

# Community Handbook 2025



## *Vision of Ardross Primary School*

**"To provide an inclusive, collaborative and dynamic learning environment where students are enriched with the values and skills to become active citizens; sensitive to the importance of sustainability and to our changing world."**

**An Independent Public School**

	<b>Page</b>
<b>Welcome to Ardross Primary School</b> .....	3
<b>School Essentials</b>	
General Information.....	4
School Hours / Kindergarten Schedule /Term Dates 2025	
School Administration and Executive Team.....	5
School Staff Profile	
School Business Plan 2024-2026 / School Annual Report	
Factions.....	6
Uniform Shop	
Assemblies	
Personal & Lost Property	
<b>Enrolment &amp; Administration</b>	
Enrolment Information.....	7
Student with Special Educational Needs	
Up-to-date Records	
Child Health Information	
Access Rights.....	8
Visitors on School Premises	
Leaving School Grounds (Children)	
Voluntary Contributions & Charges / School Payments .....	9
<b>School Community</b>	
School Board	
Parent & Citizens Association (P&C)	
Student Leadership	
Parent/Community Help .....	10
<b>Communication</b>	
Leaving Messages During School Hours	
Methods of Communication / Connect / Website / Newsletter	
Parent Information Evenings.....	11
Parent Teacher Interviews	
Presentation Night	
Parent Channels of Communication .....	12
<b>Teaching &amp; Learning</b>	
Curriculum	
Play and Kindergarten Program	
English as an Additional Dialect (EAL/D) .....	13
Physical Education	
Reporting to Parents	
Instrumental Music School Service (IMMS)	
Primary Extension and Challenge (PEAC) .....	14
Swimming In-Term Lessons	
Library	
<b>Policies &amp; Procedures</b>	
Attendance	
Positive Behaviour Support (PBS) .....	15
Dress Code	
Sun Smart	
Getting to School	
Dogs at School .....	16
Student Health Care and Wellbeing	
Mobile Phones at School.....	18
School Map.....	19

## **Welcome to Ardross Primary School**

As a school we are proud to provide 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.

Students Health and 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 Student Wellbeing Officer. 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 2025 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 Essentials

### General Information

<b>Address:</b>	46 Links Road, Ardross 6153
<b>Telephone:</b>	(08) 9263 1350
<b>Email Address:</b>	<a href="mailto:ardross.ps@education.wa.edu.au">ardross.ps@education.wa.edu.au</a>
<b>Website:</b>	<a href="http://www.ardrossps.wa.edu.au">www.ardrossps.wa.edu.au</a>
<b>Office Hours:</b>	Monday – Friday 8:15am – 3.30pm (closed for school holidays)

### School Hours

<b>School Gates Open</b>	8.15am	Children arriving between 8:15 - 8.35am sit outside their classroom as they cannot otherwise be safely supervised.  The school offers before and after school care through OSHClub. Information relating to this can be obtained online through their website at <a href="http://www.oshclub.com.au">www.oshclub.com.au</a> , at the OSHClub classroom before or after school or from the front office.
<b>Classrooms Open</b>	8.35am	
<b>Learning Commences</b>	8.55am	
<b>Recess</b>	11.00 – 11.20am	
<b>Lunch</b>	12.20 – 1.05pm	
<b>Learning Finishes</b>	3.10pm	
<b>School Gates Close</b>	3.30pm	

### Kindergarten Schedule

<b>Kindy A</b>	Monday & Tuesday - 8.55am to 3.10pm Wednesday - 8.55am to 3.10pm [odd school week]
<b>Kindy B</b>	Thursday & Friday - 8.55am to 3.10pm Wednesday - 8.55am to 3.10pm [even school week]

### Term Dates 2025

Semester 1		
Term 1	Wednesday 5 February - Friday 11 April	
Term 2	Monday 28 April – Friday 4 July	
Semester 2		
Term 3	Monday 21 July – Friday 26 September	
Term 4	Monday 13 October – Thursday 18 December	
2025 School Development Days (Students do not attend school on these days)		
Monday 3 February	Tuesday 4 February	Tuesday 3 June
Monday 21 July	Monday 10 November	Friday 19 December
Public Holidays		
Labour Day Monday 3 March	Good Friday Friday 18 April	Anzac Day Holiday Thursday 25 April
WA Day Monday 2 June	King’s Birthday Monday 29 September	

