



PRIMARY SCHOOL

To inspire Learning for Life

Parent Information Booklet 2020



CHOOSE RESPECT
RESPECT IS TO TREAT WITH CARE AND CONSIDERATION



AN INDEPENDENT PUBLIC SCHOOL

To Inspire Learning For Life

Dear Parents,

Welcome to Australind Primary School. This booklet is designed to give you an overview of basic information about our school. For further detail, please go to our Website, or speak with one of our friendly staff.

Our desire is to *Inspire Learning for Life* and we are committed to ensuring our students and staff are supported in achieving their potential as learners and educators. Our Business plan prioritizes *Partnerships, Maximising Teaching Time, School Environment* and *Excellence in Teaching and Learning*. You can find more information in our Australind Primary School Business Plan which can be found on the 'Skool Bag' App or on the Education Department Website.
det.wa.edu.au/schoolsonline

The class teacher is responsible for the day-to-day operations of the class. The staff will inform parents of issues that may arise and affect your child and we hope that you feel free to discuss any matters of concern with us. Matters directly relating to your child are usually best referred to the teacher - in person, by note, telephone or email. For other matters of concern or administrative matters, contact the school office staff or feel free to contact me directly.

Parents are a very important part of a child's education and we welcome you in our school.

Regards
Darrin Tinley
Principal



ESSENTIAL DETAILS

SCHOOL CONTACT DETAILS

Telephone: 97963900

PO Box A630
Australind WA 6233

Email: australind.ps@education.wa.edu.au

SCHOOL TIMES 2019:

Monday to Friday:	8:40 am to	2:50pm
Morning Recess:	10:40 am to	11:00 am
Lunch:	1:05 pm to	1:45pm
Finish:		2:50pm



COMMUNICATION



Written Communication

Notes are generally given to the eldest child in the family. If this arrangement does not work for your family, please let us know and we will make alternative arrangements.

Teachers also send home notes related to individual class matters, such as activities in the class and excursions. Return information or permission slips are included, when appropriate, so that we know you have received this information and give permission for your child to be involved.

Newsletter: In addition to individual classroom communication strategies, the school communicates regularly through a Newsletter produced in weeks three, six and nine of each term. The newsletter is sent out via the 'Skoolbag' and made available on our Website and is emailed to registered addresses supplied by parents.

'Skoolbag' 'App': Our 'Skoolbag' 'App' allows us to communicate more regularly at the point of need. The app is free to download from the playstore (android and iPhone). Search for 'Skoolbag Australind Primary' or call into the school office for instructions on installing this app. It can also be used to lodge absences.

Website: Information about the school and links to forms etc. The site can be found at: <http://australindps.wa.edu.au/>

Facebook: Australind Primary School has an official Facebook page which will help us share the great things happening in our School, celebrate the achievements of those in our school community and assist in communicating messages about events and activities in the School. Naturally, we ask of our followers the same thing we ask of our students, and that is that users Choose Respect and show care and consideration for our school and everyone connected to it.

SCHOOL ASSEMBLY

An open school assembly is held (Weeks 4 and 8) Wednesday's commencing at 8.50am. Parents, relatives and friends are very welcome to attend. Each assembly is hosted by a different class, which will be advertised in the newsletters. Special assemblies may also be organised during term with separate notification.

CLASS MEETINGS

Within the first four weeks of the school year, your child's teacher will conduct a parent information session or host individual meetings, usually after school hours. This is a great opportunity for you to meet your child's new teacher and see what the coming year holds.



PARENT - TEACHER INTERVIEWS

We welcome every opportunity to discuss progress of children with parents. It is more efficient for all involved if you are able to make prior contact to arrange an appointment time. The office will assist parents to make appointments with members of staff at a mutually agreeable time.

DRESS CODE AND PERSONAL ITEMS

DRESS CODE

The wearing of the uniform reinforces our School culture and students are very proud to wear the Australind PS uniform.

The P&C aim to provide a service and very little profit is made from the selling of uniforms, which keeps prices affordable. We ask parents not to substitute uniform items as far as possible. The Uniform shop will be open each Tuesday Morning (8.30pm – 9.00am) and Thursday afternoon (2.30pm – 3.00pm) in 2020. If more convenient for families, order forms can also be collected from the front office.

