



# PARENT INFORMATION BOOKLET

2018



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# Department of Education and Training

## *VISION*

### *Directions for Schools*

*Strategic Plan for Government Schools sets out our system priorities for schools in four key areas:*

- Success for all students.
- High quality teaching.
- Effective leadership.
- Strong governance and support.

These priority areas reflect the Department of Education's strategic plan and the ongoing commitment to *Classrooms First*;

- Every student is a successful student;
- Every teacher is an effective teacher;
- Every public school is a good school.

## ***AUSTRALIAN CURRICULUM*** - General Capabilities

General capabilities are a key dimension of the Australian Curriculum. They encompass skills, behaviours and dispositions that students develop and apply to content knowledge and that support them in becoming successful learners, confident individuals and active and informed citizens.

Throughout their schooling students develop and use these capabilities in their learning across the curriculum, in co-curricular programs and in their lives outside school. The Australian Curriculum includes seven general capabilities:

- Literacy
- Numeracy
- Information and communication technology (ICT) competence
- Critical and creative thinking
- Ethical behaviour
- Personal and social competence
- Intercultural understanding.

There are three cross curriculum priorities in the Australian Curriculum:

- Aboriginal and Torres Strait Islander Histories and Cultures
- Asia and Australia's Engagement with Asia
- Sustainability

# ***WILLETTON PRIMARY SCHOOL***

## ***PURPOSE STATEMENT***

***For students to develop cognitive, social and personal skills and abilities to their full potential enabling them to make a worthwhile contribution to society.***

## ***OBJECTIVES***

- To provide a caring and understanding environment where children are encouraged to achieve to the best of their ability.
- To encourage courteous and co-operative behaviour at all times.
- To encourage children to take pride in themselves, their school and their work, endeavouring to produce their best at all times.
- To engender in the children the care of personal and school property.

## **Hours of Instruction Primary School – Years 1-6**

8:30am	Bell sounds for classroom access by students for daily preparation
8.50am	First siren – school commences
10.50-11.10am	Morning recess
12.15pm	Lunch recess (eaten under teacher supervision for the first 15 minutes)
12.55pm	Classes resume
3.00pm	Final siren – classes dismissed / school finishes

## **ATTENDANCE TIMES**

**Kindergarten** students attend two and half days a week. Doors open at 8.30am.

**BlueJay 1** -Mondays and Wednesdays full days, 8.50am - 3.00pm  
Friday mornings half day, 8.50am – 11.40am

**BlueJay 2** -Tuesdays and Thursdays, full days, 8.50am - 3.00pm  
Friday afternoons half day, 12.10pm-3.00pm

**Brolga** - Mondays and Wednesdays full days, 8.50am - 3.00pm  
Friday mornings half day, 8.50am – 11.40am

**Pre-Primary** students attend five days a week. **Blue Jay, Kingfisher and Woodpecker**

The school day is from: 8:50am – 3:00pm. Doors open at 8.30am.

Please wait with your child outside until the door is opened at 8:30am or 12.10pm. If you should arrive early children should stay with their parents, **not on play equipment.**

# School Terms/Vacations 2018

**2018**

## **Semester 1**

### **Term 1**

Students Attend:

Wed 31 January - Fri 13 April

Easter – Friday 30 March - Tuesday 3 April

Break – Saturday 14 April – Sunday 29 April

### **Term 2**

Students Attend:

Monday 30 April - Friday 29 June

Break – Saturday 30 June – Sunday 15 July

## **Semester 2**

### **Term 3**

Students Attend:

Mon 16 July - Fri 21 September

Break – Saturday 24 September – Sunday 7 October

### **Term 4**

Students Attend:

Tuesday 9 October - Thursday 13 December

## **School Development Days (Student Free) – Staff Attend 2018**

Schools are granted Professional Development (Student Free) Days each year to give staff the opportunity to plan school organisation, develop policies and undertake various professional development activities. Professional Development Days for 2018 are:

Term 1 Monday 29 January and Tuesday 30 January

Term 1 Tuesday 6 March

Term 2 Friday 1 June

Term 4 Monday 8 October and Friday 14 December

## **School Office Reopens:**

Thursday 25 January 2018

*Dear Parents and Students,*

Welcome to Willetton Primary School.

The purpose of this booklet is to provide parents and students with information relating to many standard procedures adopted within the school.

Uniformity of procedure and a basic understanding of school organisation is essential if the school and home are to work in tandem in order to provide the best possible educational opportunity for students.

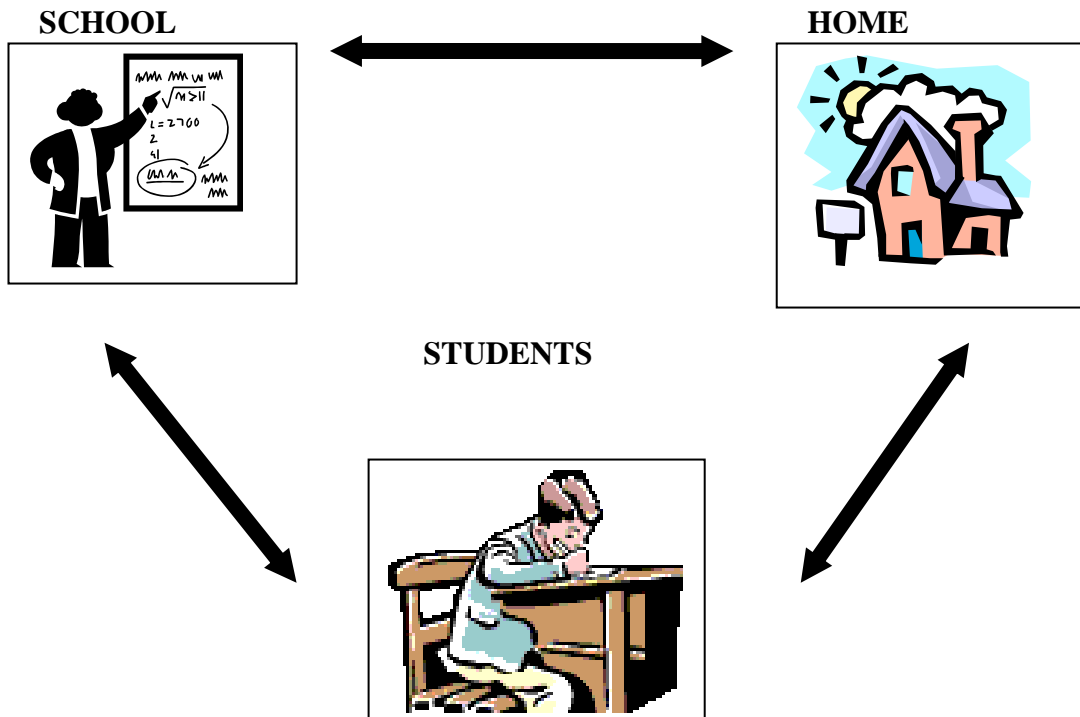
It is generally agreed that the best forms of education take place in a secure and caring environment. This relates both to the home and school educational situations. The partnership of home, school and student working together in cooperation provides the best platform on which a sound education can be developed. One important aspect of this partnership is communication.

