

SOUTH PADBURY PRIMARY INDEPENDENT PUBLIC SCHOOL

Parent Information Book 2020



Knowledge and Friendship

2020

Administration

Principal

Mr David Knox

Associate Principal

Mr Verne Jones
Miss Tasha Donnelly

Manager Corporate Services
School Officers

Mrs Elaine Hill
Mrs Nicole Adams
Mrs Barb Jardine

Contact Details

56 Warburton Avenue

PADBURY WA 6025

Phone 9307 5833

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

Website: www.southpadburyprimaryschool.wa.edu.au

School Apps – download FlexiBuzz from the App Store.

School Payment App – download Qkr™ by MasterCard from the App Store.

Important Telephone Numbers



School Watch - Education Department Security

9264 4771

9264 4632

Hillarys Police Station

9403 1000

Warwick Police Station

9246 8333

Police Customer Service

131 444

Padbury Dental Therapy

9401 7285

PLEASE RETAIN THIS BOOK FOR FUTURE
REFERENCE

WELCOME TO OUR SCHOOL

A warm welcome is extended to all parents who will be associated with our school in 2020. Our school motto is "Pursuit of Knowledge and Friendship" which extends to parents and carers. The school is proud of the tradition and reputation it has established over the past thirty years and this is due to excellent teaching and quality community relationships.

The importance of home and school working together to provide children with supportive care throughout their primary schooling cannot be emphasised enough.

Teachers at the school are well qualified, experienced and dedicated. They create appropriate learning environments and provide opportunities for children to acquire skills and understandings. They aim to assist all children to develop academically, socially, emotionally and physically. Parents can be assured that the children's best interests are our motivation at all times and we trust that in return parents will support the teachers in their endeavours.

This book provides information, which will assist parents to understand the functioning of many areas of the school. Both the school and children will benefit when parents make the effort to comply with or support the requirements as requested.

David Knox
Principal

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SCHOOL TERMS 2020

Semester 1

Term 1: Monday 3 February – Thursday 9 April

Term 2: Tuesday 28 April – Friday 3 July

Semester 2

Term 3: Monday 20 July – Friday 25 September

Term 4: Monday 12 October – Thursday 17 December

SCHOOL DEVELOPMENT DAYS 2020

Please note these days may link to public holiday weekends and to school development days within the local community: -

Term 1- Thursday 30 January and Friday 31 January

Term 2- Tuesday 28 April (First day of Term 2 after ANZAC Day)

Term 2- Friday 29 May (Prior to June long weekend)

Term 4- Friday 13 November

Term 4- Friday 18 December

PUBLIC HOLIDAYS DURING SCHOOL TERM 2020

Monday 2 March – Labour Day

Monday 1 June – WA Day

SCHOOL HOURS

Students dismissed from the undercover area 8.30am

School Starts – Warning Bell	8.40am
Classes Commence	8.45am
Morning Recess	10.45 - 11.05am
Lunchtime	12.15 - 12.55pm
Classes Commence	1.00pm
School Finishes	3.00pm
OFFICE HOURS	8.30am - 3.30pm

Arrival at School

Students should not arrive at school before 8.00am as adequate supervision within the school grounds cannot be guaranteed before this time. Therefore, **no responsibility for supervision of students** can be accepted before this time. Students who arrive between 8.00am and 8.30am report directly to the top oval for before school supervision and will be sent to class at 8.30am

Children should also vacate the school grounds as soon as they are dismissed, and stay away from school buildings outside school hours.

FINANCIAL INFORMATION



Voluntary Contributions

In this school, as with other Department of Education schools, we ask that the school voluntary contributions be paid as early as possible.

The money is used to provide your children with important equipment and materials to enrich the opportunities available to them whilst at this school.

P & C Contributions per family \$30.00

Voluntary Contributions per child \$40.00

One Child	\$70.00 being \$40.00 Voluntary Contribution + \$30.00 P&C
Two Children	\$110.00 being \$80.00 Voluntary Contribution + \$30.00 P&C
Three Children	\$150.00 capped at \$120.00 Voluntary Contribution + \$30.00 P&C

Statements showing Voluntary Contributions, P & C Contributions and any payments made will be issued regularly.

Families are encouraged to pay these despite being voluntary as the funds are used by each of the classes for any required materials and equipment.