Please note that hoodies, any denim and caps are not part of the school uniform. The School uniform *must* be worn when representing the School, attending incursions and excursions. Students without full school uniform will not be able to attend these events.



The school uniform is: Red & black polo shirt, zip up black windproof jacket, black track pants, black shorts, black sports skirt and black broad brimmed hats. The older style polo shirt is still acceptable until it's phased out. Denim is not permitted.

HATS



We have a **Sun Safe** policy where children remain in covered areas if they do not have a sun safe hat. The School Community opted to include broad brimmed black hats as part of our uniform. This has been endorsed by the School Board. Caps are not acceptable. The hats will also be available from the uniform shop.

FOOTWEAR

For safety, all children are required to wear shoes, sneakers or strap on sandals. Wearing socks with shoes is essential to control odour and for good health.

Please note – Thongs, scuffs and crocs should NOT be worn because they often lead to injury in the playground. For certain learning activities, children may not be able to participate if they do not wear enclosed shoes.

JEWELLERY AND MAKEUP

Jewellery of any kind is discouraged, for safety and security reasons. Children choosing to attend with jewellery items may have them temporarily taken from them (not as a punishment though) if, in the opinion of staff, there is a concern for the safety of any student. This does include dangling jewellery. Items can be collected by the student from the School Office at the end of the school day. Makeup is not part of the school uniform and should not be worn at school.

DIGITAL DEVICES

Children's mobile phones, iPods, cameras and similar devices must be handed into the office at the beginning of the day. They are kept secure by office staff and can be collected at the end of the day. For privacy and security reasons, children found to have digital devices on them during the school day will have the phone taken from them, and it will only be returned to a parent.

SCOOTERS, BIKES AND SKATEBOARDS

All scooters, bikes and skateboards must be stored during school hours. The bike cage is locked during the day, but sadly this does not prevent criminals climbing the fence and stealing property. It is highly recommended all bikes, scooters and skateboards are also secured with a personal lock. These items are not to be ridden on the school grounds.

OTHER PERSONAL ITEMS

Children should not bring sports equipment, toys, games, collector's cards or other items to school (unless it is their 'news' item). If they need to bring them for 'after hours', they should keep them in their bags to prevent them from being lost or damaged.

**Please remember to clearly mark all your child's belongings with his/her name.
A lost property box is located in the Junior Primary block.**

MONEY MATTERS



SCHOOL CONTRIBUTIONS AND CHARGES

The school notifies all parents at the end of each year regarding the estimated costs for the upcoming year. This should enable you to budget for the upcoming events.

School contributions for 2020 are as follows: \$50 per child

CHAPLAIN CONTRIBUTIONS

We have available, support for students and family members for any issues or circumstances that may need a friendly ear or support. **Chaplain Contributions are \$5.00 per child** and can be paid along with the school contributions. This will support the Chaplain Service.

All contributions are payable at the office (EFTPOS available and Direct Debit).

STUDENT MATTERS

STUDENT ATTENDANCE

Students whose attendance is irregular are significantly more likely to fail to meet Australian minimum standards in literacy and numeracy and additionally are more likely to experience social issues. Please contact our Deputy Principal, Mrs Narelle King on 9796 3900 if you need support to get your child to school.

We strongly urge families to avoid taking family holidays in school terms. Such holidays will be recorded as an unsatisfactory reason for absence, in accordance with the Department's requirements.

Absence from school does require an explanation and it can be provided in the following ways:

- Reply using the feature on 'Skoolbag' or Email australind.ps@education.wa.edu.au
- Call in to or contact our office on 9796 3900;
- Call in and advise the classroom teacher; or
- Provide a written note.

Explanations are required no later than the day of the students return to school.

STUDENTS WHO ARE LATE

Students, who do arrive late start the day off on the wrong foot and miss out on important initial messages. Students, who arrive to school after the first bell, are required to go to the Office to collect a late note'. These students will be queried as to why they are late and reasons recorded.

ABSENCES

As per the Education Act (1999), a reasonable explanation is required from parents for *every absence*. Please send a note or email to the class teacher on day of return from any absence. If a child is going to be away for a lengthy period due to illness or other reasons, please advise the school in advance where possible. You can also lodge these via the "skoolbag" app.