If you have any problems or concerns relating to school organisation or your child's progress, please refer to parent/school contact – guidelines on Page 9.

Remember: Your child's future depends, in part, upon your involvement and support of the teaching programs offered at this school.

## “A COMMUNITY OF LEARNERS”

### THE EDUCATION PARTNERSHIP





## SCHOOL FOCUS AREAS

### 2018

- **Numeracy** – The school will continue to improve students’ ability to select, integrate and apply mathematical and spatial concepts and techniques.
- **Literacy** – The school will continue to improve students’ ability to use language to understand, develop and communicate ideas and information, and interact with others.
- **Social and Emotional Learning** – The school will be fully implementing Aussie Optimism in 2018 (developed by Curtin University) across the school (Years 2-6) and Second Steps (K-PP to Year 1) to cater for the five core competencies of social emotional learning (self-management, self-awareness, social awareness, social decisions making and relationship skills).
- **Digital and Design Technology** – ICT will be integrated across the curriculum. Digital technology will be integrated in classrooms on a daily basis across the curriculum. BYOD iPads for K-2 students. A mobile trolley of laptops is available for students in Years 3-6.

**INCLUSIVE EDUCATION:** *All within the context of the Australian Curriculum*

### PARENT/SCHOOL CONTACT - GUIDELINES

- Direct class teacher/parent contact and discussions are encouraged. However, parents are reminded to avoid interrupting class teaching. A note to the teacher requesting a suitable interview time is the best procedure. All interviews should be by appointment only. Teachers have several periods per week in which parent interviews can be arranged. Special provision will be made for urgent interviews.
- Where complaints or significant problems arise, all contact must first be made through the principal or deputy principals.
- All absences due to sickness or other causes must be covered by a written note to the class teacher or ring the office on the day of absence. Our Skoolbag app is available for notification of absences and is the preferred form of notification. This is a legal requirement.
- If planning a vacation parents are expected to follow the Department of Education policy and write a note seeking additional vacation leave to the Principal providing the dates.
- Student behaviour – From time to time we have misbehaviour in the playground/classroom. The school has a BMS policy to deal with such issues. We request that parents inform class teachers or the administration of any concerns, so they can be handled appropriately and according to Department of Education and Training regulations.
- Parents are not to approach other children to discuss behavioural issues.

The school has an “Out of School Hours” centre on site. Information is available at the office.

### ARRIVAL/DEPARTURE TIMES

Children are encouraged **not** to arrive before 8.20 a.m. In special circumstances when children need to arrive before 8.20 a.m., a note of explanation from a parent is required. On early arrival, children are to sit quietly in the undercover area. School concludes at 3.00pm and students should depart promptly. Any students awaiting collection at the end of the day will be taken to the office to wait for parents.

## **PLAY EQUIPMENT**

Students are not permitted to play on equipment before or after school. Once classes are dismissed, students are required to leave the premises promptly.

## **OFFICE HOURS**

A number of thefts from the main office have resulted in a need for staff to lock doors whenever these rooms are unattended.

**Office hours:** Monday to Friday 8.30am - 3.30pm

## **CONFIDENTIAL DECLARATION**

Parents who assist in classrooms or on excursions etc, will be asked to complete a confidential declaration form. This process is a legal requirement to help safeguard students. It is not designed to prevent parents assisting and participating in educational programs.

A **WORKING WITH CHILDREN** card must be obtained for any other family member over 18 years of age to assist in the classroom. This includes grandparents.

## **SCHOOL CAR PARKING**

The main school car park off Woodpecker Avenue is strictly for **staff use only**.

**Parents, visitors and dental clinic patients** may use the parallel parking provided in Woodpecker Avenue and Pinetree Gully Road, or in the Pinetree Gully Road car park. Please note the staff section of the Pinetree Gully car park marked for **staff use only**.

## **SPEED RESTRICTIONS**

A speed limit of 40km/hr has been imposed around the school precinct. In the interests of student safety, please abide by these restrictions.

## **PARKING**

Please be aware that the local shopping car park and some neighbouring streets around the school have parking restrictions. On occasions, the school receives complaints from neighbours regarding verge damage caused by parked cars.

## **SCHOOL COMMENCEMENT TIMES**

Prior to lessons, teachers prepare materials and organise the day's activities. Teachers are in the classroom by 8.30 a.m. for the final preparation, greeting children, money collections, etc. This time is important for the efficient start of a teaching day.

Parents are requested not to attempt discussions with class teachers after 8.40 a.m. as preparation time is lost, children may be left unsupervised and valuable teaching time may be interrupted. Students should be encouraged to enter the room and prepare for the day independently.

Staff do not wish to discourage parents at school, but must emphasise that;

- Interviews with teachers can be arranged, whenever required, by following the accepted procedures in the Parent School Contact section.
- Parent helpers will be 'briefed' beforehand to ensure they can commence their tasks without the need for teacher presence.
- **Confidentiality - parents assisting in and around the school may observe or hear sensitive issues relating to students and or staff. Such information should be treated under the strictest confidence.**
- Confidential declaration – parents assisting in and around the school will be asked to complete a confidential declaration which is a legal requirement. These are renewed each year.

## **CLASSROOM ACCESS VISITS**

As a matter of courtesy, parents should seek permission before entering classrooms. Unauthorised entry to classrooms has created some problems in the past and in order to avoid any future misunderstanding, parents are asked to check with class teachers to determine when they can enter the room. Parents should have signed in at the office if visiting classes after the commencement of the day's lessons and be presented with an entry pass or visitors badge.

## **SIGN IN/SIGN OUT PROCEDURES (parents, workmen, helpers, etc)**

In the interest of student security all visitors to the school are required to report to the office upon arrival, sign the visitor's register and wear a badge whilst on the school grounds and then sign out and return badges as they depart the school.

- Parents who are on the grounds during the day (not including the before and after school dropping off and picking up of children and assembly) are included in this requirement.
- Parents helping in the Kindy and Pre-Primary will be able to register and receive a badge at these locations and therefore do not need to visit the office first.
- Parents dropping off lunches etc to students should visit the office to receive a parent visitor pass.
- Volunteers will be given an appropriate badge at the office and are required to sign in.

