAL ITEMS LIST

This list covers items for personal requirements and is available from the school or the Aveley North PS website. The charge for the Personal Items List will vary from student to student depending on which year they are enrolled in. Parents may purchase these items from their chosen retailer, or use the nominated school supplier, **Campion Education**. It is also important to note that students may need to top-up items over the year.

CHARGES AND VOLUNTARY SCHOOL CONTRIBUTIONS

A schedule outlining the Charges and Voluntary School Contributions is included with this information booklet. The Department of Education has requested that schools set these charges in consultation with the School Board. The Charges and Voluntary School Contributions are due and collected at the beginning of the school year. Should you have difficulty paying these amounts please feel free to discuss the matter with the Manager of Corporate Services, in strict confidence, as it may be possible to arrange a flexible payment plan to suit your situation.

The Aveley North Primary School Board has endorsed the schedule of Voluntary Contributions and Charges for 2023. The schedule will allow you to calculate all costs that may be incurred throughout the school year.

At Aveley North Primary School, the voluntary contributions have been allocated by the School Board at \$60.00 per student.

The monies collected will be used to contribute to programs within the school. Although the payments are voluntary this money combined with the money from government and non-government funding allows Aveley North students to make the most of the programs offered.

The table below gives you the breakdown of where we will direct your voluntary contribution.

Kindergarten to Year 6

Item	Contribution
Computer Consumables	\$5.00
Workbooks	\$5.00
Art and Craft	\$10.00
Design Technology Resources	\$10.00
English Resources	\$15.00
Maths Resources	\$15.00
TOTAL CONTRIBUTION	\$60.00

We are very grateful to everyone who supports the school in this way.

Charges for Extra Cost Optional Components

These are costs associated with special programs, excursions and other optional activities. A breakdown of the estimated **maximum charge** for your child's participation in activities for 2023 has been included in the schedule below.

Students can only participate in these activities if they have signed parental permission and have paid the charge associated with the activity.

2023 Charges Schedule

CHARGES K – 6 Extra Optional Costs								
ITEM	K	P	1	2	3	4	5	6
Swimming		\$80	\$80	\$80	\$80	\$80	\$80	\$80
Incursions/Excursions	\$45	\$60	\$60	\$60	\$60	\$60	\$60	\$60
Interschool Sports			\$15	\$15	\$15	\$15	\$15	\$15
Year 6 Activities								\$350
TOTAL	\$45.00	\$140.00	\$155.00	\$155.00	\$155.00	\$155.00	\$155.00	\$505.00
Whilst contributions are voluntary, the quality of our teaching and learning program will be maximised when each family makes their contribution to the cost of supplementing funding gained from the State Government.								

Please Note: The above calculations are a guide only. Payment is needed when an incursion/excursion is organised and your child brings home a note setting out the activity and cost.

COMMUNITY INVOLVEMENT

COMMUNICATING WITH THE SCHOOL

Our school acknowledges the concerns of parents and welcomes any questions you may have. We are committed to responding promptly to your enquiries. When you have matters or concerns regarding the school it is vital that you seek resolution as early as possible to avoid unnecessary stress and anxiety. In the first instance please contact the classroom teacher or other relevant staff members to discuss your concerns. The best way to do this is to arrange an appointment with the relevant person so that an appropriate amount of time can be devoted to resolving the matter effectively. To avoid disruptions to normal class routine we ask that you arrange meetings with teachers in advance. An appointment with the teacher can also be requested via the office.

Please note that it is inappropriate for parents/caregivers to deal directly with other students or their caregivers as this can lead to unnecessary conflict between the parties involved.

CONNECT

Aveley North Primary School uses the Department of Education endorsed platform CONNECT as its main form of parent communication. On enrolment you will receive an email with your username and instructions on how to set up an account. Please make sure that your email address is current on our system.

PARENTS AND CITIZENS ASSOCIATION

The P&C is an important body consisting of staff and parents/carers. They aim to work together to help provide information about school issues and educational developments and support the learning environment and infrastructure of the school. Meetings are generally held twice per term with the sub-committees and an executive committee meeting more regularly to progress work at hand. The Annual General Meeting is held in February. Dates of the meetings are published in the school newsletter, on the school website and in the term planner.

The role of the P&C is diverse and most school P&C Associations significantly contribute to the programs and facilities within the school. As our new school grows you are encouraged to be part of the Aveley North Primary School P&C Association. Please contact the School Office if you would like to be involved.