ENROLMENT INFORMATION - EMERGENCY CONTACT

In order for us to be able to provide the best care for your child, please keep the school advised of up-to-date contact addresses and telephone numbers.

Children who are suffering illness or accidents are often unable to give clear information. In an emergency we need to be able to contact parents quickly and easily.

LIAISON WITH AUSTRALIND SENIOR HIGH SCHOOL

We work in partnership with Australind Senior High School throughout the school year. We are fortunate enough to be able to use high school facilities and join in with many activities which supplement our children's learning. We request that parents sign a blanket approval to allow children to walk to the Australind Senior High School on these occasions. This approval is on our enrolment card.

BEHAVIOUR

At Australind Primary School we '**Choose Respect**'. Development of social skills and emotional intelligence will be supported through the 'You Can Do It' program. At Australind Primary School we have adopted a Behaviour Plan which supports both of these initiatives and the Behaviour Policy Booklet is enclosed in the enrolment package and always available from the school administration. Parents will always be notified if there are serious behaviour breaches. You can obtain a copy of our behaviour Policy from the office.

CHOOSE RESPECT

RESPECT IS TO TREAT WITH CARE AND CONSIDERATION

CODE OF BEHAVIOUR

Every member of our community is encouraged to **CHOOSE RESPECT**.

To **CHOOSE RESPECT** is to make a conscious effort to:

- Treat others with Respect, no matter how they treat you.
- Treat yourself with Respect.
- Forgive others who do not treat you with Respect.
- Resist your natural desire to pay back or take revenge.
- Apologise when you do not treat others with Respect.
- Support others who are not being treated with Respect.
- Ask for support when others do not treat you with Respect.

"Fostering a Culture of Respect in our community"

© Choose Respect Website: chooserespect.com

PASTORAL CARE

SCHOOL CHAPLAIN

The school Chaplain cares for our school community, including students, staff and family members, in a respectful and confidential manner. The Chaplain can provide a listening ear, encouragement and friendly support whenever a 'safe friend' is needed. Our Chaplain provides a non-religious, non-denominational service to people of all backgrounds. Referrals are made for various reasons, including family separation, peer relationships, challenging behaviours or grief issues. Staff, family members or students themselves can make referrals to the Chaplain. Families who do not wish their children to have individual access to the Chaplaincy service should advise the school. Our Chaplain is frequently involved with class and playground groups, encouraging students and facilitating positive social development.



RISK MANAGEMENT/DUTY OF CARE

The following procedures are in place to ensure all children at our school are well cared for:

1. A CHILD LEAVING SCHOOL DURING THE DAY

Parents, who have a need to take their child from school, during school hours, should first come to the school office to fill in a withdrawal form and have it signed by a member of the administration. This form is then given to the class teacher who will release your child. Class teachers have been instructed NOT to release any child to anyone without this form.

2. VISITORS/PARENT HELPERS

To enable us to identify legitimate visitors and helpers in our school, we require everyone to wear a name badge. It also gives us a record of parent helpers. Please call at the office to "sign in" and receive your badge when you visit our school. Canteen helpers will receive their badges at the Canteen.

3. DELIVERING AND COLLECTING CHILDREN TO AND FROM SCHOOL

It is the responsibility of the parent bringing Kindy and Pre Primary children to school to remain with their child until they have been handed over to staff. At the conclusion of the session, parents (or designated ADULT) are asked to collect their child from the class. If someone other than you will be collecting your child, please inform the teacher. Please do not send other children to collect your child from class.

CURRICULUM

LEARNING REQUIREMENTS



The school provides children with basic resources such as writing paper and some textbooks. Parents are required to provide all pens, pencils, exercise books as per the book list requirements and other items for personal use. In order for your child to be able to be an active learner they need to have these items replaced as they run out. Please regularly check that your child has sufficient equipment to be involved in lessons on a daily basis. Please be aware, as indicated on our 'Contribution & Charges Schedule' you may be requested to purchase workbooks or online subscriptions early in the year.

A service of filling booklist orders or basic requirements is done through the school by a commercial supplier. This is done in December of the preceding year. Parents, of course, can choose to purchase these items themselves.

