OUR NEW PLAYGROUND

2016 Information Booklet
OUR PURPOSE AND VISION

We want all students at Jarrahdale Primary School to achieve their highest standards of learning possible so that they are equipped to deal effectively with the opportunities and challenges they encounter in a changing world. We want them to be enthusiastic about learning.

Our aim is to create a safe and supportive learning environment that acknowledges the rights and responsibilities of staff, students and parents.

Our vision is:

- To promote an enthusiastic, motivated, independent, and engaged learning community
- To provide a welcoming, unique, focused, and supportive environment reflective of our location that acknowledges the rights and responsibilities of staff, students and parents
- The pursuit of personal excellence, valuing, supporting and promoting excellence in all areas.
- To educate and develop essential quality and skills that will enable students to be confident, actively engaged, responsible citizens in society.
- To maintain and forge strong and sustainable community partnerships based on positive productive relationships between all stakeholders
- To have a clear focus on high standards, ensuring, quality instruction is delivered by our team of well-trained, capable and professional staff.
- To employ evidence based approaches to effectively plan, review and promote good collaborative decision-making that will benefit our students.

Information in this booklet is available on our website

www.jarrahdaleps.wa.edu.au/

PARENT & SCHOOL PARTNERSHIP

Jarrahdale Primary School aims to maintain very close links with parents. Once forged these links have been found to result in:

- A greater understanding by parents of their children’s school.
- A greater understanding by teachers of the children and their needs.
- Better communication between home and school.
- Higher pupil morale and confidence.
- Increased goodwill and mutual esteem between parents and teachers.

Involvement in school by parents and carers helps children achieve the best possible learning outcomes. You can participate in school life, both formally and informally, through the Parents and Citizens Association, School Board, helping in the classroom or volunteering.

Try to make a special effort to attend your child’s class assemblies, parent-teacher meetings, sports days, open days, musical and other activities as this will help them feel positive about school and be a happy, active participant.
Dear Parents/Guardians

Welcome!

At Jarrahdale Primary School we combine academic and social development skills to provide a diverse enriching and educational learning environment. These skills are taught within the curriculum's key learning areas combining teamwork, self-expression and personal development, contributing to lifelong learning skills.

Our school aims to prepare students for the future allowing them to become independent and successful learners, confident and creative individuals and active, informed community members. We focus on providing equity for every student and striving for excellence in all areas of education.

An important areas of your child’s schooling comes from your role in your child’s education, partnering with us to build a community of learning and respect through open communication and shared goals. We encourage you to participate in school activities in roles such as classroom or parent helper, P &C or volunteering with our Earth Aware program (cooking and gardening activities).

We trust that your association with our school will be a long and happy one, as we work together to achieve the best possible educational experience for your child for this coming 2016 school year. Please ensure you contact the school if you have any questions or require further information.

Sincerely

Mrs Julie Denholm
Principal
## TABLE OF CONTENTS

**Kindergarten & Pre-Primary Parent Information** ................................................................. 5  
  K/PP Classroom Information ..................................................................................................... 5  
  General K/PP Information ......................................................................................................... 7  
**General School Information  K- Year 6** ................................................................................ 9  
  Before & After School Care .................................................................................................... 9  
  Behaviour – Code of Conduct ................................................................................................. 10  
  Bicycles at School .................................................................................................................... 11  
  Birthdays .................................................................................................................................. 11  
  Book Club ............................................................................................................................... 11  
  Bushfires Information .............................................................................................................. 12  
  Canteen & Morning Tea .......................................................................................................... 12  
  Car Park Procedures ................................................................................................................ 12  
  Clothing ................................................................................................................................... 12  
  Community Services ............................................................................................................... 13  
  Crunch ‘n’ Sip Policy .............................................................................................................. 14  
  Cultural Events ....................................................................................................................... 14  
  Enrolment ............................................................................................................................... 14  
  Footwear .................................................................................................................................. 14  
  Hats ......................................................................................................................................... 14  
  Head Lice .................................................................................................................................. 14  
  Interschool Sports ................................................................................................................... 14  
  Jewellery .................................................................................................................................. 14  
  Library ...................................................................................................................................... 15  
  Make-up and Hair ..................................................................................................................... 15  
  Management of Student Behaviour .......................................................................................... 15  
  Memorial Garden ..................................................................................................................... 16  
  Money at School ...................................................................................................................... 16  
  Newsletters & Events Calendar ............................................................................................... 16  
  Noticeboards ............................................................................................................................ 16  
  Parent Contact ........................................................................................................................ 16  
  Parent Groups ......................................................................................................................... 16  
  Parent Helpers ........................................................................................................................ 17  
  Payment by Cheque/Internet ................................................................................................... 17  
  Pre-Kindy/Playgroup - 3 Year Old Program .......................................................................... 17  
  School Bell Times .................................................................................................................... 18  
  School Camp/Big Week Out ................................................................................................. 18  
  School Staff 2016 ................................................................................................................... 18  
  Recess & Lunches .................................................................................................................... 18  
  Reporting to Parents .............................................................................................................. 19  
  School Accreditations ............................................................................................................. 20  
  School Assemblies ................................................................................................................... 20  
  School Environment ............................................................................................................... 20  
  School Excursions/Interschool Sport ...................................................................................... 20  
  Student Welfare & Medical Information ............................................................................... 21  
  School Uniforms ...................................................................................................................... 22  
  School Voluntary Contributions ............................................................................................ 24  
  Special School Programs ........................................................................................................ 24  
  Student Committees ............................................................................................................... 25  
  Teacher Contact ...................................................................................................................... 25  
  Toys, Electronic Devices, Card Games .................................................................................. 27  
  Transition Programs for Year 6 Students .............................................................................. 27  
  Updating Student Information ............................................................................................... 27  
  Useful Waste Materials .......................................................................................................... 27
KINDERGARTEN & PRE-PRIMARY
PARENT INFORMATION

We believe that providing a rich, meaningful and balanced curriculum of skills and information through age-appropriate activities will encourage children to want to learn more setting a strong foundation for life-long learning.

