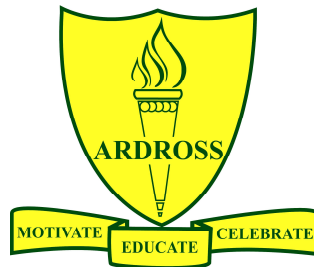


# *Ardross Primary School*



## *Early Childhood*

## *Information Booklet*

**2016**



# Ardross Primary School

## Early Childhood Centre Kindergarten and Pre Primary

**Welcome** to our Early Childhood Centre. We hope that this will be a happy and rewarding beginning for you and your child in your association with our school.

Ardross Primary School is an Independent Public School. For more information on IPS please go to the website [www.det.wa.edu.au](http://www.det.wa.edu.au) or contact the Principal.

### We'd like to introduce you to:

Principal Mr Andrew Holmes

### Teachers/Teacher Assistants

Kindergarten 1 Teacher: Ms Lee-Anne Downey / Mrs Jade Davies  
Education Assistant: Mrs Janine Coles

Kindergarten 2 Teacher: Ms Lee-Anne Downey / Mrs Jade Davies  
Education Assistant: Mrs Kathie Esslemont

Pre-Primary 1 Teacher: Miss Cooper / Mrs Alison Forzatti  
Education Assistant: Miss Kylee Praed / Mrs Janine Coles / Mrs Sian Jackson

Pre-Primary 2 Teacher: Miss Helen Brown / Mrs Alison Forzatti  
Education Assistants: Mrs Sian Jackson and Mrs Roseanna Dennis

Registrar Mrs Alison Stockman

School Officers Mrs Cecilia (Chips) Northcott, Mrs Tania Logothetis and Mrs Gabriella Nicholson

School Telephone 9364 2771

### Term Dates (Students) 2016

Term 1	Monday 1 February	Friday 8 April
Term 2	Wednesday 27 April	Friday 1 July
Term 3	Tuesday 19 July	Friday 23 September
Term 4	Tuesday 11 October	Thursday 15 December

### 2016 School Development Days (Students do not attend)

- Thursday 28 January and Friday 29 January
- Tuesday 26 April
- Monday 18 July
- Monday 10 October
- Friday 18 November
- Friday 16 December
- TBA – Planning Day

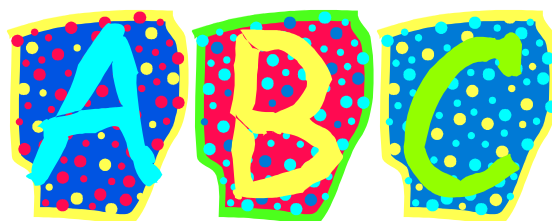
*Monday 7 March - Public Holiday*

*Monday 25 April - Public Holiday*

*Monday 6 June - Public Holiday*

<b>Classes for 2016</b>			
Rm 15	Kindy 1*	Monday & Thursday 8.55-3.10 Wednesday 12.35 – 3.10	Ms Lee-Anne Downey Mrs Jade Davies
Rm 15	Kindy 2*	Tuesday & Friday 8.55-3.10 Wednesday 8.55 – 11.30	Ms Lee-Anne Downey Mrs Jade Davies
Rm 16	Pre-Primary	Monday to Friday 8.55-3.10 Door opens at 8.45am	Miss Helen Brown Mrs Alison Forzatti
Rm 11/12	Pre-Primary	Monday to Friday 8.55-3.10 Door opens at 8.45am	Miss Diana Cooper Mrs Alison Forzatti

\* **Please refer to your letter about the staggered start in the first two weeks of the year for Kindergarten.**



Starting school is an exciting event for your child.  
You can help make this a happy experience by ensuring:

- \* your child is well rested
- \* your child is well nourished
- \* you have enough time to get ready for school
- \* you are punctual at both drop off and pick up times.