It is preferred that payment be made in the first school term.

This enables the administrative staff to work out its budgetary arrangements for the year.

Parents who feel that they cannot meet this commitment in full are encouraged to contact the Principal or Manager Corporate Services so that a mutually agreeable arrangement may be negotiated.

A receipt will be issued for school contributions and parents are asked to retain this receipt for a period of 12 months.

School Payments / Money Collection

Qkr™ by MasterCard Secure Payment (credit card) App. In school activities, excursions, camp and school contributions can be paid by App. This secure payment method also provides the added convenience of online permission slips

This can be downloaded for free from Apple's App store for iPhones or from Google Play for Android phones and tablets. Alternatively, you can register for both the school App "FlexiBuzz" and the Qkr App by visiting [Flexibuzz.com](http://flexibuzz.com) or by visiting the school website.

<http://southpadburyprimaryschool.wa.edu.au/qkr-online-payments/>

If money is to be sent to school for any purpose, please place it in an envelope and mark the child's name, reason for payment and classroom on the envelope. All money should then be dropped into the silver letter box in the front office.

P&C Money Collection

Fundraising activities and events requiring payment. Please place it in an envelope and mark the child's name, reason for payment and classroom on the envelope. All money should then be dropped into the **Red letter box** in the front office.

GENERAL INFORMATION

Kindergarten

Kindergarten caters for children who turn 4 by 30 June 2020.

In 2020, Kindergarten groups will attend on these days:

Kindy A- Monday, Tuesday and alternate Wednesday (odd weeks)
Kindy B- Alternate Wednesday (even weeks), Thursday and Friday.

Kindergarten children attend half days for the first two weeks.

Enrolments for 2021 will be accepted as early as Term 1, 2020. Please collect an Application for Enrolment from the Office or download from our website.

Pre-Primary Centre

Pre-Primary caters for children who turn 5 by June 30 2020.

Pre-Primary children will commence full time as from 3 February - the same time as other children.

Kindergarten and Pre-Primary



Birthdays

Children are welcome to celebrate their birthday in their classes. Parents are especially welcome on their child's birthday.



Fruit

Children need to bring a piece of fruit to each session (this can include dried fruit, cheese and raw vegetables).

Year 1 Children

Year 1 children will commence **full time** as from Monday 3 February – the same time as other children.

Parent/Teacher Meeting

Towards the end of the first week, your child's teacher will notify you of the time and date of a parent/teacher meeting to be held on an afternoon in the second week, or later.

Room Allocation

Class lists will be posted on the windows of the Library and classrooms on Friday 31 January at 3:00pm. On the first day of school, once your child is in the care of the teacher, it is best that you leave the school. We have found that children settle more readily in the absence of their parents.

As teachers use the period prior to the commencement of classes for preparation time, talking with children or hearing reading, it would be appreciated if on future mornings you do not enter the classroom unless mutually arranged with the teacher.

Student Materials

The school provides many of the materials such as reading books, work books, stationery, Art materials, Mathematics and Science equipment.



Parents are asked to provide the daily consumable items which are to be replaced as required.

Pencils, rulers and ball point pens require regular replacement.

Some books required specifically by teachers may also be requested during the year. The student requirement list is sent home in Term 4 to enable parents to order basic requirements. This service is provided through Campion Education, however you are not obliged to use this supplier.

Times for the return of these lists and collection of items ordered are listed on either the requirement list, or in the newsletter.

Further single copies of the requirement lists are available from the school office.

School Bags



School bags of suitable size are necessary to protect books and materials carried to and from school.

A **library bag** is necessary to enable children to borrow books from the library. This is to protect our resource of books.

REMEMBER: NO BAG = NO BOOK

Enrolments

Parents are required to complete an Application for Enrolment form for each child. Birth Certificates or Extract of Birth Certificates, Visa information if applicable, Immunisation AIR Report and verification of address will need to be sighted by the office staff when completing the Application for Enrolment. ACIR Reports are available from <https://www.humanservices.gov.au/online services>

Upon the Principal approving the application for enrolment, parents will be required to complete a Student Enrolment Form to finalise their child/children's admission to the school.

An up to date address, telephone number and emergency contact is essential information. Should any of the above information need changing at a later date, please notify the school immediately. This is essential as we often need to contact parents regarding a sick child.

