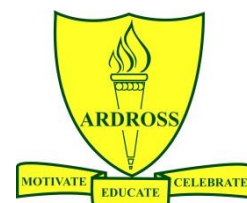


# Ardross Primary School

## An Independent Public School



Motivate - Educate - Celebrate



### ***Vision of Ardross Primary School***

At Ardross Primary School we strive to support and develop enthusiastic students and instil in them a love of learning to help them reach their potential, both socially and academically and embrace and adapt to a changing world.

# Community Handbook 2018

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# Welcome to Ardross Primary School

As a school we are proud of providing a learning environment where students and staff work together to learn new skills, take on leadership roles and develop self-confidence. Our school motto; Motivate, Educate, Celebrate, is embedded in all areas of learning and within each classroom. The caring staff, friendly students and supportive community all work together to build a powerful learning environment.

Ardross Primary School is renowned throughout the community for its high level of academic achievement and vibrant integrated program. Ardross PS is proud of its recognition at international, national and state levels for students' excellence, developing thinking skills and environmental education.

We have high expectations for every student to succeed and to accomplish their very best. Our students have the opportunity to take part in a range of extra-curricular activities including excursions and programs such as 'River Rangers'. Specialist classes in Art, Physical Education, Music including The Instrumental School Service and Japanese, enhance breadth of learning. Intervention programs for students at educational risk, including Gifted and Talented, ensure the individual needs of students are catered for. Our focus on higher order thinking, inquiry skills and collaborative learning opportunities also assist us in preparing our students for their future careers.

Social and Emotional Well Being is achieved at Ardross Primary School through the implementation of targeted, research-based programs and our Students at Educational Risk (SAER) team, including our school chaplain. This inclusive program enables us to encourage a collective effort to optimise the social, emotional, and academic outcomes of all of our students.

The staff at Ardross PS work as a dynamic team. There is a strong sense of community within the school due to staff working closely with the parent community to build strong partnerships that assist our school to continue to change and grow. Their own commitment to life-long learning ensures they are actively involved in professional learning to enrich their teaching practice.

Ardross Primary School is an inclusive, dynamic community. We are proud of our cultural diversity which includes students from many nationalities. There are many opportunities for parental involvement. An active P&C Association and School Board works tirelessly for the benefit of our students. We will often ask for family help within the classes and our special events. I would like to encourage each parent/guardian to stay active in their child's education. I certainly realise that many of you lead busy lives and it is often difficult to volunteer at school. However, taking just a few minutes in the evening to read to your child, talk with your child about school, or simply see that your child is organised for the next school day can have great benefits.

I hope that through your participation and interest you will come to feel very much a part of our school and its community. Enjoy 2018 and all the excitement it brings. I look forward to meeting you and being an active part of your child's learning.



**Sue Mikkelsen-Taylor**  
**Principal**

## SCHOOL BACKGROUND

Ardross is nestled between Applecross, Mt Pleasant and Booragoon with a catchment area of predominantly professional and business families. The school opened in 1961 with four classrooms and 119 students and has varied in size up to 600, however in recent times it has been around 400 primary students. Ardross Primary School is classified as a Level 5 school with over 435 students from Kindergarten to Year 6 enrolled for the start of 2018. The school is situated on the same street as Applecross Senior High School. Many students continue their outstanding progress in the primary years by also excelling in Years 7-12 at Applecross Senior High School. Ardross Primary School commands a healthy respect in the local community and has a reputation for providing high quality and enjoyable educational experiences and being supportive of all students' needs.

## ADMINISTRATION STAFF

Principal	Sue Mikkelsen-Taylor
Deputy Principal	Catherine Bishop
Deputy Principal	Robert Marshall
Manager Corporate Services	Denise Moore
School Officer	Tania Logothetis Gabriella Nicholson

School Office: (08) 9364 2771  
46 Links Road, Ardross 6153  
Email: [Ardross.PS@education.wa.edu.au](mailto:Ardross.PS@education.wa.edu.au)  
Website <http://www.ardrossps.wa.edu.au/>

Dental Therapy (08) 9313 0555 (off site)

## SCHOOL HOURS

Opening 8.55am  
Classrooms are opened from 8.30am to allow students to organise themselves, ready for the day.  
Recess 11.00am – 11.20am  
Lunch 12.20am – 1.05pm  
Closing 3.10pm

Children are not expected to be on site before 8.30am as they cannot be safely supervised. Parents who find it necessary to send their children to school before this time are asked to make arrangements with the school administration. The school offers before and after school care through OSHClub. Information relating to this can be obtained online through their website at [www.oshclub.com.au](http://www.oshclub.com.au), at the OSHClub classroom before or after school or from the front office.

## ATTENDANCE

Student attendance is recorded each day at the commencement of the morning and afternoon sessions of instructions. Children are expected to be punctual to class. A child of school age is required to attend the school at which they are enrolled on days on which the school is open.

Please send a note or email to the teacher after your child has been absent with details explaining the reason for the absence. This is a legal requirement. It is helpful if verbal communications of absences are also followed up in writing, so written confirmation can be held by the school. Where an absence has not been explained, or an unsatisfactory attendance pattern has developed, the Deputy Principal responsible for attendance will contact parents or caregivers directly.

If a student has been recorded as absent, and a parent/guardian has not contacted the school before this time, an automated SMS will be sent to a designated mobile phone asking for a reply. This service assists with our duty of care to ensure that all students' whereabouts is known.

### Automated Phone App for School Updates

A new phone app – Updated can be downloaded to your mobile devices. Communications to parents will be short and succinct 'push notifications' allowing the school to provide information of a pressing nature.

### Holidays during School Time

The Department of Education does not authorise student absences for family holidays that occur during school time. Parents should advise the Principal in writing of the intention to take holidays during school time. The Principal will sign the advice, however absences will be recorded as unauthorised.

### Collection of Children

Please be punctual at both drop off and pick up times. Children left late at the school often become distressed. If you are going to be late due to unexpected circumstances please advise the front office. On these occasions students need to be picked up from the front office. For safety reasons, we must be advised if someone other than the parent will be picking up your child. Teachers will exercise their judgement about the condition of persons collecting the children if there are any concerns.