### **What to bring to Pre-Primary and Kindergarten at the start of the year**

Please see the Personal Items List (previously known as Booklists) from our supplier West School Supplies for all the details of what to bring to Kindergarten and Pre-Primary.

### **Kindergarten and Pre-Primary Attendance**

Attendance at Kindergarten is not compulsory, however, once enrolled it is compulsory to attend each session unless alternative arrangements are approved by the Principal. Kindergarten students have a “staggered entry,” increasing the child’s attendance over the first two weeks. This is to ease the child into the kindergarten program. Attendance at Pre Primary is compulsory. Families who will be away on holiday during the School Term are required to write a letter to the Principal outlining the vacation time away from school for him/her to approve

### **Collection of Children**

Your child must be dropped off and picked up by an adult. Please be punctual at both drop off and pick up times. Children left late at the Centre often become distressed. Please wait with them until they enter the room. Children cannot be released into the care of anyone under the age of 18 years unless written permission is received from the Principal. For safety reasons, we must be advised if someone other than the parent will be picking up your child.

### **Absentees/Illness**

Please send a note to the teacher after your child has been absent. It is helpful if verbal communications of absences are also followed up in writing, so written confirmation can be held by the school.

If you know of an impending absence please inform us. If your child is unwell, the best place for him/her is at home with you. Please consider the other children and the staff. A child cannot be accepted into our care with an illness that may in any way be transferred to others i.e. influenza, chicken pox, diarrhoea etc. (See further information on this in the Health and Well Being Section).

### **SMS Messaging**

All absences are recorded by classroom teachers before 9.30am. Where 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 student's whereabouts is known.



### **Morning snacks**

To encourage healthy eating habits we eat fruit (fresh and dried) and vegetables at snack time. Please send fruit in a sealed, named container ready for your child to eat. Birthdays, however, are the exception to this rule. Parents, if they so wish, may send along cupcakes to share amongst the children. Please ensure that children do not bring nuts or nut products eg peanut paste, Nutella. Drink bottles need to be sent each day with your child. These will be sent home at the end of each day for cleaning and refilling. Drink bottles must be filled with **water only**. Please label bottles with your child's name.

### **Lunch Time**

Please ensure the children bring easy to open containers clearly labelled with their name. Due to the number of students that have allergies and potential severe reactions to nuts and nut products, we request that **under no circumstances do parents send these products to school with their children. Please ensure that children do not bring nuts or nut products eg peanut paste, Nutella.**

Please be aware that staff are unable to heat lunches for students. It is recommended that a chill pack facility be used in lunch boxes during summer. We are unable to keep children's lunches in the fridge.

### **Personal Information**

Please ensure that the information on Admission and Medical forms is kept up to date. This enables us to contact you in case of an emergency. Personal information can be updated through the front office.

### **Toys**

It is best if personal toys are left at home. Bringing toys to school creates arguments and the accidental damage or loss of a toy can be very upsetting for your child. There are plenty of toys at the Centre with which they can play.

### **Your Role**

You too have an important role at the Centre. Come in and see your child in a school environment, work with them and allow them to show you what they know. Help them to be proud of what they do. It is important that the children see that you value the learning experiences they are having.

Your child's educational programme is enhanced by additional adult support in the room. A "Participation Roster" will be displayed on the notice board at the beginning of each term. Parents are requested to place their name on the roster twice per term. Please arrange for a friend, relative or grandparent to replace you if you cannot make it. Please arrange for a babysitter for younger siblings on your roster duty days.

## How you can help your child

- Be punctual.
- Do roster duty twice a term. (Please book this as soon as possible when the roster is advertised).
- Encourage your child to show and tell you what has been done at school and listen.
- Use the Victorian Modern Cursive form when teaching your child to write and when you are on roster duty at school.
- Inform the staff of any changes at home that might affect your child.
- Send in any junk materials, card or paper that you think we might be able to use.
- Read to your child every day if possible and let them see you read for your own pleasure and need.

Please make an appointment to see your child's teacher if there is anything you are unsure of or if you want to discuss something concerning your child and the school.