The first year of school is an important foundation for a strong school–parent relationship; children's successful learning; and a positive school experience.
K/PP CLASSROOM INFORMATION

Kindy students attend 5 days a fortnight and Pre-Primary students attend 5 days a week. The classroom opens at 8:30am. Parents are encouraged to spend some time with their child doing a puzzle, reading a book, or completing an activity together. At 8:45am a bell will ring to signal commencement of school and parents are expected to leave so that the children can sit on the mat and start the day’s learning.

The school day finishes at 3.10pm. Parents are asked to wait at the classroom door and the children will be individually dismissed into their parent’s care. No child will be allowed to leave the K/PP classroom unaccompanied or with a person not named on their enrolment forms, unless written permission is given to a staff member or School Principal.

BAG

There are hooks outside the classroom where your child will be able to hang their school bag. Every morning they hang their bag and bring their fruit and lunch into the classroom.

FRUIT TIME - RECESS

Your child should bring 1 piece of fruit each day. This is placed in a labelled container. Each child eats their own piece of fruit at recess. Due to allergies, please don't include nuts or eggs in their lunchbox.

LUNCHES & WATER BOTTLE

Please pack your child’s lunch in an appropriate lunch box which will be kept in the fridge in the classroom. We strongly encourage healthy lunch boxes which may include a savoury sandwich and a piece of fruit. Please avoid too many sugary or salty treats. Children are asked not to include foods that contain nuts or eggs. It is important to provide your child with a water bottle (and fresh water) each day to enable water to be available at all times during the day.

REQUIREMENTS

Your child will need to bring (all items CLEARLY labelled):

- A large school bag
- A water drink bottle (fresh water each day)
- Lunchbox for lunches
- Fruit
- A maroon school bucket hat. This must be worn everyday all year.
- Shoes such as joggers (please no shoes that flash or make noises)
- Spare change of clothes in school bag (in case of little accidents)
- School Uniform

STATIONERY REQUIREMENTS

The majority of equipment required in Kindy/Pre-Primary will be pooled together and distributed throughout the year as required. Please do not label items with your child’s name if your child is in K/PP.
GENERAL K/PP INFORMATION

BEFORE AND AFTER SCHOOL

Please ensure that your child is not left unattended before the school day commences and they are picked up promptly at the end of the day.

GETTING READY FOR SCHOOL

Some children find the first days of kindergarten daunting. There are some simple things you can do to help ease them into school life:

- Read stories with your child about starting school.
- Go past the school and chat with your child about how they will soon be going there, the exciting things they will do and the friends they will make.
- Make time to visit school together - contact the school first to find out a suitable time.
- Spend time at school looking at all the fun activities going on.
- When you’re at school, show your child where their bag will go, where the toilets are and other things to get them used to school.
- Go shopping together to buy a special lunch box and drink bottle.

Helping children have a positive first experience of school is important because it can shape the way they think about school in the future.

Once school starts, be actively involved yourself. Children love it when their parents/family members come along to help with reading and other activities. Your ongoing support will help them build strong foundations for success at school.

LAUNDRY ROSTER

A roster is displayed each term which assigns each family laundry duties. A bag of washing will be sent home at the end of the week to be returned on Monday.

LEAVING YOUR CHILD

At the beginning of year your child may be a little hesitant for you to leave. From our experience it is better for you, your child and the rest of the class if you leave quickly. Linger ing often prolongs your child’s distress; usually they settle down and join in with the rest of the group very quickly. If for some reason this does not happen, be assured that we will telephone and inform you.

PARENT ROSTER

Once the students have settled into Term 1 a parent roster is displayed so that you can choose a suitable time to visit. All parents are encouraged to come in and help. While you are visiting you may be asked to work with a small group of children and join in so that you can observe your own child in various situations.
PLAYGROUND EQUIPMENT
The play equipment in the Kindy/Pre-Primary block and school grounds is out of bounds before and after school for supervision and safety reasons.

TOYS
Children are asked NOT to bring toys of any kind to play with in the class as there is invariably an argument about ownership, damage or loss. Objects of interest, such as photographs, special toys and nature items are welcome at news time however they will be kept in a special news box.

UNIFORM
All students from Kindergarten to Year 6 are required to wear the correct school uniform including a school hat. Uniform details are listed on page 23. Sandshoes are preferable for climbing and safety.
GENERAL SCHOOL INFORMATION
K- YEAR 6
BEFORE & AFTER SCHOOL CARE

Camp Australia and Jarrahdale Primary will be offering Outside School Hours Care from Monday, 1 February 2016. The program combines active games with structured and unstructured play, quiet time and a healthy snack. To register for an account, manage your booking or make enquiries, contact Camp Australia on www.campaus­tralia.com.au or phone 1300 105 343

BEHAVIOUR – CODE OF CONDUCT

“Education is the shared responsibility of students, teachers, parents and the community”.

Students achieve their potential in a supportive environment, where they are willing to take risks and accept challenges. A set of common values that encourages respect for self and others is vital to this environment.

We hope we can work with you to empower your child to make the right decisions and learn to modify his/her behaviour to become a valuable member of our school community and ultimately a valuable member of society.

Positive partnerships between parents, students and teachers enhance the learning outcomes of all students.

