



Alkimos Beach
PRIMARY SCHOOL

Parent Information Booklet

2020



DAILY BELL TIMES

| | |
|--------------------|---------------------------|
| 8.15 am | Students arrive at school |
| 8.30 am – 10.30am | Morning program |
| 10.30am – 10.50am | Morning recess |
| 10.50 am – 12.50pm | Mid-morning program |
| 12.50 pm – 1.30pm | Lunch |
| 1.30 pm – 2.45pm | Afternoon program |

2020 SCHOOL TERM DATES

| | |
|---------------|--|
| Term 1 | Monday February 3rd to Thursday April 9th |
| Term 2 | Tuesday April 28th to Friday July 3rd |
| Term 3 | Monday July 20th to Friday September 25th |
| Term 4 | Monday October 12th to Thursday December 17th |

2020 SCHOOL DEVELOPMENT DAYS

| | |
|---------------|---|
| Term 1 | Thursday 30th January, Friday 31st January, Friday 28th February. |
| Term 4 | Thursday 29th October, Friday 30th October, Friday 18th December |

Welcome to Alkimos Beach Primary School
An Independent Public School

This information booklet has been produced to provide you with valuable information about the programs that operate in our school and is also a reference for the procedures and practices which ensure that our school operates in an effective, efficient and safe manner. We are constantly reflecting and reviewing how and what we do and appreciate any feedback or comments that parents or members of the community have about our school.

BACKGROUND / FACILITIES

Alkimos Beach Primary School opened its doors at the beginning of 2017 and caters for students from Kindergarten to Year 6. Our school features 5 teaching blocks, an automated library, a purpose built art/science room, a music room and a fully enclosed assembly area that is utilised for performing arts and other activities. All classrooms are fully air-cooled.

COMMUNITY PROFILE

Alkimos Beach Primary School is located north of Perth city and has rapidly grown over the past few years. Land values in the area are moderately priced, with residents typically being first or second home owners. Students come from a diverse range of backgrounds including a number of migrant families from South East Asia, the Middle East, South Africa and the United Kingdom. Parents are employed in a range of occupations including small business owners and those who are self-employed or work in trades or professional vocations.

SCHOOL WEBSITE

Our website address is www.alkimosbeachps.wa.edu.au. Here you will find copies of our school policies, term dates, planners and general information about the school.





STAFF

There is a broad range of experience and expertise across the staff in each of the eight curriculum learning areas. Teachers are committed to providing for the individual progress of every child within the ethos and philosophy of our school.

Teachers are encouraged to take on curriculum leadership roles across the school and there are organisational structures, processes and resources in place that reflect this expectation. Teachers nominate to take on curriculum leadership roles in each of the eight learning areas. The nature of this role includes the promotion of the learning area, the purchase and management of resources and profiling of student outcomes, cross school moderation and provision of professional development in identified areas.

Within its staffing allocation, the school has a number of specialist positions including LOTE, Physical Education, Visual Arts and Performing Arts.

Non teaching roles include a Manager Corporate Services, School Officers, Education Assistants and an Informational Resource Officer. A Caretaker manages the school site in regards to maintenance and faults and assists with overseeing the management of the grounds and cleaning of the school.

SCHOOL DECISION-MAKING AND PARENT INVOLVEMENT

As an Independent Public School, the governance of the school is overseen by a School Board made up of parents, staff and community members. Parents may nominate for positions that become available on the board and elections are held when required to identify the successful candidates. A Parents & Citizens group is also an important part of the school whose function is to assist with fundraising for resources for our students. Interested parents are actively encouraged to be part of these groups, assisting with decision making processes and fundraising.

We believe that the quality of education will be optimised if parents and teachers work together in setting standards and values for both academic and personal development. To this end, we encourage parents to actively participate in decisions relating to their child and the school in general. We value the skills and abilities that parents can bring to the learning program.



SCHOOL MOTTO

Our school motto is:

Explore....Discover....Achieve....

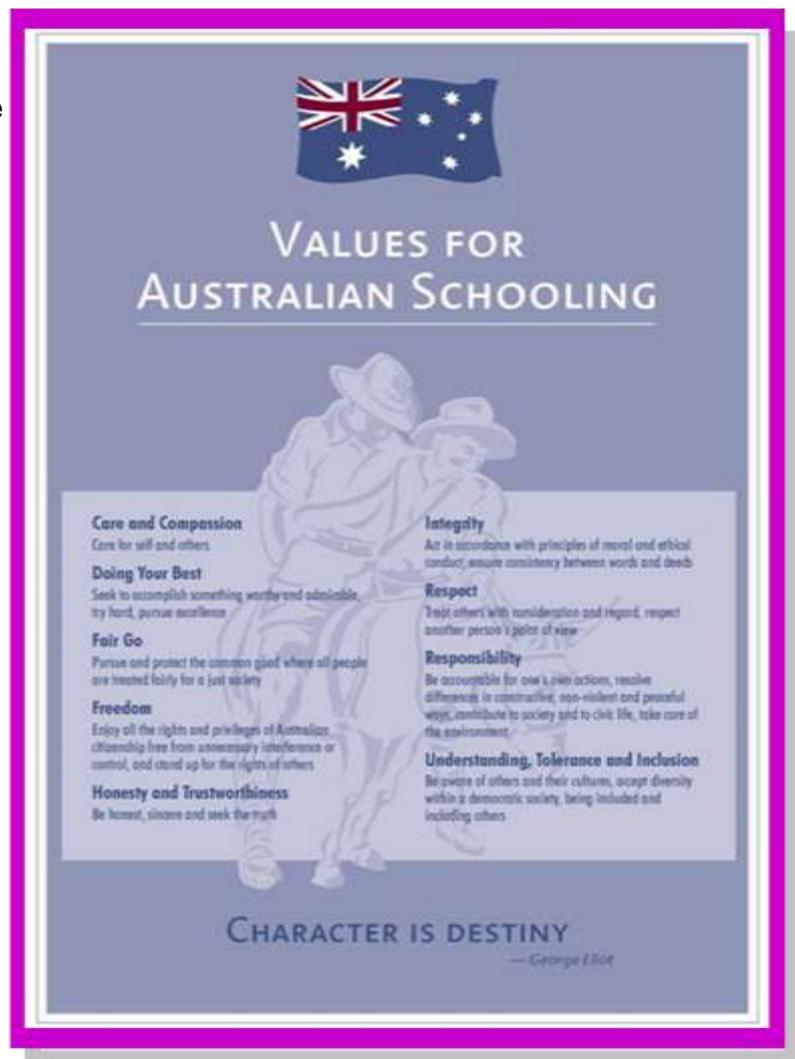
OUR VALUES:

Our school values are based on the nine values for Australian Schooling.



