

# Jarrahdale Primary School

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## Parent Information Booklet 2019



*Tree planting at Turtle Creek | 2018*

Information in this booklet is also available on our website: [www.jarrahdaleps.wa.edu.au/](http://www.jarrahdaleps.wa.edu.au/)

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*We respectfully acknowledge the Aboriginal Noongar people, both past and present, the traditional owners of the land on which our school is built.*



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 area of your child's schooling comes from your role in their education and 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 member 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 2019 school year. Please ensure you contact the school if you have any questions or require further information.

Sincerely

**Mrs Julie Denholm**

Principal

## Kindergarten & Pre-Primary Parent Information

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At Jarrahdale Primary School, we provide hands-on, authentic, age-appropriate activities to support the Early Years curriculum, allowing a variety of practical and meaningful learning experiences for our students.

We encourage you to become involved with your child's school experience as the first years of school create important foundations for strong school and parent relationships, supporting successful learning and providing a positive school experience for everyone

### K/PP Classroom Information

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Kindy students attend 2.5 days per week 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

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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

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Each day, your child should bring a healthy morning tea that includes fruit. We ask that this is placed in a labelled container as each child eats their own recess. Due to allergies, we encourage families to not include nuts or milk products in their lunchbox.



### Lunches & Water Bottle

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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. It is important to provide your child with a water bottle (and fresh water).





## Requirements

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

- A large school bag
- Lunchbox and water drink bottle (fresh water each day)
- Healthy morning tea (including fruit)
- A maroon school bucket hat. This must be worn everyday all year.
- Shoes such as joggers (please avoid shoes that flash or make noises)
- Spare change of clothes in school bag (in case of accidents)
- School Uniform



## Stationery requirements

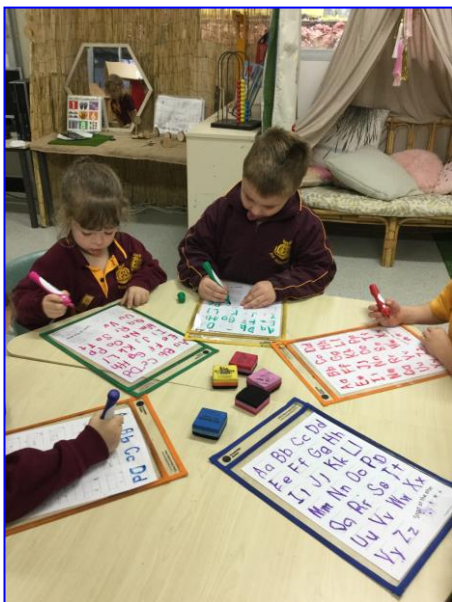
The majority of equipment required in Kindy/Pre-Primary will be pooled together and distributed throughout the year as required. Please do not label items with your child's name if your child is in K/PP.

## 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 and 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 & Playdough 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 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. During the year we will have special theme days when students are encouraged to bring items for show and tell. We will give plenty of notice leading up to our special days.



## 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 19. Sandshoes are preferable for climbing and safety.



# General School Information: K - Year 6

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## Behaviour – Code of Conduct

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### Parent Information Guidelines

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*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

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#### **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

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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

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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

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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, through the online ordering system. Systems have changed to completely online ordering, the school cannot accept cash payments.



## Bushfires Information

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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. Our bushfire plan is available at [www.jarrahdaleps.wa.edu.au](http://www.jarrahdaleps.wa.edu.au) under the Information tab, within the Policies section.

### School Bushfire Plan

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- 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

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- 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 and Connect.

**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

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The canteen opens on a weekly basis to offer a range of home-made food to the students. 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

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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

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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

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### Dental Therapy

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

Email: [WoodlandGroveDTC@dental.health.wa.gov.au](mailto:WoodlandGroveDTC@dental.health.wa.gov.au)

Phone: 08 9526 4012

### Guidance

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The school has the services of a psychologist 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

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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

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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

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- Attendance is monitored by the Education Department and support is available upon request.
- Social workers are available to support families.
- Speech and language support officers
- Visiting teachers for advice for students with special needs

### School Nurse

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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

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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

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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

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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

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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

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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

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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.

## Homework

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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.

## Interschool Sports

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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 in years 1 - 6) are held during the winter months.

## Jewellery

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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

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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.

## Memorial Garden

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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

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### **Money should not be left in children's bags or desk trays**

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 Manager, Corporate Services.

## Noticeboards

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We provide a number of notice boards to keep you updated with relevant information. They are located on the veranda between Rooms 1 & 2, Kindy/Pre-Primary and the combined notice board & produce stand is by the front gate.



## Parent Groups

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### Parent Liaison

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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

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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 ([jpspc@outlook.com.au](mailto:jpspc@outlook.com.au)).