Our values influence our behaviour. The set of values promoted at Jarrahdale are the shared core values of the Curriculum Framework which describe expected learning outcomes for all students from K-12. These are:

1. A pursuit of knowledge and a commitment to achievement of potential.
2. Self-acceptance and respect of self.
3. Respect and concern for others and their rights.
4. Social and civic responsibility.
5. Environmental responsibility.

RIGHTS AND RESPONSIBILITIES OF STUDENTS, STAFF AND PARENTS

Students have the right and responsibility to:

- Follow the school rules and shared values.
- Contribute to formalising and implementing classroom rules as per class policies.
- Experience quality education.
- Access curriculum that supports the building of resiliency.
- Learn in a safe, secure, friendly and clean environment.
- Feel valued by staff and co-operate fully with staff.
- Communicate positively with each other.
- Enjoy school.

Staff have the right to:

- Have a right to teach in a safe, secure and clean environment.
- Right to teach in a purposeful and non-disruptive environment.
- Co-operation and support from parents.
- Access curriculum resources suitable for supporting students in building positive relationships, resiliency, safety and bullying prevention.
- Access professional learning in behaviour management including preventing and effectively managing bullying.
Staff have the responsibility to:

- Promote a positive school/learning environment.
- Follow DoE and school policies.
- Understand, model and apply the shared values of the Curriculum Framework and Friendly school’s program.
- Understand and apply the school rules and whole school behaviour programs equitably and consistently.
- Develop class rules in consultation with students.
- Keep parents informed of student behaviour and concerns.
- Develop IBP (Individual behaviour plans) in consultation with parents, students and external support staff.

Our parents have the right and responsibility to:

- Be heard in an appropriate forum on matters related to the rights of their child to an appropriate education.
- Feel comfortable in sharing information about their child, expressing appreciation and voicing their concerns in a constructive manner.
- Be informed of behaviour management procedures and decisions affecting their child’s health, welfare and learning.
- To feel their presence and contribution in the life our school is welcomed.
- Access to quality education for their child.
- Model, inform and develop courteous and respectful behaviour.
- Prepare their children for school structures.
- Support the school structures.
- Provide appropriate food as fuel for optimal learning (please refer to the healthy food policy guidelines).

BICYCLES AT SCHOOL

Students riding bicycles/scooters to school are required to leave them in the bicycle rack provided. This area is “out-of-bounds” during the school day. Students bringing bicycles/scooters into the school grounds must wear an appropriate safety helmet.

Students are not to ride their bicycles/scooters in the school grounds at any time. This is for the student’s own safety as well as the safety of the school community. While every reasonable care will be taken, the school will not be responsible for theft or damage to bicycles/scooters brought to school.

BIRTHDAYS

Birthdays are special. You are most welcome to bring cupcakes or a healthy alternative to celebrate your child’s birthday. Please check with class teacher regarding any food allergies.

BOOK CLUB

Children’s interest in literature is fostered by commercial book club programs. Each term children receive several illustrated catalogues of book titles suitable for their age group.

Parents are able to purchase selected material, at competitive prices, by returning the order page provided in the Book Club box in the front office or complete the order online.
BUSHFIRES INFORMATION

We are very aware as a school community that we are situated within a potential bushfire zone. Therefore, we have created a set of procedures to ensure the safety of the students, staff and community members.

SCHOOL BUSHFIRE PLAN

- The school has a comprehensive bushfire process.
- A fire drill is held at least once a year.
- Every classroom has a laminated chart showing the school grounds and evacuation process.
- We also have a fire emergency file and box which contain all the parent contact numbers and student first aid requirements.

EVACUATION

- The school is under the control of the Fire Incident Controller.
- If he/she tells us to evacuate, it will be from the oval and the children will be walking through the gate on Wanliss Street to the Gianatti Hall. This will be in negotiation with the fire controller.
- Fire-fighters are in contact by radio and they will advise parents where to pick students up. Parents will not be able to gain entry to the school in this instance.
- If the advice is to stay, we will use the undercover area or Gianatti Hall, where there is water for the children, first aid kit and a mobile to ring parents if necessary.
- Parents will not be able to gain entry to the school and will receive information from the Fire Incident Controller on fire progress and impact on the school and students.
- In case of evacuation, parents will be notified using messageyou text messaging system.

If parents are able to reach the school, they MUST contact the Principal to explain that they are taking their child with them.

CANTEEN & MORNING TEA

The canteen opens on Thursday mornings and sells fruit & vegetable based food to the students. Each item is $1. Proceeds are used to purchase consumables used in cooking classes. Completely run by volunteers, help is always welcome. Please contact the front office if you are able to assist.

CAR PARK PROCEDURES

Parents are permitted into the school grounds to leave and collect their children. However, for the safety of the students strict guidelines must be followed:

- Do not park on footpaths or in front of the gates.
- All vehicles using the Munro St entrance are to reverse-park on both sides of car park.
- Speed at all times is not to exceed walking pace.

CLOTHING

All items of clothing, including footwear, should be clearly marked with the child’s name, so that they can be returned if they are misplaced or lost. Please ask at the office for any lost property.
COMMUNITY SERVICES

DENTAL THERAPY

The school is serviced by a Dental Therapy Unit based at West Byford Primary School. Parents are contacted to see if they want to use the service offered for their children. All students are eligible for the service. Contact details are:

Email: WestByfordDTC@dental.health.wa.gov.au
Phone: 08 9525 6245

GUIDANCE

The school has the services of a psychologist, occupational therapist and chaplain on a regular basis. Parents wishing to avail themselves of the counselling and testing services available for their children should contact the Principal. Teacher requested student referrals are made only after consultation between the Principal and parent.