At Alkimos Beach our core values are:

- ***Friendship***
We value friendship as fundamental to the development and fulfilment of ourselves and others, and the good of the community.
- ***Respect***
Develop self-respect, and respect for others. Promote inclusion, and appreciate and value the diversity of people's circumstances and backgrounds.
- ***Responsibility***
Take responsibility for the way we lead our lives; how we use our talents, rights and opportunities.
- ***Perserverance***
Maintain a 'can do' attitude and aspire to achieve goals.
- ***Kindness***
Show care and concern, and exercise good will towards others.



The Curriculum

The curriculum that we use at Alkimos Beach Primary School is the West Australian Curriculum which clearly articulates the skills needed for children to become successful learners, helps to prepare them for life in Australia and empowers them to achieve success in the future. Our aim, to provide a dynamic and innovative curriculum that challenges, excites and inspires children to become successful and confident learners, and achieve their best, is the main driving force behind how we design and deliver our curriculum.

The Western Australian Curriculum encompasses the Australian Curriculum, setting out the knowledge, understandings, skills, values and attitudes that students are expected to acquire. The curriculum has a twenty-first century focus which includes three cross-curriculum priorities and seven general capabilities.

The Western Australian Curriculum comprises:

- The Early Years Learning Framework
- Kindergarten Curriculum Guidelines
- Pre-primary to Year 10 Curriculum
- Alternative Curriculum Recognition.

Given the phased development of the Australian Curriculum, schools will be teaching some learning areas from the **Australian Curriculum** supplemented by learning areas described in the former Western Australian **Curriculum Framework**. As the Australian Curriculum is developed, it will gradually replace the Curriculum Framework in Western Australia.

Australian Curriculum

The Australian Curriculum is from Foundation (Pre-Primary) to Year 12 and sets out the core knowledge, understandings, skills and general capabilities important for all Australian students. Teachers across Australia are implementing the Australian Curriculum. Western Australia has implemented the first phase of the Australian Curriculum which includes English, Mathematics, Science, Humanities and Social Sciences and Health & Physical Education.

There are three key design features of the Australian Curriculum:

- Learning area content descriptions and achievement standards.
- General capabilities.
- Cross-curriculum priorities.

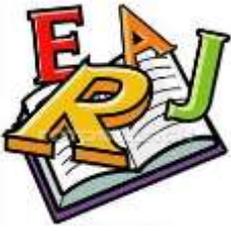
General Capabilities:

- Literacy
- Numeracy
- ICT
- Critical and creative thinking
- Personal and social competence
- Intercultural understanding
- Ethical behaviour

Cross-curriculum priorities:

- Aboriginal/Torres Strait Islander histories and cultures
- Asia and Australia's engagement with Asia
- Sustainability

TEACHING AND LEARNING PROGRAMMES



The curriculum of the school is based around eight learning areas - English, Mathematics, Science, Humanities and Social Sciences, Technologies, Health and Physical Education, the Arts and Languages. Teaching and learning programs are developed, implemented and monitored with due consideration ensuring that all of our students work towards achieving the major outcomes identified in the Australian Curriculum.



As such, we seek to ensure that students:

- Use language to understand, develop and communicate ideas and information and interact with others.
- Select, integrate and apply numerical and spatial concepts and techniques.
- Recognise when and what information is needed, locate and obtain it from a range of sources and evaluate, use and share it with others.
- Select, use and adapt technologies.
- Describe and reason about patterns, structures and relationships in order to understand, interpret, justify and make predictions.
- Visualise consequences, think laterally, recognise opportunity and potential and are prepared to test options.
- Understand and appreciate the physical, biological and technological worlds and have the knowledge and skills to make decisions in relation to them.
- Understand their cultural, geographic and historical contexts and have the knowledge, skills and values necessary for active participation in life in Australia.
- Interact with people and cultures other than their own and are equipped to contribute to the global community.
- Participate in creative activity of their own and understand and engage with the artistic, cultural and intellectual work of others.
- Value and implement practices that promote personal growth and wellbeing.
- Are self-motivated and confident in their approach to learning and are able to work individually and collaboratively.
- Recognise that everyone has the right to feel valued and be safe and in this regard, understand their rights and obligations and behave responsibly.



SCHOOL CONTRIBUTIONS AND CHARGES

The Alkimos Beach Primary School Board has endorsed the schedule of Contributions and Charges. The schedule is broken into five sections and will allow you to calculate all costs that you might incur throughout the school year.

Statements will be sent home with your child early each term. The preferred method of payment is directly into the school bank account (details are as below). Alternatively, you can pay by cash/cheque using the envelopes provided at the front office and deposited in the drop box.

Voluntary Contributions

KINDERGARTEN

PRE PRIMARY - Year 6

| Subject/ Cost Component | Total Cost | Subject/ Cost Component | Total Cost |
|--|-------------------|--------------------------------|-------------------|
| Literacy - Resources | \$10.00 | Literacy/Numeracy - Resources | \$10.00 |
| Art/Craft/ T&E - Consumables | \$10.00 | Art/Craft/ T&E - Consumables | \$10.00 |
| Mathematics - Resources | \$5.00 | ICT - Consumables | \$5.00 |
| Fundamental Movement Skills- Equipment | \$5.00 | Phys Ed - Equipment | \$5.00 |
| Total | \$30.00 | Total | \$ 30.00 |

These contributions can be paid at the school office by cash or cheque made payable to Alkimos Beach Primary School or direct debit into the school bank account:

Alkimos Beach Primary School

BSB: 306 182

Account Number: 0085426

Reference: Child's full name and room number

Payment plans are available if required. Please speak to the Manager Corporate Services.