CURRICULUM

We are implementing the West Australian Curriculum which prescribes Content and Achievement Standards. We assess and report against these standards. At Australind Primary School, we have successfully implemented whole of school programs in You Can Do It (a social/emotional program), Mathletics, Soundwaves and Brightpath and VCOP/Big Write. Class teachers will provide specific details in relation to these programs at class meetings held early in the school year, or on request.



TECHNOLOGY

All children have access to the latest technology for learning. We have a highly skilled technology teacher and classroom teachers who are using a range of devices daily for teaching and learning.

We have a bank of computers in our library as well as computers in each classroom. Each block has a bank of iPads and other devices which are used on a daily basis by all Year levels.

The school has management processes and planning in place to ensure we are continually updating our technology and up skilling our teachers.

GIFTED AND TALENTED PROGRAM

Classroom teachers provide a comprehensive and challenging program for all children in each class. The school provides numerous opportunities for talented children to be extended. Students who are identified in the very upper percentages of gifted and talented are able to access district based "Primary Extension and Challenge" (PEAC) programs in Years 4,5 & 6, along with programs coordinated through Australind Senior High School for the upper years.

STUDENTS AT EDUCATIONAL RISK

Teachers address the needs of all children. Those who are either experiencing learning difficulties, or are excelling, are catered for through Individual Educational Plans (IEPs). These plans are established in conjunction with parents. The School has initiated a tracking system to ensure children who may be at risk will be closely monitored. If you have concerns in relation to your child, please contact your child's teacher in the first instance.

REPORTING TO PARENTS

We report to parents at the end of Terms 2 and 4 using the standardised reporting form used by all public schools in the State. We also host a parent night towards the end of Term 3. Information on whole school outcomes is accessible online through the Education Department's website at 'Schools online'.

HOMEWORK

Classroom teachers will outline their expectations around homework at their class meeting at the beginning of the year. In the early years, home reading is extremely important. It allows children to build their vocabulary, confidence and knowledge. It should always be a pleasurable experience, that you share with your child. It is an opportunity to establish a lifelong love of reading.



Homework supports the development of your child's independence as a learner. Any homework given will take into account the needs and developmental level of your child. At times it will serve to consolidate learning. There may be occasions where your child may be asked to complete work not finished in class. The exploration of new ideas or information is another purpose for homework.

If at any time the homework your child has been given becomes onerous, please do not hesitate to speak with his/her teacher.

EXCURSIONS

Class teachers *may* plan excursions throughout the year to enrich the education of children. The maximum total cost for the year's excursions are sent home to parents in the 'Contributions and Charges Schedule' which goes home in December of previous year. Parents will be notified in writing prior to each excursion and payment and parent permission must be received prior to the event. Please note that children must wear correct school uniform to attend an excursion. It should not be expected that each class will have an excursion arranged; this is an additional aspect of the curriculum and is not compulsory. You must notify the school at this time if medical details have changed.

IN-SCHOOL VISITS (INCURSIONS)

In order to reduce travel and bus costs, incursions are arranged with a variety of performers and displays that enhance the school's program. These opportunities may occur once per term. Details of costs, dates etc will be sent home prior to the event. It is anticipated all children will attend these events.

IN-TERM SWIMMING LESSONS

Swimming lessons are planned for all Pre Primary to Year 6 students at a designated time during the year. Parents are required to cover the costs of pool entry and the bus. Complete details will be released closer to the date. All payments and permission slips must be returned by the due date in order for your child to participate in this program. Lessons are conducted by fully qualified Department of Education swimming instructors. All children are expected to participate.



SPECIALIST PROGRAMS

In 2020 our specialist programs were Physical Education, Science, IT and Japanese Studies. The School will work with the Board and Staff to determine 2020 Specialist programs.

FACTIONS

Topaz	-	GOLD
Sapphire	-	BLUE
Emerald	-	GREEN

INSTRUMENTAL MUSIC



In Years 5 and 6 the opportunity exists for a small number of students to learn a brass instrument or the clarinet through the Department of Education's 'School of Instrumental Music'. If a child commences instrumental music in year 5 there is an expectation of commitment to continue this in year 6. Students are able to borrow their instruments from the Education Department for their first year of tuition. Children usually join the school band when they progress to high school.