HEALTH SERVICES

Health Services, such as speech and occupational therapy, can also be accessed through the school. School referrals are made only after consultation with the student’s parents. Parent requests should initially be made through the Principal after consultation with classroom teacher.

IMMUNISATION

Parents are required to present proof of their children’s immunisation program at enrolment. Parents who have not had their children immunised run the risk of their children being affected by a variety of infectious diseases which break out in the community from time to time. While the school will notify the parents when any infectious diseases are reported, any health risk remains the responsibility of the parents concerned.

OTHER DISTRICT SERVICES

- A welfare officer checks the record of attendance rolls and supports the school with improving student attendance.
- Social workers are available to support families.
- Speech and language support officers
- Visiting teachers for advice for students with special needs

SCHOOL NURSE

A school nurse visits the school regularly and checks different student age groups of students for various health aspects. Kindy screening takes place each year and information is sent home prior to testing.

There are additional health services available on request from parents e.g. eye tests and scoliosis checks. Please discuss health concerns with your child’s class teacher who will complete a referral form requesting an appointment with the school nurse.
CRUNCH ‘N’ SIP POLICY

Our school is a Crunch ‘n’ Sip school which means that students may drink water and have a healthy snack in the classroom. Each classroom teacher will discuss this with parents at the beginning of the year. Kindy and Pre-Primary students eat their own fruit at recess time.

CULTURAL EVENTS

Cultural events are programmed into our yearly calendar to provide low-cost opportunities for children to be exposed to “live” musical, theatrical and dramatic dance performances to provide a contrast to television and video experiences.

Parents will be notified in advance of these events. Costs will be kept to the minimum price charged by the performers.

ENROLMENT

To enrol a student at our school parents initially complete an “Application for Enrolment” form. The enrolment is accepted based on class sizes, availability of suitable educational programs and school boundaries. Parents are reminded that a child’s Birth Certificate and Immunization Record needs to be sighted at the time of enrolment. If approved, parents will receive a comprehensive enrolment package.

FOOTWEAR

The children will be required to have sensible, suitable footwear for indoor and outdoor daily learning activities. No thongs, scuffs or shoes that flash or make noises. Sandshoes should be worn on class sports days.

HATS

In keeping with School Policy, all children must wear a maroon school bucket hat to school, at recess/lunch times and while participating in outdoor activities throughout the year.

HEAD LICE

The school runs formal nit checks several times each term. Parental permission forms are signed on enrolment. A full copy of the Head Lice Policy is available from the front office.

INTERSCHOOL SPORTS

While all students have a regular Physical Education Program, the middle and upper students have the opportunity for regular interschool activities.

Activities include t-ball, football and netball with North Dandalup in Semester 1. Cross-country running and an Interschool Athletics Carnival (for students Years 1 - 6) are held during the winter months.

JEWELLERY

For safety reasons the wearing of jewellery should be kept to a minimum. Watches and stud/sleeper earrings are acceptable but drop earrings, anklets, necklaces and bangles/bracelets can cause problems when children are engaged in sporting and playground activities and should not be worn at school.
LIBRARY

All students may borrow books from the school library and must use a waterproof library bag.

Students who are unable to return borrowed books will not be able to borrow further books from the Library until the original book is returned or replaced. The school is constantly purchasing new books to update the resources.

MAKE-UP AND HAIR

Shoulder length hair must be tied back at school for health and safety reasons. Maroon coloured head bands may be worn if necessary. Make up, including nail polish, is inappropriate at school and is not permitted. Hair colouring is also considered inappropriate for primary school children.

MANAGEMENT OF STUDENT BEHAVIOUR

ABSENCE FROM SCHOOL

The School Education Act requires a student of compulsory age to regularly attend a registered school. The Act allows for students to be absent for reasons such as illness, religious/cultural ceremonies and any other reason acceptable by the Principal. When children are absent from school, parents are required to send a written explanation on their child’s return to school detailing the reason for their absence.

Regular attendance at school has been shown to support student achievement of sound educational outcomes.

BULLYING

Information on bullying and how we deal with bullying is outlined in our school Behaviour Management policy which is available upon parent request. We have a “Zero Tolerance” Policy for bullying at Jarrahdale Primary School. Please ensure you contact the school immediately if there are any issues or if you have any questions regarding bullying.

DISCIPLINE

The School Behaviour – Code of Conduct, parent information guidelines are outlined in this booklet (pages 9-10). Parents are asked to contact the school if they have any questions regarding the school Behaviour Policy.

LATE NOTES

Any child who arrives at school after 8.45am must report to the front office and receive a late pass before attending class.

STUDENT REQUIREMENTS

Booklists are organised through Byford Newsagency at the end of the school year and copies are also available at the school office. Students are required to have all equipment and books listed on the book list. As some stationary items last more than 1 year, you are encouraged to buy only those items that you require.

Items such as ball point pens, pencils, coloured pencils, erasers, rulers, scissors, glue etc are to be re-supplied by parents during the year when needed.
MEMORIAL GARDEN

Our memorial garden honours Maxine Haddow and Peter Dimopoulos, former residents of Jarrahdale, with tributes to the Vyner Brooke, RSL and Armed Forces. Because of the meaning behind this commemoration we ask that you remind your children to treat the memorial with respect, not as an additional play area, especially during assembly times.

MONEY AT SCHOOL

Money should not be left in children’s bags or desk trays.

PAYMENTS

All payments for collection by teachers should be brought to school in a sealed envelope, stating the child’s name and the purpose of the payment on the front, eg, Voluntary Contributions, excursion, etc. All money is entered on Class Lists and then passed on to the Registrar.