## ENROLMENTS

All applications for enrolment are carried out in the main school office by the Manager Corporate Services or School Officer. Enrolments are not complete until the Application for Enrolment is accepted and signed by the Principal and a Birth Certificate has been sighted by the Principal. Kindergarten and Pre Primary enrolments are called for in August of the previous year. When children are leaving the school, it is necessary for the Principal to be informed in writing to ensure that proper transfer procedures are carried out. It is a Department of Education requirement that all information supplied on each child's Student Enrolment Form, which parents originally completed on enrolling, is true and correct. If you change address, telephone number, employment or emergency contact please advise the school office as soon as possible.

If your child has an identified disability they may require extra assistance. To enable us to provide a learning environment that caters for your child's needs please notify the enrolment officer who can then direct you to the principal or learning support specialist.

Due to our reputation as such an outstanding school, we receive many applications from students outside our local intake area. Applications for enrolment will be considered by the Principal on a case by

case basis, following the enrolment policy set out by the Department of Education. Overseas students and non residents are required to provide a copy of their passport, necessary visa numbers as well as proof of their residential address.

### Immunisation Certificates

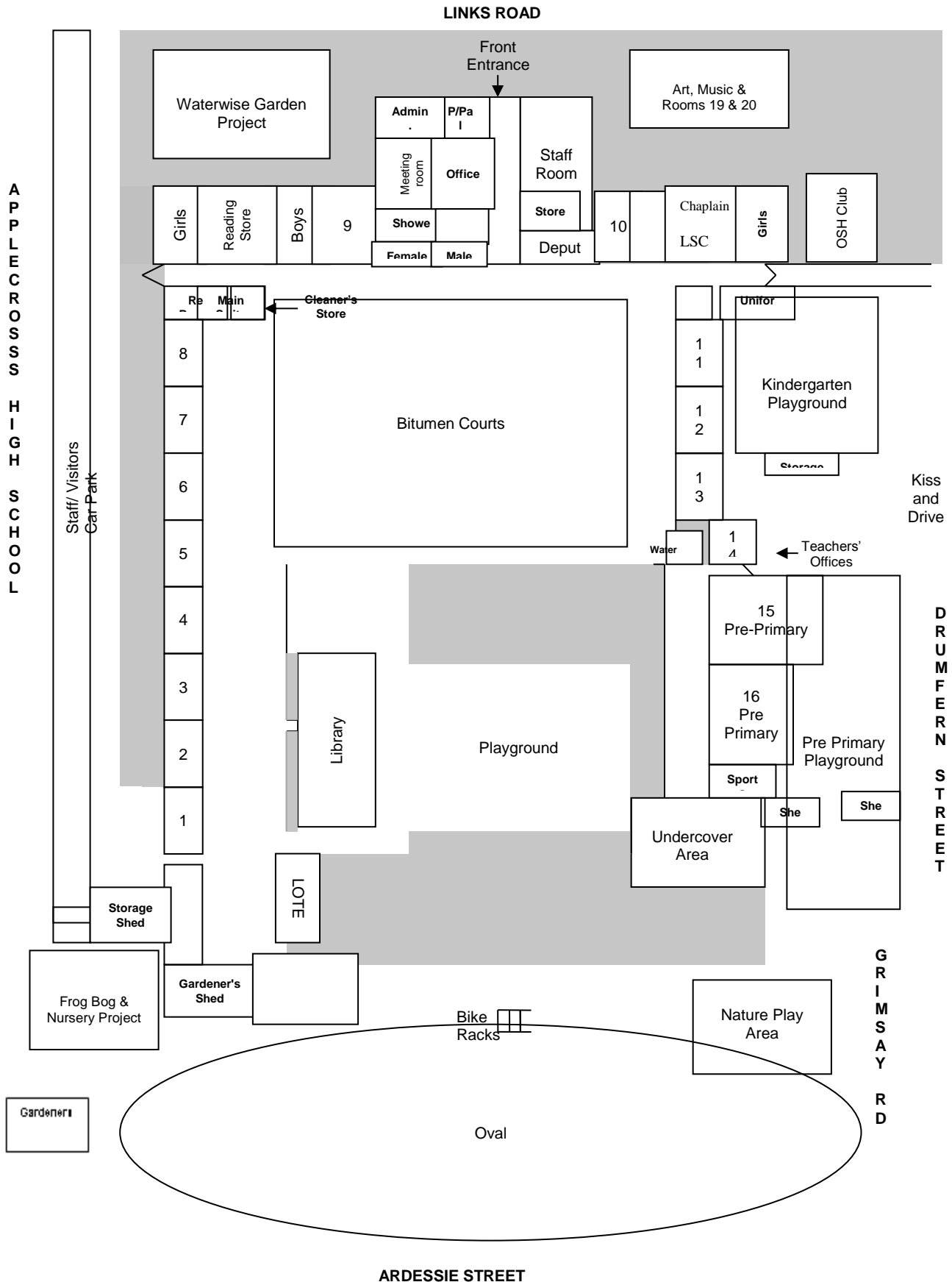
It is a Health Department requirement that proof of Measles, Diphtheria, Tetanus, Whooping Cough and Polio immunisation be presented at the office for all children on admission. Where this proof is not shown, should there be an outbreak of a communicable disease such as measles in the school, those children will be excluded for 14 days as stipulated by the Health Department.

### MONEY COLLECTION

The school office accepts the payment of school contributions and charges. EFTPOS and direct debit facilities are available. The school office issues an invoice for an upfront annual amount to pay for additional charges. Further information is available from the front office.