It is not possible to offer instrumental music tuition to all children, and students must satisfy a selection process before being offered a place. This selection process occurs in the preceding year.

MEDICAL

ACCIDENTS/ ILLNESS

Parents need to be aware that with accident, injury, illness or anything more than minor incidents, we will call you and advise you of the situation. In the case of serious injury or illness where we are unable to contact you, we will put the needs of the child first and will call an ambulance if it is deemed necessary.



Ambulance expenses are NOT covered by the Department of Education. If you are not covered for such costs or have concerns about this policy, please contact us immediately to advise us of emergency care. In the case of a sick or injured child we will contact parents to take a child home, as that is the best place for care. Please note that medical costs, emergency ambulance and hospital cover are parents' responsibility. Please advise the school immediately if your emergency contact details change.

SCHOOL NURSE

A school nurse is allocated to our school to provide basic health screening primarily for Kindergarten & Pre-Primary students. Each child's health card is reviewed by the community nurse and parents will be contacted for any follow up or referrals to other health or medical agencies.



HEAD LICE

With the support of parents, we have been able to reduce head lice infestations of children. Regrettably, this is almost impossible to completely eliminate unless everyone is vigilant.

Parents are asked to check children for head lice weekly. If you find eggs or live lice, please treat with the special lotions available from chemists and advise us immediately. If we detect live head lice in your child's hair, we will notify you during the day and ask you to come and collect your child for treatment. We will issue notes to classes so that other parents are warned to look for infestations. It is recommended to remove all eggs from hair before sending children back to school.



DENTAL THERAPY UNIT

The Dental Therapy Centre is based at the Australind Senior High School. The phone number is 9797 0266. Separate information about this service will be sent home during the year.

FOOD AND NUTRITION

HEALTHY EATING

Our school promotes healthy eating. Please encourage a balanced healthy lunch and morning tea for children. Research shows that children function best with a well-balanced diet. All children should bring a water bottle daily.

ALLERGIES



We are an Allergy Aware School and some children have serious allergies, and it would be appreciated if you do not send food with nuts, Nutella, etc. We also have children who are anaphylactic to Sesame Seeds attending this school. We ask that parents be aware of the severe implications if one of these children comes into physical contact with these products.

CANTEEN

The canteen does not operate each day. The P & C will have special meal deal days which will be advertised with a note sent home.

HOW CAN YOU HELP?

PARENTAL INVOLVEMENT

Parents are always welcome at Australind Primary School, whether they visit as observers, helpers, or at times as co-learners in special programs and in-service courses. Parental support is vital to the smooth and efficient running of the canteen, library, sports days, classroom activities and the Parents and Citizens' Association.

We also have a large band of community volunteers through Kids Hope and Hands up for Kids. These are great initiatives which enable one on one mentoring. Please make an appointment to speak to your child's teacher if you think this would be great for your child. Allocation of volunteers is needs based.

SCHOOL BOARD

Our School Board is a central part of our decision making process. Parents and community members are invited to consider becoming a part of the board. You are welcome to attend a meeting as a visitor to see what it is all about. If you are interested in becoming a more active contributor to our School, and School Board seems like the place for you, please speak to the Principal.

PARENT OPINIONS

Every second year parents will be provided with an opportunity to give feedback through a 'parent survey'. Our children are also surveyed bi-annually. However, if you have an opinion you wish to share with us at any other time, please do not hesitate to contact us. Our doors are always open.

PARENTS AND CITIZENS' ASSOCIATION

We have an active and committed parent group at Australind Primary School. They work closely with the school to provide the best possible environment for all children.

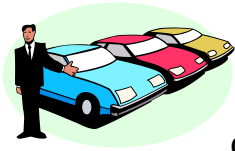
Parents are invited to attend these meetings. Come along and join this band of parents and support your child's learning. Even if you are not able to commit to being a committee member, you can still assist in so many ways. Look out for meeting dates which will be advertised through the Skoolbag app. Meetings are usually held monthly.

The P&C also provides invaluable support services by running the canteen with meal deal days which will be advertised by a note being sent home and clothing shop which is open twice a week. Without volunteer helpers these services could not be provided.

The service aspect of the P&C operates on a business basis and there are running costs of insurance and utilities to be paid. The annual Membership Fee of the **P&C of \$1.00 per member**, offsets these operating expenses and allows the Association to provide service at a minimum cost to parents.