## **LEAVE PASSES – PEAC, DOCTORS APPOINTMENTS ETC**

When students leave the school for doctors' appointments, PEAC classes etc, they need to be signed out of the school by the adult collecting them. If a person other than the student's own parent is collecting them we require a letter from their parent advising us of the arrangement. Students are also required to carry their leave pass (issued by office staff) with them during school hours. Sick or injured students must be collected by a parent. Any siblings picking up a sick or injured student must be over 18. The school must also be notified by the parent to arrange this. ♦If a student returns to school from an appointment, they should sign back in at the office.

## **VOLUNTARY SCHOOL CONTRIBUTIONS**

In order to enrich the opportunities available to your child in the school, the Department of Education and Training provides that a school may establish a voluntary contribution scheme.  
\$ 60.00 per student

These may be paid at the office.

## **MONEY COLLECTION**

The collection of money from students may present problems for teachers, students and office staff if common procedures are not followed. The need for money for excursions etc is usually notified through classroom notes with an indication of where and when money is required.

- Correct change should be placed in a sealed envelope marked with student's name and class and what the payment is for. Foreign coins are not accepted.
- All monies are collected by class teachers and sent to the office each morning. Money cannot be paid after this occurs.
- EFTPOS facilities are available through the school office for the payment of excursion or incursion money. There is a \$10 minimum for each transaction. No cash out facility is available.
- Bulk payment (pre-payment) of monies is encouraged. Please refer to "Contributions and Charges" sheet for a detailed breakdown of monetary items.

## **NO CHANGE OF MONEY**

Parents are advised that the school office does not provide change of money as a convenience service. When parents pay school contributions etc, change will be given as necessary. Audit procedures prevent the school issuing change by cashing large tender into smaller notes.

### **LIBRARY RESOURCE CENTRE**

The school has a Library Resource Centre and the Library Officer welcomes parental assistance and involvement. If you are interested in assisting in the library please visit the library and speak with the Library Officer. All children need a drawstring library bag. The Resource Centre is open from 8.30am before school, Monday – Thursday, and at lunch time Mondays and Wednesdays for the exchanging of books, reading or quiet games.

### **LANGUAGES - INDONESIAN**

Students in years 3-6 will study Indonesian.

### **CORE CURRICULUM AREAS**

The Western Australian Curriculum and Assessment Outline provides for eight learning areas of study within the education system. As such parents and/or student requests for exemption from particular subjects cannot be accommodated. The WA syllabuses remain broadly consistent with the Australian Curriculum but have been contextualised to make them more suitable for WA students and teachers.

### **INSTRUMENTAL MUSIC TUITION**

Small classes of brass, clarinet and guitar as well as violin, viola, guitar, bass and cello are taught by visiting tutors. Selection is by musical aptitude tests and school assessment. New students, at Year 4, 5 and 6 levels, may be given an opportunity to participate, depending upon place availability. Parents, please note, students attending instrumental lessons will need to catch up on missed classroom work.

### **PARENT INFORMATION SESSIONS**

A parent information session will be conducted for all classes (Year 1-6) early in Term One. This meeting will provide parents with information about class procedures, expectations and learning programs for the year. It is an expectation that parents will attend these sessions to be informed and better able to support the educational progress of students. The school promotes a shared responsibility between the home and school in the educational program.

## **REPORTING TO PARENTS**

### **DEFINITION**

*Reporting to parents is the communication of information in written and oral form about the individual student's performance. This information is based on teachers' professional judgements, using the knowledge gained from assessing student learning.*

#### **1. Provision of accurate and relevant information about student progress and achievement**

*This is communicated to parents/care-givers in a variety of ways.*

- Informal daily interaction before, during and after school as appropriate.
- Open classrooms which may include learning journey structures or 3-way conferences provide students with the opportunity to explain/discuss their progress with parents/care-givers.
- Formal interviews can be arranged at any appropriate time by negotiation between the teacher and parent/care-giver.
- Annotations in homework diaries.
- Selected collections of work samples as part of portfolio evidence.(Kindy)
- Telephone, email and other forms of correspondence to advice parents/caregivers about successes or concerns.
- Formal reports each semester.

#### **2. Procedures on reporting student progress and achievement to parents**

- At Willetton Primary School, staff and parents have been consulted prior to the implementation of these procedures and the process has been ratified through the School Council. A variety of written and oral communication strategies are used to report to parents/care-givers as demonstrated previously.

Parents/care-givers are provided with the opportunity to discuss any aspect of student progress using one or more of these strategies.

- Parents/care-givers are informed as soon as possible when a student is experiencing learning problems.
- Identified needs are addressed through a specific Individual Education Plan (I.E.P).

#### **3. Written reports**

Each year parents will receive two formal reports. These will be a Semester Report at the end of Term 2 and a Term 4. These will be delivered electronically via Connect.

#### **4. Student Achievement**

Willetton Primary School staff have implemented the Department of Education reporting requirements. This format provides a common state wide report on students' achievement at the end of Semester 1 and in the annual Summative report issued in December. Each report will provide information against the achievement Standards using A-E grades.

5. Students in Years 3 and 5 will be issued with a NAPLAN report showing student performance in relation to "benchmarks" and "standards" at the end of Term 3.

## **PARENT INVOLVEMENT**

There are many opportunities for parents to become involved in aspects of the school program.

- The P&C are crucial for their survival upon the continued enthusiasm of parents.
- Parents are always welcome at school assemblies, sporting fixtures and special events.
- The library contains many items besides books and is for the use of teachers, parents and children in both the Pre-Primary and Primary years. Parent help is most necessary for the smooth functioning of the library.
- Parents are encouraged to assist class teachers by hearing children read, helping with art and craft activities, repairing games and books, making teaching aids, and supervising small groups of children.

- The sports program is another option for parent support such as coaching, umpiring and supervision.
- At the appropriate times, teachers are always willing to discuss educational matters with parents.
- Regular help is also required on a weekly/fortnightly/monthly basis for special order lunches.
- **Confidentiality** - Parents assisting in and around the school may observe or hear sensitive issues relating to students and or staff. Such information should be treated under the strictest confidence.

## **HOMEWORK RATIONALE**

Appropriate homework is an effective supplementary learning strategy. The appropriateness of the homework and the quantity is at the discretion of the class teacher, but when making this judgement teachers will be mindful of the Education Department guidelines.

Homework can support higher levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school. It also extends the time available for the exploration of new ideas and new situations. Homework can also provide additional evidence to the teacher for the monitoring of student progress.