TERM DATES 2018	
SEMESTER 1	
Term 1	Wednesday 31 <sup>st</sup> January – Friday 13 <sup>th</sup> April
Term 2	Monday 30 April – Friday 29 <sup>th</sup> June
SEMESTER 2	
Term 3	Monday 16 July – Friday 21 September
Term 4	Monday 8 October - Thursday 13 December
2018 SCHOOL DEVELOPMENT DAYS (students do not attend school on these days)	
Monday 29 <sup>th</sup> and Tuesday 30 <sup>th</sup> January	
4 <sup>th</sup> April 2018	
21 <sup>st</sup> September 2018	
23 <sup>rd</sup> November 2018	
Friday 14 <sup>th</sup> December	
PUBLIC HOLIDAYS	
Easter Holiday	Friday 30 <sup>th</sup> March, Monday 2 April and Tuesday 3 April
Labour Day	5 March 2018
Western Australia Day	4 June 2018

## Map of the School





## **SPECIAL FEATURES OF ARDROSS PRIMARY SCHOOL**

The school is picturesque with well-maintained gardens, an abundance of trees, access to a range of recreational areas, with a uniquely designed playground provided by the P&C Association.

Students are fortunate to have access to quality playing areas including grassed lawns, a large oval, extensive playground equipment, nature play areas, two basketball and netball courts as well as the covered assembly area which provide opportunities for vigorous and creative activities. Shade is provided over the playground equipment to protect children from the sun.

Ardross Primary is well resourced in all curriculum areas. Students are engaged in STEM (science, technology, engineering and mathematics) through the medium of technology which is integrated into most learning areas.

Classrooms are air cooled, ensuring that the high summer temperatures are largely overcome. The school also has a covered assembly area that is used for a variety of programs and events. The music, arts and Japanese specialist areas have their own designated classrooms.

A variety of teaching / learning approaches are implemented to cater for the different needs of students with high expectations set for achievement and conduct. The school has three early childhood facilities or Kindergarten and Pre-Primary with lovely outdoor play areas.

## **STAFF, PARENT AND COMMUNITY INVOLVEMENT**

The school has a very active School Board and Parents' and Citizens Association (P&C) who are involved in many aspects of the school's operation. A School Board is elected annually, comprising 6 parents, 4 teachers and the principal. This group provides a forum for parental and staff input into the major areas of community involvement in school policy and direction setting. In addition parents have the opportunity to become active members in a number of school committees established to progress the consultative approach to managing aspects of the school's affairs.

Parent involvement is high in all facets of schooling, with the parents and community supportive of the school's vision. The enthusiastic Parents and Citizens' Association provides excellent support to the school, in particular providing resources that enhance students learning. The parents have provided a range of equipment and resources to the school including the air conditioning, iPads, playground equipment, curriculum resources and shade areas.

A Grounds Committee is active and has ensured that the environment is a pleasant, welcoming and sustainable one for the whole school community.

Parent contacts are nominated for each room, to welcome new parents and support class activities such as assemblies. Parents are invited to afternoon tea in the staffroom before each assembly to get to know each other and to discuss school issues. The keen parental aspirations overall provide for a healthy involvement in the school which supports the commitment of our high quality teachers.





## CODE OF BEHAVIOUR

Minimal rules based on common sense and courtesy rules govern the rights and welfare of the student body as a whole. In the main, these rules are an extension of the behaviour requirements of a normal home and are easily learned by the pupils if not already known. In no sense is the Code of Behaviour designed to inhibit the spontaneous fun, games and activities of the pupils. (refer to school website <http://www.ardrossps.wa.edu.au/> )

## SCHOOL REPORTS

### School Business Plan

The School Business Plan 2015-17 has been developed as part of the accountability for Independent Public Schools. The Business Plan sets out our priorities and targets for the next three years. The Business Plan is available on our website. We are in the process of developing our School Business Plan for 2018-2020.

### School Development Plan

A comprehensive School Development Plan is available for parents to peruse at the end of first term. This plan covers our school profile, strategic plan and priorities for 2018.

### Annual Report

An Annual Report outlining the School's progress in achieving its aims in improving the educational outcomes for all students is available in March of each year. As has been the case over many years, the Annual Report highlights the very successful educational program implemented at Ardross Primary.

## CURRICULUM

### Music Program

Music is provided to Year 1 to 6 children as part of the curriculum, by a Specialist Music Teacher Mrs Mason. Music taken by the music specialist is extensively resourced with musical equipment and technology.

A Junior and Senior Choir operates for students from years 2 – 6. They are involved in a range of performances as part of the WA Government Schools Music Society and other organisations and events.

### **Instrumental Music Program**

A musical aptitude test for all Year 2 to 5 students is conducted at the end of each year. From the results of this test, selected children are offered the opportunity to participate in the instrumental music program. The range of instruments offered through visiting instrumental music teachers, from the Instrumental Music School Services;

- Violin (beginning Year 3)
- Cello (beginning Year 4)
- Viola (beginning Year 3)
- Double Bass (beginning Year 6)
- Flute (beginning Year 5)

The annual hire charge is payable prior to the students being issued with an instrument.

Students in Years 3 to 6 also have an opportunity to participate in band instrument lessons through Primary Music Institute or keyboard and guitar through Keyed Up Music. Entry is via application and fees apply. Contact the Music Specialist, Ms Mason for further information.

### **English as an Additional Dialect Language – EALD**

Ardross Primary School is an inclusive, dynamic community. We are proud of our cultural diversity which includes students from many different nationalities. For many students, including our overseas fee paying students, English is the second language spoken at home. We have an EALD teacher, Mrs Mason, who assists teachers in developing, monitoring and assessing appropriate programs for these students. Mrs Mason is assisted by an education assistant Mrs Chee. Mrs Mason can be accessed through the classroom teacher or the front office.

### **Library**

Enthusiastic staff and parent volunteers administer the Library. New volunteers are always welcome, so please see our Library Officer, Mrs Bowden, from Wednesday to Friday if you can assist.

All classes spend a scheduled time in the Library each week. As well as learning how to use Library facilities the children are given the opportunity to borrow from our collection and access the Library computers for research purposes. The library is also open during lunch three days per week.

Children must have a cloth bag to carry reading and library books in. Books are a valuable resource and need to be protected. Library Bags are available for purchase from the School Uniform Shop.