## Clothes - School Uniform

The wearing of a uniform is optional for Kindergarten but compulsory for Pre-Primary students. However, **it is compulsory to wear a hat outside all year.** We expect children to wear broad brim or legionnaires hats when playing outside to promote an awareness of the dangers of skin cancer. The P & C Uniform Shop will be open every fortnight. Opening days will be advertised in the school newsletter.

We request that a spare pair of underpants and change of clothes be kept in your child's school bag in case of accidents.

*The following is an extract from the School Dress Code listing the items relevant to Kindergarten and Pre-Primary students.* The 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.

### Summer

- (Girls) Dress - green & white check
- (Girls) Skorts and Skirt - 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) Skorts - 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,

### Footwear

Covered shoes or sandals which are firmly attached by buckle or other means are approved.  
For sporting activities appropriate footwear is essential.

### Hat

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



## Philosophy

Children should be encouraged to think independently and creatively with the most being made of their spontaneity. All children are unique individuals. This should be valued and accepted, including their varying rates of development.

An early childhood environment should be comfortable and accepting as well as stimulating and challenging. It should be an atmosphere where children and adults can work together happily.

Play is a child's method of learning. Through play children acquire concepts and understanding of the world around them.

Decision making skills should be encouraged to develop by allowing them some freedom of choice and responsibility.

Every child's efforts and work should be valued.

The rules and limits of the centre are made for the benefit and welfare of everyone and should be followed by everyone.

Each child's home environment and culture is an asset. Each child's knowledge and understandings should be built upon. While building a knowledge and use of English, a child's home language should be valued highly.

## What will your child learn at Kindergarten/Pre Primary?

- Control over small muscles: painting, threading, building, drawing, cutting crafts - all these require co-ordination of hand and eye muscles - essential for reading and writing.
- Control over large muscles: swinging, running, jumping, climbing, digging, hopping etc. Until a child can control his/her whole body, he/she has little chance of controlling small specialised muscles.
- Concentration: puzzles, games, art/craft and the use of other types of educational apparatus.
- Respect for others: everyone has a right to have a turn at a favourite toy, so we must share. Respect for staff, other adults and peers.
- Awareness of his/her world: nature study and science.
- Music: an early appreciation of music and movement to music. Working together to play games.
- Creative thinking, block building, constructing, painting, drawing, modelling dough, problem solving.
- Widening of intellectual development: Kindergarten/Pre Primary is an ideal environment for the stimulation of your child's language and thinking process. We hope to develop your child's auditory, visual and problem solving skills through stories, poems, discussions and games.
- Co-operation: working together to get something done.
- Responsibility: for belongings, cleaning up, and for his/her own actions.
- Self-discipline: learning to control own emotions and desires. Expressing him/herself in an acceptable way.
- Manners: common courtesies and common hygienic practices.



## Recycled Treasures

Please save:

- Plastic containers with lids (eg icecream containers).
- Cardboard boxes - any size (not soap powder or cigarette)
- Material scraps
- Wool scraps
- Bottle tops
- Paper/card
- Cardboard cylinders (not toilet rolls)
- Egg cartons – cardboard not plastic
- Buttons, lace, ribbon
- Cotton reels
- Wrapping paper/fancy paper
- Old greeting cards
- Milk cartons – (washed and dry)
- Large drafting paper

If you think we can use it, send it in.

These materials are used for modelling, constructions, art work and lots more.



## Contributions and Charges

<b>Voluntary Contributions</b>	One child	\$ 60
	Two children	\$120
	Three children	\$180
	Four children	\$240

Money collected from this area will be used towards paying for the following areas indicated below for Kindergarten and Pre-Primary:

Photocopy Costs – (Paper)	\$ 5
Outdoor Equipment and Resources	\$15
Art / Craft Materials and consumables	\$25
Cooking	\$15

The Voluntary Contribution can be paid at the office, which has EFTPOS facilities available.