Payments for P & C fund raising activities can be made via cash or direct debit.

- **Cash payments:** To be placed in the P&C box at the office. Money needs to be in a sealed envelope, with the child's name and payment purpose clearly written, eg, Father's Day.
- **Direct Debit:** **Jarrahdale Primary School P&C: BSB 633 000 Account 127982544**

*Please include your child/ren's names and what you are paying. e.g. Father's Day*



## School Board

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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

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

## Payment by EFT (Electronic Funds Transfer)

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For all EFT payments, ie excursions, Voluntary Contributions, etc, the school details are:

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

*Please include your child/ren's names and what you are paying e.g. excursion, contributions.*

## Pre-Kindy/Playgroup - 3-Year-Old Program

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The school, in partnership with the local playgroup association, offers a three-year old playgroup/pre-school during Semester 2, each Thursday morning 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.

## Principal's Press, Events Calendar & Messages

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The majority of communication and reminders are sent regularly through Connect (online communication system) and we also use class e-mail to notify community members of important issues. The school has 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.

The Principal's Press provides regular update on school events, with a printed copy sent home with the nominated student family representative. Copies are also available within the community.

Other information is available on-line at our website:  
<http://www.jarrahdaleps.wa.edu.au/>

## Recess & Lunches

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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 canes and chocolate eggs are not permitted on school grounds.** We also encourage parents and students to follow Nude Food principles by using reusable containers/wraps to reduce disposable waste.



## Reporting to Parents

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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.

<b>Term 1</b>	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
<b>Term 2</b>	Year PP-6	<ul style="list-style-type: none"><li>• Electronic work folder</li><li>• Formal Report</li></ul>
<b>Term 3</b>	Year PP-6	Parent's Night/Learning Journey
<b>Term 4</b>	Year PP-6	<ul style="list-style-type: none"><li>• Formal Report</li><li>• Electronic work folder</li></ul>

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.

## School Bell Times

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### Instruction time begins at 8.45am

	8.30am bell	Children enter classrooms to prepare for their learning
8.45 am	10.45 am	Instruction time
10.45 am	11.15 am	Recess
11.15 am	1.00 pm	Instruction time
1.00 pm	1.45 pm	Lunch
1.45 pm	3.10 pm	Instruction time

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

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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, 2019.

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.

## Student Requirements

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Booklists are organised through OfficeMax the end of the school year and copies are 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.

## School Accreditations

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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

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Each Kindergarten to Year 6 class organises and runs assemblies throughout the year. Dates and times for class assemblies are advertised in each term's School Calendar of Events, and via Connect Notices.

## School Development Days 2019 (student free)

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The following days are student free, reserved for whole-school planning:

Term 1 – 31 January & 1 February

Term 2 – 29 April

Term 3 – 22 July

Term 4 – 14 October & 20 December

## School Environment

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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

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### Care of Students

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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.

### Permission / Excursions

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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

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

### Uniform

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Students are to wear the school uniform when on excursion or participating at sporting events.

### School Staff 2019

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Principal	Mrs Julie Denholm	Mon - Fri
Corporate Services Manager	Ms Jackie Adams	Mon - Fri
K/PP	Ms Sharon Cox Mrs Karen Morton (DOTT)	Mon - Fri
K/PP Education Assistants	Ms Kristen Giles Mrs Narelle Dickerson	Fri Mon - Thurs
Year 1-2	Mrs Erica Sessoyeff Mrs Sophia Bowers (DOTT)	
Years 3-4	Mrs Sharon Bayley Mrs Leanne Pemberton	
Years 5-6	Ms Anita Pagotto To be advised	
Senior/Middle/Music	Ms Anita Paqgotto	
Education Assistants – Special Needs	Mrs Espe Young To be advised	
Kitchen Garden Specialists	To be advised	
Library Officer	Ms Kristen Giles	Thurs
Cleaner	Mr Jeff Palmer	Mon - Fri
Gardener	Mr Paul Gallagher	Mon - Wed, Fri



## School Voluntary Contributions

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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

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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

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*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 & Zones of Regulation – Values Education

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The Jarrahdale Primary School social and emotional program is based the Friendly Schools Plus and Zones of Regulation curriculum.

**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.

**Zones of Regulation:** Designed to foster skills in self-regulation, improving emotional control, sensory regulation and the ability to exercise executive functioning skills, the using four colours (or “zones”) to help students visually and verbally self-identify how they are functioning in the moment given their emotions and state of alertness. Students explore calming techniques, cognitive strategies and sensory supports so they will have a toolbox of methods to help them move between zones.

### Gifted and Talented Programs or P.E.A.C

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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.)

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In 2019 the school will be offering Indonesian classes to Year 3 students only.



