

# Community Handbook 2021



## *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**

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## 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 school chaplain. This inclusive program enables us to encourage a collective effort to optimise the social, emotional, and academic outcomes of all of our students.

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

Ardross Primary School is an inclusive, dynamic community. We are proud of our cultural diversity which includes students from many nationalities. There are many opportunities for parental involvement. An active P&C Association and School Board works tirelessly for the benefit of our students. We will often ask for family help within the classes and our special events.

I would like to encourage each parent/guardian to stay active in their child's education. I certainly realise that many of you lead busy lives and it is often difficult to volunteer at school. However, taking just a few minutes in the evening to read to your child, talk with your child about school, or simply see that your child is organised for the next school day can have great benefits. I hope that through your participation and interest you will come to feel very much a part of our school and its community. Enjoy 2021 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**



## Ardross Primary School

**Phone** 08 9364 2771  
**Address** 46 Links Road Ardross 6153  
**Website** [www.ardrossps.wa.edu.au](http://www.ardrossps.wa.edu.au)  
**Facebook** [Ardross Primary School Facebook](https://www.facebook.com/ArdrossPrimarySchoolFacebook)

## School Hours

**Opening** 8.55am - Classrooms are open from 8.35am to allow students to organise themselves, ready for the day.  
**Recess** 11.00am – 11.20am  
**Lunch** 12.20pm – 1.05pm  
**Closing** 3.10pm

Children are not expected to be on site before 8.35am as they cannot be safely supervised. Parents who find it necessary to send their children to school before this time are asked to make arrangements with the school administration. The school offers before and after school care through OSHClub. Information relating to this can be obtained online through their website at [www.oshclub.com.au](http://www.oshclub.com.au), at the OSHClub classroom before or after school or from the front office.

## Kindergarten

<b>Room 11/12</b>	<b>Kindy A</b>	Monday & Tuesday 8.55am – 3.10pm Wednesday 8.55am – 3.10pm [odd school week]
	<b>Kindy B</b>	Thursday & Friday 8.55am - 3.10pm Wednesday 8.55am - 3.10pm [even school week]

## Term Dates 2021

Semester 1		
Term 1	Monday 1 February – Thursday 1 April	
Term 2	Monday 19 April – Friday 2 July	
Semester 2		
Term 3	Monday 19 July – Friday 24 September	
Term 4	Monday 11 October - Thursday 16 December	
2021 School Development Days (Students do not attend school on these days)		
Thursday 28 January		Friday 29 January
Monday 19 April		Friday 4 June
Friday 12 November		Friday 17 December
Public Holidays		
Labour Day Monday 1 March	Good Friday Friday 2 April	Easter Sunday & Monday Within school holidays
Anzac Day Holiday Monday 26 April	WA Day Monday 7 June	Queen’s Birthday Within school holidays

## School Background

Ardross is nestled between Applecross, Mt Pleasant and Booragoon with a catchment area of predominantly professional and business families. The school opened in 1961 with four classrooms and 119 students and has varied in size up to 600. Ardross Primary School is classified as a Level 5 school with 400 students from Kindergarten to Year 6 enrolled for the start of 2021. The school is situated on the same street as Applecross Senior High School. Many students continue their outstanding progress in the primary years by also excelling in Years 7-12 at Applecross Senior High School. Ardross Primary School commands a healthy respect in the local community and has a reputation for providing high quality and enjoyable educational experiences and being supportive of all students' needs.

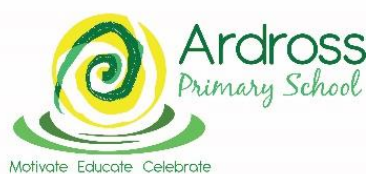
## Play and the Kindergarten Program

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, destruct, 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, they are 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.

## School Logo



### **Inspiration: Australian natives, higher order thinking and young energy**

- The spiral element represents 'thought' and higher order thinking
- The intertwining of the lines are about working together as a team, moving together from a simple thought to a bigger idea
- There's a feeling of the lines moving inside the circle, then branching out beyond the solid base. This signifies the journey and growth of a student as they enter, grow and then leave the school community for the wider world.
- The stem and the leaves of all Australian flora are the inspiration used to represent the support network that gives Ardross PS its strength.
- The base of the logo - 'the nest' represents both the strong and solid foundations, as well as the soft and flexible support of the school community. This element of the logo represents the teachers, parents and families who all help to hold this structure in place.

## School Administration and Executive Team

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

- **Principal** - Sue Mikkelsen-Taylor
- **Deputy Principals** - Robert Marshall and Alice Chesterfield
- **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 Board

Our Board is the school's peak governing body with members elected by the school community. The Board is comprised of:

- School Principal
- Parent / community representatives
- School staff representatives

Board Functions Boards take part in:

- establishing and reviewing from time to time, the school's objectives, priorities and general policy directions (SEA s.128(a)(i));
- the planning of financial arrangements necessary to fund those objectives, priorities and directions (SEA s.128(a)(ii));
- evaluating the school's performance in achieving them (SEA s.128(a)(iii)); and
- formulating codes of conduct for students at the school (SEA s.128(c)).