P & C MONEY

All payments for P & C fund raising activities should be brought to school in a sealed envelope, stating the child’s name and the purpose of the payment, eg, Father’s Day, Calendar etc which is to be dropped into the P & C box at the office.

NEWSLETTERS & EVENTS CALENDAR

The school newsletter is sent home every Monday fortnight. The events calendar is usually sent home in the first newsletter of each term. Please read these regularly as they contain important dates and information relating to school events and your child’s learning. Newsletters are available on-line at our website:

http://www.jarrahdaleps.wa.edu.au/

NOTICEBOARDS

We provide a number of notice boards to keep you updated with relevant information. They are located on the veranda between Rooms 2 & 3, Kindy/Pre-Primary and there is a combined notice board & produce stand by front gate.

PARENT CONTACT

The school will be implementing a SMS system to inform parent/guardians of important issues. The system will send a text to the mobile phone number you have provided to the school. Messages will cover instances including bushfire evacuation or notices; school meetings; school events; unpaid fee reminders. We also utilise Connect and class e-mail to notify community members of important issues.

PARENT GROUPS

PARENT LIAISON

Class Liaison Parents (CLP) are parent volunteers who act as liaison between students, families, teachers and the school community as a whole, and act as ambassadors for our school. Each class has a CLP representative whose role is to make contact with new families to help them settle into the school community; assist in the organisation of class events; provide open communication lines between all parents and the school administration; and to promote the school.
**P & C ASSOCIATION**

The school P&C works in partnership with the school and organises educational, social and fundraising activities. The dedicated committee members have contributed their time and talents to support and promote the school.

P&C meetings are held throughout the term, details will be advised in the school newsletter. Parents are urged to attend meeting to enable them to learn about, and participate in, the school’s operation. Through engagement with the wider school community parents can help make decisions that directly affect their children. The P&C has a Facebook page and a dedicated e-mail address.

**SCHOOL BOARD**

Each school has a School Board comprising parents, the principal, staff and sometimes community members. The Board is concerned with the school’s objectives, priorities and general policy, through establishment, review and evaluation and financial planning to achieve the agreed upon objectives. They also contribute to formulating the student code of conduct and, where necessary, the selection process for teaching staff. Their role involves approval of financial contributions for materials, services and facilities, the school’s educational program, arranging advertising or sponsorship and determining student-supplied items for use in the school’s educational program.

**PARENT HELPERS**

Parents wishing to help out in the classrooms with reading, art, etc are encouraged to ask class teacher for suitable times. Parent helpers are encouraged throughout the year.

**PAYMENT BY CHEQUE/INTERNET**

Please make out cheques for payment for excursions, Voluntary Contributions, etc, to “JARRAHDALE PRIMARY SCHOOL”. If you choose to pay via the Internet the school details are

**Jarrahdale State School: BSB 066131: Account 00901105**

Please include your child’s/children’s names and what you are paying e.g. excursion, contributions.

**PRE-KINDY/PLAYGROUP - 3 YEAR OLD PROGRAM**

The school, in partnership with the local playgroup association, offer a three-year old playgroup/pre-school on Thursday mornings from 9.30 to 11am during term time. This program is aimed at encouraging pre-school 3 year olds to take responsibility for their belongings, challenge their thinking, develop independence and make decisions.

Each child is required to attend with a parent or responsible adult to help support their learning throughout the session. Please contact the school office for enrolment forms and further information.
SCHOOL BELL TIMES

Instruction time begins at 8.45am

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>8.30am</td>
<td>Children enter classrooms to prepare for their learning</td>
</tr>
<tr>
<td>8.45 am - 10.45 am</td>
<td>Instruction time</td>
</tr>
<tr>
<td>10.45 am - 11.15 am</td>
<td>Recess</td>
</tr>
<tr>
<td>11.15 am - 1.00 pm</td>
<td>Instruction time</td>
</tr>
<tr>
<td>1.00 pm - 1.45 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.45 pm - 3.10 pm</td>
<td>Instruction time</td>
</tr>
</tbody>
</table>

The bell will be rung at 3.10pm, but students may not necessarily exit the classroom at 3.10pm as the classroom teacher may still be finalising the day.

Students should not arrive at school before 8.30am and should have left the school grounds by 3.20pm each day unless a special program is running or parents have made alternative arrangements with the Principal.

SCHOOL CAMP/BIG WEEK OUT

A school camp or Big Week Out is held for students in Years 5/6 every second year. The next event will be Term 3 or 4, 2017.

The P & C and Years 5 & 6 fundraise to subsidise costs of the camp. Parents are able to pay for the camp in full or alternatively make payments towards the cost in the months leading up to the camp. Students who leave the school, or don’t attend the camp, will receive full refunds.