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

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A specialist music teacher coordinates a Recorder Ensemble Group in the Middle/Upper Primary. 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.

## Social Media Guidelines\*

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Social media (including Facebook, Twitter, and Snap Chat) has become an important tool for communication and can be used to share information, comments, ideas and criticism with the wider community. All parents want their children to attend a highly regarded, well run, successful school and we ask that you help us to protect the school's reputation so we can deliver excellent learning opportunities to our students.

- **Issues and concerns with the school and/or staff**

Our role is to work with you to support your child's learning; therefore, any concerns or issues should be discussed with the appropriate person, at the appropriate time and not aired on social media.

Social media should not be used to abuse others, expose themselves to offensive or inappropriate content, or to insult or show disrespect for JPS and/or its staff members.

- **Rumours**

Please don't comment upon or forward any unsupported information (eg rumours) concerning the school or comment/post material that may cause damage to the reputation of the school and/or individual staff members.

- **Photographs/Videos**

Before posting photographs and/or videos, please seek permission from the subject. This is especially important where photographs and/or videos include parents of students and/or staff members of the school.



We ask that you maintain high standards in using social media and be respectful of other people's opinions. Your online behaviour should reflect the same standards you use when talking to people in person.

**As a community, we all share the responsibility  
for modeling good digital behavior to our children**

*\* Excerpt taken from the JPS Social Media Policy for Parents/Guardians (2017). A full copy of the Social Media Policy can be obtained from the front office.*

## School Uniform & Dress Code

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 inter-school 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 items:.



<b>SUMMER UNIFORM</b>  <i>*Senior shirt available for Yr 6 students</i>	<ul style="list-style-type: none"> <li>▪ Maroon skort/skirt/shorts</li> <li>▪ School dress with logo</li> <li>▪ School shirt with logo.</li> <li>▪ Maroon school bucket hat</li> </ul>
<b>WINTER UNIFORM</b>  In cold weather, warm home jumpers/jackets can be worn over school jackets.  <i>*Senior shirt available for Yr 6 students</i>	<ul style="list-style-type: none"> <li>▪ Maroon skort/skirt/shorts</li> <li>▪ School sports track pants</li> <li>▪ School jacket/sports jacket</li> <li>▪ School dress with logo</li> <li>▪ School shirt with logo</li> <li>▪ Maroon bucket hat</li> <li>▪ Maroon leggings</li> </ul>
<b>SPORTS UNIFORM</b>	<ul style="list-style-type: none"> <li>▪ Maroon skort/skirt/shorts</li> <li>▪ School shirt with logo</li> <li>▪ School sports track pants</li> <li>▪ School sports jacket</li> <li>▪ Maroon bucket hat</li> </ul>
<b>FACTION EVENTS</b> Students normally remain in the same faction while at JPS	“Pioneer”: GOLD polo shirt “Samson” MAROON polo shirt.
<b>INTERSCHOOL FUNCTIONS AND EXCURSIONS</b>	<ul style="list-style-type: none"> <li>▪ Maroon skort/skirt/shorts</li> <li>▪ School dress with logo</li> <li>▪ School shirt with logo</li> <li>▪ Maroon bucket hat</li> </ul>

## 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.

## Student Behaviour Management

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### Absence from School

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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

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*Bullying is repeated behaviour, not a once-off incident.*

*Bullying is intimidating behaviour happening over and over.*

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

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The School Behaviour – Code of Conduct, parent information guidelines are outlined in this booklet (pages 10-11). Parents are asked to contact the school if they have any questions regarding the school Behaviour Policy.

### Late Notes

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

## Student Committees

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### Class Leaders

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

### Student Council

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- Consists of 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.





## Student Welfare & Medical Information

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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

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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

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Many staff members hold certification in First Aid Training 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

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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

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Parents wishing teaching or general staff to 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

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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.



## Teacher Contact

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### Everyday Matters

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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 organise a time that is suitable.

### Serious Concerns

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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