Charges for Extra Cost Optional Components

| Activity | K | PP | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 |
|-----------------------|----------|-----------|-----------------|---------------|---------------|---------------|---------------|---------------|
| In-term swimming | | \$80 | \$80 | \$80 | \$80 | \$80 | \$80 | \$80 |
| Excursions/incursions | \$40 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 | \$50 |
| Interschool sport | | | | | | \$15 | \$15 | \$15 |
| Graduation Activities | | | | | | | | \$100 |
| PEAC | | | Costs will vary | | | | | |
| Instrumental music | | | | | | | \$120 | \$120 |
| Choir Excursions | | | | | \$15 | \$15 | \$15 | \$15 |

Items for personal use in the educational program

The charge for personal use items will vary from student to student.

These may include such things as: book / library bag, tissues, paper towel, art shirt, drink bottle, pump soap, hand towel, cake of soap and student diary.

Other charges not a direct part of the educational program

P&C Events \$20.00

School photographs \$10.00 – \$50.00 depending upon package selected by parent / carer

Optional cost options for school activities or services provided through the school

Charges will vary for year level book lists, uniform/dress code items, school photos, Scholastic book club, year 6 graduation expenses, leadership activities and PEAC (Primary Academic Extension Program).

Voluntary Requests

These are for services or purposes that are not part of the educational program.

These are voluntary.

P & C Association Membership \$1.00 per adult member

KINDY INFORMATION

In keeping with the school's ethos and vision statement, the goal of our program is to create a positive learning environment which fosters the growth of each child. Along with this, our program promotes active learning. Children are encouraged to initiate their own appropriate learning experiences through creative play. This is thematically based and supports the children's development across the eight learning areas of the Australian Curriculum.



It is universally recognised that students in this phase of schooling learn best when the curriculum is delivered in the form of intentional play. Play is the most natural way for children to explore their world, construct knowledge, develop skills and imagination and learn to live in a social world.

With every child's creativity being highly valued, our teaching places an emphasis on children exploring, investigating and playing in order to learn. In addition to developing your child's academic skills and understandings, we place a very strong focus on the physical, social and emotional aspects of your child's development.

Alkimos Beach Primary School's Early Childhood skills program emphasises oral language and comprehension. Our program exposes children to:

- Phonological Awareness (rhyming, syllables and word awareness),
- Semantics (labelling, functions, attributes, same and different, categorisation, associations),
- Narrative in everyday tasks, stories and games.

Recent research suggests that early knowledge of letters and sounds have a strong and direct relationship to success and ease of reading acquisition in later years. Your child will be exposed to initial sounds, syllables and the conventions of reading, writing and spelling as well as early numeracy skills and understandings. In order to assist your child in making these critical steps, we use a variety of assessment tools to monitor your child's progress.

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Our school offers a comprehensive physical education program which is based on the Fundamental Movement Skills (FMS). This program increases children's skills, attitudes and values in their physical, social and emotional development. It is designed to -

- Enhance gross motor skills such as running, hopping, jumping, throwing, balancing etc.
- Enhance self-esteem, confidence, cooperation and collaboration (life-skills).
- Enhance children's game sense, sharing of equipment, taking turns, and respecting individual differences.
- Enable children to become risk takers.
- Promote a healthy lifestyle.

We believe that strong partnerships with parents will maximise learning experiences. We encourage parents to become involved with the children's experiences and invite you into our classrooms to participate in and help with various classroom activities. We look forward to sharing these experiences with you and your child.

We hope that you enjoy this very special time in your child's life. It is one of fun, laughter, learning and adventure.

The Alkimos Beach Primary School Early Childhood program will endeavour to provide for each child the following: -

- Opportunities to grow physically, intellectually, emotionally and socially.
- Stimulation to use their minds and bodies.
- Assistance to develop a positive feeling about themselves and their abilities.
- Opportunities to be creative.
- Guidance to recognise and accept feelings and learn appropriate ways to express feelings.
- A motivating, positive learning environment fostering self-expression and communication through the development of oral language.
- Situations to develop problem-solving skills.
- Activities to learn to make choices and take initiatives in planning and doing things.
- Regular opportunities to manage themselves, their materials and routines of the day.
- Guidance to understand and live in their day to day world.
- Encouragement to self-express through art, music, movement and dramatic play.
- Guidance, space, freedom, services, resources and equipment to facilitate opportunities to reach their potential.
- Strategies to become a contributing member of a group.
- Opportunities to interact with experienced adults who will challenge their thinking, explore their world and experience excitement in learning.

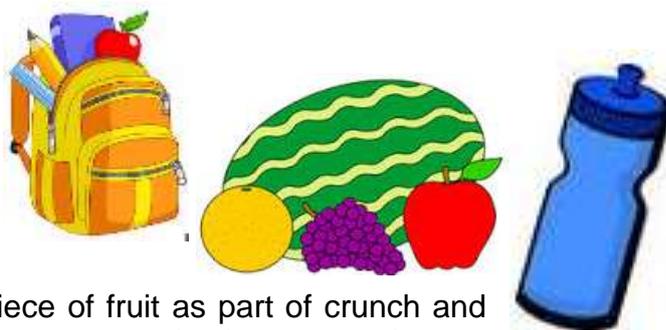


What to do on the first day

- Check your child's name is on the class list which will be attached to the outside of the classrooms.
- Place your child's bag on the benches provided outside the classroom.
- Place their drink bottle on the tray provided.
- Find your child's name tag and pin it onto their shirt.
- Give your labelled booklist items to the teacher or education assistant.
- Take your child to the area where the puzzles or books are placed.
- Once a signal is given by the teacher to pack away puzzles please say your goodbyes and leave promptly. This will assist your child to settle and help overcome separation anxiety if it arises. If you anticipate your child having difficulties with this, the teacher will assist you.

GENERAL KINDY INFORMATION

Bag – each child needs to bring a school bag to school every day. It should be big enough to hold their hat, drink bottle, lunchbox, jumper, library book bag, spare clothes and any notes or artwork to take home.