SCHOOL STAFF 2016

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Mrs Julie Denholm</td>
<td>Mon - Fri</td>
</tr>
<tr>
<td>Registrar</td>
<td>Ms Jackie Adams</td>
<td>Mon - Fri</td>
</tr>
<tr>
<td>K/PP</td>
<td>Ms Sharon Cox</td>
<td>Mon - Fri</td>
</tr>
<tr>
<td>K/PP Education Assistants</td>
<td>Ms K Giles</td>
<td>Mon, Fri</td>
</tr>
<tr>
<td></td>
<td>Mrs Narelle Dickerson</td>
<td>Tues - Thurs</td>
</tr>
<tr>
<td>Year 1/2</td>
<td>Mrs Sophia Bowers</td>
<td>Mon – Fri</td>
</tr>
<tr>
<td>Year 2/3</td>
<td>Mrs Patricia Green</td>
<td>Mon – Fri</td>
</tr>
<tr>
<td>Years 4-6</td>
<td>Mrs Jessie Barber</td>
<td>Mon – Fri</td>
</tr>
<tr>
<td>Senior/Middle/Music</td>
<td>Ms Anita Pagotto</td>
<td>Mon, Tues</td>
</tr>
<tr>
<td>Education Assistants</td>
<td>Mrs Espe Young</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ms Kristen Giles</td>
<td></td>
</tr>
<tr>
<td>DOTT Teacher</td>
<td>Ms Sharon Bayley</td>
<td>Mon-Thurs</td>
</tr>
<tr>
<td>Kitchen Garden Specialists</td>
<td>Mrs Iona Ruscitto</td>
<td>Tues</td>
</tr>
<tr>
<td></td>
<td>Ms Stacey Smithers</td>
<td>Tues</td>
</tr>
<tr>
<td>Library Officer</td>
<td>Ms K Giles</td>
<td>Thurs</td>
</tr>
<tr>
<td>Cleaner</td>
<td>Mr Jeff Palmer</td>
<td>Mon - Fri</td>
</tr>
<tr>
<td>Gardener</td>
<td>Mr Paul Gallagher</td>
<td>Mon - Wed, Fri</td>
</tr>
</tbody>
</table>

RECESS & LUNCHES
All students must have a lunch box which is put into class fridges in the morning. All lunch box food should be healthy e.g. a sandwich with cheese and salad and a piece of fruit. Please do not send in food high in sugar, salt and fat. Students drink bottles are to be filled with water.

Candy cane and chocolate eggs are not permitted on school grounds.

REPORTING TO PARENTS

Reporting throughout the year takes place in a variety of ways. Teachers will be providing ongoing feedback to their students on a daily basis and parents are encouraged to discuss their child’s progress/achievement with the teachers. Worthwhile communication is two way, and regular contact and feedback are seen as being important in every student’s development. Each classroom will send home a newsletter each term. Parent information sessions will take place during Term 1.

**Term 1**
- **Junior**: On entry. On completion of ‘on entry testing’ teacher/parent meetings.
- **Junior & Middle Primary**: Class teacher/parent group meeting to outline class/school policies and expectations to be held within first two weeks of Term 1
- **Middle & Upper Primary**: Written communication or a class meeting to outline class/school policies and expectations will occur within the first few weeks of Term 1
- **Kindy-6**: Whole school parent interviews
- **Annual School Report**: Published, discussed with School Board

**Term 2**
- **Kindy**: Work sample file
- **Pre-Primary**: Formal Report, work sample file
- **Year PP-6**: Department of Education and Training formal individual student reports

**Term 3**
- **Kindy/Pre-Primary**: Parent’s Night/Learning Journey

**Term 4**
- **Kindy/Pre-Primary**: Formal Report & Sample Files, On entry testing for identified students
- **Year PP-6**: Department of Education and Training formal individual student reports

In addition to the above whole school reporting, class teachers have their own additional communication practices in place to inform parents of student achievement, progress and behaviour.

The school encourages all parents to be aware of their child’s progress and/or any concerns and to discuss these with the classroom teacher. Parent feedback is an important part of our program.

**DIARY, YEARS 4-6**

All students in Years 4-6 are expected to have a school diary which is used by the classroom teacher for communication with parents. Praise for good behaviour and work, inappropriate behaviour, homework reminders and learning concerns are communicated through the diary. Please ask for your child’s diary each day to see if there are any comments. A signature signifying you have read the comment and/or a response will be greatly appreciated. The diary is a very useful way for parents to communicate with the teacher.
Jarrahdale Primary School has developed a homework policy to facilitate the achievement of learning outcomes. It forms part of a developmental learning program that is responsive to individual needs, clearly relevant and supports classroom practise and the importance of education outside of the classroom. Individual classroom teachers will outline homework expectations at the commencement of each New Year.

SCHOOL ACCREDITATIONS

Jarrahdale Primary School is committed to the following programs:

- **Asthma Friendly School**: "Asthma Friendly" schools are recognised for taking extra measures to ensure the safest possible environment is provided for students with asthma. Staff have received special training to equip them to deal with any asthma related incidents.

- **Waterwise School**: As a Waterwise school we strive to model water education, conservation and sustainability to the community. This initiative links with our Kitchen Garden as part of students’ curriculum based learning.

- **Wastewise School**: As a Waste Wise School, we aim to model responsible environmental behaviours through hands-on learning experiences that are linked to the Australian Curriculum. The program helps schools to set up infrastructure and provides resources aimed at changing attitudes and behaviour in regard to sustainable waste management.

SCHOOL ASSEMBLIES

Each Kindergarten to Year 6 class organises and runs several assemblies throughout the year, on Tuesday afternoon commencing at 2.35pm. Dates for class assemblies are advertised in each term’s School Calendar of Events and Newsletter.

SCHOOL ENVIRONMENT

The school buildings and grounds are “smoke free” zones so smoking on school grounds is prohibited at all times.

**Alcohol** is not permitted on school property without the permission of the Principal. At no time is it allowed when student activities are taking place.

**Dogs** are not permitted on school grounds at all, even if on a leash.

All community members are asked to observe these regulations.

SCHOOL EXCURSIONS/INTERSCHOOL SPORT

**CARE OF STUDENTS**

While on excursions and at sporting events, students are the responsibility of the teachers concerned and the normal school procedures are expected to be followed. Children are instructed to remain with their school group at all times and should only go to their parents when directed, or with the permission of the teacher in charge.