PARENT PARTICIPATION

Parent assistance in the classroom and with school activities is always very welcome. It gives parents the opportunity to take an active part in class activities and to develop an understanding of how children learn. If you wish to assist in the class, please contact your child's classroom teacher and watch for notes in the school newsletter asking for assistance with special school events. You will be required to sign our Visitor Book prior to assisting in the classroom.

If you are a volunteer on an overnight camp you are required to have a current *Working with Children Check*. Further information about this is available from the Principal.

SCHOOL BOARD

The purpose of the School Board is to act ethically and with integrity in the governance of the school within the legislated accountability framework. The board has a distinct role as provided under the legislation as the way for parents and the community to be involved in school decision making. In general, the Act prohibits the board from participating in the day-to-day running of the school.

Board meetings are a key part of board life. During meetings, the Board receives updates on school progress and performance, and makes important decisions that have an impact on the lives of students, staff and members of the community.

The Board must adhere to ethical and transparent processes around holding and documenting meetings. Guidance on expected behaviours is included in the board's code of conduct and grievance handling arrangements.

The Delivery and Performance Agreement is a contract between the Department of Education and each Independent Public School that details Department, School and Board responsibilities as well as reporting and other requirements.

TEACHER-PARENT CONTACT

Informal ongoing contact with class teachers is important at Aveley North Primary School. In addition to formal reports at the end of the first and second semester teachers at Aveley North Primary School report informally in a variety of ways including:

- Information sessions about the teaching and learning program
- Parent teacher discussions, that may include three way conferences with the child involved
- Telephone discussions between teacher and parent
- Annotations in diaries and communication books
- Letters, emails and other forms of correspondence from teachers to advise parents about successes or concerns

Where there is a need to discuss a student's progress, staff will contact parents by note, email or phone to organize a mutually suitable time to meet.

Parent information meetings are held in each class at the beginning of each year. At this meeting teachers will set out their preferable method of communication, e.g. email, phone or meetings.

ASSEMBLIES

School Assemblies are held on Wednesday mornings on a fortnightly basis.

Parents, grandparents and friends are very welcome to attend these special events.

School assemblies are held to:

- Recognise and celebrate worthwhile achievements of children, parents and caregivers in the school community
- Give individual classes the opportunity to share learning experiences and/or perform for their peers in other classes
- Give parents and members of the community an opportunity to see the achievement of individual students and classes being celebrated
- Disseminate information to members of the school community

RELATIONSHIPS

ATTENDANCE

The Principal is responsible for the welfare of the children in the school from the time they reach school in the morning until they leave in the afternoon. Therefore, **NO** child can go home unattended before the designated closing time of the school unless the child has a **written note** from a parent and/or a Standardised Leave Pass from Administration.

If parents arrive early to take their child home, they are asked to sign their child out of the school in the Sign-Out Book located in the Administration Area. Children will not be permitted to go to the shops during school hours.

Notification in writing is also required if a parent: -

- wishes to take students on vacation during term time
- wishes a child to be excluded from sport, physical education or any other program
- wishes a child to leave the school grounds

MESSAGE YOU

Aveley North Primary School has implemented a system that uses mobile phone Short Message Service (SMS) to send text messages to parents/guardians/caregivers to notify them of an unexplained absence. If the school has not received written or phone notification that your child is absent by 10.00am you will receive a text message from the school, reminding you to let the school know the reason for the absence. If your child is absent and a reason has been provided before the time the SMS is due to be sent, you will not receive a text message. SMS may also be used to provide information to parents such as school community notices and emergency/unplanned events such as school closures.

Aveley North Primary School has introduced this to build on existing attendance procedures and to ensure that parents are notified as soon as possible if their child is absent from school without an explanation. This system has been shown to assist in making schools (and parents) more aware of where students are and improve student attendance. These factors will enhance learning opportunities for all students and contribute to their safety.

The number for this service that you will see on your phone is **0439 694 415**. You are also able to use this number to contact us via SMS in advance if your child is going to be away.

SCHOOL DRESS CODE

Wearing school uniform develops a sense of pride in our school; raises our profile in the community and assists with maintaining a positive tone. We encourage all students to wear the uniform at all times in order to be part of the team at Aveley North Primary School. Our uniform has been developed through consultation with parents and the community. These items can be purchased through Lowes online or in store at 11 Main Street, Ellenbrook.