Fruit – we ask that each child bring along a piece of fruit as part of crunch and sip. This is not shared fruit. Some examples are: apple, banana, sultanas, cherry tomatoes, carrot, celery, cucumber and any fruit in season.

Drink Bottles – each child must bring his / her own drink bottle to school with their name clearly marked on it. We ask that **ONLY WATER** be provided whilst the children are at school as we encourage healthy bodies and healthy food.

Clothing – a spare change of clothes is needed for Kindergarten as we sometimes have little accidents. Please provide a full change of clothes in your child's bag. Please ensure **ALL** items of clothing are clearly labelled with your child's name.

Toys – please discourage the children from bringing toys to school. If they would like to bring a toy they received for their birthday to show the children, we will ask them to put it in a safe place to prevent breakages and losing it.

Parent Roster

Having extra adults in the classroom allows for greater oral interaction with students and closer supervision of activities. Your child will enjoy the special attention and it will give you an insight into the learning that occurs in the classroom.

A parent roster is displayed. If you are able to be part of the roster, please put your name down on a day suitable to you. We also welcome grandparents and other significant adults in your child's life and encourage them to put their names down. Parents who are unable to be part of the roster are welcome to visit anytime. Please note that anyone helping in the school must fill in a Confidential Declaration form included at the end of this booklet and from the classroom teacher, you will also need to sign in through the front office. In the educational interest of all the children, we do not encourage parents on roster bringing younger children.



Laundry Roster

We would appreciate your help with the Kindergarten laundry. Laundry usually consists of tea towels, hand towels and painting aprons. About twice a year, you will be asked to assist us with this task.

Independent Children

Encourage your child to become independent – dressing himself / herself, taking responsibility for small tasks (e.g. tidying their bedrooms, simple cleaning tasks, helping others) and making small decisions on his / her own. Becoming a preschooler is the first step into a wider environment.



ARRIVAL TIME AT SCHOOL



Due to issues related to supervision of students, parents are advised that students should not arrive at school before 8.15am. If arriving prior to this time, students are required to wait in the library where they will be supervised by a member of the administration team. Supervision in the library commences at 8.00am.

PLAYING ON EQUIPMENT BEFORE OR AFTER SCHOOL

Playing on equipment is not permitted under any circumstances, with or without parent supervision. This is for the safety of all students and younger siblings.

LATE ARRIVALS

Students who arrive late (after 8.35am), must go to the office to collect a 'late slip'.

COLLECTING STUDENTS DURING SCHOOL HOURS

It is a requirement of the Department of Education that all parents collecting students from school during school hours are required to sign the child out through the school office. Children need to be signed back in on their return.

ABSENCES AND ABSENTEE NOTES

In order to comply with the Education Act (1999), a **written or verbal** explanation is required for each and every absence from school. As part of the school's legal responsibilities notes are kept on file by classroom teachers. It would be appreciated if the school could be notified in advance of foreseeable extended absences from school (e.g. holidays). When an absence is due to long term sickness, parents may wish to contact their child's teacher to discuss activities that could be completed at home.



ATTENDANCE INFORMATION

At our school we are both highly sympathetic to and very understanding of legitimate illness among our students. The research below indicates that good attendance habits established in the early years of schooling translate to successful learning, beginning with Kindergarten.

“Student Attendance and Educational Outcomes; Every Day Counts” was prepared for the Department of Education by the *Telethon Institute for Child Health Research, UWA* in May 2013. The report was based on the attendance patterns of some 415,000 Government school students in WA. It tables some interesting points.

Key Findings

1. Disparities in attendance rates are evident from early schooling.

The data indicates that attendance rates further diminish in secondary school. It is critical that good attendance patterns are established in the early years, particularly Kindergarten. If good attendance is not established early, then the data says that a child's secondary school attendance will be further reduced. A good start is imperative to future success.

2. In all analyses, average academic achievement declines as absence rates increase.

This was evident across all sub groups i.e. nationality, gender, transience, socio-economic status etc. Every day of attendance contributes positively toward a child's learning. Absence from school was related to poor academic achievement, not only in the current year but in future years as well. Gaps in student learning from one poor year of attendance have a flow on effect in future years.

3. Educators cannot improve attendance alone.

The community needs to be included. The community needs to recognise the importance of education. Achieving this can be done by students only being absent for valid illnesses. Absences for *birthdays, holidays in term time, appointments that could be done out of hours, for a day of rest after a busy weekend etc*, are not legitimate reasons for non-attendance at school.

Please support your child by advising the school of non-attendance and by ensuring that your child attends regularly. If there are any issues that impact upon your child's attendance please contact the school so that we are able to support you.

CHILDREN TRANSFERRING TO OTHER SCHOOLS

When children are about to leave our school or transfer to another school, parents are asked to contact us at least a week or more beforehand, if at all possible. It allows us to gather all records, reports, etc and time to farewell our students and wish them all the best in their new school. Parents are also reminded to return any library / reading books or property owned by the school prior to your child's departure.

MERIT CERTIFICATES

In addition to classroom acknowledgements, individual merit certificates are awarded at assemblies. The children receiving the certificate are recognised for excellence, achievement and citizenship. Please note that not all children will receive a merit certificate. Additional certificates may be given for specialist areas and Aussie of the Month.

MAJOR SCHOOL AWARDS

In addition to the Merit Certificates presented at assembly, major school awards are presented to students at the end of year Awards Assembly. Each teacher nominates two students for these awards based on criteria from achievement and citizenship fields. The types of criteria which are considered include:

Achievement and Effort

- Demonstrates significant gain in academic achievement.
- Consistent application towards academic tasks.
- Actively seeks to improve current performance.

Citizenship

- Demonstrates a genuine care and respect for others.
- Actively contributes towards creating a positive classroom and school.

ANNUAL EVENTS

Alkimos Beach Primary School has several annual events that children really look forward to. These include:

- ANZAC Ceremony
- School Incursions eg. Constable Care
- Book Week
- Annual Awards Presentation
- Sports Carnival



All the children throughout the school are involved in these events. We encourage all parents to participate.