It is important that the school be aware of any learning, medical or physical issue your child may have.

Custody

In the case of separated or divorced parents, custody arrangements or access rights to the child within school hours should be clearly stated on the enrolment applications. Copies of any court orders must also be supplied.

Children Transferring



When children are about to leave our school or transfer to another school, parents are requested to endeavour to give us one week's notice in writing. This will provide adequate time to enable the staff to ensure that all records, books, medical cards, reports etc., have been completed or checked prior to the child's departure.

Lunches

Our school has an online ordering system on Mondays and Fridays for Canteen Orders from Duncraig Senior High School called Flexi Schools. This system allows you to place orders and pay online, up to 8:30am on the day. GO to www.flexischools.com.au to register. You will be sent an email with further instructions on how to complete the registration. Once registered, you can start placing orders immediately. This service has been kindly organised by members of the P & C Association.



Bicycles, Scooters

Bicycles or scooters are not to be ridden in the school grounds and must be placed in the bicycle racks provided. Children may only touch their own bike or scooter. Items should be locked to the racks.

It is compulsory for children to wear a bicycle helmet when riding a bicycle.

Cross Walk Warden

Crossing attendants are provided for Warburton Avenue and Gibson Avenue before and after school. Parents are asked to reinforce with children the need to use this service for safety reasons.



Car Parks



The school has two car parks. **The top, or northern car park, is for parents. The lower level, or western car park, is for staff ONLY.** Parents are asked not to use the staff car park for the purpose of depositing or collecting children for safety reasons. The school has a **Kiss and Drive** facility located on Farrell Way.

Parking is also available and encouraged at the local shopping centre on Warburton Avenue.

We ask that parents be careful and considerate of children when driving through the parent car park to deposit or collect children. Parents must pick children up from the pathway, rather than allowing children to walk through the car park to a waiting car as this is too dangerous.

Year 6 Camp

The Year 6 Camp is held early in Term 4 and arranged by the Year 6 teachers. Meetings are held throughout the year in addition to notices being distributed. The office will issue statements showing the camp fee due. The fee is payable through the Front Office or can be made via the Qkr™ App or Direct Deposit. Instalment payments are also welcome and encouraged throughout the year.



Assembly

Class assemblies are conducted at 8.45am on selected Friday mornings during each term.

These are held in the undercover area. Parents are invited to the staffroom after one of the assembly days in which their children are involved, to have morning tea with the respective teacher and the Principal. Parents will be notified of the date.

All parents and relatives or friends are most welcome to attend the assemblies. We ask that young children not yet attending school are closely supervised to allow the class performing the item to do so without interruption.

Staff Meeting

Staff meetings are conducted every second Wednesday during the year. These meetings are conducted after school hours.

Student Absences from School

Parents should notify the school by note, phone, App or by email for:

- Daily absences from school. Department of Education regulations require an explanation for each and every absence.
- If a parent does not forward an explanation, the class teacher may forward an explanatory note to be completed by the parent.
- Exclusion from sport, physical education or swimming - for medical reasons.

If however you are going on a holiday during term time, the school will require written notification.

Children are not otherwise permitted to leave the school site without an authorised parent/carer/nominee. We must know where children are at all times.

Parents, or nominees, wishing to pick up children early or take children out of school for any reason, including collecting ill children, must complete a "Leave Pass for Partial Absence" available at the front office. The Leave Pass must be presented to the child's teacher and the copy retained and carried with the student for the duration of the absence.

Late Students

All students late to school **must** first report to the Office to receive a late note. This note is to be given to the class teacher.



School Dress Code

The school's uniform colours are Ice Blue (jumpers, t-shirts etc.) and Black (shirts, skirts, pants etc.). The aim is to have all children take pride in their school and personal appearance. We ask for your cooperation in seeing that your children come to school clean, neat and tidy, wearing school uniform.

The uniform shop is open on Thursday mornings from 8.20 – 9.00am in the Uniform Shop near TA 10 in Forrest Block.

The Dress Code can be addressed by stating simply that students are expected to wear items of clothing available from and selected by the Uniform Shop Committee and approved by the School Board.

School uniforms may be purchased from Uniform Committee members. These parents are usually available to help on each Thursday 8.20 – 9:00am or at other times specified at the beginning of the year.