During terms 1, 2, 3 and 4 all students are to wear school hats whilst out in the sun. Students without a hat will be reminded to stay in the shade. This includes before school, recess, lunch, during Physical Education lessons and outside class activities. All articles of clothing should be clearly labelled with the student's name.

We would also confirm that clothing made from denim is not included in the school dress code and the use of make-up by students in primary school is discouraged.

MEDICAL CONDITIONS AND ALLERGIES

A list of students with specific allergies is kept at school. Please advise the office if your child suffers from asthma, allergies or other medical conditions. The school requires written information on all medicines. If your child is on medication, please complete a medical form at the school office and ensure it is kept up to date. The school will need a copy of an action plan provided by your family doctor if your child is asthmatic, has anaphylaxis or suffers from other conditions that may require attention by staff.

Medication (E.g. antibiotics, analgesics) is not to be kept in children's school bags. Prescribed medication is to be brought to the Administration Office and a medical form completed by parents or caregivers. Medication will only be administered with full written instructions from parents.

HEALTH SERVICES

The Dental Clinic on site offers a free service to all primary school students. You will receive an enrolment form for the school dentist at the beginning of the year.

ACCIDENTS AND ILLNESS

In the event of a child being sick or having an accident at school, every attempt will be made to contact the parents. All parents are asked to ensure that the school has up to date contact phone numbers, address and emergency contact details, so contact can be made without delay. In the event of a serious accident where parents cannot be contacted, an ambulance will be called. This cost will be charged to the parent by the Ambulance Service.

INFECTIOUS DISEASES

Below is a list of the most common ailments that children can suffer with. Whilst only some of these infectious diseases are notifiable to the Health Department, in the interest of the health and wellbeing of our students, please ensure you notify the school with any infectious diseases your child may be diagnosed with. Details regarding treatment and possible exclusion from school are listed below:

Chicken Pox

Exclude from school at least one week after first eruption, or while scabs are moist.

Impetigo (School Sores)

Exclude from school until treated. Lesions (sores) must be covered with a waterproof dressing whilst at school.

Conjunctivitis

Exclude from school until symptoms are gone. Contacts not excluded. Very contagious.

Influenza-Like Illnesses

Exclude from school and re-admit on recovery.

Mumps

Exclude from school. Re-admit on medical certificate or 14 days after onset if well. Contacts not excluded.

Ringworm

Exclude from school. Re-admit on medical certificate stating that the child is no longer likely to convey the infection. Contacts not excluded.

Rubella (German Measles)

Exclude from school. Re-admit on recovery or five days after onset of rash.

Measles

Exclude from school. Re-admit on medical certificate or at least seven days from the appearance of a rash. Contacts not excluded. Non-immunised students should be excluded for 14 days after the appearance of a rash in the last case identified at the school, unless contact was immunised within 72 hours of first exposure.

Hepatitis

Exclude from school. Re-admit on medical certificate stating that the child is no longer likely to convey infection.

OTHER

Head Lice and Nits

Small white egg sacks, which will look like whitish specks, can be observed stuck to hair, especially behind the ear and back of neck. If you find nits or head lice, a recommended treatment is required. Your child may return to school after effective treatment has been carried out to destroy all live head lice and the majority of the eggs. A brochure detailing 'How to treat head lice' is available from the Administration Office.

Please note that children who are ill with an infectious disease should not attend school and should not return until they are fully recovered.

POSITIVE BEHAVIOURS

Aveley North Primary School is committed to meeting the behavioural and social-emotional needs of individuals, whilst recognising the rights of others in a safe, caring and positive school environment.

Our positive behaviour support policy focuses on rewarding and reinforcing desirable behaviour, and providing appropriate support for undesirable behaviour. It is based on the Positive Behaviour Support framework and provides clear school and classroom behaviour expectations with fair and appropriate consequences, which are applied consistently and equitably.

Our four positively expected behaviours are:

- We are Respectful
- We are Responsible
- We are Resilient
- We Aspire to Succeed

Bullying is not tolerated at our school. Children are encouraged to report all acts of bullying so that action can be taken. The Positive Behaviour Support Policy includes a section on bullying – how to prevent it, and how we respond to it.

STUDENTS AT EDUCATIONAL RISK

At Aveley North Primary School we have processes in place to identify and support students at educational risk to progress towards the achievement of their academic, behavioural and social-emotional goals. This process may involve the staff, parents and agencies working together to develop, implement and monitor Individual Education and/or Behaviour using plans to address the specific needs of the child.