## School Administration and Executive Team

The School Administration and Executive Team guide the school operations. The 2024 team is comprised of:

- **Principal** - Sue Mikkelsen-Taylor
- **Deputy Principals** – Fiona Schaper and TBA
- **Manager Corporate Services** – Denise Moore

All final decisions rest with the Principal, who is responsible for:

- the educational leadership, operation and management of the school;
- delivering education programs that meet the needs of students and are in accordance with requirements of the School Curriculum and Standard Authority Act 1997;
- ensuring the safety and welfare of students on school premises, and away from the school premises but on school activities, so far as can be done reasonably;
- ensuring appropriate standards of academic and non-academic achievement;
- articulating how the financial and human resources will be used to deliver the educational program;
- developing a workforce plan encompassing future needs and;
- compliance with all legislation.

## School Staff Profile

Ardross Primary School has a variety of staff who provide a range of services across the school. Our team can be classified in the following four areas:

**Executive/Administration Team:** This team includes our Principal, Deputy Principals and Manager Corporate Services. This team is responsible for the key operations of the school.

**Teaching Staff:** Our teaching staff are all trained teachers and include both classroom teachers and specialist teachers who provide instruction to students.

**Non-Teaching Staff:** Our non-teaching staff support teachers in their class instruction and assist with varied operational activities at the school. Non-teaching staff members include education assistants; school office administration staff, cleaners, and a gardener.

**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

**Student Wellbeing Officer:** The school has access to a Student Wellbeing Officer, Ms Rhonda Miller, for three days per week. The Student Wellbeing Officer is part of our Student Services team and can be found in the room next to Room 10. Ms Miller is able to help students with peer mediation, problem solving and emotional support. She offers practical support to students who are at risk.





## School Business Plan 2024-2026

Ardross Primary School has a comprehensive three-year Business Plan (2024 - 2026) that is supported by annual Implementation Plans. These plans provide directions the school will follow to ensure ongoing improvement. A copy of the plan is available via the school website and on Connect

## School Annual Report

Each year Ardross Primary School publishes an Annual Report to provide information to parents and the community on the progress the school has made in achieving its vision.

Key areas of the report include:

- annual highlights
- enrolment data
- attendance data
- school performance data.

A copy of the plan is available via the school website and Connect.

## Factions

All children from Pre Primary to Year 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.

## Uniform Shop

The uniform shop is run by the Ardross Primary School P&C with the help of volunteers. It is open every second Thursday between 8:30 – 9:30am. If you are not able to attend the opening hours, orders can be made online at <https://ardrosspandc.square.site/uniforms>.



## 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. Parents and friends are most welcome to attend. Notification of assembly dates is made in Term Planner.

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.

## Personal & Lost Property

Children should not bring iPods, electronic games, 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.

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.



## **Enrolment and Administration**

### **Enrolment Information**

Ardross Primary School offers classes from Kindergarten to Year 6. Students are accepted for enrolment at Western Australian schools if they live within the school's local intake area:

[http://www.det.wa.edu.au/schoolsonline/local\\_intake.do?schoolID=5269&pageID=SP09](http://www.det.wa.edu.au/schoolsonline/local_intake.do?schoolID=5269&pageID=SP09)

General information for parents regarding how public schools prioritise and manage student enrolments is available through the Department of Education's website:

<https://www.education.wa.edu.au/web/our-schools/enrolling-in-school>

Please make an appointment through reception for the principal to take you on a school tour.

All new families are required to complete an *Application for Enrolment*, which is reviewed by the School Principal. Please provide the following items with the application:

- birth certificate / passport
- visa (if applicable)
- Australian childhood immunisation register (ACIR) history statement (immunisation record). Telephone 1800 653 809 or visit <https://www.mygov.au> to request your child's ACIR Statement
- proof of address (purchase or rental agreement and current utility account which includes your name and address).