### **Book Club**

Children will be given the opportunity to purchase books through Scholastic Book Club during the year. Order forms are sent home with children for the desired books to be marked off. The order form, together with payment, should be returned to the class teacher, using a **separate** sealed envelope for each child's order and marked with **name and room number** on the outside of the envelope.



### **Physical Education and Sport Program**

Our school is involved in a skills oriented school wide physical education program, which usually incorporates a Fundamental Movement Skills Program for Junior Primary students and the development and application of skills in various sports and activities in Years 4 to 6. Emphasis is placed on enjoyment, participation, the development of

movement, strategic skills and sportsmanship. The program includes the development of a range of skills in areas such as sport, games, dance and gymnastics. Aquatic skills are developed through the In-Term Swimming Program which operates from Pre -primary to Year 6.

It is compulsory for all students to be involved in a minimum of two hours per week of physical activity. Miss Brown oversees our program and delivers specialist Phys Ed lessons from Years 1 to 6.

Children are expected to be dressed appropriately on sport and physical education days with suitable footwear. Faction shirts are encouraged to be worn on PE/Sport Days particularly in Term 3 when athletics practice and carnivals occur.

### **Swimming – In Term Lessons**

In-term swimming classes are conducted annually for children from Pre-Primary to Year 6 by trained swimming teachers not attached to our school. The Department of Education conducts swimming lessons for all students during school time. Instruction is free, but payment is required for bus transport and pool admission. Children are strongly encouraged to attend these important lessons in life skills. Pre Primary to Year 4 students swim at a local pool and Year 5 and 6 students learn at Cottesloe Beach as part of this program.

### **Swimming - Vacation Lessons**

Vacation Swimming Classes (December – January) are also offered by the Swimming and Water Safety Branch of the Department of Education annually and are advertised via our School Newsletter.

## **STAFF MEETINGS**

All staff meetings and collaborative meetings are conducted after school concludes so there is no disruption to weekly timetabled lessons. These meetings are conducted on Wednesday afternoons in weeks two, four, six, eight and ten of each term, straight after school. Parents are requested to not arrange interviews with teachers at this time as staff are required in the staffroom as soon as possible.

## **SUPERVISION AT SCHOOL**

Staff are rostered to playground supervision at all recess, lunch periods and before school commences... Staff will be in the playground to watch over the welfare of the pupils and to take care of any difficulty which may arise. Students are expected to refer to duty teachers when problems occur. A staff member will also monitor the Kiss and Drive after school.

## **SPORT FACTIONS**

All children from Years 1-6 are placed in one of four factions. The faction colours are as follows:

<b>Butler</b>	Royal Blue with a Kangaroo and Grass Trees
<b>Lukin</b>	Red with a Red Capped Parrot and Marri Blossom
<b>Waylen</b>	Gold with a Possum and Banksia Flowers
<b>Wellard</b>	Green with a Honey Eater and Kangaroo Paw

Faction shirts can be purchased from the uniform shop.

## History of Faction Names

Within a year of settlement of the Swan River Colony in what is now the District of Melville, grants in large acreages were made to four principal landowners.

**Lionel Lukin** was granted land in May 1830 including the suburb of Applecross and established a regular river cargo service between Fremantle and Perth.

**Alfred Waylen** purchased land in 1842 including Alfred Cove and Point Walter.

**J Archibald Butler** was granted 330 acres of land with river frontage extending from what is now Moreing Road to Fremantle Cemetery.

**John Wellard** purchased some of Waylen's land in 1856.

## STUDENT LEADERSHIP

All Year 6 students have an authentic leadership role. Twelve Student Councillors from Year 6 are elected by the students of Years 6 and staff as our leaders for occasions requiring student representation. Sixteen faction leaders and deputy leaders are elected by the Year 5 & 6 faction members. Other roles include Computer Captains, Literacy Captains and Environmental Councillors.

### Process of Electing Student Leaders

The process takes place between Weeks 2 and 4 during Term 1. All Year 6 students have an opportunity to demonstrate leadership and initiative in these formal roles.

After initial discussion and explanation of the process and responsibilities of roles by classroom teachers and deputy, the steps involved are:

1. Year 6 students complete a nomination sheet for themselves and others in leadership roles including Student Councillor, Faction Leader or Environmental Councillor, Literacy Captain or Computer Captains.
2. Students indicate their order of preference and provide a written description of the reasons they are keen to take on a leadership role.
3. Deputies and Year 6 teachers take these into consideration when drawing up the short list for each role.
4. All students are given time to prepare a speech outlining their desire and commitment to their chosen role.
5. Short listed Student Councillor nominees deliver their speeches to all Year 6 students in the library in Week 3 of Term 1. Short listed Faction Leaders deliver their speeches to the Year 5 and 6 students in their factions at a place appropriate to the relevant groups.
6. There will be one boy faction leader, one boy faction deputy leader, one girl faction leader and one girl faction deputy leader for each faction.
7. All Year 6 students will vote for the election of Student Councillors and Year 5 and 6 Faction Leaders.
8. Each teacher may also vote for nominated students if he or she feels he or she knows the students well enough.
9. Voting is to be conducted as follows:
  - The Deputy Principal responsible for co-ordinating Student Councillors/Faction Leaders will distribute to each Year 6 student and staff members requesting one ballot paper on which is contained the name of all students short listed for the position of student councillor; and



- Each student and member of staff to whom ballot papers have been given must vote by numbering on the student councillor ballot paper numbers one through to ten indicating his or her preference for each candidate, with his or her preferred candidate to be given a one.
  - The votes will be counted by the deputy principal on a preferential basis.
10. There does not need to be an equal number of boys and girls.
  11. For faction leaders, one boy faction leader, one boy faction deputy leader, one girl leader and one girl deputy leader will be chosen from the voting results on a preferential basis. There may be two boy leaders or two girl leaders from one faction if no student of the relevant gender stands for election.
  12. Students who are not elected as either Student Councillors or Faction Leaders become Environmental Councillors, Literacy Captains or Computer Captains. This will ensure that all Year 6 students will have an opportunity to demonstrate leadership and initiative in a formal role.
  13. All positions are formally announced at the next assembly following the vote and advised to the school community in the next school newsletter.