We ensure children with learning difficulties are identified as early as possible and referred if necessary to the appropriate agencies. Action plans are designed in collaboration with teachers, parents and students to ensure appropriate intervention is implemented.

CURRICULUM AND PROGRAMS

ACADEMIC MEASURES

The early identification of the individual needs of students is critical to ensure they learn successfully. During each stage of schooling a number of measures are employed to identify the educational needs of students.

Kindergarten – The teacher discusses any concerns with parents in relation to hearing, sight, speech and or physical development to enable parents to access specialist health professional intervention if necessary. The teacher will also undertake some initial screening in Literacy and Numeracy concepts to assist in the development of early schooling programs.

Pre Primary to Year 1 – Making sure our early years students have the necessary essential skills for future literacy and numeracy development is vitally important. All public schools in Western Australia are involved in the Department of Education's On-Entry Assessment Program. This program, presented as a literacy and numeracy interview, will enable teachers to collect vital information on essential literacy and numeracy skills of their Pre Primary, Year 1 and Year 2 children. Parents of Pre Primary students will receive a printed report following the interview.

The results of these interviews will provide teachers with additional information to assist in the planning of their teaching programs, reflective of each student's needs. It will also provide your child and teacher with some valuable time together in a one-to-one situation.

The Literacy interview takes approximately 30 minutes, and includes a series of simple tasks, some of which have accompanying resources, and include speaking and listening, letter recognition, responding to sounds, and looking at books. The numeracy interview takes approximately 15 – 20 minutes and includes a set of simple tasks on number, measurement and space.

Further information can be found on the On-Entry website, at:

<http://www.det.wa.edu.au/educationalmeasurement/detcms/navigation/on-entry/>

Years 2 to 6 – Ongoing monitoring and assessment of your child's progress using a range of standardised tests and summative assessment to plan for and implement teaching strategies to meet their individual needs.

In addition to monitoring that occurs at a school level, students also participate in national testing procedures. The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual national assessment of all students in Years 3, 5, 7 and 9. All students are expected to participate in the testing. They will be assessed in Language Conventions (Spelling, Grammar and Punctuation), Writing, Reading and Numeracy.

The results support schools to identify strengths and areas that need adjustment in teaching programs, and gain information to help them evaluate programs and allocate resources.

REPORTING TO PARENTS

As part of accountability requirements, regular reporting to parents and feedback on student progress is an important, non-negotiable, requirement of the school. A variety of methods are utilised each term to keep parents informed about their child's progress.

Parent and caregivers will receive formal reports twice a year. These reports comply with Department of Education requirements to:

- give an accurate and objective assessment of the student's progress and achievement
- include an assessment of the student's achievement in Pre Primary to Year 6, reported as an ABCDE scale, clearly defined against specific learning standards and relative to the student's peer group.
- include an assessment of the student's achievement in Kindergarten against the five learning outcomes of the Early Years Learning Framework
- include an assessment of Education Support students using individualised reporting system to reflect student's achievement.

HOMEWORK

Homework may take a variety of forms. The important factor is that any homework must provide educative experiences. Homework should centre around the interests of the child which may be natural or acquired and add to their interest in learning. We also encourage children undertake voluntary tasks to make use of their acquired skills in a way appropriate to their age and interests. Targeted activities may form part of this experience as part of an educational program.

In addition, children should be encouraged to read or be read to each day for interest and enjoyment. Books can be borrowed from the school library.

DIGITAL AND DESIGN TECHNOLOGIES

Aveley North Primary School is equipped with the latest in digital and design technologies to support student learning. There will be a focus on STEM in the early years, particularly numeracy, creative problem solving and coding skills. Your child will learn to use contemporary digital and design technologies including interactive LED televisions, desktop computers, robotics and iPads that will support their learning and provide them with access to current information and contemporary models of learning.

THE ARTS

Opportunities are provided for children to express their artistic talents. This includes performance, in the domains of Music, Visual and Performing Arts. Children are encouraged to learn through the Arts and develop their creativity through a variety of media.

PHYSICAL EDUCATION

The school undertakes a range of programs developing students' fundamental movement skills, organized sport programs and dance, as well as faction sporting activities and carnivals. This program aims to develop in each student, skills, fitness and a positive attitude to be able to live and enjoy a healthy, active lifestyle.

Students from Pre Primary to Year 6 also participate in the Department of Education's swimming lesson program during the year. This is comprised of 8 - 10 lessons conducted over a two-week period.