There are always an adequate number of teachers and parent helpers to ensure that all students are well provided for. Parents are encouraged to offer their services as group carers if they are going to be at a function.
CLOTHING

Students are to wear the school uniform when on excursions or participating at sporting events. The gold polo shirt with logo is to be worn on these occasions when representing the school.

PERMISSION / EXCURSIONS

Permission forms for children to attend excursions and sports activities away from the school must be received prior to the event. If permission forms are not returned prior to the excursion a No permission form – no excursion policy will be followed.

For local excursions (i.e. walking), parents are given the opportunity on enrolment to complete a blanket approval for students while attending Jarrahdale Primary School, which avoids individual permission slips.

TRANSPORT

It is school policy to use buses for transport on excursions. Parents can be asked to assist with payment toward bus hire.

STUDENT WELFARE & MEDICAL INFORMATION

Jarrahdale Primary School is committed to the welfare of your child while they are in our care. Several staff members are trained in first aid, and undertake a number of medical professional development sessions to ensure up-to-date methods and procedures are utilised.

ACCIDENTS/ILLNESSES AT SCHOOL

Parents will be contacted should their child become unwell at school, or suffer a minor accident, so that the appropriate action can be taken. Please make sure your contact details are up-to-date so that we can contact you quickly in a medical situation.

In cases of serious accident, appropriate medical attention will be sought and parents (or emergency contact) notified immediately. An ambulance will be called if the situation is critical. The parent/guardian will be responsible for any costs incurred.

Parents should ensure that enrolment/student information contains specific and clear directions should the above procedures not be acceptable.

STAFF TRAINING

Many staff members hold Senior First Aid certificates and are trained in the use of epi-pens. As an accredited Asthma Friendly School our staff are required to attend regular training and refresher courses.

MEDICAL CONDITIONS

If your child has a medical condition that will affect schooling or mobility, we ask that you contact the office so that we can make appropriate plans to enable full participation. All children with medical conditions are required to have a current Medical Action Plan. This is available from the front office.
MEDICATION POLICY

Parents wishing to have teaching or general staff administer medication to their children during the school day (eg) ADD or ADHD tablets, asthma sprays, cough mixtures etc must complete a REQUEST TO ADMINISTER MEDICATION form available from the office BEFORE this responsibility is agreed to by school staff.

Please do not be offended if some teachers or general staff decline this responsibility. Department of Education employees have no legal obligation to accept this parental responsibility.

RECORDS

To enable us to keep current records and provide the best care, we ask that parents ensure that enrolment/student information contains specific and clear directions for care. If there are any changes to your contact details please advise the office promptly to enable us to contact you in a timely fashion.
SCHOOL UNIFORMS

The school has a School Dress Code, endorsed by the School Board and P & C Association, which all families are required to observe. Contact the school on 9525 5157 regarding the purchase of uniforms. A Uniform Co-ordinator takes orders at least twice a year and we ask parents use this service so that the uniformity of colours and styles is maintained. The P&C Association have a limited amount of both new and second hand uniforms for sale.

For safety and management reasons students are to be in school uniform for excursions and interschool functions, unless otherwise notified. A “no uniform - no inclusion” policy has been included as part of the dress code.

A review or amendment to any part of the School Dress Code can be made at P & C and any change is then ratified at School Board.

Parents are able to choose a selection from the following.

### Summer Uniform

<table>
<thead>
<tr>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maroon skirts, shorts or pleated skirt</td>
<td>Maroon shorts</td>
</tr>
<tr>
<td>Gold or Maroon polo shirt, with school logo on left side of chest.</td>
<td>Gold or Maroon polo shirt, with school logo on left side of chest.</td>
</tr>
<tr>
<td>Maroon bucket hat</td>
<td>Maroon bucket hat</td>
</tr>
</tbody>
</table>

### Winter Uniform

<table>
<thead>
<tr>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maroon tracksuit or pleated skirt/skort</td>
<td>Maroon tracksuit</td>
</tr>
<tr>
<td>Maroon zip front jacket with logo.</td>
<td>Maroon shorts</td>
</tr>
<tr>
<td>Gold or Maroon polo shirt, with logo.</td>
<td>Maroon zip front jacket with logo</td>
</tr>
<tr>
<td>Cargo Pants</td>
<td>Gold or Maroon polo shirt, with logo.</td>
</tr>
<tr>
<td>Maroon bucket hat</td>
<td>Cargo Pants</td>
</tr>
<tr>
<td>Maroon leggings</td>
<td>Maroon bucket hat</td>
</tr>
</tbody>
</table>

### Sports Uniform

<table>
<thead>
<tr>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maroon pleated skirt/skort</td>
<td>Maroon shorts</td>
</tr>
<tr>
<td>Maroon sports briefs / pants</td>
<td>Gold or Maroon polo shirt with logo.</td>
</tr>
<tr>
<td>Gold or maroon polo shirt with logo.</td>
<td>Maroon bucket hat</td>
</tr>
<tr>
<td>Maroon bucket hat</td>
<td></td>
</tr>
</tbody>
</table>

While children are allowed to mix and match for daily school wear please note:

a) **All children are to have a gold polo shirt with logo for inter-school functions and excursions.**

b) **For “School Faction” activities:**
   (i) Children in “Pioneer Faction” are to wear a GOLD polo shirt with logo.
   (ii) Children in “Samson Faction” are to wear a MAROON polo shirt with logo.