## RECESS AND LUNCH

Children may bring a packed lunch to school or they may order lunch which will be delivered to school.

If a child is to leave the school grounds for lunch they must provide written permission to their teacher and must be picked up and dropped off by their parents. Children are asked to take their remaining lunch home so parents know how much they are eating.

**NUT AWARE SCHOOL – due to an increase in the number of students diagnosed with severe nut allergies, Ardross Primary is a NUT AWARE ZONE. We encourage parents not to send any nut products to school.**

## LEAVING THE SCHOOL GROUNDS (CHILDREN)

If students are required to leave the school at times during the day, parents are requested to pick them up from the classroom rather than request that the child waits outside the school. Parents are required to first sign students out of the school, registering in the file provided in the front office and obtaining a slip from the office to take to the classroom.

Students are only released to parents or adults that the school has been previously informed will be collecting them. Students are only allowed to leave the school grounds with parental consent and with an appropriate adult.

## LEAVING MESSAGES DURING SCHOOL HOURS

Messages for children of an URGENT nature only will be taken by telephone during the course of the working day.

## MOBILE PHONES

Students are not permitted to use mobile phones at school unless permission is obtained from the Principal due to emergency reasons (eg travel to or from school on a bus). If you wish your child to have a mobile phone at school for an appropriate reason please write to the Principal seeking permission for the phone to be brought to school. Parents will be contacted if students use phones without permission or for inappropriate reasons.

## PERSONAL PROPERTY

Children should not bring ipods, electronic games, large sums of money, jewellery, sporting gear or valuable goods of any kind to school. These are not covered by any insurance and the school is not responsible for any loss of property.

## LOST PROPERTY

Please clearly label every item your child wears or brings to school. Clear labels assist teachers to return items to the rightful owner. An enormous amount of property is lost and left unclaimed during the year. Parents may visit the school to check through the box located outside the administration office.

## STATIONERY / PERSONAL ITEMS LIST

A list of stationery requirements for each year level is issued to students. As a convenience to parents our school offers the opportunity of pre-ordering stationery/personal items during December of each year. Alternatively the required items may be purchased from retailers/newsagents.

## PARENT HELP

Parent help is very much appreciated in many facets of school operations. If you would like to help in any area, please notify the class teacher or the office.



Children from Kindergarten and Pre-Primary are too young to use the “Kiss and Drive” and need to be collected from class. **Parents cannot park in the Kiss and Drive Bays and leave the car to collect the children.**

Parents are encouraged to make use of the “Kiss and Drive” bays located on Drumfern Street. Parents should ask their children to wait on the paved area near the bays. The driver can then pull into the bays and collect the children without leaving the car. This enables easy flow of traffic and assists in safe and quick collection of children.

**Under no circumstances is anyone permitted to park in the Kiss and Drive Bays between the hours of 8.00am – 9.15am and 2.30pm – 3.30pm.** If students are not present, then drivers are requested to continue driving around the block in a clockwise direction. This ensures continual flow of traffic and reduces potential safety risks to our students.

Parents are requested to exercise extreme care and pay close attention to Council Parking By-Laws when dropping off and picking up their children. The staff car park and drive are **only** to be used by employees of the Department of Education. A sign outside the staff car park clearly indicates that entry to the staff car park is for staff only.

### 40 Kph Zone

The speed limit on roads around the school is **40kph** between 7.30am to 9.00am and 2.30pm to 4.00 pm on school days. Please ensure the safety of all students by observing these limits.

### Crosswalk

Two supervised crosswalks are provided on Riseley Street, one near the intersection of Drew Road and the other further up Riseley Street past the intersection of Calgary Street. Please ensure that your child/ren use the crosswalk/s appropriately and treat the crossing guards with respect. Students are also able to safely cross Riseley Street at the corner of Almondbury Road using the controlled traffic light crossing signals.

### Bicycles/Scooters

Upper Primary children (Year 5 and 6) are encouraged to be active and ride their bikes if permitted by their parents. Bike racks are provided at the edge of the oval. It is strongly advised that a locking device be used when leaving a bicycle in the bike racks as theft has occurred on occasions.

The Police advise that children under the age of 10 years are restricted in their peripheral vision development, which can be a hazard when riding in any form of traffic; hence upper primary students only are encouraged to ride to school. Bike riders are required by law to wear a helmet at all times when riding.

Bicycles/Scooters ARE NOT to be ridden in any part of the school grounds or paths, when entering or leaving the school. (Supervised bike education sessions are an exception.)



## **NO SMOKING POLICY**

Under Department of Education regulations, this school is a “Smoke Free Zone”. Smoking is not permitted anywhere on the school campus. All visitors and workers are requested to comply with this Policy

## **DOGS AT SCHOOL**

Dogs are not permitted on the school grounds, even on a leash unless organised by a staff member for a class activity.

## **VISITORS ON SCHOOL PREMISES**

All visitors on the school premises are required to sign in at the office and receive a visitor’s badge. Visitors are asked to sign out when leaving.

## **STUDENT HEALTH CARE AND WELL BEING**

### **Sickness or Injury**

Please do not send your child to school if he/she is unwell. If a primary aged child is sent to the office feeling unwell, then the child will be allowed to rest in the sickbay for a short period to recover or sent home. If unable to return to the classroom a member of staff will make contact with the listed parent/guardian to request they are collected from school. If the parent/guardian cannot be contacted, the emergency contact person listed on the child’s enrolment form will be called.

Adults collecting sick or injured children are asked to enter the office and sign in the Student Collection Book to show that the child has been collected.

It is of great importance that the school is informed of any change of address, phone number, doctor’s name or children’s medical conditions.

### **Students Requiring Medication**

If a child requires medication, it is always preferred that the medication be given out of school hours. When assistance is required with the administration of medication by the teacher, the parent is responsible for requesting this assistance from the school. The parent and prescribing doctor must complete a ‘Health Care Authorisation’ form. Teachers are unable to assist with administering medication unless the Health Care Authorisation has been completed and the school has the resources to meet the requirements of the prescribing doctor.