BICYCLES AND SCOOTERS



Children who ride bicycles or scooters to school are reminded to always wear a helmet and observe safety riding rules. The School, School Board and the P&C fully support the Police Service of WA recommendation that children under the age of **10 years** should not ride to school unless accompanied by an adult. **By law, all riders are to wear helmets.** The school does not encourage the use of roller blades and roller skates as a means of going to and from school. Skateboards are not permitted to be brought to school.

All bikes and scooters should be secured in the bike racks provided. **Bicycles and scooters must not be ridden on school grounds, they must be wheeled or carried.** For additional security, we recommend that they be individually padlocked.

MOBILE PHONES

For security before and after school, students are permitted to have a mobile phone at school. However, they must sign a contract to agree to the stipulated terms and conditions and the phone must be handed into the administration office each morning and collected at the conclusion of the school day.



CHILDREN'S PROPERTY

We strongly discourage the bringing of valuables and toys to school. NO responsibility is accepted for loss or damage to students' personal property. If a personal item is brought in for news, teachers on request may place it in a safe place for the day.

SCHOOL BAGS

School bags of suitable size are very necessary equipment to protect books and materials carried to and from school. These should be clearly labelled with your child's name.



LIBRARY BAGS

Each child is expected to bring to school a waterproof library bag in which library books may be carried home. Library books may not be taken home without some sort of protection. Children will be notified of their library borrowing day. The Joondalup Super Store stocks library bags for purchase.

LOST PROPERTY / CLOTHING

Any lost property is placed in the lost property bins located outside the school office. Children are encouraged to be responsible with belongings but named articles will be returned to owners. Please name all articles clearly. Items not claimed at the end of each term will be forwarded to charity.



STUDENT EQUIPMENT REQUIREMENTS

The school provides most reading materials, work books, art materials, mathematics and science equipment and some items need to be purchased as indicated on the requirements list. Pencils, rulers and pens etc. require regular replacement and parents will need to replace these when required. All student items must be clearly labelled/named so that mislaid items can be returned to their owners.

The personal items lists are sent home in November and parents may place their order online directly, return their order form to the office by the due date for collection by Ziggies or by mail to Ziggies Educational Supplies. We would encourage parents to purchase the recommended brands listed on the personal items list.

EXCURSIONS AND SCHOOL VISITS POLICY

Throughout the year children may participate in a number of excursions to places of interest that complement the learning programs occurring in the classroom. Children are not permitted to go on excursions without full school uniform.



All trips and visits are educationally based and as such children are strongly encouraged to participate. However, these activities are seen as a privilege, not a right and as such only children with good standing will be invited to attend. Parents will be given ample notice of coming events and are asked to return the signed permission slip by the due date. Seat belted buses are used.

If your child requires medication for the excursion and this is not already stored at school, please come to the office to arrange this prior to the excursion.

FACTIONS

All children belong to one of four factions representing shipwrecks along the WA coastline. These are:

| | |
|------------------|----------------|
| Endeavour | Zedora |
| Cervantes | Batavia |

When representing their factions, children are required to wear their faction shirt.

PHYSICAL EDUCATION AND FITNESS

All students from Pre-Primary to Year 6 participate in weekly Physical Education lessons. The emphasis of the program is the development of fundamental movement and game skills. Students have opportunities to display their skills and talents through carnivals and interschool competitions. Classroom teachers also provide fitness activities.



HOMEWORK

Homework can assist students create study work habits that will help them become life long learners. Homework focuses on the revision of concepts covered in class or the reinforcement of work already completed. There may be times when your child will require assistance; however, they should be able to complete most tasks independently. Teachers have an expectation that homework will be completed. If you have any queries regarding homework please arrange a time to speak with the teacher.



INTERNET

The importance of the Internet to school and education is growing daily. Access to this resource provides opportunities to greatly enhance the educational programs offered to students. The Internet is a means of bringing the world around us into the students' classrooms.

To avoid misuse or exposure to inappropriate material by students, the use of the Internet by students is governed by strict guidelines. Alkimos Beach Primary School's Internet Policy has been designed to incorporate the 'Internet Usage, Policy and Guidelines' from the Department of Education of Western Australia and also the ideals of our school.



The purpose of this policy is to provide guidance for teachers, students and parents alike. We urge all parents to read the policy, discuss it with their children and to approach the school if they wish to have any part of the document clarified.

STUDENT BEHAVIOURAL EXPECTATIONS POLICY

The school has a very effective Behavioural Expectations and Good Standing policy that is focused on encouraging positive student behaviour. The system used is a combination of proactive approaches, logical consequences and non-punitive methods of dealing with inappropriate behaviour. This system focuses on developing individual responsibility and self-control and utilises behavioural consequences.



PARENT PARKING

There are a number of parking areas located around the school that may be utilised by parents. These include street parking and the main car park located to the right of the administration building. The car park located to the left is strictly for staff parking. The car park located at the rear of the school on Fairy Parade and the car park located on Painted Parkway near the early childhood classes is also for parent use.



SMOKING



The school grounds are a smoke free zone and we remind parents to refrain from smoking while on school grounds, including car parks.

ANIMALS ON SITE

Please be aware that Animals are **not permitted** on school grounds.



BIRTHDAYS



We are very happy to celebrate your child's birthday. If you wish to have a cake please consider cupcakes as they are easier for the children to eat. Please bring or send them along and everyone will help make your child's special day one to remember. Some students may have allergic reactions to specific food products e.g. peanuts. Please check with the teacher. These will be handed out at the end of the day, so that parents are aware of anything that has been given to their child.

CANTEEN

Blue Wave Cafe supplies Alkimos Beach Primary School with a canteen service every Wednesday. Orders from the menu can be made via QuickCliq. Orders must be placed by 8:45am Wednesday morning. Any issues please contact Blue Wave Cafe on 9562 8022 or QuickCliq on 1300 116 637.



| |
|--------------------------|
| SCHOOL DRESS CODE |
|--------------------------|

The following dress code will apply for all students attending this school in accordance with Section 128(d) of the School Education Act.

By enrolling your child /children in our school you are entering into an agreement to abide by the policy that governs the uniform of Alkimos Beach Primary School based on the Department of Education guidelines.