Boards approve:

- charges or contributions determined by the Principal for the provision of certain materials, services and facilities (SEA s.99(4));
- costs determined by the Principal to be paid for participation in an extra cost optional component of the school's educational program (SEA s.100(3));
- items determined by the Principal to be supplied by a student for the student's personal use in the school's educational program (SEA s.108(2)) and;
- agreements or arrangements for advertising or sponsorship in relation to a government school (SEA s.216(5)).

Boards determine:

- in consultation with students, their parents and staff, a dress code for students when they are attending or representing the school (SEA s.128(d)).

Boards provide advice to the Principal of the school on:

- a general policy concerning the use in school activities of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education
- allowing time for the special religious education of students in the school, but the total number of hours so allowed in a school year is not to exceed 40 (SEA s.69(2)); and
- physical and financial resources.



Boards promote:

- the school in the community.

Additional Functions IPS Boards take part in:

- the local selection process of, but not the appointment of, the School Principal or any other member of the teaching staff

## 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



## 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 in charge of 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

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

**School Nurse:** A visiting Health Department Nurse services the school on an infrequent basis. Routine testing is carried out, with parental consent, for pre-primary students' levels of hearing and vision and Year 1 hearing and vision.

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

## Student Leadership

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

## Ardross Primary School Business Plan 2021-2023

Ardross Primary School has a comprehensive three-year Business Plan (2021 - 2023) that is supported by annual School Operational Plans. These plans provide directions the school will follow to ensure ongoing improvement. A copy of the plan will be 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 will be available via the school website and Connect.

## Enrolment Process

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 (currently 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) 9364 2771 or email [ardross.ps@det.wa.edu.au](mailto:ardross.ps@det.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.

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.

Students' welfare is our highest priority. If there are changes of address, telephone number, emergency contacts or medical details please ensure that the school is notified immediately.

## 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.

## Child Health Information

When enrolling your child/ren the school must sight a copy 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.

## Attendance

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

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

an unsatisfactory attendance pattern has developed, the Deputy Principal responsible for attendance will contact parents or caregivers directly.

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

### **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.

### **Valuing 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 will 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.

Details of specific parent and community engagement events and activities will be communicated via assemblies (Pre-primary to Year 6), newsletters, Connect and the Term Planner.

### **Talking to Your School**

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 it if these issues are relayed to your child's teacher or please email [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 are in need of a more detailed discussion, please feel free to make an appointment. Ardross Primary School has adopted CONNECT (the Department of Education's integrated online environment) as a key communication tool.

### **P&C Class Representatives**

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

### **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.

## 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:

- formal reports on a semester basis
- 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 needs 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

## 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 syllabuses remain 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.

## 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. State wide 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. NOTE: While PEAC is a supplementary program for gifted and talented students, staff at Lake Gwelup Primary School are confident and competent in providing in-school opportunities for the extension, challenge and development of critical thinking skills.

## School of Instrumental Music (SIM)

A musical aptitude test for all Year 2 to 5 students is conducted at the end of each year. From the results of this test, selected children are offered the opportunity to participate in the instrumental music program. The

range of instruments offered through visiting instrumental music teachers, from the Instrumental Music School Services:

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

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

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

### 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 teacher, Mrs Riley, who assists teachers in developing, monitoring and assessing appropriate programs for these students. Mrs Riley is assisted by an education assistant Mrs Chee. Mrs Riley can be accessed through the classroom teacher or the front office.

### Physical Education and Sport Program



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.

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

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

### Sport Factions

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

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

Faction shirts can be purchased from the uniform shop.

### History of Faction Names

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

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

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

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

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

### Swimming – In Term Lessons

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



### Swimming - Vacation Lessons

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

### Library

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

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

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

### Book Club

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

### School Contributions and Charges

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





## Code of Behaviour - Student Behaviour Education and Development Guidelines

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

## 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.

## Staff Meetings

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

## Supervision at School

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





## Recess and Lunch

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

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

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

## Leaving the School Grounds (Children)

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

## 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.

## Personal Property

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

## Lost Property

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



## 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.

## 40 Kph Zone

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

## Crosswalk

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

## Bicycles/Scooters

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

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

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

## No Smoking Policy

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

## Dogs at School

- Dogs, 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 – 8.50-3.10. 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.

## Visitors on School Premises

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

## Student Health Care and Well Being

### Sickness or Injury

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

Adults collecting sick or injured children are asked to enter the office and sign 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.