Faction shirts which may be worn on Fridays are non-compulsory. They are available for purchase from the uniform shop.

School uniforms are to be worn on excursions.

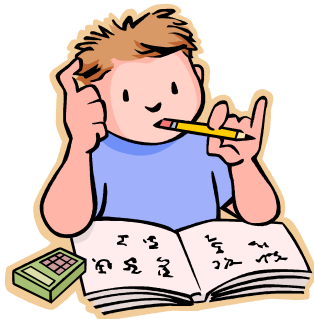
All articles of clothing should be clearly marked with the child's name, as it is difficult to trace lost property if unmarked.

Children are required to wear broad brimmed hats when playing outside in the sun at morning recess, lunchtime and during Physical Education and sport sessions. These hats, which are available from the uniform shop, have been approved by the Cancer Foundation.

Newsletters and Notes Home

School to parent communication is predominately by our school App. This is utilised to keep parents informed of whole school and classroom activities, events and short notice advice as well as reminders. Our school website is a valuable source of information with access to our calendar diary, Term Planner and links to our Apps. We also produce a fortnightly Newsletter which when published on a Thursday, an alert is sent via our App. It is also available electronically via our website and App.

Note days are Tuesday and Thursday. Please check with your children each Tuesday and Thursday for notes.



Homework

Homework provides children with the opportunity to develop the skills and consolidate concepts learnt in the classroom. It enables parents to involve themselves directly in their child's learning program and remain informed about their progress. Homework should enhance the child's growing independence as a learner and develop self-discipline and organisational skills.

At the beginning of each year classroom teachers will outline expectations and procedures:

- Teachers will inform parents of classroom homework expectations during the parent information session held at the beginning of the year.
- Completed homework is acknowledged and marked accordingly.
- Homework may be given allowing for student and parents to plan homework time around their commitments.
- Homework should meet the needs of the students.
- Reading is an integral part of homework. This may be a formal or informal activity.
- Teachers will notify parents if there are any issues relating to their child's homework. Conversely, parents are encouraged to meet with the classroom teacher if there are issues relating to their child's homework.
- Homework will not be given as punishment or used as a means of securing discipline.

For further information pertaining to the school's homework policy please visit our website at www.southpadburyprimaryschool.com.au

Handwriting

At South Padbury Primary School, we have made the decision to adopt the NSW foundation font which will be phased in, commencing in our early childhood area from 2020.

If children enrolling from other states or overseas countries have another writing style, this is accepted within the school. Obviously teachers only teach one style and while the teachers do not ask newly enrolled children to change styles, the child may wish to change. This decision we leave to the individual child.

Sport

Factions: **BORONIA** **TUART** **BANKSIA** **ACACIA**

Children are placed in a faction on admission to school. Families are placed in the same faction. Other children are placed according to the balance of numbers.

Children in Years 4-6 participate in weekly sporting activities.

Athletics

All children from Pre-Primary to Year 6 participate in the faction athletics carnival in Term 3.



Swimming

A series of lessons are conducted for children in Years PP-6 during the year.



Library Resource Centre

The Library is an important part of our school. The resources collected are continually growing thanks to the P&C and School Budget allocation of funds. It contains a range of books (fiction, non-fiction and reference), audio visual equipment, games, charts, pictures and a variety of teacher resources.

The Library is used for research, book borrowing, literature, recreational reading and the development of library skills.

Children are able to borrow under the direction of their teacher. A Library Officer is provided for the school part-time. Books and equipment lost or damaged must be paid for. Children must also have a library bag (plastic

or material) before they are able to borrow books. This is necessary to protect our supply of books.

REMEMBER: NO BAG = NO BOOK

The Library is fully automated.

SCHOOL RULES

Our school rules revolve around **RESPECT** **KINDNESS** **MANNERS**
Specifically

- Children are not permitted to walk through either the staff or parent **car parks**.
- Children are to walk on pathways or verandahs.
- Students who arrive between 8.00am and 8.30am report directly to the top oval for before school supervision and will be sent to class at 8.30am
- Children are not permitted in **school buildings** without a teacher being present.
- Children are not permitted to bring **valuables**, toys or sport equipment to school except with the teacher permission.
- Children are not allowed on school premises **after hours** unless they have the Principal's permission.