Homework may be set for a variety of purposes. The most significant of these are as follows:

- Work completion.
- Reinforcement/practice.
- Development of good work/study habits.
- Development of time management and organisational skills.
- Extension for more able students.

It is expected that homework will relate directly to the teaching and learning programs appropriate to the needs of students. Preparation of students for the time commitment of homework anticipated in years to come is not, in itself, a reasonable basis for setting homework.

It should also be noted that there are learning programs and situations where it may be determined that homework is not useful or appropriate.

Parents and teachers should communicate openly to clarify issues and support children doing homework. Please talk to the teacher about any concerns with the nature of homework and children's approach to it.

## **Procedures**

### **Homework will:**

- only be used to facilitate the achievement of learning outcomes.
- be relevant, supported by classroom practice and, where appropriate, developed in collaboration with students.
- be disassociated from any form of punishing students or means of securing discipline.

### **The role of the parents:**

- Plan with your child to develop a workable homework schedule. This should be regular, but flexible to accommodate family activities. Write it out and display it, e.g. on the refrigerator door.
- Help your child select a study area. It should have good light, all the necessary supplies close by and be fairly quiet (not in front of TV).
- Make sure that family members do not make unnecessary interruptions during homework time.
- Provide a homework toolkit that includes all the materials your child needs to complete his/her homework satisfactorily, e.g. pens, pencils, eraser, sharpener, lined and blank paper, a ruler, a compass.

- Talk with the teacher about checking the homework. Should you simply check that it is done or something more?
- Provide guidance when needed but don't do the homework yourself. Talk to the teacher about how much support you should give to your child to develop independent learning.
- Be encouraging and give praise for effort, e.g. “You've done a great job getting yourself organised for your homework” or “You really tried to work out those difficult mathematical problems by yourself.”

### **Guidelines for teachers:**

It is essential that project/research work is accompanied by clear guidelines and expectations to assist the students and parents in understanding the process to be employed and the scope and quality of the product required by the teacher.

Teachers will distribute an annual homework statement for parents of students in their class.

### **TERM PLANNER**

A term planner is produced each term and highlights important days and events during the term. Parents are asked to use the planner as a reminder and organisational tool. It is available on our Website and Skoolbag app.

### **SCHOOL RECORDS**

It is of the utmost importance that the information supplied when a child is first enrolled is kept up to date. The school should immediately be informed of any changes in employment, address, telephone numbers or emergency contacts. In the case of illness or emergency, unnecessary delays can be avoided when accurate information is on file.

### **CUSTODY/ACCESS RESTRICTIONS/COURT ORDERS**

Parents who have custody papers or orders should provide copies for the school. The class teacher and school administration should be made aware of any custody issues. Any changes to Court Orders need to be adjusted at school so we can act accordingly.

### **INTERNET ACCESS**

A “Willetton Primary School Internet Acceptable Use Policy” form must be signed by each student and their parent/guardian. This form can be obtained from the school office.

### **MOBILE PHONES**

Parents who wish their children to bring a mobile phone to school for security reasons need to complete a “Mobile Phone Acceptable Use Policy” which can be obtained from the school office. Mobile phones are to be switched off during class time (from 8.30am-3.00pm) and are not to be brought into classrooms or taken into the playground.

### **iPADS**

The opportunity to use iPads in the classroom will provide additional resources to assist learning in new and innovative ways.

Students in PP – Year 2 will have access to a set of iPads leased and maintained by the school. Students in Years 3 to 6 will have the opportunity to Bring Your Own Device (BYOD) to maximise learning opportunities by always have the device available. They will be able to use the same device at school and at home to make learning an option 24/7. The iPad works best as a single user device and provides opportunities for personalised, student-centred learning.

### **ILLNESS AT SCHOOL**

*If a child is ill - they should not be at school.*

In the case of illness or injury, parents will be contacted and must assume responsibility for their child. The need for an emergency contact is essential.

At all times, the school will endeavour to act in the best interests of the child. This may require a visit to a local doctor or hospital, and in such cases the parent will be liable for expenses incurred.

### **MEDICATION**

The Department of Education and Training has specific guidelines controlling the administration of medication to students and is covered in a comprehensive policy available from the school office.

Due to the legal requirements of this policy, parent awareness of, and adherence to the policy and process, is essential.

The school must be notified in all instances of students bringing medication to school and students must not self-administer except ventolin. This includes asthma prevention medication.

Specific requirements should be discussed with the principal, deputy principal or class teacher.

### **AMBULANCE POLICY**

In the event of a serious injury, students may be placed in an ambulance and transported to hospital. Parents will be liable for costs incurred.

### **ANAPHALAXIS**

We have some students attending our school who have severe reactions to certain stimulants. These stimulates tend to be “nuts”, “nut products”, “eggs” etc.

We inform particular classes of the issues relevant to their class and ask that students and parents cooperate in restricting particular products in some classes. For example, if a student is allergic to nuts/nut products we ask that parents restrict nut products in lunch boxes etc.

### **SPECIAL NEEDS**

There are a number of students with special educational or medical/physical needs attending our school. Students with medical needs may require an action plan developed with the school nurse. Students with educational and physical needs may be on modified programs and will have an individual education plan. They may also have an education assistant attached to their class. We welcome these students into our school.

### **DENTAL THERAPY CLINIC      Phone: 9457 4624**

A Dental Clinic situated on site caters for all children at this school. There are Dental Therapists and Dental Assistants in the clinic every day, and a Dental officer visits regularly. This service is free for all children in years PP-6 who complete a dental enrolment form.

An enrolment form and information sheet will be sent home early in the year for new admissions. Children will be examined throughout the year, but emergencies will be dealt with immediately. Appointments may be cancelled by telephone on 9457 4624. Please be aware that this service is run by the Health Department so any queries should firstly be made on the above number and then the Health Department.

### **EATING LUNCH AND RECESS**

Lunches are eaten under teacher supervision from 12.15 p.m. - 12.30 p.m. in designated areas. Children are not permitted to move about the school during this time.

Eating at Recess – students are to eat recess food in their designated area. We encourage students to make healthy eating choices and the preferred drink is water.

### **SCHOOL PSYCHOLOGIST**

A school psychologist visits the school regularly. This school psychologist is available to help teachers and parents regarding the progress of the students. Referrals by parents can be made through the school.



## **PASTORAL CARE**

The school operates both the Rainbows and Sunbeams programs that support students experiencing trauma in their home and/or school lives. These programs are conducted by trained school staff and provide students with additional support and strategies for dealing with a range of issues.

## **CHAPLAIN**

The school has access to a Chaplain, Maryanne Cheng, who is available to work with students, families and staff. Contact can be made through the school office.