RATIONALE

A school dress code:

- Fosters and enhances a school and team spirit.
- Assists in building a school and team spirit.
- Ensures students are safely dressed for specific school activities.
- Encourages equity among students.
- Instils pride in personal presentation.
- Identifies students within the local community.

DRESS CODE REQUIREMENTS FOR ALKIMOS BEACH PRIMARY SCHOOL

The school colours of aqua and black are represented by the following items of clothing. They are available via direct order from Joondalup Super Store.

Summer Uniform

- Aqua school polo shirt
- Black skorts or black shorts
- Black skirt
- Sports joggers –no extreme colours preferably black based or sandals
- School bucket hat black
- Dress

Winter Uniform

- Aqua school polo shirt
- Black track pants or trousers
- Black skirt
- Aqua school windcheater
- Sports joggers
- School bucket hat black
- Black / charcoal grey tights
- Black long sleeved skivvy
- Dress

Sports Uniform

- Faction Polo tee-shirt in faction colours (orange, blue, green, purple)
- Girls—Black school shorts/skorts.or black track pants (winter).
- Boys—Black shorts or black track pants (winter).
- Sports Joggers
- School bucket hat

The following are **NOT PERMITTED**:

- pants with stripes down the side or with brand logos
- cargo pants (pockets on legs)
- jeans
- bike shorts
- hooded jackets (hoodies)
- Ugg boots or thongs
- mini skirts
- beanies

HEALTH AND SAFETY

Students should ensure that they take appropriate action to protect themselves from the sun when outdoors. The **NO HAT, NO PLAY** school policy applies throughout the year. Black bucket hats are available from the Nell Gray Superstore in Joondalup. Students who do not wear a hat will be restricted to the undercover area or verandahs during recess and lunch breaks. During sport they will be placed in a supervised, shaded area.



- We do have a limited supply of hats for sale in the office.
- No thongs, health or beach sandals are permitted. Appropriate sports joggers or sandals are to be worn.
- Appropriate sports joggers are those designed to give adequate support during sports activities and **do not** include skateboard, Converse, popular name brand shoes, girls pumps / flats or other fashion sportswear. They are to be predominantly black with minimal markings.
- Jewellery - For safety reasons, children may wear the following items of jewellery only
Earrings - studs and sleepers only and / or a watch.
- Students with long hair (shoulder length) are to have it tied back with plain white, black or aqua blue elastics. Black, white or aqua blue headbands are allowed. (No elaborate hair adornments)
- Neck scarves pose a health/safety risk and if worn to school, students will be asked to remove them for the duration of the school day.
- No make-up, nail polish, extreme hairstyles or temporary tattoos are to be worn by students.

IF A STUDENT DOES NOT COMPLY WITH A REQUIREMENT OF THE DRESS CODE AND IS NOT EXEMPTED, THEN THE ADMINISTRATION MAY -

- Prevent the student from attending any activity where the student would have been representing the school.
- Prevent the student from attending or participating in any school activity which, in the opinion of the Administration team, is not part of the essential education program.
Regulation 36 - Section 123(2)(a) School Education Act 1999

REPORTS

Online reports are sent home at the end of Semester One and Two. You will receive an email containing a link to your child's report. Reports are available on Connect Online not via the Connect App. Other forms of reporting are used across the school. These include interviews and Open Nights. Details and times are published in the newsletters.



ASSEMBLIES

Assemblies will be held at 8.40am on Friday mornings. The dates of assemblies are published on the term planner and will be advertised via our newsletter. During each assembly, class items, displays, reports, plays and musical items may be presented. Merit certificates are awarded to children for their efforts or contributions in class. Aussie of the Month awards are also presented monthly at assemblies. All parents and carers are welcome to attend.

COMMUNICATING WITH PARENTS



Open and regular communication with parents and carers is considered a critical factor in your child's schooling. This two-way communication ensures that teachers and the school get to know the perspective of parents as well as providing parents with information about the learning program and their child's progress.

At Alkimos Beach Primary School, we do not consider that the only time we should meet with parents is when there is a problem. Rather, we consider that developing an ongoing rapport between parents and teachers is something that should develop over the course of a year. We encourage you to get to know your child's teacher and to make a time to talk with them about your child.

If you are at all concerned about your child's progress, aspects of their learning program or behaviour, please do not hesitate to contact the teacher in the first instance and then the school administration to talk the matter over.

FORMS OF COMMUNICATION

Interviews by Arrangement

Parents are encouraged to make appointments to discuss their child's progress. If you would like to discuss any aspect of your child's progress, please contact your child's teacher to arrange a mutually convenient interview time. This will enable you and the teacher to talk in a relaxed setting without the distraction of other parents or children. On some occasions, teachers may initiate an interview with parents. **We request that parents do not interrupt classes during lesson time.** Approaches to teachers before school to discuss major concerns and issues prior to the start of the day are not encouraged as this is when preparation for the day is being conducted. Any urgent need to see teachers can be arranged through the office.

EMERGENCY CONTACT NUMBER



Parents are requested to make sure that the emergency address and the phone number registered on their child's admission card is up to date. If this is done, unnecessary delays in making contact with parents will be averted. If employment or postal details change, please contact the school immediately with the updated details.

PARENTS' AND CITIZENS' ASSOCIATION

The objectives of the Alkimos Beach Primary School P & C Association are:

- a) Foster community interest in education.
- b) Promote closer liaison between school and the community.
- c) Assist in the provision of school amenities.

The Alkimos Beach P & C Association is a vital group of dedicated parents who achieve much throughout the course of the year. The satisfaction to be gained in supporting the school repays many times over the costs of time and effort.

Meetings are held on Wednesday Week 3 and Wednesday Week 7 of each term at 7.30pm in the school staffroom. Meeting dates will be advertised. New parents are always welcome to establish new friendships and share experiences or new ideas. The P & C membership levy is \$1.00 per family.

PARENT INVOLVEMENT

Parents are welcome to participate in learning activities at every opportunity. Individual teachers will outline the range of ways in which parents can assist within the classrooms. In addition, there are a number of formal structures in place to ensure that parents have a voice in decision making in the school.



Overwhelming evidence shows that the success of students at school is greatly assisted where there is a positive partnership between parents and teachers. The staff are very keen to involve parents in school life as much as possible.