LIBRARY

To borrow a school library book your child will be required to supply a library bag. Children need to return their book in good condition the following library day in order to be issued with another book or renew their book again. If library books are lost or damaged parents will be required to pay a cost determined by the school to cover the lost or damaged book.

EXCURSIONS AND INCURSIONS

Excursions and incursions play an important part in the learning program of all classes. Written permission is required for excursions and failure to return the excursion permission slip by the due date will result in the child not participating. This will be strictly adhered to.

PROCEDURES

COLLECTION OF CHILDREN

During School Hours:

- In certain circumstances, such as illness, medical appointments, etc. it may be necessary to collect children from school during school hours. Parents are required to complete a **Student Leave Pass** at the front office before picking up child/ren from their classroom/s. This is a necessary legal requirement for reasons of safety and duty of care.

After School Hours:

- At times, parents can be unavoidably detained, causing them to be late when collecting their children from school. In such instances, please phone the school, so that supervision arrangements can be made. We do have on-site after school care where your child will be placed. A cost will be incurred by you when your child is picked up.

CUSTODY OF CHILDREN

Please provide copies of court orders to the Principal at time of enrolment. An appointment to discuss the information with the Principal will be provided. If in the future, there are any changes to the orders it is very important that you inform the Principal.

INTERNET, INFORMATION PRIVACY AND SECURITY

All students access and use the internet under supervision whilst at school. When enrolling your child you will be required to sign a permission form granting rights to access the internet whilst at school.

Department of Education policy requires written permission before photos of your child/ren can be used on printed material such as newsletters, newspapers, television, video and/or internet. Formal enrolment documentation requests parent authorisation / permission for this to occur.

MOBILE PHONES

Students are not encouraged to bring mobile phones to school. However, where parents request that their child does need to have a mobile phone it must be switched off and stored by the classroom teacher during school hours for safe-keeping.

Mobile phones are not permitted to be used during school hours under any circumstances.

Parents needing to make emergency contact with their children during school hours are requested to do so through the front office. N.B. - Neither the school nor the Department of Education will accept any responsibility if mobile phones are lost, damaged or stolen.

PERSONAL BELONGINGS

Children are asked not to bring along valuables such as iPods, mobile phones, jewellery, electronic toys or money that can be mislaid or damaged during school hours. No responsibility will be accepted for valuables of this nature.

LOST PROPERTY

Containers of lost property such as clothing will be located in the Administration Office.

We ask for your assistance by ensuring that all personal belongings are clearly labelled with your child's name to assist us to be able to return items misplaced by children within the school grounds.

SMOKE FREE SCHOOL

Parents and visitors are asked to adhere to the Department of Education Policy prohibiting smoking on school grounds.

DOGS ON PREMISES

As a school we are bound by policies from the Department of Education. I must remind parents that dogs are not permitted on school grounds during school hours. Many children are fearful of dogs and some children may be allergic to them. We appreciate that families walk to school with their dogs; however, please make arrangements for dogs to remain outside the school grounds when taking your child to their classroom.

The Department of Education information states:

“Dogs should not be on school grounds unless part of a school organised event. There are no “safe dogs”. Small dogs account for more than half of serious attacks on children. Friendly dogs are still at risk around children. Children under the age of 12 are most at risk.”

<http://det.wa.edu.au/environmentalservices/detcms/finance-and-administration/environmental-services/factsheets/dogs-on-school-grounds-fact-sheet-23.en>

BICYCLES

Students may ride their bikes or scooters to school. In the interests of safety we have expectations for them to follow:

- Bicycles or scooters are **not** to be ridden on the school grounds
- Legislation exists that requires all cyclists, including children in Western Australia, to wear helmets.
- It is recommended that children under the age of ten do not ride bicycles unsupervised.
- Bicycles and scooters must be kept in the racks provided. They are **not** permitted to be stored in classrooms or with school bags.
- Students bring these items to school at their own risk. They are strongly encouraged to secure bicycles and scooters with a lockable chain.
- The school takes no responsibility if these items are stolen or damaged.

PARKING

Parking for parents and visitors is available in the Early Childhood Annexe car park located off Vidalia Drive. There will also be street parking surrounding the School for parents. We ask that parking is a community responsibility and we act with respect and courtesy to keep our students safe as they enter and leave school each day.

Staff, Disabled, Dental Therapy and authorised visitor parking areas have been designated in the Strinesdale Boulevard car park. Parents are asked to use the bays that are not marked when dropping off children before, during and after school hours.