## **STUDENT RESPONSIBILITIES**

In the interests of creating and maintaining a harmonious playground environment, all students have the following out of class responsibilities.

- (a) Play safely.
- (b) Respect the rights of others.
- (c) Respect school and personal property.

## **SCHOOL RULES/CODE OF CONDUCT**

Detailed information about school rules and the code of conduct is available through the office in the school policy *Managing Student Behaviour*, and as part of the *Virtues Program* information.

Teachers always encourage and expect good manners and courtesy from students and between students.

Children are expected to:

- Play safe.
- Show respect for others.
- Follow instructions given by a teacher.
- Sit in the undercover area to eat food and drink.
- Stay out of classrooms when no teacher is present.
- Stay in the undercover area before 8.30am.
- Walk on paved areas.
- Walk bikes and scooters on school grounds.
- Not arrive at school before 8.20am.
- Leave school at 3.00pm.

## **VIRTUES PROGRAM**

Selected virtues are chosen as focus areas for classroom and whole school attention. Students are encouraged to demonstrate the virtues in their daily interactions with each other in the classroom, playground and home.

## **SUN SMART**

We are an official Sunsmart school and as such students are encouraged to wear sunscreen and hats during recess, lunch breaks and sports sessions. Whilst staff exercise as much care as possible, the provision of sunscreen and appropriate hats are seen to be a parent responsibility.

***Parents are requested to assist the school in minimising risks by discussing the dangers of exposure to the sun and by providing appropriate clothing, hats and sunscreen.***

**NO HAT, NO PLAY** - We have a school policy of "no hat, no play in the sun" throughout the year. Children who do not wear a hat are directed to the covered assembly area for the duration of play, lunch or sports time.

The children are expected to wear a broadbrim or legionnaire style hat, as advised by the Cancer Council, preferably in the school colour (black) as agreed by the School Council and P & C.

**CAPS ARE NOT ACCEPTABLE.**

## **HANDS OFF**

Our school is committed to providing a safe and secure environment for all students, both in the classroom and playground. Students have the fundamental right to attend school without the threat of verbal, physical or emotional intimidation, or “bullying”.

We have a hands off approach to student interactions. That is, students are not to engage in inappropriate physical contact – hands off!!

Inappropriate SMS, social media activity or email contacts that impact upon the school are dealt with formally and may be referred directly to the police.

## **PLAY AREAS (EXCLUSIVE USE)**

Adventure Playground equipment is reserved for the use of year groups as follows;

- Years 1/2 – Shaded Adventure Playground equipment and cubby near library and Pinetree Gully Road.
- Years 2/3/4 – Adventure Playground equipment in Parkland.
- Years 5/6 - Shaded Adventure Playground equipment near western basketball court and obstacle course.

The undercover areas and school playgrounds are otherwise accessible to all students.

## **MAIN PLAY AREAS**

Children may play in any playground of the school (other than restrictions outlined above) unless the duty teacher assesses danger due to large numbers in an area or a mix of children which may pose a risk to some. Games played must be sensible and anything that poses a high risk of causing harm is not permitted.

### **Junior**

Children in Years 1&2 most often use the playground east of Cluster 1 and alongside the Pinetree Gully fence. Duty teachers also circulate around the undercover areas.

### **Parklands**

The lawn area along Woodpecker Ave/ Apsley Rd is most often used by students in Years 2-4. The cricket nets and mini basketball courts are available to students.

### **Senior**

A mix of Yrs 5-6 students use the playground south of Cluster 2 from Pinetree Gully fence to Woodpecker Ave fence including the senior adventure playground and basketball court.

**Students without a broad brimmed hat or legion hat are confined to the undercover or shaded areas.**

## **NO PLAY AREAS**

All paved areas around school buildings, the staff car park, the bike racks are for walking not playing.

## **OUT OF BOUNDS**

The area around the gardener’s shed and the bushland along the Apsley Road/Pinetree Gully Road will be redeveloped to allow children to access this area for play.

## **PEAC: PRIMARY EXTENSION AND CHALLENGE**

Students are assessed in year 4 for possible inclusion in the PEAC program in Years 5 and 6. These extension and challenge courses offer selected students the opportunity to meet with and engage in programs with students of similar education ability and interests. PEAC courses are offered at various local facilities depending upon the particular focus and needs of the program. Willetton Primary School students have access to PEAC programs on Monday am & pm, Tuesday, Wednesday and Thursday afternoons and Friday am & pm. There is a cost involved for students participating in the PEAC programs.

## **LITERACY & NUMERACY**

Willetton Primary has a commitment to quality Literacy and Numeracy times. To this end, Tuesday, Wednesday and Thursday mornings are, as far as practicable, kept free from interruptions and additional programs. One example is the restrictions placed on PEAC programs on these mornings.

## **EXTENSION PROGRAMS**

Depending upon the availability of staff and funding, the school offers selected students opportunities for participation in additional extension programs.

## **ATTENDANCE**

- Students arriving before 8.30am are directed to sit in the undercover area until 8.30am.
- Students are expected to be at the school well before classes start at 8.50 am.
- Entry to classrooms and wet areas is not permitted unless a class teacher is present.
- Entry to classrooms is not permitted before 8.30am.
- Students are permitted to leave school between the time of their arrival and the end of the school day only when they have been to the office to “sign out”. Students must leave the school in the company of a parent or a person nominated by the parent as a carer.
- Students who are late to school and those returning after signing out must “sign in” at the office and receive a late pass before going to the classroom.

## **CYCLING and SCOOTERS**

- Bicycles and scooters should be placed in the appropriate racks, at the closest point of entry and exit for the child.
- Bicycles and scooters should be secured with a locking device.
- Bicycles and scooters must not be ridden in the school grounds.
- Car parks and bicycle racks are out of bounds during school hours.

Years 1, 2, 3 and 4 are **strongly discouraged** from riding to school without being accompanied by an adult, as the Police Department states that these children are too young to be confronted with traffic. By law, all children who ride bicycles must wear a helmet. Please check that your child can ride safely in traffic. Children who bring a bicycle to school are required to secure it with a locking device. A pump is also recommended.

Scooters and skateboards should not be ridden within the school grounds.

## **NEWSLETTERS**

A newsletter to parents goes out, via the school website or the Skoolbag App, on a fortnightly basis. The Skoolbag App is available for download at the App Store or through other online sites such as Google.

## **JEWELLERY**

The wearing of jewellery is discouraged, unless as part of religious practice. Theft, damage and the risk of injury to the child or other children from earrings, rings, brooches, necklaces, etc. is always of concern. In the interests of health and safety and in keeping with the dress code, earrings should be limited to small studs or sleepers.