Once the *Application for Enrolment* form is complete with all attached documentation, it is signed off by the Principal. If your application is successful, you will then be asked to complete a *Student Enrolment Form* at the school. This form is included in a separate package of information.

For further information about receiving an application and enrolling your child at Ardross Primary School, please contact the school by phone (08) 9263 1350 or email [ardross.ps@education.wa.edu.au](mailto:ardross.ps@education.wa.edu.au).

### **Students with Special Educational Needs**

Parents of students with special education needs are asked to contact the school and discuss the needs of their child at enrolment to ensure the most appropriate program is put in place to meet the needs of their child.

### **Up to Date Records**

It is essential that all student information provided is accurate and current. All medical information needs to be correct at time of enrolment to enable the school to create an emergency response plan if one is required.

Students' welfare is our highest priority. It is vital that in an emergency, we are able to reach parents immediately. Should parents be unavailable, the emergency contact supplied will be called. Therefore, it is important that this contact information is kept updated. If there are changes of address, telephone number, emergency contacts or medical details please ensure that the school is notified immediately.

### **Child Health Information**

When enrolling your child/ren the school must sight a recent copy (printed within two months) of each student's immunisation record (ACIR history statement) at the time of enrolment. A child's immunisation is expected to be up-to-date upon entry to school. These include Measles, Mumps, Rubella, Polio, Whooping Cough, Diphtheria and Tetanus. Immunisations can be obtained from your local GP or through the local Council Clinic.

When enrolling your child, you will be asked to:

- provide a copy of your child's immunisation record (ACIR history statement). Telephone 1800 653 809 or visit <https://www.my.gov.au> to request your child's ACIR Statement
- complete a Student Health Care Summary form which provides an overview of your child's health care needs and information for use in a medical emergency
- complete, sign and return on or more specific health care plans if the Health Care Summary indicates your child requires support at school
- ensure that any medication and equipment you provide for your child is up to date and in good working order.

**NOTE:**

- You may wish to meet with school staff to discuss your child's health care plan, particularly if staff need to be trained to support your child.
- Some health care plans for serious conditions require a medical practitioner's signature. It is important to arrange this as soon as possible.

## Access Rights

Parents and carers are advised that the School Education Act obliges parents to inform schools of any Family Court Orders or other orders which are applicable to their children. A copy of a Family Court Order must be supplied to the school so staff members are aware of family arrangements, restricted access, etc. Documentation is required otherwise both parents will have equal rights of access.

## Visitors on School Premises

All visitors on the school premises are required to sign in and out using the designated iPad at the Front Office.

The **Working with Children (WWC)** Check is a compulsory criminal check for many people who work with children in Western Australia. The WWC Check is often required in addition to the Nationally Coordinated Criminal History Check.

Parents volunteering day to day at their child's school are exempt from applying for a WWC Check in most situations, including volunteering in the canteen or uniform shop. There may be situations where a parent volunteering at the school requires a WWC Check. For example, a parent conducting one on one reading with the same student over a period of time would be considered to be a mentor or coach, and therefore would be required to apply for a WWC Check under 'category 4 - a coaching or private tuition service of any kind'. Parent volunteers must complete the Parent and Child Volunteer Declaration Form to commencing volunteer work. If a parent has declared they have been issued with an Interim Negative or Negative Notice, Principals will advise them that they cannot volunteer at the school. If you are not sure if a parent volunteering at your school requires a WWC Check, contact the Standards and Integrity Directorate for more information.

Please see link below for further information:

<https://www.wa.gov.au/organisation/departments-of-communities/working-children-check-who-needs-wwc-check>

## 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 through the Front Office, using the tablet provided to do so and collecting a leave pass as they do so. 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.