### Infectious Diseases/Problems

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

- **Chicken Pox:** Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.
- **Conjunctivitis:** Exclude until discharge from eyes has ceased.
- **Impetigo:** (School sores) Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
- **Influenza:** Exclude until well.
- **Measles:** Exclude for at least 4 days after onset of rash.
- **Mumps:** Exclude for 9 days after the onset of swelling.
- **Pediculosis:** (Head Lice): Readmit the day after appropriate treatment has commenced and all eggs removed.
- **Ringworm:** Readmit the day after appropriate treatment has commenced.
- **Rubella (German Measles):** Exclude for at least 4 days after the onset of rash.
- **Scabies:** Readmit the day after appropriate treatment has commenced.
- **Whooping Cough:** Exclude the child for 5 days after starting antibiotic treatment.

### Head Lice Policy

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

## Sun Smart – Hats

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

## How our School Communicates with Parents

	Website	Connect	Facebook	Other	Who?
Business Plan	☐	☐		Schools Online Classrooms Reception Webpage	Principal Communications Officer School Officer
Annual Report	☐	☐		Schools Online Reception School Board Webpage	Principal Communications Officer School Officer
Newsletter	☐			Email Webpage	Communications Officer School Officer
Operational Information (as required)		☐			Principal Deputy Principals Teachers
Strategic Information (as required)	☐				Principal Communications Officer
Celebrating Teaching & Learning			☐	Newsletter Facebook	Communications Officer Principal
Individual Student Reports		☐		Email	Deputy Principal (Curriculum)
School Board Meetings/ Information	☐			Newsletter Webpage	School Board Chairperson Principal
Parent & Citizens' Association (P&C) Meetings/ Information				Newsletter P&C Facebook Noticeboards	P&C Executive P&C Representatives
Parent Information Meetings – Conversation Café		☐		Newsletter Connect Webpage	Principal
Parent/Teacher Evenings		☐		Newsletter Letters	Principal Teachers
Surveys				Newsletter Email	Principal Communications Officer

School Assemblies	☐		☐	Newsletter	Assembly Coordinator Communications Officer Teachers
Community Events	☐	☐	☐	Newsletter	Principal Deputy Principals
Excursions		☐			Teachers
Uniform Shop				Newsletter P&C Facebook	P&C Executive P&C Representatives
Special Events	☐		☐	Newsletter	Teachers Communications Officer School Officer
Parent Events				Email P&C Facebook	P&C Executive P&C Representatives
Parent Information Booklets	☐			Reception Webpage	Principal School Officers
Grievances				Policy Document	Principal

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

## Newsletters

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

## Connect - Communication Platform

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.

## Assemblies

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

## 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 the last week of school in December, an evening is organized to enable the Ardross Community to farewell the Year 6 students and to view the presentation of the Annual Awards.

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:

<b>1</b>	Child's progress	Teacher
<b>2</b>	Behaviour issues in class Behaviour issues in the school yard	Teacher Teacher/ Deputy Principal or Principal
<b>3</b>	Child placement in class	Principal
<b>4</b>	School organisation	Principal
<b>5</b>	General queries	Office Staff/ Teachers/ Class Parent Contacts and School Board Representatives
<b>6</b>	Dress Code policy Dress Code purchases	School Board Representatives P&C – Uniform shop
<b>7</b>	Fundraising – Whole school	P & C
<b>8</b>	Contributions & Charges Policy Contributions & Charges Payments	School Board Representatives School Registrar & Principal
<b>9</b>	Excursions/Incursions & Camps	Teachers
<b>10</b>	Newsletter	Office Staff & Principal

## School Dress Code

### Purpose

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

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

### Dress Code

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

#### Summer

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

#### Winter

- (Girls) Jazz pants - bottle green.
- (Girls) Sports skirt & skort - bottle green.
- Track pants - bottle green, stretch knit.
- Zip jacket or windcheater top - bottle green (crest preferable) stretch knit.
- Shorts - bottle green, gabardine, no longer than knee length.
- Cargo shorts or cargo pants - bottle green.
- Polo shirt - long or short sleeve - yellow (crest preferable).

- Rain Jacket, nylon, fleecy lined - bottle green with yellow collar.
- Beanies, scarves, gloves and non-school coloured jackets may be worn to school but must be taken off at the first siren.

### Sport

T-shirt in faction colour with faction logo or polo shirt in faction colour with white stripe down the left hand front with faction name printed in black and faction logo above \*.

- (Girls) Sports skirt - bottle green.
- Shorts - bottle green.

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

### Footwear

Covered shoes or sandals which are firmly attached by buckle or other means are required for normal school days, excursions etc. For sporting activities appropriate footwear such as running shoes, are required.

### Hat

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

### Year Six Leavers' Shirts

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

### River Rangers

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

### Interschool Sport

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

### Hair

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

### Other

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

***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.***