### Charges - Educational Programmes

These amounts vary from year to year. Students would only incur costs when they are involved in a particular activity. The amounts indicated would be the maximum amount for that activity. Though these activities are recommended, parents can choose not to allow their child to participate in these activities and thus will not be required to make payment for any activities in which he child does not participate.

### Money Collection

The school office accepts the payment of school contributions and charges. EFTPOS facilities are available. Teachers no longer accept cash for activities in the classroom. Payment for incursions, excursions, sport activities and camp will be made at the front office following receipt of invoices from the school to parents detailing each semester's activities. Parents are also able to choose the option of paying all charges in advance in a once only payment at the beginning of the school year. Information is communicated to parents via the school newsletter and class notes.

Description	K	PP
Incursions & Excursions	40.00	70.00
Sport / Dance /Gym	0	30.00
Interm Swimming	0	55.00
<b>Total payable for the year</b>	<b>\$40.00</b>	<b>\$155.00</b>

### Parents and Citizens Association – Special Projects Contribution

Please be aware that the Parents and Citizens Association also requests a special project contribution of \$50.00. There is also a \$1.00 membership fee per family.

This contribution will go towards proposed ongoing projects to be undertaken in coming years.



# Health & Well Being Information



## **Sickness or Injury:**

Please do not send your child to school if he/she is unwell. If a child is feeling unwell, then 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 fill in the details in the Student Collection Book and sign 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. **It is now a requirement that all absences be reported to the class teacher in a written note upon return to school.**

## **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 or school, 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 and 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 any infectious diseases. 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) Re-admit the day after appropriate treatment has commenced and all eggs removed.

RINGWORM: Re-admit the day after appropriate treatment has been commenced.

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

SCABIES: Re-admit 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 schools. Our school adopts the guidelines developed by the Department of Health. Parents are responsible for checking their children's hair on a regular basis to ensure that head lice are not present. Parents will be contacted by the school and asked to collect their child from school if head lice are detected in hair.

An information brochure on head lice is available from the school office.

**School Psychologist:**

The School Psychologist visits the school on a negotiated part-time basis. 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.

**Dental Therapy (Telephone 9313 0552):**

A Dental Therapy Centre is located at 43 Mt Henry Road Como for the provision of 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.

**School Nurse:**

A Health Department Nurse provides a visiting service to Kindergarten children once per year. Routine testing is carried out, with parental consent, for Kindergarten Students' hearing and vision development. A permission form will be sent out at a later date. The Nurse is available upon request by either parent or teacher for Pre-Primary children.

**Sun Smart - Hats:**

This school operates a **NO HAT, PLAY IN THE SHADE** policy. Wearing of broad brim hats is expected. Any child not wearing a hat in the playground will be directed to play in the shade. It is recommended that students wear broad brimmed hats, as offered as part of the School Dress Code. Visors offer little protection from the sun and students wearing visors will be directed to play in the shade.

**Nut Products:**

**Due to the number of students that have allergies and potential severe reactions to nuts and nut products, we request that under no circumstances do parents send these products to school with their children.**



# General Information

## Laundry Roster

Classroom washing will be sent home in bags with your child and can be returned the following week. This laundry usually includes aprons, tea towels and hand towels.

## Playground

A playground is provided at each centre specifically for Kindergarten and Pre-Primary aged children. This playground is fenced.

The primary school playground is to be used by primary school aged children only. We request that under **no circumstances** are Kindy and Pre Primary children left on the primary playground unsupervised before or after school.

## School Plan 2016

A comprehensive School Plan is available for parents to peruse on the school website. This plan covers our School Profile, Strategic Plans, Priorities, Focus Areas, Curriculum Plans and Management Information System.

## Annual Report

An Annual Report outlining the School's progress in achieving its aims in improving the educational outcomes for students for each school year is available in March of each year.

## Code of Behaviour

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.

## Library

Enthusiastic staff and parent volunteers administer the Library. New volunteers are always welcome.