## Voluntary Contributions and Charges

The determination of voluntary contributions and charges has been approved by the School Board. The 2025 Voluntary Contributions & Charges can be downloaded from the school website:

<https://www.ardrossps.wa.edu.au/page/172/School-Charges-and-Voluntary-Contributions-2025>

Voluntary payments are requested from parents and go towards the cost of materials, services and facilities used by our students. Whilst contributions are voluntary, the quality of our teaching and learning program is enhanced when each family contributes to supplementing received school funding.

Student participation in extra-curricular and/or optional school events and activities is conditional on payment of costs by the nominated due date.

## School Payments

Payments to the school can be made through the Front Office using one of the following methods:

➤ EFTPOS	➤ Cash	➤ Qkr! App
----------	--------	------------





## **School Community**

### **School Board**

The Ardross Primary School Board works in partnership with the Principal to shape and review our strategic directions and priorities. It assists in:

- Developing & reviewing the school's Business Plan
- Monitoring school performance
- Reviewing & approving aspects of the school budget and charges
- Establishing & reviewing the school's objectives, priorities and general policy directions

In addition, the School Board act as ambassadors and advocates for the school. Board members bring ideas, expertise and community voice to support the Principal and strengthen our school's capacity to meet the needs of our students.

Further information on our School Board is available on the school website:

<https://www.ardrossps.wa.edu.au/page/62/School-Board>

### **Parent and Citizens Association (P&C)**

The Ardross Primary School Parents and Citizens Association provides parents with an opportunity to learn about the school's policies and programs, bring parents together to share information and views and assist the school in building positive engagement with students.

The objectives of a P&C Association are to promote the interests of the school through:

- cooperation between parents, teachers, students and members of the general community;
- assisting in the provision of resources, facilities and amenities for the school and;
- the fostering of community interests in educational matters

Each class has a dedicated P&C Representative contact person to assist with welcoming new families and building school/community relationships.

Further information on the Ardross PS P&C Association is available on the school website:

<https://www.ardrossps.wa.edu.au/page/91/Parent-and-Citizens---P&C>

### **Student Leadership**

Ardross Primary School values student leadership. We have various opportunities for our students to lead within the school. These include Year 6 Councillors, Faction Captains, Environmental Councillors, Literacy Captains, ICT Captains, Music Captains & Arts Captains.

### **Parent / Community Help**

Parent assistance in classrooms and with school activities is always very welcome. Contact your child's classroom teacher or watch for notes via Connect or in the school newsletter asking for assistance with special school events.

Parents working with children in the classroom are required to complete a Department of Education Confidential Declaration, which is available from the school office. In some cases, there may be a need to obtain a Working with Children (WWC) Check. Information on these requirements is also available from the school office.



## **Communication**

The staff at Ardross Primary School value positive partnerships with parents and the school community. We will continue to provide opportunities for parents to connect and communicate with the school.

A connected network of digital mediums enhanced by various opportunities to engage face-to-face enhance the valuable two-way communication that is necessary between parents and the school. We encourage all parents to be strong partners in their child's education and encourage you to be involved in school activities.

Where appropriate, teachers should be your first point of call to discuss most issues concerning your child's learning at school. Often speaking promptly with the classroom teacher greatly assists in working through any issue and a satisfactory outcome is achieved for all. If you have any concerns during the year regarding your child, we would appreciate if these issues are relayed to your child's teacher or please email the school at [ardross.ps@education.wa.edu.au](mailto:ardross.ps@education.wa.edu.au) as soon as they arise. Please do not contact staff after 4.00pm. You will find that there is often a simple solution. If you require a more detailed discussion, please feel free to make an appointment.

## **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.

## **Methods of Communication**

Our school utilises the following methods of communication to engage with families and the wider school community:

- Connect
- School Website
- Facebook
- Newsletter

Further details on the implementation of these communication methods is outlined in our school's Communicating with the School Community policy which is available through our school website:

<https://www.ardrossps.wa.edu.au/page/60/Policies-&-Guidelines>

## **Connect**

At Ardross Primary School we use the Connect platform to communicate with parents and students. It is a free and secure teaching and learning platform supported by the Department of Education. Staff, parents and students can access it anywhere, at any time and on any device. If you are having problems receiving notices please contact reception.