## **TOYS/PERSONAL BELONGINGS/VALUABLE ITEMS**

Toys should not be brought to school. Loss, damage or theft of toys causes distress and the school does not accept responsibility for toys or personal belongings at school. No balls are to be brought to school from home as the students have access to equipment at school.

## **LEAVING SCHOOL**

Parents with children leaving the school are asked to give at least one week's prior notice, in writing, to the teacher and also to the school office.

## **ASSEMBLIES**

Assemblies are held regularly on Friday morning at 8.50 a.m. Refer to the term planner for scheduled assemblies. Matters of interest are announced, items are performed, class reports given and Honour Certificates presented. Parents are invited to attend. We ask that you turn your mobile phones off and actively supervise younger children.

## **USE OF SCHOOL GROUNDS AND PREMISES OUTSIDE NORMAL SCHOOL HOURS**

Owing to the high incidence of vandalism over recent years in many schools, regulations have been framed which impose penalties for unauthorised entry to school property outside normal school hours and during school vacations. School security fence and alarm systems have been installed and patrols by security guards are conducted.

It would be appreciated if parents could reinforce the importance of this at home. Innocents on site may attract suspicion in cases of damage being caused to the school and grounds. It is best to play safe and keep away if there is no reason to be in the school grounds.

Some social/sporting organisations have been given permission to use the school grounds after hours. Appropriate forms have been completed and guidelines apply. Failure to observe the conditions will result in the permission being withdrawn.

## **PARENTS AND CITIZENS' ASSOCIATION**

The objects of the P&C Association are:

- To foster community interest and involvement in education.
- To promote closer liaison between School and Community.
- To assist in the provision of school amenities.

Willetton P&C Association is a vital group of dedicated workers who have achieved much for the benefit of the school. Meetings are held each month at the school.

## **SCHOOL COUNCIL**

A School Council has been elected with representation from the P & C, parent community and the staff. The Council is involved in reviewing the School Purpose, Performance Indicators, Budget Allocation, Priority Setting and Management Information Systems.

*A parent body representative will provide feedback to parents at P&C Meetings.*

## **CONTROVERSIAL ISSUES**

From time to time issues arise within the educational programs that can be considered controversial.

Staff will endeavour to forecast to parents issues which may be considered controversial. We ask parents to talk to staff and assist in pre-empting issues which they consider to be controversial. Such issues can include religious and cultural matters.

## **STAFF MEETINGS (INCLUDING PRE-PRIMARY AND KINDERGARTEN)**

Staff meetings will occur after school hours and will not impinge on the teaching program. These are generally held in Weeks 3, 5 and 7.

## **INSURANCE**

The school does not carry specific insurance for students or student property other than the Department of Education and Training public liability insurance. If parents wish to take out student insurance, arrangements need to be made outside of the school domain and will be at parental expense.

## **ENROLMENT**

Proof of date of birth is required for all children being enrolled. This is established by presenting to the principal (or proxy) an original Birth Certificate and Passport on or before the date of admission. The child's Immunisation Record must also be sighted upon enrolment along with proof of address.

An application to enrol must be filled in with all details completed and signed by the parent/guardian. The principal will then make a decision and advise the parent as to the acceptance or refusal of the application.

Applications for enrolment for Kindy and Pre-Primary children may be lodged at the school office prior to the closing date which is usually around the end of term 2. This date will be advertised in the media and school newsletter. Confirmation of Kindy and Pre-primary enrolment will be sent by letter as soon as is practicable, usually late term 3, after registration/applications close.

## **PROOF OF RESIDENCE**

Our school is under increasing demand for student placements.

As a local intake school, we have an obligation to cater for local resident students.

Proof of residence is essential and will be scrutinised upon an application for enrolment being made at Willetton Primary.

Proof will include:

1. 2 x Original utilities accounts
2. Original lease agreements
3. Statutory declarations

A full and detailed document will be provided to prospective applicants.

## **CANCELLING OF ENROLMENT:**

The Department of Education; Enrolment Policy (effective 15 March 2013), makes provision for the Principal to cancel enrolments in certain circumstances.

## **FALSE, MISLEADING, OR CHANGED PARTICULARS**

The Principal may decide to cancel an enrolment if enrolment information supplied is false, misleading or out of date.

The Principal will provide both parents (or one if the second parent cannot be located) with:

- Advance notice in writing of a proposed cancellation including the reasons for the decision;
- A reasonable opportunity to show why the cancellation should not be finalised;
- If cancellation is to proceed, written notice of cancellation including the date it applies; and
- Information on lodging a request for a review by the Minister for Education if not satisfied with the decision.

Guidance - The grounds for the Principal cancelling an enrolment are:

- Enrolment was obtained by giving false or misleading information; or
- Notice of changes have not been provide about the names and usual place of residence of the child, parents, about any provisions in force at law for the long term and day to day care, welfare and development of a child (ss16,17,20 School Education Act 1999).

## **Change In Circumstances**

Parents/Caregivers are obliged to inform the school of changes in residential circumstances. The school may review student enrolment in some circumstances.

If requested the Minister for Education may conduct a review and recommend the decision maker review the procedure or reconsider the decision (s223 School Education Act 1999).

## **ACCESS TO LOCAL INTAKE SECONDARY SCHOOLS**

Please Note: enrolment at Willetton Primary School does not, in any way, guarantee or entitle your child to access enrolment at either Rossmoyne or Willetton Senior High School.

Willetton Primary School is a local intake school and our residential catchment area is delineated by boundaries.

Similarly, both Rossmoyne and Willetton Senior High Schools have residential boundary requirements that must be met before enrolment will be considered.

The admission of your child to Willetton Primary via an Out of Boundary application, does not provide an avenue into either Secondary School.

## **EARLY CHILDHOOD CENTRE - KINDERGARTEN AND PRE-PRIMARY**

A separate Information Booklet is available from the school. This booklet will provide most of the information that parents will require with regard to the Kindergarten and Pre-Primary Centres. Registration, selection and enrolment procedures are the responsibility of the School. General enquiries should be directed to the office.

## **SWIMMING**

The school participates in “In Term Swimming” classes for all classes Pre-Primary to Year 6. Classes are conducted at the Riverton Leisureplex and the allocated times will be advised when known.

## **EXCURSIONS/ SCHOOL PERFORMANCES *NO PAY - NO GO***

In recent times, the school has experienced a degree of difficulty in collecting permission slips and money for events including incursions and excursions.

Where practicable notes are usually sent well ahead of planned activities and dates are also advertised for payments and the return of permission slips.

In order to book buses and indicate audience attendance, information is required by the indicated dates.