Classes in Kindergarten to Year 6 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, provided they have a bag to protect the book. Kindergarten children will begin borrowing books from the library in term two.

Children must have a bag to carry library books in at all times. Books are a valuable resource and need to be looked after. Library Bags are available for purchase from the School Uniform Shop and School Office.

## 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. Information on how to order will be issued early in the new year.



## **Canteen**

The canteen is managed by the P & C and run by an appointed Manager and volunteers. If you are a new parent to the school and have a few hours to spare, working in the canteen is a great way to meet other parents and help the school. The canteen is open on Wednesday, Thursday and Friday only. The hours of operation are approximately from 8.30 am to 1.30 pm. Kindy and Pre Primary children are able to use this facility.

## **Money Collection**

The School Office accepts the payment of School contributions and charges. EFTPOS facilities are available. The School Office issues Invoices each Semester for Incursions and Excursions and should be paid to the front office staff. Parents may pay all fees in advance if desired. Further information is available from front office staff.

## **Staff Meetings**

All Staff Meetings are conducted after school concludes so there is no disruption to weekly timetabled lessons. These meetings are conducted fortnightly on Wednesday afternoons, straight after school.

## **Messages**

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

## **Parking**

Parents are requested to exercise extreme care and pay close attention to Council Parking By-Laws when delivering and picking up their children. The Staff Car Park and drive are only to be used by employees of the Department of Education.

“Kiss and Drive” bays are provided in Drumfern Street to enable parents of older children to pick up their children easily without having to park and leave their car, thus freeing up bays for others to use. Children from Kindergarten and Pre-Primary are too young to use the “Kiss and Drive” and **MUST** to be collected from class.

## **40 Kmph Zone**

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

## **Bicycles/Scooters**

Bicycles/Scooters ARE NOT to be ridden in any part of the school grounds/paths, etc when entering or leaving the school. (Supervised bike education sessions being the exception.) Consequences are set for infringements of this rule.

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. Bike riders are required by law to wear a helmet at all times when riding.

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 school has a pump to assist students when tyres are flat.

## **Lost Property**

An enormous amount of property is lost and left unclaimed during the year. Some lost property is stored in Kindergarten and Pre-Primary classes. Other items lost in other areas of the school may be found in the box located outside the Uniform Shop. Children’s clothing should be **clearly labelled** to assist teachers to return it to the rightful owner.

## **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.

### Swimming – In Term Lessons

Interm Swimming will occur for Pre Primary children in 2016. We will not find out the details of dates, times and costs until 2016.

### Swimming Vacation Lessons

Vacation Swimming Classes are also offered annually and will be advertised via our newsletter. These lessons are offered to children who are 5 years and older.

### 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.

### School Vision

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.

We aim to accomplish this through:-

- ✓ supporting a dedicated and capable staff;
- ✓ maintaining a welcoming and supportive school community;
- ✓ developing a collaborative environment for all;
- ✓ providing a diverse, inclusive and innovative curriculum; and
- ✓ developing and maintaining contemporary resources and facilities.