The parent is responsible for ensuring that the medication is clearly labelled, is not out of date, is provided in the quantity agreed and that equipment is in good working order.

### **Infectious Diseases/Problems**

Please do not send your child to school with an infectious disease. The following recommended exclusion periods apply for common diseases, taken from the Health Department of Western Australia’s guidelines:

**CHICKEN POX:** Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.

**CONJUNCTIVITIS:** Exclude until discharge from eyes has ceased.

IMPETIGO: (School sores) Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.

INFLUENZA: Exclude until well.

MEASLES: Exclude for at least 4 days after onset of rash.

MUMPS: Exclude for 9 days after the onset of swelling.

PEDICULOSIS (Head Lice): Readmit the day after appropriate treatment has commenced and all eggs removed.

RINGWORM: Readmit the day after appropriate treatment has commenced.

RUBELLA (German Measles): Exclude for at least 4 days after the onset of rash.

SCABIES: Readmit the day after appropriate treatment has commenced.

WHOOPING COUGH: Exclude the child for 5 days after starting antibiotic treatment.

### **Head Lice Policy**

Head lice are a common problem in all schools. Our school adopts the guidelines developed by the Department of Health. Parents will be contacted to come and collect their child if lice are found. Students may return to school after treatment has commenced and all eggs are removed. Parents are responsible for checking their children's hair on a regular basis to ensure that head lice are not present. Classes will be notified of head lice where appropriate. An information brochure on head lice is available from the school office.

### **Sun Smart - Hats**

This school operates a **NO HAT - PLAY IN THE SHADE** policy. Wearing of broad brimmed hats is expected. Any child not wearing a hat in the playground will be directed to play in the shade. Children not following this school rule may be given a warning slip as part of the school's behaviour management policy. It is recommended that students wear broad brimmed hats, offered as part of the School Dress Code. Visors and caps offer little protection and students wearing visors and caps will be directed to play in the shade.

### **SCHOOL PSYCHOLOGIST**

The School Psychologist visits our school on a negotiated part-time basis to assist with educational issues of students. Students are normally referred to the Psychologist through teachers, but parents may also request referral by approaching the class teacher. Access to the School Psychologist is prioritised on a "needs" basis and may at times call for quite a lengthy waiting time.

### **SCHOOL CHAPLAIN**

The school has access to a Chaplain, Mr Nathan Hoyle, for three days per week. Chaplains provide trusted guidance on spiritual, moral and ethical issues. Our Chaplain, Nathan Hoyle can be found in the Chaplain's Room next to Room 10, and is someone staff, parents and students can turn to in time of need. He offers practical support to students who are at risk.

### **SCHOOL NURSE**

A visiting Health Department Nurse services the school on an infrequent basis. Routine testing is carried out, with parental consent, for Pre Primary levels of hearing and vision and Year 1 hearing and vision.

## **DENTAL THERAPY (TELEPHONE 9313 0555)**

A Dental Therapy Centre is located at 43 Mt Henry Road, Manning, for the provision of a free, continuing dental service for students from Pre Primary up to Year 11. The Centre is staffed by Dental Therapists and supervised by a dentist from the Dental Health Service. Each enrolled child is taught the proper care of teeth and gums. Please phone the Dental Therapy Centre should you require any further information on the service.

## **COMMUNICATION BETWEEN SCHOOL AND HOME**

The relationship between home and school plays a very important part in a child's education.

Communication between our school and parents is seen as essential to promoting a mutual understanding between both parties to enhance the quality of education at this school. With effective communication it is believed that a more supportive environment will develop.

We cannot overestimate the critical role parents play in successful learning. Parents contribute much to their child's development and are among the most important influences on the way in which the child approaches learning.

Teachers are responsible for the more formal aspects of children's learning and successful teaching builds on the home experiences of the child. This is most effective where there is an active partnership with parents. Two-way communication is a critical factor in the partnership between parents and the school. Where a partnership exists, it is easier for parents to feel confident about the teaching and learning taking place in the classroom and to solve problems.

We will seek to keep parents well informed about what is happening at our school.

### **How our School Communicates with Parents**

Communication will take place in many different forms -

- Regular information about the school through newsletters
- Formal Written Reports and other reporting mechanisms
- P & C Meetings (Monthly)
- School Board Meetings (2 per term)
- Parent Information Evenings (Early Term 1)
- Parent-teacher interviews (as required)
- Notes and letters
- Surveys
- Annual Report
- Displays of children's work
- Assemblies – Tuesday (at least one per class each year)
- Special events and celebrations (eg: Presentation Night in December)
- Parent information booklets
- Parent information sessions
- School website – [www.ardrossps.wa.edu.au](http://www.ardrossps.wa.edu.au)
- School app – Updat-ed for push notifications (download the app from the app store)

Parents are welcome to talk to their child's teacher when they need to and should make an appointment to avoid disrupting the learning program or preparation time that occurs before school.

## Newsletters

The newsletter is posted on our website every second Wednesday. Parents are requested to log onto [www.ardrossps.wa.edu.au](http://www.ardrossps.wa.edu.au) and subscribe to the newsletter. A message advising the new newsletter is available will be sent to your e-mail address. Newsletters are numbered so that parents will know if a copy has been missed. A minimal number of copies are available from the office. Please take the time to read this very important form of communication as your child will benefit from your interest and the school relies on this communiqué to advise families of events and activities that are planned to occur. Parents wishing to receive a printed copy will need to inform the front office in due course.

## Assemblies

Class Assemblies are held each fortnight. Each class from Pre-Primary to Year 6 conducts an assembly each year. Assemblies usually take place on Tuesday afternoons commencing at 2.15 pm. The day may change if it conflicts with other events. Parents and friends are most welcome to attend. Notification of assembly dates is made in the fortnightly newsletter. Merit Awards are presented to students from each class at these assemblies and items are performed by the designated class. Teachers notify parents when their child is to be a recipient of an Award. The names of the award winners are published in the newsletter. An afternoon tea for parents is held before the assembly and is coordinated by the parent contact for the class.