Behaviour Management Policy

The school staff has developed a Behaviour Management in Schools Policy (BMIS) which has been ratified by the School Board. Copies of this policy are available on request and published on our website.

This school has a positive approach to discipline. The atmosphere of the school is friendly and harmonious with children being encouraged to be self-disciplined in their approach.

Privileges such as Year 6 Camp, excursions and interschool sport are offered as **rewards** for good behaviour as well as for educational value. Those who do not comply with school rules deprive themselves of such privileges.

The school environment is to be one in which the rights of teachers to teach, students to learn and children to have a safe journey to and from school are important.

A simple set of school rules is provided to assist with their safe conduct. The rules are regularly reinforced at school.

Mobile Phone Policy

We urge children not to bring mobile phones to school unless they are vitally important for parent/child communications.

In keeping with the 2020 Department of Education Mobile Phone Policy, students from Kindergarten to Year 6 are not permitted to have mobile phones in their possession during the school day. If a student brings a mobile phone to school, they must hand it to their classroom teacher for safe keeping during school hours. It is the responsibility of the child to collect the phone at the end of the day.



Bullying

Bullying is **not** tolerated in this school. While physical bullying is overt and can be dealt with in a straight forward manner, subtle verbal intimidation is more difficult to detect. It is important that bullying is reported at school. Students are encouraged to report incidents to staff in accordance with the School's Behaviour Management Policy.

Student Internet Usage.



The school has an Internet Acceptable Use Policy, which is available on our website. This is in accordance with Department of Education "Student Online Guidelines".

Student Media Usage.

Parent/guardian permission is sought for publishing of children's images and work, along with media consent, internet access and viewing of digital media as part of the enrolment process. This is in accordance with Department of Education "Student Online Guidelines".

STUDENT REPORTS

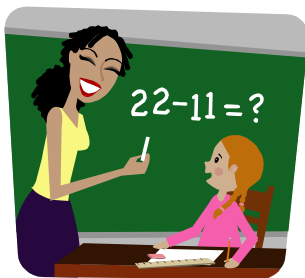
Reports are issued twice per year - at the end of each semester. These reports are based on an individual's performance over each semester.

National Testing of Year 3 and 5 students will be in May. As well as providing individual profiles, this data can assist in determining school and system priorities.

Contacting Teaching Staff

We greatly appreciate and value the assistance and involvement of parents at school. We are keen to be seen as an open and friendly school, where parents feel welcome and are able to make regular contact with staff.

Teachers will advise parents should they require extra assistance during lessons and invite parental help.



For the staff to be able to provide this positive atmosphere there must be some procedures in place to follow when you wish to discuss your child's progress, or any other matters of importance.

Should you have **any** concerns about your child's education you are encouraged to contact the school.

Initially, your child's class teacher is the best person to approach so you can discuss any difficulties you feel your child is having. The Associate Principal or the Principal are other people you can talk to about your concerns after talking to the class teacher.

Always give staff the courtesy of arranging a mutually convenient time to discuss your child's progress. Staff will then have time to gather the relevant information needed for the discussion and give the attention such an important matter deserves. To arrange an interview, please contact the teacher by email or letter.

Parents are urged to make use of the interview to clear misunderstandings, discuss their child's progress or discuss any other important matter.

Before school is not normally a satisfactory time for parents to see teachers, unless it has been pre-arranged with the teacher. This is a vital preparation period. Messages, important arrangements regarding your child and other quick communications are of course sometimes necessary.

We also ask that as with the children, you follow simple courtesy rules, by knocking on the classroom door, rather than entering unannounced.

All staff contact details are published on our website.

Confidentiality

One very important aspect, and in fact, requirement of parents who help or work with children at school, is that of confidentiality.

Parents working with children at school are in a privileged situation, that is, they are privy to information gained from being in the classroom - information about the children, their abilities, behaviour and various other matters you, as a parent, would obviously like respected and kept in confidence if it were regarding your own child.

Please respect and be aware of the need to observe strict confidentiality when you are involved with the children at school.

Parents, along with other volunteers, are required, as per Department of Education regulations to complete a Confidential Declaration form if assisting with students. These declarations must be updated annually and are available from the office.