# CODE OF CONDUCT

## RIGHTS AND RESPONSIBILITIES

<p><b>Students have the RIGHT to:</b></p> <ul style="list-style-type: none"> <li>▪ Learn in a purposeful and supportive environment.</li> <li>▪ Work and play in a safe, secure, friendly and clean environment.</li> <li>▪ Respect, courtesy and honesty</li> <li>▪ Equal treatment regardless of race, gender or physical ability.</li> <li>▪ Interact with others in an atmosphere free from harassment and bullying.</li> </ul>	<p><b>Students have the RESPONSIBILITY to:</b></p> <ul style="list-style-type: none"> <li>▪ Display respectful, courteous and honest behaviour.</li> <li>▪ Ensure that their behaviour is not disruptive to the learning of others.</li> <li>▪ Ensure that the school environment is kept neat, tidy and secure.</li> <li>▪ Ensure that they are punctual, polite, prepared and display a positive manner.</li> <li>▪ Behave in a way that protects the safety and well being of others.</li> <li>▪ Ensure their behaviour does not intimidate others.</li> </ul>
<p><b>Staff have the RIGHT to:</b></p> <ul style="list-style-type: none"> <li>▪ Respect, courtesy and honesty.</li> <li>▪ Teach in a safe, secure, friendly and clean environment.</li> <li>▪ Teach in a purposeful and non-disruptive environment.</li> <li>▪ Cooperation and support from parents in matters relating to their children's education.</li> </ul>	<p><b>Staff have the RESPONSIBILITY to:</b></p> <ul style="list-style-type: none"> <li>▪ Model respectful, courteous and honest behaviour.</li> <li>▪ Ensure that the school environment is kept neat, tidy and secure.</li> <li>▪ Establish positive relationships with students.</li> <li>▪ Ensure good organisation and planning.</li> <li>▪ Report student progress to parents.</li> <li>▪ Be vigilant about bullying and ensure all are aware of the school's policy.</li> </ul>
<p><b>Parents have the RIGHT to:</b></p> <ul style="list-style-type: none"> <li>▪ Be informed of their child's progress.</li> <li>▪ Be heard in an appropriate forum on matters related to the rights of their child to an appropriate education</li> <li>▪ Expect that bullying will be addressed appropriately.</li> <li>▪ Cooperation and support from teachers in matters relating to their child's education.</li> </ul>	<p><b>Parents have the RESPONSIBILITY to:</b></p> <ul style="list-style-type: none"> <li>▪ Model respectful, courteous and honest behaviour.</li> <li>▪ Ensure that their children attend school regularly and on time.</li> <li>▪ Support the school in implementing behaviour management strategies, particularly in relation to their own child.</li> <li>▪ Ensure that the physical and emotional condition of their children is at an appropriate level for effective class participation.</li> <li>▪ Ensure that their children are provided with appropriate materials to make effective use of the learning environment.</li> <li>▪ Support the school in providing a meaningful and adequate education for their children.</li> <li>▪ Inform the school about bullying when appropriate.</li> <li>▪ Inform the school of culturally sensitive issues and special needs.</li> </ul>

All children are expected to follow the school rules.

#### SCHOOL RULES:

1. We treat people fairly, respectfully, equally and with consideration for their feelings.
2. Our teachers have the right to teach.
3. Our students have the right to learn.
4. We act carefully and sensibly in the school environment.
5. We do not take other people's property.
6. Hats are always worn outside.
7. We obey the laws of Western Australia.



## **A WHOLE SCHOOL APPROACH TO DEVELOPING A POSITIVE CULTURE**

At Ardross Primary School we will be aiming to develop students' interpersonal and citizenship skills as key parts of the school curriculum.

These skills are to be addressed through the use of contemporary programs to better enhance students' skills of cooperation, tolerance and assertiveness. Activities will be conducted in each class and across the school as part of work done in the Health and Physical Education and Humanities Learning Areas.

Parents will be informed via their teacher as well as through communications vehicles such as the school newsletters and other communication processes of positive approaches to behaviour development and management of students.

### **POSITIVE REINFORCEMENT OF APPROPRIATE BEHAVIOUR**

The school has a number of strategies in place to encourage and reward students for taking responsibility for their own behaviour.

In kindergarten and pre-primary teachers will use a variety of strategies to acknowledge and encourage children. Some examples are:-

- Praise
- Verbal encouragement
- Listing student in the Class Positive Behaviour Record
- Certificates of achievement
- Stickers
- Prizes and stamps
- Positive notes to children and parents
- Star of the Week
- Visit to the Principal

# **PROCEDURES FOR MANAGEMENT OF INAPPROPRIATE BEHAVIOUR IN CLASS OF KINDERGARTEN AND PRE PRIMARY STUDENTS**

The following procedures are used only when inappropriate behaviour is evident.