## Website

Our Ardross Primary School website is a central point for a wealth of information about the school. This is an excellent communication tool. Newsletters can also be accessed here.

## Newsletters

The newsletter is posted on our website every month and is also sent to parents via Connect. 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.



## 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.

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:

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

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

## Presentation Night

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.

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.

## 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 Behaviour issues in the school yard	Teacher 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 Dress Code purchases	School Board Representatives P&C – Uniform shop
7	Fundraising – Whole school	P & C
8	Contributions & Charges Policy Contributions & Charges Payments	School Board Representatives School Registrar & Principal
9	Excursions/Incursions & Camps	Teachers
10	Newsletter	Office Staff & Principal

## Teaching & Learning

### Curriculum

The Early Years learning framework provides the principles, practice and outcomes for the Kindergarten curriculum.

The Pre-Primary to Year 10 Western Australian curriculum provides a coherent and comprehensive set of prescribed content and achievement standards which all Western Australian schools use to plan student learning programs, assess student progress and report to parents.

The Western Australian curriculum currently encompasses English, Mathematics, Science, Humanities and Social Sciences, Health and Physical Education, Technologies and The Arts. The Western Australian Curriculum remains broadly consistent with the Australian curriculum but have been contextualised to make them more suitable for Western Australian students and teachers. In addition, schools provide a Languages program (Japanese at APS) from Year 2 onwards.

### Play and the Kindergarten Program

Purposeful play is a powerful medium for learning. Children need opportunities to choose from a wide variety of activities, materials and equipment that will stimulate, challenge and involve them in interesting tasks. Experiences that we plan for the children will be open ended so that they can explore, create, change, build, construct, deconstruct, discover and investigate for themselves. The main aim of our program is to make your child's first contact with school a happy and satisfying experience, which will help to establish positive attitudes to learning. We aim to encourage the development of your child's confidence, concentration, social skills and oral language skills to foster their imagination and creativity and help build their self-esteem. By providing a rich variety of experiences, we feel the Kindergarten year will help to form a broad base on which to build your child's formal learning.

The Kindergarten program revolves around learning centres so that the children are able to make their own choices about where and how they will play. This also enables us to meet the needs of all the children and enhance individual learning styles as children go about their play-structured day. Within the program, structured activities are offered to increase participation.

Not only are these aims and objectives part of our philosophies of teaching, but they are also renowned as world's best practice and are embedded in The Early Years Learning Framework, The National Quality Standards and the West Australian Curriculum. These documents outline what children should know, understand, value and be able to do at their own level of development.

## English as an Additional Language/Dialect (EAL/D)

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 coordinator who assists teachers in developing, monitoring and assessing appropriate programs for these students, and an EAL/D education assistant who assists in the targeted teaching and community engagement.

## Physical Education



Our school is involved in a 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.

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.

## Reporting to Parents

At Ardross Primary School we believe assessment of learning is integral to the achievement of high quality learning outcomes. We are committed to providing clear and consistent reporting regimes. Reporting for Years Kindergarten to Year 6 includes:

- Semester Reports
- National Assessment Program Literacy and Numeracy (NAPLAN) for students in Years 3 and 5. Reports will be issued in Term 3
- Other methods of reporting will be used on a need's basis. They could be:
  1. Telephone discussions between parents and teachers and informal encounters and discussions.
  2. Parent teacher meetings that may include three-way conferences in which the children participate.
  3. Information sessions about the teaching and learning program, timed to suit the needs of each child or year group.
  4. Letters and other forms of correspondence from teachers and other school personnel to advise parents about successes or concerns

## Instrumental Music School Services (IMMS)

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.



## Primary Extension and Challenge (PEAC)

PEAC offers a supplementary program for gifted and talented students and provides them with the opportunity to extend, challenge and develop their thinking skills. Statewide testing is conducted with Year 4 students for the identification to the PEAC program in Years 5 and 6. Selection is based on results from assessment tests completed in Year 4 and other relevant information. PEAC students are given the opportunity to learn alongside their intellectual peers at PEAC, usually one morning or afternoon each week, during school time.