For future events:

- If payment and permission slips are not returned by the due date, students will not be able to attend activities.
- Late payment will not be accepted.
- Staff will not contact parents by phone or in writing to remind them of events and payment arrangements.

Families who may experience financial difficulties meeting timelines and/or payments may discuss arrangements with the Principal or the Manager Corporate Services.

## **EXCURSIONS**

Throughout the year, excursions may be arranged to support the long term goals of the school and classroom learning programs. When it is necessary to leave the school grounds, a note will be issued detailing the date, venue, purpose, mode of transport and cost. It will also include a permission slip which must be signed by a parent/guardian and returned for each participant. If the note is not signed and returned, the child will not be able to attend. Excursions are a privilege and poor school behaviour may result in the School disallowing attendance at these special events.

Only in the event of an unavoidable absence will refunds be made and only upon receipt of a letter of explanation from the parents. It has been agreed that wearing of full school uniform is considered essential for students representing the school and going on school outings.

1. It is intended that excursions will be organised as an integral part of the school's programs throughout the year. It is therefore desirable that all students participate in them. There are classroom activities before and after each excursion and if the excursion is missed, much of the related classroom work is less meaningful to students.
2. Students learn in many different ways – from their parents and other people, from books, films and television, from making things – as well as in the classroom. Often, the learning in the classroom is enriched by first-hand experiences gained on an excursion. Excursions stimulate interest and enhance the development of language. They are enjoyable because learning takes place in a different environment. They are valuable for the development of social skills. They provide access to resources, environments and expertise that may not be available in the classroom.
3. The greatest possible care is always taken to ensure the safety of students and the success of each excursion. To ensure adequate supervision, additional staff and/or parents may accompany the children when they leave the school. As a precautionary measure, we require information about each child's special health needs at the beginning of each school year. The school needs to be notified of any changes in the child's health during the year.
4. Full details will be provided to families before each excursion, including the date and time, cost, clothing and food requirements and travel arrangements.
5. Excursions may include:
  - Visits within the local neighbourhood, to help students to become more familiar with facilities, commercial/industrial enterprises and government operations;
  - Field trips, to help students to appreciate primary industry/production and the interdependence of cities and country areas;
  - Country and beach trips, giving students the opportunity to experience and understand geographical environments that differ from that of the school's locality;
  - Attendance at theatrical performances or cinemas: this is usually arranged in conjunction with books or plays being studied; and
  - Visits to museums and places of historical significance, exhibits/exhibitions.
6. An excursion may conclude or be conducted outside regular school hours. In these instances particular attention will be given to the coordination of transport arrangements that enable students to return to their homes.
7. If you have any concerns about a particular excursion, please contact the school. Families who have difficulty paying for an excursion should discuss the matter in confidence with the Principal.

### **ABSENCES FROM SCHOOL**

An explanation is required under the Education Act for each and every absence from school. Notes are kept on file by classroom teachers for perusal by attendance officers. Absences of more than 10% over a 10 week period will require official investigation. Phone calls to the office are welcomed in lieu of written notification to class teachers. For students going on family holidays, permission must be requested from the Principal, in writing. This must be requested prior to the period of absence.

A regular home visit for lunch can be covered by one written explanation.

### **DOGS ARE NOT PERMITTED AT SCHOOL**

Specific permission from the principal is needed before dogs can be permitted on the school ground. This includes dogs on leash or even hand carried.

Parents are requested to ensure that dogs do not follow their children to school. Dogs create a considerable nuisance and dangerous situations may arise. It is most unpleasant to have to request the rangers to call at the school to impound pets.

### **BEHAVIOUR MANAGEMENT TEAM**

The final decision for student management intervention processes rests with the Principal/Deputy Principal/s.

Where necessary, the class teacher, Deputy Principal or Principal will request and conduct parent interviews in relation to behaviour, attitude or other concerns.

The behaviour management team may be required to make recommendations as to the nature of formal management measures, particularly suspension issues.

The committee is comprised of the Principal and Deputy Principal/s. The School Psychologist may be involved if deemed necessary.

### **DETENTION OF CHILDREN AFTER SCHOOL**

For the purpose of managing student behaviour, a teacher may detain a child in school after normal school hours. Department of Education Regulations 38 to 46, 4.2.1, cover the conditions for detention.

For our purposes at Willetton Primary School, the following applies:

- (a) Detention may be used by a teacher as a consequence in the Class Management Plan.
- (b) Students may be detained for up to 10 minutes without notification to parents. However every effort will be made to contact parents if possible.
- (c) Students may be detained for up to thirty minutes. Parents will receive prior notification of this action.

### **BEHAVIOUR MANAGEMENT IN SCHOOLS (B M I S)**

Willetton Primary School community aims to promote a positive learning environment through the development of three broad facets used to manage student behaviour.

- Preventative Strategies – the establishment of a positive classroom and playground environment where the teacher has the right to teach and the students the right to learn.
- Supportive Processes – the application of techniques which assist students in maintaining their own self-discipline.
- Corrective Strategies – the strategies teachers use to suppress/correct/modify any inappropriate behaviour.

*Our policy is based on the following principles:*

1. Every student has the right to learn without disruption from others.
2. Every teacher has the right to teach without disruption from students.
3. Students should be taught to accept responsibility for their own behaviour.
4. Teachers will endeavour to establish a positive classroom and school environment.
5. All people within the school environment should be courteous to each other and have respect for each other.
6. All people within the school environment should take on the responsibility to establish and maintain a healthy and pleasant school environment.
7. A consistent approach to discipline throughout the school exists.

Every student at Willetton Primary has the right to attend school, free from any verbal or physical harassment. This includes their right of free passage to and from the premises. Students and their parents must assert their right to this if necessary, by bringing incidents to the attention of the school staff, or other authority such as police.

A full copy of the BMS policy is available from the office upon request.



## **FACTION SPORTS**

The Faction Colours are: Red, Blue, Green and Gold. The faction athletics carnival is scheduled at the end of Term 3 or early Term 4 – weather permitting. Students are encouraged to wear their faction t-shirts for all physical education and sports lessons.

## **FACTION ALLOCATION**

The school policy is to place siblings in the same faction. This may make it difficult to maintain a perfect balance of numbers across factions, gender and year levels. If the imbalance becomes so great that it has a major effect on the number of opportunities pupils are given to compete in team games, then a student with no siblings may be placed into a different faction. Parents and the student will be consulted prior to such action.

During the year all children participate in an inter-faction carnival which encourages maximum participation in a wide range of events.

## **ABSENCE FROM SPORT/PHYS. ED.**

Sport and Physical Education are essential components of the school curriculum and students are obliged to participate.