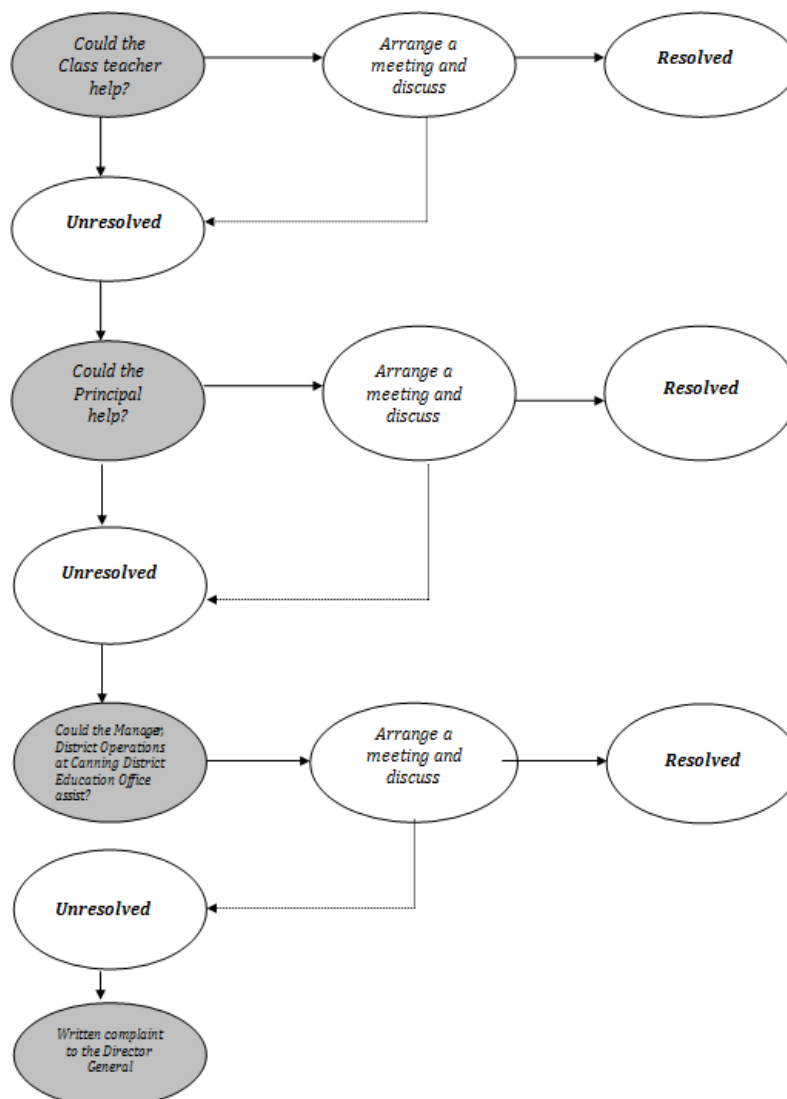
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Teaching staff will refer irate parents, and people who behave unacceptably in their work place, to the Principal.

### Complaint Resolution Flow Chart

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***Whenever possible matters will be dealt with at the local level.***



## Term Dates 2019

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	<i>Administration Opens</i>	<i>Date 8.30am – 4.00pm</i>
TERM 1	Admin Teachers start <b>Students start</b> <b>Students finish</b>	Tuesday, 29 January 2019 Thursday, 31 January 2019 <b>Monday, 4 February 2019</b> <b>Friday, 12 April 2019</b>
TERM 2	Teachers start <b>Students start</b> <b>Students finish</b>	Monday, 29 April 2019 <b>Tuesday, 30 April 2019</b> <b>Friday, 5 July 2019</b>
TERM 3	Teachers start <b>Students start</b> <b>Students finish</b>	Monday, 22 July 2019 <b>Tuesday, 23 July 2019</b> <b>Friday, 27 September 2019</b>
TERM 4	Teachers start <b>Students start</b> <b>Students finish</b>	Monday, 14 October 2019 <b>Tuesday, 15 October 2019</b> <b>Thursday, 19 December 2019</b>

## School Development Days 2019

The following days are student free, reserved for whole-school planning:

Term 1 – 31 January & 1 February

Term 2 – 29 April

Term 3 – 22 July

Term 4 – 14 October & 20 December

## Toys, Electronic Devices, Card Games

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Students are asked to keep all toys, electronic devices, 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

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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

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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

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If you have any useful waste materials (including boxes, containers, material, cardboard, paper, milk bottle tops) that you no longer need, please send them into school to be used in our recycling program.



# Vision and Mission Statements

## Jarrahdale Primary School

### Our Vision

To grow a joyful community of innovative individuals  
with a passion for learning

### Our Mission

Our mission statements articulate a basic understanding of Jarrahdale Primary School's Vision in operation. They describe the characteristics and qualities of teaching and learning, the physical environment and social interactions. They provide a framework for decision making as we go about our daily work. Our mission statements describe our school in action.

We are committed to:

- Provide a safe inclusive environment that values each child's individuality and promotes their independence as a learner.
- Strengthen positive relationships between students, staff, parents and community members to enhance a sense of belonging.
- Build resilience by promoting the belief that challenges and mistakes are opportunities for learning and growth.
- Support students to be creative, critical and reflective thinkers preparing them to make valuable contributions to society.
- Create meaningful experiences and interactions that ignite a lifelong passion for learning.
- Support collaboration between teachers that promotes the sharing of effective practices within the school and wider networks.