## **1. Proximity Praise/Reward**

Where a student is misbehaving, praise at least one other student who is in close proximity for behaving appropriately; praise the misbehaving student immediately they do something appropriate; prompt or redirect the student to return to the appropriate behaviour; check that the student can cope with the activity; quietly enquire as to the reason for the misbehaviour.

## **2. Rule Reminder and Warnings**

Referral to displayed rules. Reinforcement or questioning of class rules.

Verbal reprimands according to individual classroom procedures if inappropriate behaviour continues. Stating the problem and clearly stating required behaviour.

## **3. Loss of Privilege**

When warnings are not heeded or a rule is consistently broken the student may lose a privilege. For example, remove from current activity: games, special activities.

## **4. Isolation in Class (Time-Out)**

Further infractions of class rules leads to a student being isolated from other students/teachers attention in the classroom to think about their behaviour.

## **5. Time in Buddy Teacher's Room**

Students spend a short time supervised by a buddy teacher. Parent to be notified if this occurs

## **6. Non-attendance**

This action is only for extreme cases. The Principal advises Caregiver(s) that their child cannot attend the session the following day or part of the day.

## **Implementing Individual Behaviour Plans**

Individual behaviour management plans are to be established when a student requires additional support to meet their individual needs or to modify their behaviour.

Individual behaviour management plans must be documented to make clear the behavioural issues that are being addressed, desired outcomes, strategies to be used and the effectiveness of the strategies.





## 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 their child/ren's school.

### **How our School Communicates With Parents:**

Communication will take place in many different forms

- Regular information about the school through newsletters
- Keepsake File displaying student progress each semester for Kindergarten
- Formal Written Reports (Years K-6)
- P & C Meetings (Monthly)
- Parent Roster
- School Board Meetings weeks 4 and 8
- Parent Information Evenings (Early Term I)
- Parent-teacher interviews (as required)
- Notes and letters
- Surveys
- Annual Report
- Displays of children's work
- Assemblies (at least one per class each year from PP to Year 6)
- Special events and celebrations (eg Presentation Night in December)
- Parent information booklets
- Parent information sessions

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.

### ***Newsletter***

The newsletter is published on the School Website every fortnight on a Wednesday. Parents who do not have access to the internet may request a copy to be sent home with the eldest child in their family. Newsletters are numbered so that parents will know if a copy has been missed. Spare 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.

### **Assemblies**

At least two School Assemblies are held each term. Parents are invited to class assemblies. Each class from Pre-Primary to Year 6 will conduct an assembly each year. Assemblies usually take place on Tuesday afternoon commencing at 2.15pm. Parents and friends are most welcome to attend. Notification of Assembly dates is made in the newsletter. Merit Awards are presented to students from each class in Pre Primary to Year 6 at these Assemblies. Items are also performed by designated classes on a scheduled basis. Teachers will notify parents when their child is to be a recipient of an Award. The names of the certificate winners will also be published in the newsletter.

An afternoon tea for parents is held before the parent assembly and is coordinated by the parent contacts for each class.

### **Reporting – Keepsake files**

Keepsake files are sent home each semester and include work that gives an indication of the student's progress.

Students in Kindergarten will have completed activities placed in the Keepsake files. Kindergarten students will not receive formal written reports although they will receive a school produced report.

Keepsake files will focus on the outcomes students are achieving, particularly in the areas of:

1. Physical Development
2. Knowledge and Understandings
3. Literacy
4. Numeracy
5. The Arts
6. Social and Emotional Development

A Keepsake file provides a record of a child's learning throughout the year. The samples of work will:

- reflect a child's progress and achievement;
- encourage the child to take responsibility and have pride in his/her work; and
- provide parents and guardians with the opportunity to be involved in and informed of their child's learning.

The work presented in this file is not always your child's best work but shows how they are developing.

### **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 and is necessary so that interruptions to class work can be kept to a minimum and to enable 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.**

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

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 the student's portfolio or progress report.