Students are notified of their faction early in first term and would normally expect to remain in the same faction throughout their time at Jarrahdale Primary School.
SCHOOL VOLUNTARY CONTRIBUTIONS

Our school voluntary contributions are set at $45 for each child in Kindy and $60 for each child in Pre-Primary to Year 6. Charges for Kindergarten to Year 6 would be appreciated early in the term as these charges help provide resources and equipment to support learning activities. If full payment is difficult, instalment arrangements are possible. Payments can also be made via the internet. The school details are: Jarrahdale State School, BSB 066131, Account 00901105. Please ensure you state your child’s/children’s names and what you are paying e.g. excursion, contributions etc.

SPECIAL SCHOOL PROGRAMS

In addition to the Education Department’s Curriculum, which is the basis of the school’s programs, there are additional on-going programs to enhance the everyday activities of the school:

EARTH AWARE

Growing, Harvesting, Preparing, Sharing.

The Jarrahdale Primary School is involved in the Stephanie Alexander Kitchen Garden Program (SAKG). The aim of the program is pleasurable food education for young children from K-6. All students will be participating in an ongoing garden and cooking program which is run by community volunteers and specialists. Please contact the school if you are interested in assisting with the program.

FRIENDLY SCHOOLS – VALUES EDUCATION

The Jarrahdale Primary School social and emotional program is based on the resource Friendly Schools Plus. Social and emotional learning is the process of developing and practising important social and emotional understandings and skills. The most effective social and emotional learning programs are those that consistently integrate social learning into the curriculum, specifically targeting and building on social and emotional skills. Each class/year level has key areas that are addressed in an age and maturity appropriate manner. Friendly Schools Plus is a whole school initiative ensuring that the same language and understandings are developed across each year level ensuring continuity and progression. Social skills require constant reinforcement therefore we appreciate the support of the family and extended community in encouraging our students to model appropriate behaviour.

GIFTED AND TALENTED PROGRAMS OR P.E.A.C

District level PEAC Classes are offered to identified talented students from Years 5 – 6. These classes are held off-site. Classroom curriculum and school based programs provide for children identified as being gifted or talented in a particular area.

LANGUAGES OTHER THAN ENGLISH (L.O.T.E.)

LOTE is one of the programs that the school offers on an ad-hoc basis. Parents/guardians will be advised prior to classes starting.

MUSIC S.I.M.S. PROGRAM

Selected students from Year Six are invited to participate in the “Primary School Students Instrumental Music Program” (S.I.M.S.) held weekly at Byford Secondary College. The students are currently learning flute.
**RIBBONS OF BLUE**

A special science program monitoring water quality of the Gooralong Brook in Jarrahdale, as part of the Water & Rivers Commission, is offered to senior students.

**SCHOOL MUSIC**

A specialist music teacher coordinates a Recorder Ensemble Group in the Upper Primary and a Choir program. Students who are interested, committed and successful in the area of music will be offered a place in this program. In Term 4, where possible, the groups have the opportunity to perform for various community groups.

**STUDENT COMMITTEES**

**CLASS LEADERS**

- Each term a class leader is chosen to take on a special role within the classroom and across the school.

**STUDENT COUNCIL**

- Consists of four representatives from the senior class. The councillors take on roles within the school.
- The council representatives are selected by the students and endorsed by staff at end of the year prior to taking up the position.
- The council meets with the Principal on a regular basis and are supported by the senior class teacher.
EVERYDAY MATTERS

Parents may make direct contact with teaching staff for “everyday” matters, preferably before school, after school, or during “Duties Other than Teaching Times” (DOTT). If you require a length of time to discuss your child’s progress with his/her teacher, please make direct contact with the teacher, or phone the school to organize a time that is suitable.

SERIOUS CONCERNS

Parents with serious concerns to discuss with teaching staff are requested to phone the Principal on 9525 5157 to arrange a mutually agreeable meeting time.

IRATE PARENTS

Teaching staff will refer irate parents, and people who behave unacceptably in their work place, to the Principal.

COMPLAINT RESOLUTION FLOW CHART

Whenever possible matters will be dealt with at the local level.
TOYS, ELECTRONIC DEVICES, CARD GAMES

Students are asked to keep all toys, electronic devises, cards etc at home as they tend to cause arguments and get lost or broken. Any mobile phones or electronic devices must be handed into the office in the morning and will be returned at the end of the day.

TRANSITION PROGRAMS FOR YEAR 6 STUDENTS

A transition program for students in Year 6 to prepare them for high school is run throughout their final year at the school. Local Senior High Schools also provide an orientation program for students intending to attend their school.

UPDATING STUDENT INFORMATION

It is important that parents inform the school promptly of any change of address, e-mail address, phone numbers or health particulars so student records are accurate, and provide up to date and relevant information when needed.

USEFUL WASTE MATERIALS

If you have any boxes, containers, material, cardboard, paper, milk bottle tops etc that you no longer need then please send them into school.
## Term Dates 2016

<table>
<thead>
<tr>
<th>Term</th>
<th>Teachers Start</th>
<th>Students Start</th>
<th>Students Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TERM 1</strong></td>
<td>28 January 2016</td>
<td>1 February 2016</td>
<td>8 April 2016</td>
</tr>
<tr>
<td><strong>TERM 2</strong></td>
<td>26 April 2016</td>
<td>27 April 2016</td>
<td>1 July 2016</td>
</tr>
<tr>
<td><strong>TERM 3</strong></td>
<td>18 July 2016</td>
<td>19 July 2016</td>
<td>23 September 2016</td>
</tr>
<tr>
<td><strong>TERM 4</strong></td>
<td>10 October 2016</td>
<td>11 October 2016</td>
<td>15 December 2016</td>
</tr>
</tbody>
</table>

### School Development Days 2016 (student free)

- **Term 1**: 28 and 29 January
- **Term 2**: 26 April, 3 June
- **Term 3**: 18 July
- **Term 4**: 10 October, 16 December