Donations are also gratefully accepted by the P & C Committee

PARKING AND TRAFFIC



The safety of children is of a major concern to all staff. Motor traffic movement around the school can sometimes be hectic, especially at the beginning and end of the school day. All drivers are asked to exercise caution, and take care when approaching the school.

Parents are asked to use the southern car park (near the Early Childhood block) and Break O' Day Drive area to park at **all times** when visiting the school. The southern carpark has a drive through drop off point. The main car park off Barnes Ave is for **STAFF PARKING ONLY** and is not for student drop off or collection. Please do not enter this driveway to turn around.

PRE-PRIMARY

The Pre-Primary program builds on the Kindergarten program. It provides fun and exciting learning opportunities that further develop important skills, knowledge and attitudes to learning. Pre-Primary programs allow children to develop independence, confidence, curiosity, friendships, cooperation and resilience.

The class teacher is responsible for the day-to-day operations of the Early Childhood Centre. Parents are welcome at all times, to take an active interest in the program. Your support is essential so that your child makes the transition from home to the first stage of full time schooling in the most meaningful and positive manner.

Matters directly relating to your child should be referred to the teacher – in person, by note or by telephone. Our office staff are always happy to help with any other questions or concerns.

WHAT TO BRING

Your child needs to bring;

- A piece of fruit or salad vegetable daily, to eat at fruit time.
- Fresh water bottle each day. Please ensure it is labelled.
- No cordial or juice please.
- A packed healthy lunch and a **SMALL** cushion for rest time in the afternoon. (Easy to open packets or containers). The cushion will remain at school.
- A **LARGE** school bag clearly marked with your child's name, to put work and belongings in. Ensure your child can open/close the bag independently.
- A change of clothes in case of accidents/water play.
- Please provide a hat, clearly marked with your child's name, as the children will not be allowed to play in the sun without a hat on. These are part of our uniform and are available at the uniform shop.
- Footwear that your child can put on/ take off independently.

KEY AREAS OF DEVELOPMENT IN PRE-PRIMARY

- **COGNITIVE:** Children will be encouraged to create, explore, investigate and problem solve. Many opportunities to develop strong early literacy and numeracy skills will be provided through play.
- **LANGUAGE:** Through purposeful play and social interaction the children will develop and extend their vocabulary and language skills. Children will be introduced to Phonological Awareness (the sounds of words and letters), rhyming and word segmentation as early reading skills.
- **FINE MOTOR SKILLS:** Children will be encouraged to develop correct pencil grip and scissor grip. Participation in threading, building and manipulation games helps to develop fine motor skills.
- **GROSS MOTOR SKILLS:** Outdoor time allows skills such as throwing, hopping, jumping, climbing and balancing to be developed.
- **SOCIAL AND EMOTIONAL:** This area is emphasised throughout all activities at Pre-Primary. These are the life skills that are essential for the complete development of your child. Learning to share, take turns, negotiate, care, listen; and many other skills to get along with others happily. We actively foster the "You Can Do It" Keys to success: Confidence, Getting Along, Organisation, Persistence and Resilience.

WRITING



We use South Australian font is the style practiced in Australind Primary School. Please practice this style of print and write your child's name for him/her as often as possible. Please always write their name in the top left hand corner, as this is how your child will learn to read; from left to right.

Always use a capital letter to start followed by lower case for the rest. Encourage correct pencil grip from the out set as habits are very hard to change.

BRINGING AND COLLECTING CHILDREN FROM PRE-PRIMARY

We open our Pre-Primary doors at 8:30am. It is great to see you arriving then and doing a puzzle or reading with your child until the siren goes at 8:40. This is a very important time for your child. They develop confidence, build friendships and share this special time with you.

At the conclusion of the session, parents (or designated adult) are asked to collect their child from the class. Please be on time as children fret if left waiting. If someone other than you will be collecting your child, please inform the teacher.

PARENT ROSTER

Parents are always welcome at Australind Primary School, whether they visit as observers or helpers. Parental support is vital to the smooth and efficient running of the school canteen, library, classroom activities and the Parents and Citizen's Association. A Roster will be available for you to add your name to in your classroom to support a wide range of activities.