### **Parents & 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 on the weekly newsletter.

The P & C Assoc 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 one dollar. The school's Principal and teachers may also participate. They are ex officio members with the right to vote on all matters other than the election of parent representatives for the School Council. The Principal is an ex officio executive committee member of the Association.

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 would be 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 established by the principal of a school. The establishment of a Board ensures that the school can have a formal structure which provides opportunities for parents, staff and others to work together on:-

- compiling and assessing the School's Business Plan and be involved with staff to decide on School Priorities.
- clarifying important issues with staff that occur throughout the year.
- formulating, with staff, broad policies for the smooth running of the school.
- aspects relating to Finance, Grounds and Safety 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 influence curriculum matters or the operation of the staff.

### **Other Information Available From Our School:**

- School Plan
- Annual Report
- Information on Department of Education and school policies and policy changes
- Student Behaviour Management and Development 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 booklist
- 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, 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 Inquiries, Concerns, Requests or Complaints**

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

*Our school will maintain processes to ensure inquiries, 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 across the Department of Education & Training. This policy 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.

### Principles underlying the policy

- In all matters the educational well-being of students is the first priority.
- All persons in the school community including students, parents, administrators, teachers and support staff, have a right to be treated with respect and courtesy.
- Parents and community members are able to raise concerns and make enquiries, requests or complaints about any aspect of school life and have them dealt with fairly and promptly.
- Processes for managing inquiries, concerns, requests or complaints are straightforward, reflect principles of natural justice and operate within the regulatory framework of the Department of Education and Training of Western Australia.

## **Advice For Parents and Guardians - What Can Parents do if They Have a Problem?**

- Many problems can be solved by seeking information as early as possible. If parents have any questions or concerns about their child's progress, or any other issues, they should contact the class teacher. The best way to do this is to contact the school office to arrange a mutually-convenient time for a telephone conversation or meeting.
- Interpreters and English as a Second Language Teachers, and Teacher Assistants can be available to assist parents in communicating with our school. Please contact the school or the local district education office if you would like the assistance of an interpreter.
- Parents have the opportunity for greater involvement in the school through the School Board and Parents and Citizens' Association. These provide the opportunity for parents to express opinions on policy issues in the school.

## **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, a query, request or a 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.

## **Recommended Procedures for Parents & Guardians in Raising Concerns or Complaints**

### **School-level resolution**

#### *Stage 1: Discussion with relevant staff member*

Contact the class teacher or other relevant staff member to discuss the concern/complaint. This is best done by making an appointment through the school office. The staff will work with you to resolve the problem.

#### *Stage 2: Review or investigation at the school level*

Contact the principal who will work with you and the staff member to resolve the problem if your initial meeting with the relevant staff member did not resolve the issue. You may wish to formalise your concern/complaint. To do this, you may write to the principal who will acknowledge the letter with a written reply as soon as possible, even if a resolution is not available at this stage.

The principal will consider the issue and identify what action is to be taken and by when, and will clarify the process if a formal complaint is to proceed.

This action and timeline will be confirmed with you in writing.

*Note:* You should be aware that when a formal concern/complaint is made in writing about the performance of an individual staff member, that staff member will receive a copy of the document.

### **Regional-level resolution**

#### *Stage 3: Regional resolution*

If resolution is not reached at the school level, contact the Coordinator of Regional Operations at your Regional education office for assistance in resolving the issue. This will involve an independent review of the situation and may include mediation.

### **Formal complaints**

#### *Stage 4: Central resolution*

In those exceptional circumstances where a formal process is required, the parent or principal can forward a complaint to the Director-General of Education, Department of Education.



### ***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	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	Canteen	P & C
8	Fundraising – Whole school	P & C
	Fundraising – Class based	Teachers
9.	Contributions & Charges Policy	School Board Representatives
	Contributions & Charges Payments	School Registrar & Principal
10.	Excursions/Incursions & Camps	Teachers
11.	Newsletter	Office Staff & Principal

***Thank you for taking the time to read this Kindergarten and Pre Primary Handbook. May we suggest that you keep it for future reference.***



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