Suitable clothing & shoes for practical participation in sport lessons are necessary.

*A note for exclusion from a lesson is required.*

## **DRESS CODE/SCHOOL UNIFORM**

**All students Kindy to Year 6 are expected to wear school uniform.**

The wearing of the school uniform is encouraged by staff and the parents through the school P&C and School Council.

If a uniform is not worn, students are to wear clothing appropriate for school (orange and black tones preferred). Offensive logos on clothing are considered unsuitable for school. Parents may be contacted regarding clothing considered inappropriate for school.

## **UNIFORMS**

### **SUMMER UNIFORM (GIRLS)**

W.P.S. Polo Shirt/Black Tailored Shorts  
or Polo Shirt/Black Skort

### **WINTER UNIFORM (GIRLS)**

Black tracksuit pants/trousers  
W.P.S. Orange Polo Shirt  
W.P.S. Rugby Top/Zip Front Jacket

### **SPORT (GIRLS)**

Black Shorts or Skort  
W.P.S. Orange Polo Shirt  
Faction coloured T-Shirt  
Sneakers

### **YEAR 6 (GIRLS AND BOYS)**

Leavers T Shirt

### **FOOTWEAR (GIRLS AND BOYS)**

Enclosed shoes or sneakers  
Or sandals

### **NO THONGS/NO SCUFFS**

### **SUMMER UNIFORM (BOYS)**

Black Shorts  
W.P.S Orange Polo Shirt

### **WINTER UNIFORM (BOYS)**

Black tracksuit pants  
W.P.S. Orange Polo Shirt  
W.P.S. Rugby Top/Zip Front Jacket

### **SPORT (BOYS)**

Black Shorts  
W.P.S. Orange Polo Shirt  
Faction coloured T-Shirt  
Sneakers

### **HATS (GIRLS AND BOYS)**

Black School Hats (2 styles available –  
Legionnaire or Broadbrim)

**Please make sure all items of clothing are clearly marked with child's name for easy identification**

*In the interests of the children's well-being, health and safety it has been agreed that hats should be worn during all outside activities in the sun. The wearing of school uniforms does much to establish a positive tone within our school and encourages a pride in Willetton when groups are visiting other centres.*

Local suppliers of uniforms are:

Totally Workwear, Unit 2, Rear 185 High Road Willetton - Phone/Fax 9457 7330

## **LOST PROPERTY**

All items of personal property should be clearly and permanently marked. Lost items will be placed in the storeroom inside the wet area of Areas 10, 11 and 12. Items not collected within the term will be discarded.

## **STUDENT CARE OUT OF SCHOOL HOURS**

There are a number of registered child care facilities offering before and after school care. For information call the Australian Government Child Care Access Hot Line on 1800 670305. If you are calling from overseas the telephone number is 61 07 363 25455. Please ensure that the school and the child care facility are fully informed if your child will not be attending due to illness etc. Students need to be very clear about where they should wait to be picked up and what to do if they are not picked up at the appropriate time. The school prefers students to wait in the Student Pick Up Area outside the deputies' office and the After School Carers to use the staff car park to pick up students.

An on-site before and after school care facility is operating at Willetton Primary School run by OSHClub. Visit [www.oshclub.com.au](http://www.oshclub.com.au) for more information.

## **IMMUNISATION**

All children entering school should be fully immunised. Free clinics are advertised regularly in the newspapers. It is most important that your child has the appropriate injections and boosters and a written record is kept of them. This record needs to be produced when enrolling your child at school. The Health Department and Department of Education advise that children should be immunised against measles before coming to school. Schools have been instructed to check this when children are enrolled and to inform the Health Department of Pre-Primary and Year 1 children who are not immunised. If a case of measles is detected and if an outbreak is identified, the school is to exclude, for 13 days, all contact children under 12 years of age who have no documentary evidence of immunity to measles.

## **COMMUNITY HEALTH NURSES (SCHOOLS) (Telephone 9313 5418)**

Community Health Nurses from Armadale Community Health Service provide services to the school. The nurses visit the school by arrangement and:

- Provide assistance with and monitoring of children with chronic medical conditions
- Undertake assessments on children, with parental consent, to detect and refer on, when required, conditions adversely affecting learning
- Participate in and provide assistance to health promotion and education programs
- Provide health related short-term counselling and crisis intervention on health related issues
- Advocate on health related issues when required

The nurses can be consulted by parents/care-givers to discuss any health related issue affecting their children by contacting them via the school office.

## COMMON COMMUNICABLE DISEASES

### **CHICKEN POX**

Exclude from school. Exclude until recovered or until at least 5 days after the eruption first appears. Some remaining scabs are not an indication for continued exclusion.

Contacts - do not exclude. Any child with an immune deficiency or receiving chemotherapy should be excluded for their own protection.

### **CONJUNCTIVITIS**

Exclude from school until discharge from eyes has ceased.

Contacts - do not exclude.

### **DIARRHOEA**

Exclude until diarrhoea has ceased, for 24 hours.

### **GERMAN MEASLES (Rubella)**

Exclude from school.

Re-admit on recovery or 4 days after onset of rash. (Please let us know so that mothers who are pregnant can be warned).

### **HAND, FOOT AND MOUTH DISEASE**

Exclude until vesicles have formed crusts that are dry.

### **HOOKWORM**

Exclude until diarrhoea has ceased.

### **IMPETIGO (School Sores)**

Exclude until effective treatment (including antibiotic treatment and the proper use of occlusive dressings) has been instituted.

Contacts - do not exclude.

### **LICE**

Exclude until effective treatment has been instituted. (Parents should remove all evidence of infestation from hair).

Contacts - Family contacts will probably be infested and should be treated. Other close contacts should be checked regularly for signs of infestation.

[http://www.healthywa.wa.gov.au/Healthy-WA/Articles/F\\_I/Head-lice](http://www.healthywa.wa.gov.au/Healthy-WA/Articles/F_I/Head-lice)

### **MEASLES**

Exclude from school.

Re-admit on medical certificate of recovery or at least 4 days after appearance of the rash if well.

Can only be diagnosed positively by blood test.

Contacts - Do not exclude immunised contacts (All children should be immunised against measles, preferably at 12 months of age and certainly before entry into pre-school or day care centre unless they have had the disease).

### **MENINGOCOCCAL DISEASE**

Exclude until antibiotic treatment has been completed.

### **MUMPS**

Exclude from school for 9 days or until swelling goes down.

Contacts - do not exclude.

### **WHOOPING COUGH**

Exclude for 3 weeks from onset of illness or for 5 days after starting antibiotic treatment.

Re-admit on medical certificate of recovery.

Contacts - do not exclude.