SPECIALIST/SUPPORT PROGRAM



Music

As part of the staffing for the school, a specialist teacher with expertise in Music conducts Music lessons for children in Years 1-6. Support teachers also provide additional help in the classes.

PEAC

Children are tested in Year 4 to ascertain their potential for the Primary Academic Extension Program. Those children scoring highly in the Region are offered places in various courses throughout the year. Parents are required to arrange transport to and from the PEAC course and there is a cost associated with some courses.

HEALTH

Allergy Aware

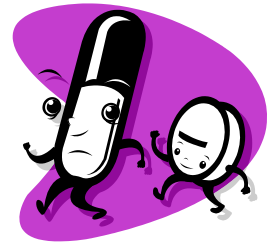
South Padbury PS has introduced an Allergy Aware Policy. This policy recognises the need to adopt a range of procedures and risk minimisation strategies to reduce the risk of a child having an anaphylactic reaction, including strategies to minimise the presence of the allergen in their immediate environment (*Anaphylaxis Management Guidelines for Western Australian Schools, Government of Western Australia, 2009*). This replaces the previous approach of 'banning' items that potentially contained the allergen, acknowledging that this is not sustainable or practical in an open environment such as a public primary school.

Student Health Care Summary

On enrolment of your child, you will have the opportunity to complete a Student Health Care Summary form. This form covers a variety of medical issues including asthma and various allergies that children may experience. If your child has any health issues or if medication is required to be kept or administered by staff, it must be noted on this form. On an annual basis you will be required to update this form. It is imperative that we are kept informed of all medical conditions (ongoing or newly diagnosed) of all our students for their own safety.

Medication

We are not permitted by our regulations to dispense medication to children without parental permission. Therefore, the school **does not** carry supplies of paracetamol or similar.



If it is necessary for the school to dispense medicine, an "Administration of Medication" Authorisation form must be obtained from the office. The completed form must be returned to the office before medication can be administered.

For students who have a health record, it will be forwarded on to the new school if a child transfers.

Nurse



From time to time the Community Health Nurse carries out checks and examinations of children.

Kindergarten: Health Assessment of Vision and Hearing.

The Community Nurse, who is shared with other schools, visits on a needs basis. The nurse works in the area of health promotion, including vision and hearing checks to locate any possible problems with pupils' physical, emotional and mental development. The school health record completed by parents provides permission for health checks to be undertaken.

Sickness

We do not have the facilities for diagnosing or treating children as our primary task is education.



Parents are asked not to send children who are obviously unwell to school, as we are forced to then contact parents to have the child picked up, or in

extreme cases, where parents can't be contacted, contacting medical authorities to deal with the matter. As per Health Department guidelines, following a bout of gastro students should not return to school for a minimum of 24 hours after symptoms cease.

Immunisation

Please check that your child's immunisation is up to date. The immunisation schedule can change. A copy of your child's AIR is available through the "myGov" website <https://my.gov.au/LoginServices/main/login>

Parents of children in Pre-Primary are encouraged to take their child to either their doctor or one of the community based clinics to have their vaccinations.

When a child is enrolled at a new school, parents are required by The School Education Act (1999) to present their child's immunisation records – AIR history statement. You can request this at any time by: Telephoning AIR on 1800 653 809, visiting a Medicare branch or emailing acir@humanservices.gov.au. The website address for Department of Human Services Online Services is www.humanservices.gov.au.

Communicable and Infectious Diseases

The Communicable Disease Guidelines are updated and a copy is available at the school or on the Department of Health website www.health.wa.gov.au

Should a child be identified as suffering one of the diseases listed, the school will follow the Health Department recommendations and the child, if necessary, will not be allowed to attend school until cleared.

Some illnesses to look out for; *(this list is not conclusive, a complete list is available in the Communicable Disease Guidelines booklet)*

- Measles
- Mumps
- Ringworm
- Worms
- School Sores (Impetigo)
- Diarrhoea
- Herpes Simplex (Cold Sores)
- Chickenpox
- Head Lice, Scabies, Trachoma
- Rubella
- Whooping Cough
- Conjunctivitis
- Hand, Food and Mouth disease

Dental Therapy Unit



A dentistry clinic operates at Padbury Primary School. The purpose is to provide a continuous preventative dental service for each enrolled child

from Pre-Primary to Year 11. This is a free service.