For you to play a vital part in the total education of your children you may wish to participate in the following ways:

- In the classroom – listening to reading, assisting with conference writing, maths activities, art / craft etc.
- Sharing talents – playing musical instruments, demonstrating craft skills, typing stories etc.
- Helping in the library – reading stories, repairing and covering books etc.
- At home through assisting with homework or reinforcing and extending skills and knowledge taught in the classroom such as reading, maths or research activities.

All parent helpers are required to complete a confidential declaration form prior to helping in the classroom on the first occasion for the any given year (See appendix B). Parents are also required to sign in and out at the front office each time they come into school to help.

PHOTOGRAPHS

Parents are requested to sign at the time of completing the enrolment form, to give permission for school staff to take photos of their children for in school use and programs. This permission also covers photographers who come from newspapers to photograph special events at the school.



SCHOOL BOARD

The School Board is formed with the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interests of students and that will enhance the education provided by the school.

The functions of a School Board in an Independent Public School are to:

Take part in: -

- establishing and reviewing the school's objectives, priorities and general policy directions.
- financial planning to support the above.
- evaluating the school's performance in achieving these.
- formulating codes of conduct for students.

Promote the school in the community.

Determine, in consultation, a dress code for students

Approve

- charges, contributions and fees.
- extra cost optional components of the school's educational program.
- items for personal use in the educational program.
- advertising and sponsorship arrangements.

Composition of the Board

Our School Board will consist of the following members:

- Principal.
- School staff representatives nominated by and voted for by school staff.
- Parent and Community representatives nominated and voted for by the parent community.

How the School Board communicates with the whole school community

Minutes of School Board meetings will be available to all interested parties and major outcomes or points of discussion are shared through the school newsletter. Parents who attend P & C meetings will become familiar with the Board's work and recommendations. The school community can also become involved by:

- Attending P & C Meetings.
- Nominating for election to the School Board or P & C.



HEALTH MATTERS

When enrolling children, parents are required to complete medical details. From time to time members of the School Health Service carry out checks and examinations on children.

LUNCH ARRANGEMENTS

To ensure that students eat their lunches before becoming involved in other activities, duty teachers supervise all students for a fifteen minute lunch eating period when all children are required to be seated. Students may not leave the school grounds without permission.



CRUNCH AND SIP

We are a Crunch and Sip school. The Cancer Council of WA and Diabetes Australia WA are tackling the problem of obesity in Western Australian children with the Crunch and Sip program. With mounting rates of childhood obesity, the focus of the program is encouraging schools to introduce the children to fresh fruit and vegetables in the classroom and to drink water throughout the day. All fruit and vegetables need to be placed in a named container. Please do not send fruit in juice, cheese or yoghurt. Water bottles also need to be named. Refuelling during class assists students' physical and mental performance and concentration.



ACCIDENTS TO CHILDREN

Minor injuries or illness during the day are normally attended to at school. In more serious situations, every endeavour is made to contact the parent(s) to arrange for the child to be collected from school. In extreme emergencies an ambulance will be called. Therefore, it is most important that parents ensure that EMERGENCY CONTACT NUMBERS are kept up to date.



MEDICAL ACTION PLAN

In cases where a student has a medical condition, a Medical Action Plan, (available from the office) must be completed by the parent.

MEDICATION

We are not permitted to dispense tablets or medicines to children without written parental permission. All medicines must be supplied by the parent / guardian; these must be clearly labelled with the child's name, name of medication, dosage and the time to be administered. It is the parent's responsibility to ensure medications are up to date. The Department has clear guidelines in this area and parents are required to fill in documentation relating to medication that students need to take while at school. Depending on the medication, this may include the provision of information from your doctor. Please check at the office for more details. All medications must be securely stored at school to ensure they are not taken incorrectly or by another student. A '**Medication Authorisation**' form must be completed by the parent / guardian. This applies to short term and long term medications.



HEAD LICE

Rationale

Head lice infestations need to be managed in a manner so that their spread is minimized. The educational programs of students with head lice should not be significantly disrupted (as per Education Act regulations and Health Department guidelines). Effective control and treatment of head lice requires a whole school community commitment.



Policy Procedures

- If a teacher identifies a child with head lice, they request from the office a head lice advice note and Health Department information brochure 'Head Lice Fact Sheet' for the student to give to their parent, and a general note to give to all students in the class.
- Where practicable, the student will remain in class.
- In general, it is not necessary to send a student home during the school day due to head lice. However, if the lice infestation is severe, then the student may be sent to the office and a decision will be made as to whether parents will be called and requested to collect their child.
- Students may be re-admitted to school once treatment has commenced.
- Guidelines on effective treatment for head lice are available in the Health Department information brochure 'Head Lice Fact Sheet'.

Information

Head lice are tiny insects which live in human hair. The eggs look like grains of salt stuck to the hair and are most often found behind the ears and along the forehead and temples.

Lice are commonly found in places such as schools, where large numbers of people come in to contact with each other. They can live in the cleanest of hair. They do not make you sick but are unpleasant as they can cause itching, especially in children. You may notice your child scratching his / her head.

Children who have shoulder length hair or longer, must wear their hair tied up in a ponytail or plaited.



SICKNESS



We have limited facilities for treating illnesses at school. For the safety and health of your child, other students and staff, parents are asked not to send unwell children to school. When children do become ill at school every effort will be made to contact the parents or the emergency contact person to have the child collected. We would appreciate prompt collection of your child in these circumstances.

FIRST AID



Staff administer basic first aid to students. The general procedure is to assist a child to become comfortable, treat the injury and wherever possible return to class. Where the injury or illness is deemed to be beyond minor first aid, parents' emergency contacts will be contacted at home or at work. Whenever there is any doubt at all, the problem is referred to the parents to make a decision on the medical treatment required for their child. In extreme cases an ambulance may be called at the school's discretion.

COMMUNICABLE / INFECTIOUS DISEASES / IMMUNISATION

Immunisation

On enrolment, all immunisation records must be provided to the school. Children without measles immunisation will be excluded from school during a measles outbreak.