## 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.

## Library

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 for pleasure and for research purposes. The library is also open before school on Monday-Wednesday for Reading Club, and 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.

## Policies & Procedures

Key school policies are available on the school website –

<https://www.ardrossps.wa.edu.au/page/60/Policies-&-Guidelines>

## 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 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.

## 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.

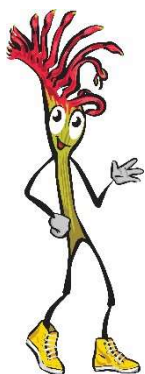
Kindergarten and Pre-primary must be dropped off and picked up at the classroom door with acknowledgement from the classroom teachers. Only adults with permission will be permitted to take a child home from school.

## Positive Behaviour Support (PBS)

Ardross Primary School is a WA Positive Behaviour Support school. PBS is a whole-school approach aimed at enhancing academic and behavioural outcomes for all students.

As a PBS school, we believe that through the implementation of proactive strategies and explicit teaching of expected behaviours we create a safe, positive learning environment. Students are engaged and successful, and appropriate learning and social behaviours are the norm.

Our school has identified four key expectations:



RESPECT



RESPONSIBILITY



RESILIENCE



SAFETY

## School Dress Code

All public schools are required to have a dress code, and students are required to comply with the code unless granted a specific exemption. Our dress code has been established by the staff and School Board for all students attending the school. Acceptance of enrolment at Ardross PS assumes that parents will support the school's dress code.

Our school uniform features a yellow polo shirt (which includes our school logo) and bottle green pants and jackets. Uniform items are available from the School Uniform Shop. 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.

The School Dress Code is available through the school website.

## 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.

## Getting to School

### Bicycles/Scooters

Students are encouraged to be active and ride their bikes if permitted by their parents. Bike and scooter racks are provided next to the oval shed. 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.)

### Parking - Kiss and Drive

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.

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.**

**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.

### Crosswalk

Two 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.

### Dogs at School

- Dogs, on a leash, are permitted on the school grounds at drop off and pick up time.
- Dogs are not permitted on school site during school time – 8.50am to 3.10pm. This includes sports events and special days.
- Please do not encourage interaction with other children. If the dog is unruly and a risk to community members, you will be required to remove the dog from the school.



### Student Health Care and Wellbeing

#### Healthy Food and Drinks Policy/Guidelines

As a school community we are committed to health promotion and believe that learning healthy eating habits commences early in life.

Guidelines are as follows:

- Educating students as part of the curriculum on making healthy food choices and developing healthy eating habits (eg: Health Education, curriculum, cooking classes, vegetable garden links, Crunch 'N Sip etc.).
- Providing information and resources (eg: pamphlets, posters) of a general nature to students and caregivers.

- The bringing of food to share with other students within the classroom is not permitted. This has implications under the healthy choices policy, under food preparation and the approach to a large number of students with a wide variety of allergies. Classroom rewards provided to students are not to include food.
- Students are encouraged to take home food not eaten at school to ensure caregivers are aware of their eating habits during the school day.
- Parents are encouraged to provide a variety of healthy lunches, snacks and drinks as outlined in the healthy eating traffic light system, packed in appropriate reusable containers appropriate to the season. Use of cooler packs is encouraged during summer.
- Parents are encouraged not to give children foods containing nuts or peanuts to be consumed at school.
- Students are encouraged to drink plenty of water through the day, especially during the summer months.

**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.

### **Student Illness 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 office 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 the student out using the Tablet provided. 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 and not out of date.

### **Communicable Diseases**

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.

## Mobile Phones in Schools Policy

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose. It is important to note that it is not a requirement at Ardross Primary School for students to have a mobile phone at school.

Ardross Primary School recognises that an increasing number of parents/carers who for safety, security and/or emergency purposes wish to provide their children with mobile phones. This policy details the conditions under which mobile phones are permitted at Ardross Primary School. The full policy is in Connect.

***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.***