Hours of Operation - (Dental Therapy Unit)

8.00am – 12:30pm MONDAY - FRIDAY

1.00pm - 4.00pm

If there are any enquiries the Therapy Centre can be contacted on

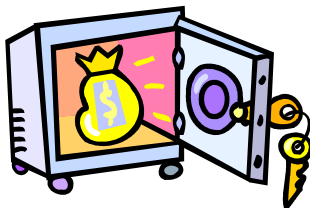
9401 7285. Email padburydtc@dental.health.wa.gov.au.

It is the parent's responsibility to take the child to appointments at the Centre. Children are not permitted to walk or ride to the Centre on their own during school hours. Please remember to sign your child/ren out through the Office for their appointments.

Student Services (School Psychologist)

Psychological services are available to the school. Children may be referred by the school or parents. Case conferences involving the school psychologist, parent/s, teacher and administrator may be organised.

VALUABLES



Valuables are not to be brought to school and the school accepts no responsibility if brought and lost or broken. Children are also responsible for the safekeeping of watches during sport or swimming lessons.

With the exception of stud or sleeper earrings, jewellery should not, for safety reasons, be worn to school.

Lost Property

Unclaimed items of clothing are placed in lost property baskets in the under covered area. Parents are most welcome to check these baskets at any time.

Unclaimed school uniforms are kept for recycling. Other unclaimed articles are disposed of at the end of each term.



Smoking

Smoking is not permitted anywhere on the school site as per government regulations.

Dogs

Dogs are not permitted anywhere on the school site or at school events as per government regulations.

SAFETY AND SECURITY

School Evacuation Plan and Lock Down Procedure

The school has an emergency evacuation plan in case of fire, earthquake or bomb threat and a lock down procedure if needed.

School Safety House Scheme

This school operates a Safety House Scheme which is organised by parents. Children should be encouraged to take note of where the safety houses are situated en route to or from school. This will allow them to know which houses to approach should the need arise.

School Security - Vandalism

Parents and nearby residents are requested to contact the Education Department Security Section or Police Communications should they notice anyone loitering on school premises. Contact may be made on the following numbers:

- Education Department Security 9264 4771 or 9264 4632
- Police Communications 131 444

Community Use of the School

Use of the school grounds and buildings by community members is to be negotiated with the Manager Corporate Services.

The Department of Education's *Duty of Care for Students Policy* states that children who return to the playing areas out of school hours are considered to be under the care of parents. Parents are asked to remind children to stay away from the buildings at all times out of school hours for security and safety reasons.

After Hours Activities

Children participate in a number of out of school activities based at the school. Sports, Marital Arts and Music are some of the activities that have been allowed in the past.

While the school has allowed these organisations to use school facilities, the school has no part to play in the organisation of such activities and therefore accepts no responsibility.

Please contact the organisers direct if you wish to discuss matters related to these activities.

SCHOOL BOARD

The school also has a School Board to make decisions on policies and to guide the school in some matters. Meetings are held at least once each

Term. Parents are voted onto the Board through the elections that are open to the school community.

PARENTS AND CITIZENS ASSOCIATION

The South Padbury P&C provides great support and assistance to the school. Their efforts are necessary to better the education of each child in the school. This voluntary work is greatly appreciated.

The P&C is comprised of parents interested in the best possible education for your children. It deserves your support and enthusiasm to raise money to provide materials for the children and provides a forum for parents and staff. Meetings are generally held twice a term. P&C meetings commence at 7.00pm in the staff room. Dates are advertised in the newsletter, term planner and school website. All parents are invited to attend.

Parents can contact the P&C via their email address – southpadburypc@gmail.com. The P&C also has a Facebook group, "South Padbury Primary School P&C" which is a fantastic source of information about what is happening in and around the school. This is a private group and parents will need to request to join.

The school is aware of the need for parents to be well informed of the functioning of the school. Efforts are made to provide regular information in the form of School Website and App, fortnightly newsletters, special bulletins and through Parent's Night, Parent/Teacher interviews, assemblies and parent morning teas after assembly.

COMPLAINTS MANAGEMENT POLICY

As per Government guidelines the school has a Complaints Management Policy which has been ratified by the School Board.