The following Infectious Diseases summary and directions set down by the Health Department are provided for your information.

| | |
|---------------------------------|--|
| <i>Chicken Pox</i> | Exclude from school until recovered or until at least 5 days after the first eruption appears. Some remaining scabs are not an indication for continued exclusion. |
| <i>Conjunctivitis</i> | Exclude from school until discharge from the eyes has ceased and treatment has commenced. |
| <i>Diarrhoea</i> | Exclude while diarrhoea is present. |
| <i>German Measles (Rubella)</i> | Exclude from school. Re-admit on recovery or at least 4 days after the onset of the rash. |
| <i>Glandular Fever</i> | Exclude while symptoms remain. |
| <i>Hepatitis A</i> | Exclude from school. Re-admit on medical certificate of recovery or on subsidence of symptoms, but not before 7 days after onset of jaundice. |
| <i>Herpes: (Cold Sores)</i> | Exclude from school until effective treatment (including proper use of occlusive dressings) has been instituted. |

Alkimos Beach Primary School Information Booklet

| | |
|-----------------------------------|--|
| <i>Measles</i> | Exclude, re-admit on medical certificate of recovery, or 7 days after appearance of the rash, if well (all children should be immunised against measles). Non-immunised contacts should be excluded for 14 days after the appearance of rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure. <u>Parents are asked to notify the school immediately a diagnosis is confirmed by their family doctor.</u> |
| <i>Mumps</i> | Exclude from school for at least 9 days after the onset of symptoms. |
| <i>Ringworms</i> | Exclude from school until after treatment has commenced. |
| <i>Scabies</i> | Exclude from school until effective treatment has been instituted. Family contacts will probably be infected and should be treated accordingly. |
| <i>Streptococcal Infections</i> | Including scarlet fever. Exclude, re-admit on medical certificate or recovery. |
| <i>Trachoma</i> | Exclude from school until effective treatment has been instituted. |
| <i>Whooping cough (Pertussis)</i> | Exclude from school for two weeks from the onset of illness or 5 days after starting antibiotic treatment. |



IMMUNISATION RECORDS MUST BE PROVIDED AT ENROLMENT

COMMUNITY HEALTH NURSE

A trained Community Health Nurse visits the school during the year to carry out routine medical checks. Parents are advised if a child appears to require attention and parents can also initiate checks for their children. In some cases teachers may refer a child to the School Nurse.

Kindy

A full health appraisal is completed for Kindergarten students, which includes measurement of height and weight. There will also be a general physical assessment (e.g. checking skin, hair, teeth, etc). Posture, gait and coordination will also be observed. A health appraisal enables any issues to be identified, therefore allowing appropriate referrals to be made.

Pre-Primary

Vision and hearing health appraisal.

Year 1

Health appraisal (if not previously performed)

It is advised that immunisations be kept up to date and the school be notified when this occurs.

SCHOOL PSYCHOLOGIST

A School Psychologist is available at our school to assist children with learning difficulties or behavioural issues. Referrals to the local School Psychologist are made by teachers in consultation with parents and a collaborative problem solving approach is used in monitoring and improving student performance when concerns are identified.



Writing with your children Top Ten Tips for Parents/Guardians

| Kindy to Pre Primary | Year 1 to Year 3 | Year 4 to Year 6 |
|---|--|---|
| <ol style="list-style-type: none"> 1. Model writing yourself – shopping lists / letters / cards etc. 2. Provide a special place for your child to write / scribble provide a variety of materials- crayons markers /pencils (box) 3. Display your child's name as often as possible i.e. Sean's Room. 4. Teach your child the letters in his own name. 5. Provide alphabet books friezes. 6. Write messages / reminders to your child. 7. Encourage child to write his / her own messages. Computer. 8. Praise your child's efforts. 9. Ask child to read their own messages. 10. Respond to the messages and not to grammar and spelling | <ol style="list-style-type: none"> 1. Praise your child's efforts – respond to the message and not spelling / handwriting grammar. 2. Look for opportunities for purposeful writing activities at home - writing greeting cards, notes, telephone messages. 3. Encourage your child to use a word processor / computer. 4. Provide a quiet writing /study area for your child well equipped with pencils/ paper 5. Encourage your child to keep a diary. 6. Support your child's spelling attempts. 7. Encourage him to have a go at spelling difficult words. 8. Use scrapbooks to support the child's hobby / special interests. Presents that support writing. 9. Make sure your child has a dictionary to help with writing. 10. Help child fill in personal details on forms etc. | <ol style="list-style-type: none"> 1. Encourage your child to keep a diary. Respect privacy. 2. Encourage your child to write for real purposes everyday – shopping lists / phone messages etc. 3. Praise the effort and respond to the message and not the handwriting, grammar etc. 4. Make sure that your child has access to a dictionary, thesaurus to help with writing. 5. Allow your child work on a word processor. 6. Try crossword puzzles and 'Find the word puzzles'. 7. Provide a range of attractive writing materials – coloured pens, fancy paper. 8. Encourage your child to write greeting cards / thank you notes etc. 9. Encourage your child to take part in writing competitions / community projects. 10. Show your child that you value writing by writing yourself. |

APPENDIX B CONFIDENTIAL DECLARATION FORM



Department of Education and Training

151 Royal Street
EAST PERTH WA 6004

For persons requiring access to schools who are not employees of the Department of Education.

Please read carefully and tick one of the boxes below.

| | | |
|-----|---|--|
| (1) | I declare that I do not have any convictions, circumstances or reasons that might preclude my working with or near children. | |
|-----|---|--|

or

| | | |
|-----|---|--|
| (2) | I declare that I do have convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below. <hr/> <hr/> <hr/> <hr/> (Please attach a separate sheet of paper if required) | |
|-----|---|--|

I certify the accuracy of the above information. I am aware that I may be required to provide a criminal record clearance if it is considered necessary to verify the information provided.

Name: _____
(PLEASE PRINT CLEARLY)

Signature: _____ Date: _____

Company: (if relevant) _____

Address: _____

Phone/Email: _____

School/s visiting: _____

Purpose of Visit: _____

See back for explanatory notes

Visitors and Intruders on School Premises

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education employees.