## Reporting to Parents 2018

<b>Years Pre-Primary – 6</b>	<b>Kindergarten</b>
<b>Term 1</b> <ul style="list-style-type: none"><li>• Parent Information Session for each class</li><li>• Interviews if required / requested</li><li>• On Entry Assessment (P/P)</li><li>•</li></ul>	<b>Term 1</b> <ul style="list-style-type: none"><li>• Parent Information Session for each class</li><li>• Interviews if required / requested</li></ul>
<b>Term 2</b> <ul style="list-style-type: none"><li>• Interviews if required / requested</li><li>• Formal Written Summative Report</li></ul>	<b>Term 2</b> <ul style="list-style-type: none"><li>• Interviews if required / requested</li><li>• Formal Written Summative Report</li></ul>
<b>Term 3</b> <ul style="list-style-type: none"><li>• Interviews if required / requested</li></ul>	<b>Term 3</b> <ul style="list-style-type: none"><li>• Interviews if required / requested</li></ul>
<b>Term 4</b> <ul style="list-style-type: none"><li>• Interviews if required / requested</li><li>• Formal Written Summative Report</li><li>• NAPLAN – Years 3 &amp; 5</li></ul>	<b>Term 4</b> <ul style="list-style-type: none"><li>• Interviews if required / requested</li><li>• Formal Written Summative Report</li></ul>

## Parent Information Evenings

Each teacher/class holds a meeting with their students' parents early in Term 1 each year at an advertised time after school to allow as many parents to attend as possible. This is an opportunity to meet your child's classroom teacher. At this meeting, teachers outline curriculum programs, behaviour management, homework expectations and other operational aspects and expectations for the year. It is an opportunity to ask questions you may have about the year ahead. Parent information evenings are not opportunities for formal parent interviews, however interviews can be arranged at this time.

## Parent Teacher Interviews/Meetings

The Principal and teachers are always pleased to discuss with parents any issues that may arise either with their children's schooling or general welfare. Parents wishing to meet with teachers are requested to make an appointment so that a suitable time can be arranged. This can be done by means of a note to the class teacher. It is necessary so that interruptions to class work or preparation time can be kept to a minimum as well as enabling teachers to allow adequate time for the meeting.

Teachers cannot come to the telephone during lesson times. Personal telephone numbers for teachers or students are not given out.

Interviews will be of two types:

- 1 Parent Teacher Interviews held as required at the request of either party.
- 2 Interviews for those parents who wish to discuss their child's report.

Appointments to see the Principal can be made by telephoning or calling into the office.

## Presentation Night

In the last week of school in December, an evening is organized to enable the Ardross Community to farewell the Year 6 students and to view the presentation of the Annual Awards which are:-

- Tess Hackett Citizenship Award (to a Year 6)
- P&C Citizenship Award (to a Year 6)
- Class Awards for Excellence and Endeavour for children from Years 1 to 6
- Faction Cup Award.



Each class presents one Achievement Award and one Endeavour Award (or two of each per class) and in mixed classes the teacher may choose a third award from either category.

Students from each year level or class also present a performance.

## PARENTS AND CITIZENS ASSOCIATION (P&C)

Our P&C Association meets on the second Monday of each month during school terms commencing at 7.30pm. We encourage parents to come along and be involved with the P&C Association through which you have an opportunity to have a say in, contribute to and take part in activities of the school. Notification of meeting dates will be made in the fortnightly newsletter.

The P&C Association is formally constituted under the Education Act and regulations. Any parent or community member over the age of 18 may join by paying an annual subscription of no more than

\$1.00. The school's principal and teachers may also participate. The Principal is an ex officio executive committee member of the Association with the right to vote on all matters other than the election of parent representatives for the School Board.

The P&C is the forum for parents to discuss the education of their children, and members are also encouraged to embark on discussions of other key issues. Members are encouraged to discuss general education, safety, health issues, uniforms, matters that affect the staffing of schools, matters that have bearing on the welfare of students, as well as a whole range of local, state or national issues that arise. The P&C plays an important role in fostering community involvement by organising activities such as fundraising and social events.

It is inappropriate for a P&C meeting to discuss individual parent/student, teacher/student issues. These should be a matter for discussions between the parents and the teacher/principal. In addition it should be remembered that under the provision of the Education Act the P&C is precluded from exercising authority over the teaching staff.

## **SCHOOL BOARD**

This is a body formally constituted under the Education Act and regulations. The establishment of a School Board ensures that the school can have a formal structure which provides opportunities for parents, staff and others to work together on:-

- formulating, with staff, broad policies for the smooth running of the school;
- compiling and assessing the School's Plan and being involved with staff to decide on School Priorities;
- clarifying important issues with staff that occur throughout the year; and
- aspects relating to finance and sponsorship through three sub committees.

Our School Board consists of 11 elected members - 6 parents - 4 teachers and the Principal.

Once a year the Board will invite parents to attend an open meeting at which a report of Board activities will be presented.

Note: The Board does not have any influence in curriculum matters or the operation of the staff.

### **Other information that is available from our school**

- School Plan
- Annual Report
- Student Behaviour Management and Development policy
- Bullying policy
- Curriculum details
- Access to the School Board
- Information about participation in the Parents and Citizens' Association and other support groups
- School contributions, charges and personal items list
- Excursions details
- School Dress Code
- School events
- Community events
- Key Policies – eg Community Use of School Facilities, Sponsorship & Donations; Homework Policy and the School & Community Drug Education Policy.

## Other forms of parental involvement in the school

Other means of parent involvement are:

- Attendance at excursions and other school functions
- Assisting within classrooms on teacher invitation and on school special projects
- Assistance on roster duty in Kindergarten and Pre-Primary
- Assisting in the canteen, library, at sports days or at busy bees
- Attendance at P & C Meetings
- Attendance at Annual School Board Open Meeting
- Attendance at social events
- Attendance at curriculum discussion forums

## ADDRESSING ENQUIRIES, CONCERNS, REQUESTS OR COMPLAINTS

At Ardross Primary School our staff acknowledge any enquiries, concerns, requests or complaints from parents and other school community members and welcome any questions or feedback. Our policy in dealing with enquiries, concerns or complaints is simple and straightforward:

*Our school will maintain processes to ensure enquiries, concerns, requests and complaints are addressed promptly and in accordance with the principles of natural justice. Every effort will be made to resolve any issues at the local level.*

This policy is based on good practice and system wide policy from the Department of Education. It ensures that enquiries, concerns, requests and complaints are dealt with promptly, consistently and fairly and contribute to continuous improvement.

The partnership between parents and our school is strong. Parents and school community members can be confident that staff will listen and respond to their needs and concerns.

### Process to Follow When There is a Problem

1. Try to identify the problem clearly before going to the school. If there is more than one problem, list them to ensure that the extent of the problem is clear to the school.
2. Decide whether the problem is a concern, query, request or complaint. This will help in finding a solution.
3. Make an appointment to talk with the teacher. This can be arranged through the school office.
4. Try to stay calm. Even if you don't feel it, being calm will help to get your concerns across more clearly than if you are upset or angry.
5. If the issue involves an incident involving another parent's child, do not approach the child or parent. Raise the issue with the school first.
6. Raise the issue with the Principal, if you feel the issue has not been resolved or addressed through initial contact with the relevant teacher.

### Parent Channels of Communication

The following is offered as the first point of contact regarding particular issues:-

1	Child's progress	Teacher
2	Behaviour issues in class	Teacher
	Behaviour issues in the school yard	Teacher/ Deputy Principal or Principal
3	Child placement in class	Principal
4	School organisation	Principal



5	General queries	Office Staff/ Teachers/ Class Parent Contacts and School Board Representatives
6	Dress Code policy	School Board Representatives
	Dress Code purchases	P&C – Uniform shop
7	Fundraising – Whole school	P & C
8	Contributions & Charges Policy	School Board Representatives
	Contributions & Charges Payments	School Registrar & Principal
9.	Excursions/Incursions & Camps	Teachers
10.	Newsletter	Office Staff & Principal

## SCHOOL DRESS CODE

### **Purpose**

The following range of clothing has been approved and is available from the School Uniform Shop managed by the Parents and Citizens' Association.

Clothing which is of the same style and colour may be purchased from alternate sources. All purchases of school uniform must adhere to the policies outlined in the Ardross SunSmart Policy.

### **Dress Code**

Where indicated "(Girls)", this item may be purchased for girls as an alternative to the other seasonal items on offer.

### **Summer**

- (Girls) Dress - green & white check.
- (Girls) Leggings – bottle green or black.
- (Girls) Sports skirt & skort - bottle green.
- Polo shirts - yellow (preferably with school crest).
- Shorts - gaberdine, bottle green, no longer than knee length.
- Cargo shorts - bottle green, no longer than knee length.

### **Winter**

- (Girls) Jazz pants - bottle green.
- (Girls) Sports skirt & skort - bottle green.
- Track pants - bottle green, stretch knit.
- Zip jacket or windcheater top - bottle green (crest preferable) stretch knit.
- Shorts - bottle green, gaberdine, no longer than knee length.
- Cargo shorts or cargo pants - bottle green.
- Polo shirt - long or short sleeve - yellow (crest preferable).
- Rain Jacket, nylon, fleecy lined - bottle green with yellow collar.
- Beanies, scarves, gloves and non-school coloured jackets may be worn to school but must be taken off at the first siren.

### **Sport**

- T-shirt in faction colour with faction logo or polo shirt in faction colour with white stripe down the left hand front with faction name printed in black and faction logo above \*.
- (Girls) Sports skirt - bottle green.
- Shorts - bottle green.

*\* Faction shirts are expected to be worn only on Physical Education or Sport Days*

## **Footwear**

Covered shoes or sandals which are firmly attached by buckle or other means are required for normal school days, excursions etc.

For sporting activities appropriate footwear such as running shoes, are required.

## **Hat**

An approved hat must be worn for all outdoor activities. An 8-10cm broad brimmed hat in bottle green must be worn. A “No hat, play in the shade” policy will apply.

## **Year Six Leavers’ Shirts**

Graduating students may wear the approved Graduation (Leavers) Shirt instead of the polo shirt. Student names are to be collated at the end of Term I, the shirts ordered in early Term II and distributed later in Term II. The shirt is to be yellow or bottle green and have the Ardross Emblem on the front. On the back will be placed the graduating students’ names and a reference to the year of graduation.

## **River Rangers**

The school will provide all students selected as River Rangers with a navy blue t shirt to be worn when carrying out official River Rangers activities.

## **Interschool Sport**

The Physical Education teacher will provide all students selected with an interschool sports uniform to compete in interschool sporting competitions.

## **Hair**

Hair that reaches the collar must be tied back. Fringes must be out of eyes, either cut short or clipped back. No permanent hair dye is allowed. Temporary hair dye is accepted only at sports carnivals or on special dress up days.

## **Other**

No jewellery may be worn, except for watches, medical bracelets and plain earrings sleepers or studs. No make-up or coloured nail polish may be worn. Sun screen is encouraged.

No sport equipment, toys or games may be brought from home.

## **HOMEWORK POLICY**

Ardross Primary School recognises that learning is an ongoing process which takes place in a variety of situations including the home and **encourages** students to complete homework. Homework is purposeful out of class learning that seeks to enhance the extent to which each child benefits from their education. It provides an opportunity for students to share their learning with their families, to consolidate work learnt in the classroom and to prepare for lifelong learning beyond the classroom experience.

We believe homework supports student learning by:

- developing independent learning, self discipline, time management and organisational skills;
- allowing students to practise the skills introduced to the class;
- extending students’ knowledge;
- providing opportunities for individual research; and

- encouraging good study habits in preparation for further education.

Please see website for full details or speak to your child's classroom teacher or deputy principal.

*Thank you for taking the time to read this handbook. Please do not hesitate to contact us if you have any queries at any time.*

*We hope that you and your child have a happy and successful stay at Ardross Primary School.*