Complaints Management Policy

Students, parents, members of the community and all Department of Education staff have a right to make a complaint.

The complaint may be about –

- (a) The provision of education
- (b) The conduct of any DoE employee

The fundamental objective for all complaints is to always try and resolve the matters wherever possible at the school level.

Procedures to be followed at South Padbury Primary School:

Stage One – School Level

The problem is first discussed by the complainant with the appropriate school employee. That staff member will work with the complainant in an endeavour to resolve the issue.

Stage Two – Internal Review or Investigation at School Level

If the problem was not resolved in Stage One, the Principal or Associate Principal will become involved to work with the staff member and the complainant.

Complaints can be formalised. This requires a letter to the Principal who will acknowledge the complaint.

- The Principal will consider the issue and identify what action will be taken and when.
- The Principal will clarify the process if a formal complaint is to proceed.
- The Principal may seek the support and assistance of the Regional Office.
- The action and timeline will be confirmed to the complainant.

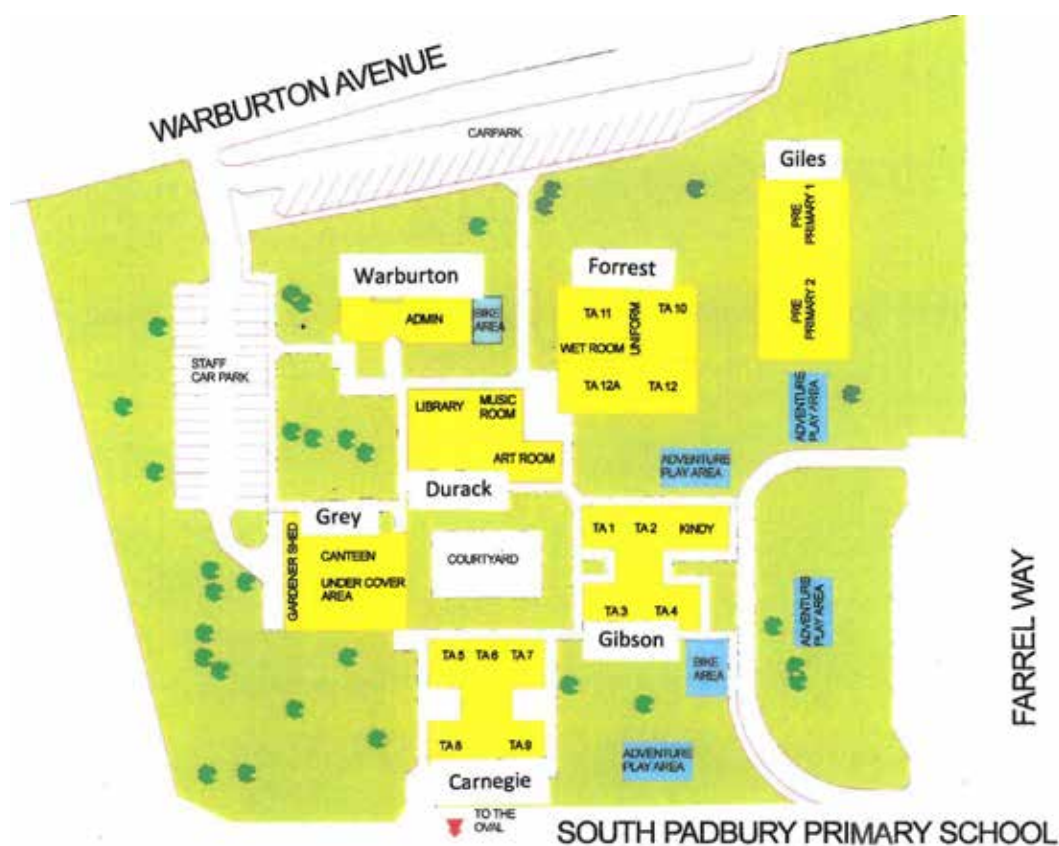
NOTE:

- No pupil is to be approached on school grounds by any parent without first seeking permission from the Principal.
- It is inappropriate for a personal complaint about a staff member to be tabled at a P&C meeting or a School Board meeting.
- When a formal complaint is made in writing about the performance of a staff member, that staff member receives a copy of the complaint.

South Padbury Primary School



MAP



South Padbury Primary School



NOTES:
