

2018

INFORMATION BOOK



KARDINYA PRIMARY SCHOOL

Learning for Life

An Independent Public School

Welcome to Kardinya Primary School **LEARNING FOR LIFE**

Kardinya Primary School is a great Independent Public School with amazing children; experienced and professional staff; and passionate, friendly and proud parents.

At Kardinya Primary,
We are pleased to have your family as part of our school community.
We are a smart school.
We are proud to be a part of the WA public education system.
We aim to learn for life.

Our community has been nurturing learners in the Kardinya location since 1977, so in 2017 we will celebrate 40 years of providing quality education to students in a caring, supportive and dynamic environment. Our reputation of providing outstanding opportunities ensures each child today and into the future will succeed to the best of their ability.

Our school has a staff of over 40 members, including Teachers, Special Needs Education Assistants, Education Assistants, Manager Corporate Services, School Officers, Library and ICT Officers, Gardeners, Cleaners, Support Staff, Deputy Principals and Principal. In addition, we have a Chaplain, School Psychologist and access to support and services from South Metropolitan Education Region and Statewide Services.

Our staff are experienced and exhibit expertise across many learning areas and phases of development. We have 9 Level 3 Classroom Teachers. Our staff are enthusiastic, professional, dedicated and creative in maintaining the delivery of high quality education.

A Dynamic School Community

A feature of Kardinya Primary School is the strong involvement of parents and other volunteers. Working with the School Board and Parents and Citizens' Association, we offer many opportunities for parents and carers to support our teaching and learning programs. We look for ways to improve our relationships within the community and expanding the learning experiences of our children.

Strong Foundations

The core of our curriculum is implementation of the Western Australian Curriculum and Assessment Outline, with a strong focus on English, Maths, History and Social Sciences (HASS), and Science, Technology, Engineering, Arts and Mathematics (STEAM). In 2017, we continue implementing Phase 2 and 3 Western Australian Curriculum.

The Kindergarten Curriculum Guidelines drive the Kindy curriculum. *Values* are also a key part of this curriculum and these are taught both specifically and in the context of the curriculum.

Information about the achievement levels attained by our students can be found on the Department of Education website Schools Online and on the ACARA website www.myschool.edu.au

Support and Extension

The school uses a variety of teaching and learning strategies that cater for each student's background and learning styles and we aim to extend those who show ability in different areas. Differentiated curriculum is a key strategy going forward.

Digital Technology

Kardinya Primary School has an elaborate information and communication technologies (ICT) infrastructure. Students have the opportunity to use computers, iPads, laptops, interactive whiteboards and other technologies to assist their learning, both in the classroom and in the computer laboratory. Ongoing professional learning is provided to staff to embed digital technologies in all classes.

Values

LEARNING, EXCELLENCE, EQUITY AND CARE.

Annual Report

The school produces an annual report which is published at the end of Term One. Copies may be obtained from the school office or from the Education Department's web site.

This booklet aims especially to provide information to help all families, but especially new ones to settle into the school year. The school website will provide ongoing information about school activities as well as a copy of the latest newsletter. www.kardinyps.wa.edu.au

We encourage you to work together with our staff to maximise the outcomes for your child and wish you and your family a successful and rewarding school year.

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CONTACT US

SCHOOL PHONE NO: (08) 9337 7544
SCHOOL FAX NO: (08) 9314 7970
E-MAIL: kardinya.ps@education.wa.edu.au
WEB PAGE <http://www.kardinyaps.wa.edu.au/>

1. SCHOOL OPERATIONS

1.01 EXECUTIVE LEADERSHIP TEAM

While many issues and concerns can be addressed by an appointment with the appropriate teacher the following staff can be contacted about more complex or confidential issues: Telephone 9337 7544.

Principal:	Miss Natalie Mayho
Deputy Principals:	Ms Lyn Parker (Health and Well-Being and Years K – 2) Mrs Dianne Green (Curriculum and Years 3 - 6)
Manager Corporate Services:	Mrs Leanne Cross
School Officers:	Mrs Katy Svensson Mrs Tanya Hetherington

1.02 SCHOOL TERMS 2018

These are the dates the students attend KPS

Wednesday	31 January	Children commence Term 1
Friday	13 April	Term 1 ends for students
Monday	30 April	Term 2 students commence
Friday	29 June	Term 2 ends
Monday	16 July	Term 3 students commence
Friday	21 September	Term 3 ends
Wednesday	10 October	Term 4 students commence
Thursday	13 December	Term 4 ends for students

Please note the following School Development Days for 2018

Monday	29 January	School Development Day – staff at school. No students.
Tuesday	30 January	School Development Day – staff at school. No students.
Friday	4 May	School Development Day – staff at school. No students.
Monday	8 October	School Development Day – staff at school. No students.
Tuesday	9 October	School Development Day – staff at school. No students.
Friday	14 December	School Development Day – staff at school. No students.

1.03 SCHOOL TIMES

The following siren times operate:

8.50am	Day Commences
10.50 – 11.15 am	Morning Recess
1.15 – 1.55pm	Lunch
3.05pm	Dismissal

BEFORE SCHOOL (TO ENSURE EFFECTIVE SUPERVISION)

Your child should be in the school grounds by 8.50am. They **SHOULD NOT** however be at school before 8.35am unless in extreme circumstances. Children who come to school before 8.35am are required to sit quietly in the undercover area. (At times a Choir group, a sporting team or a drama group, may be required at school earlier for practice.) The school oval and playgrounds are out of bounds before and after school. Students are not permitted to enter classrooms unless a teacher is present.

For Duty-of-care, Kindergarten and Pre-Primary children are handed over from parents/carers to Centre staff at the commencement of the session and handed back at the end. Please notify staff if a different person will be dropping off or collecting your child. OSHCLUB provides a before school day care service if required.

1.04 ENROLMENT FORMS/ CONTACT DETAILS – keep up to date

These are filled in when your child is enrolled and need to be kept up to date. **Please inform the Office immediately of change of address, change of phone number or change of emergency contacts.**

1.05 ATTENDANCE/ ABSENCES

Notes to Teachers: All absences should be explained in writing to the class teacher. Where a note is not received, a SMS will be sent to parents/guardians requesting an explanation for a child's absence. For planned absences such as extended holidays please inform the school in advance if possible, as this can be entered as a 'future' absence.

LATE NOTES: Students arriving after the 8.50am siren will need to come to the front office to receive a late note.

1.06 CHILDREN LEAVING SCHOOL GROUNDS –SAFETY and SECURITY

(a) Children requiring occasional permission to leave the school grounds for any reason must produce a request in writing covering each occasion and a **leave pass** will be issued from the Office.

(b) Parents picking a child up during school hours must sign him/her out at the Front Office.

To obtain a Leave Pass, report to Administration, fill out a Leave Pass Form, give the yellow copy to the teacher and carry the leave pass on your person.

(c) Children sent to school are in our care and under our responsibility during school hours including lunchtime. Sometimes children request to leave the school premises without parent permission. Permission will **NOT BE** given for children to leave the school grounds unless it is considered important and safety concerns are addressed.

1.07 SCHOOL CONTRIBUTIONS AND CHARGES

The financial support of parents is valued, and plays a significant role in providing resources that contribute to creating educational opportunities for all students to be successful. The funds enable the purchase of resources to enhance teaching and the learning environment at Kardinya PS.

1. VOLUNTARY CONTRIBUTIONS

Contributions are voluntary and have been set at \$60 per child K to 6. This is an important revenue source and supplements the school expenditure in the areas of:

- classroom resources eg computer equipment, paper, books etc;

2. CHARGES

The charges relate to the costs that are associated with additional activities that are associated with the delivery of educational programs. Children are required to pay the charges prior to participating in the learning activities. The amount indicated in the Schedule represents the maximum amount that could be charged in 2018.

Payment plans can be arranged to assist families with the payment of contributions and charges, please contact the office, 9337 7544 or kardinya.ps@education.wa.edu.au .

1.08 ANNUAL PARENT CONSENT FORMS

Parent consent is requested at the beginning of the year in relation to the following:

1. School Excursion Health form – covers any health concerns for the year.
2. School Excursion Blanket Consent form for areas out of school grounds visited regularly or occasionally, depending on school events. This saves us from seeking consent every time we need to take the children off site.
3. Mobile phone use – turned off/ not used during school day.
4. Use of photos/images of children in newsletters etc. – gives permission
5. Use of the Internet – agreement to school rules of use.

1.09 PERSONAL ITEMS

These are the items that students require for **personal use** throughout the year. Please check regularly to ensure that children are not out of these items. These items can be purchased from Campion or any other Stationery Stores.

It is also important that **ALL ITEMS ARE INDIVIDUALLY MARKED WITH CHILD'S NAME.**

Library Bag

This is to carry and protect library books back and forth. It should be 32cm by 30cm to carry the largest library book. Children will not be allowed to borrow books from the Library without a bag. This applies to all students. Care should be taken to minimise damage to library books at home by encouraging your child to keep his/her books in a safe place, out of reach of younger children and pets. Loss or damage to books should be reported promptly to the Library. We would prefer to do all repairs to books in the Library

1.10 JEWELLERY AND VALUABLES

For safety and security reasons it is recommended that those children who have their ears pierced wear studs or sleepers and no other form of jewellery in their ears during school time. Bangles, chains, necklaces, chokers are a potential source for injury and should not be worn. Children are discouraged from bringing along valuables, i.e. mobile phones, electronic gear, stereos/iPods, jewellery, nintendos, toys, watches, etc., that they may lose or have damaged. The school can take no responsibility if these items are brought to school. There is also no need for children to carry large sums of money to school. There are occasions when children bring money for excursions, camps, etc. This should be in a sealed envelope and is collected early in the morning by the class teacher.

1.11 INCLEMENT WEATHER

It is school policy to carry on with arrangements for sporting fixtures, special days, etc. despite the threat of rain. Only in extreme circumstances will events be postponed as commitments are usually costly. Parents should ensure that children have a change of dry clothing if they face the possibility of getting wet during interschool events.

1.12 CHANGE OF CLOTHING

Occasionally there are toilet, sprinkler or art accidents so parents should be aware that the school does have sets of spare clothing for these emergencies. With parents working it is convenient for the school to have a suitable change available. It is **NOT** necessary for individual parents to supply clothes for their children unless there is a continuing toilet problem.

1.13 CANTEEN

The school canteen is open for lunch orders and morning recess sales Wednesday and Friday and is staffed by Mel Edgar and Angela Hinchcliffe and volunteer parent helpers. Volunteers are always needed to spread the load. If you can help the Canteen please telephone 9331 7067.

Canteen Policy

The canteen is run by the P&C as a service to the School Community and complements classroom nutrition lessons. The nutritional policy of the canteen is to abide by the National Health Foundation guidelines to supply a low fat, high fibre, reduced salt and sugar foods and drinks. Any profits made by the canteen are returned to the P&C.

Canteen Committee

The Canteen Committee are elected annually by the P&C and made up of members of the school community and canteen management. The committee meets regularly to assist and advise the Canteen Manager in the running of the canteen.

Ordering

Lunch bags and menu/price list are available from the Canteen. The menu/price list is also on our website <http://www.kardinyaps.wa.edu.au/>. Children write out the lunch order on a bag, including name and room number and enclose the correct money and place the order in their classroom basket before the 8.50am siren. Late orders can be taken to the canteen at morning recess but only sandwiches or rolls will be available - no specials!

Canteen Roster

The canteen relies on a roster of volunteer helpers to operate. One helper is needed each day from 9.00am to 12.30pm. Parents, friends and relatives are invited to sign on for roster for at least one day per term. Information and training sessions will be held regularly for new volunteers and no experience is needed. (Note – Health regulations prohibit children in the canteen so younger siblings are not permitted with a parent on roster but you may be able to assist in other ways).

1.14 CHARITIES AND APPEALS

We realise that there are many worthwhile appeals that the school may support. It is impossible to support all, so the school may only select a few charities during the year.

1.15 DONATIONS AND SPONSORSHIP

Kardinya Primary is fortunate to have a number of sponsors and benefactors, who support the school with cash donations. The donations enable the provision of additional resources and school activities.

1.16 RAFFLE TICKETS / FUNDRAISING

Parents are requested not to send raffle tickets and other fundraising activities with children for sale in the school. Although we understand the need for community groups to raise funds, the school is not the place for this, because of the security risk and potential conflict with other school activities.

1.17 SCHOOL PREMISES

Many community groups ask to use the school after hours for meetings, sports training, Tai Chi, etc. **Unauthorised presence** on the school premises may cause embarrassment and may leave people liable to prosecution. Community Use of Facilities **Application forms**, which outline conditions of agreement, are available from the school office. A bond may be required in some cases for use of school premises.

1.18 PARENT PARKING

The Staff parking area is for staff and commercial deliveries only. Children should be picked up and set down outside this parking area. In the interests of safety, parents are asked **NOT** to use the teachers' car park during school hours, but to use the parent car parks to the west and north and to observe the **IN** and **OUT** signs. Please observe 'No Standing'. In the interest of safety and traffic flow, parents are urged to voluntarily use Ochiltree Way as a one way street, before and after school, travelling clockwise.

Three Disabled bays are located outside Pre-Primary and administration for holders of an ACROD permit.

Rubbish Bin collection days are Tuesday and Friday. Please ensure the bays in front of the dumpsters are kept free around mid morning, on these days.

1.19 WORKING WITH CHILDREN WWC REQUIREMENTS

Paid employees and workers require full Working with Children check.

Volunteer parents working in some activities with their children at this school are exempt.

Volunteers working with children need a WWC Application Form which is available online or at Post Office.

1.20 COMMUNICATION and COMPLAINTS

At Kardinya Primary School, we cherish the opportunity to build a strong relationship between home and school, to enhance the educational experience of children. In partnership with the school, parents play a critical role in determining how a child approaches their learning. Two-way communication is a critical factor in the partnership between parents and the school. Where a partnership exists, it is easier for parents to feel confident about the teaching and learning that is taking place in the classroom and to solve problems.

We welcome communication with parents and aim to play our part by:

- Issuing a fortnightly Newsletter, which is emailed to your email address,
- Website <http://www.kardinyaps.wa.edu.au/>
- Facebook page <https://www.facebook.com/KardinyaPrimaryKpsParents/>
- Skoolbag app <http://www.skoolbag.com.au/forparents.php>
- Meetings, assemblies, parent information sessions, special events and celebrations, open night, interviews, letters, brochures, emails and others forms of correspondence may also be used to inform you about school activities.

COMMUNICATION. EASY AS 123.

Effective communication involves an exchange between parents and carers, and school that involves information sharing and opportunities to learn about each other. To embed positive communication the following steps in communication are expected.

- 1 Communicate with the teacher.
- 2 Communicate with the Deputy Principal.
- 3 Communicate with the Principal.

COMPLAINTS

Our school is committed to responding promptly and appropriately to your enquiries, concerns, suggestions and compliments. If you have a concern or enquiry, a DOEWA resource, TALKING WITH MY SCHOOL is available from reception. We follow the Disputes and Complaints Policy and Procedures to ensure a positive outcome.

INTERVIEWS WITH TEACHERS

You are welcome to talk to your child's teacher, however, before and after school should be a brief conversation so as not to disrupt the learning program. Appointments can be made to have an interview with your child's teacher to discuss your enquiries, concerns, suggestions and compliments. Please contact your child's teacher directly or contact reception 9337 7544.

2. CURRICULUM

2.01 THE WESTERN AUSTRALIAN CURRICULUM AND ASSESSMENT OUTLINE

The Western Australian Curriculum and Assessment Outline which is for all students from Kindergarten to Year 10, sets out the curriculum, guiding principles for teaching, learning and assessment and support for teachers in their assessment and reporting of student achievement.

School Curriculum and Standards Authority (SCSA) is an independent statutory authority that is responsible to the Minister for Education. The Board meets regularly to determine curriculum directions for Kindergarten to Year 12 education in Western Australia. For more information, please visit <http://k10outline.scsa.wa.edu.au/>.

2.02 REPORTING TO PARENTS

Parents will receive two formal reports a year in July and December. An interim report indicating attitude, behaviour, effort and work habits will go home at the end of Term One. Other opportunities for checking student progress include organised open classrooms, functions, parent interviews and three-way conferences. Please telephone to make an appointment if you have a concern about your child's progress at any time.

2.03 HOMEWORK

It is expected that homework will relate directly to the teaching and learning programs appropriate to the needs of students. Teachers will advise parents of their class policy regarding homework.

2.04 ENGLISH AS ADDITIONAL LANGUAGE/ DIALECT (EAL / D)

Students requiring linguistic and cultural considerations as a result of speaking English as an Additional Language are supported by staff in a range of ways, including use of the EAL/D Progress Maps; support; and cultural awareness.

3. SCHOOL PRIDE AND RESPONSIBILITY

3.01 ASSEMBLIES

School Assemblies are held every second Thursday mornings at 8.50am, in Weeks 2, 4, 6, 8 and 10. Assemblies are held throughout the year for special occasions eg. Anzac Day, WA Week etc. Parents are welcome to attend these gatherings to support the students' efforts. Each class will run an assembly throughout the year and notification of this will appear in the school's newsletter and on the term planner.

3.02 KPS POSITIVE STUDENT BEHAVIOUR SUPPORT

The Positive Student Behaviour Plan is being updated to ensure that we are able to support positive student behaviour.

3.03 CODE OF CONDUCT

EXPECTATIONS - It is expected that all members of the Kardinya Primary School community will:

- work responsibly and diligently to ensure achievement of full potential
- display respect and courtesy towards self and each other
- respect possessions, property and the school environment
- be punctual, prepared, well presented and correctly equipped
- acknowledge and respect the rights of others.

PRINCIPLES -

The following principles, which reflect those articulated by the Department of Education, will guide Kardinya Primary School in its management of all student behaviour:

- Student wellbeing and the prevention of inappropriate behaviour will be enhanced through a focus on early intervention and prevention.
- Teachers use of appropriate Australian (WA) curriculum, engaging learning programs and classroom management strategies that support positive student behaviour.
- Student behaviour is best managed in ways that promote restorative practices and are educative in nature.
- All decisions relating to the management of student behaviour and the implementation of policy are made according to the principles of procedural fairness.
- Teachers provide individual student behaviour support where the need is identified.
- Student behaviour must not be viewed in isolation but as part of an interaction between the student, staff and the school community.
- School staff demonstrate accountability for evidence based decision making, reporting and referral to appropriate support, and record keeping.

RESPONSIBILITIES

All members of the School community have the responsibility to:

- model respectful, courteous and honest behaviour
- keep the School environment neat, clean and safe
- ensure that their behaviour is not disruptive to others

RIGHTS

All members of the School community have the right to:

- be treated with respect, courtesy and honesty
- work and socialise in a safe and supportive environment
- work in a purposeful and non-disruptive environment

- ensure that their actions show respect for their environment and do not discredit their School
- each person to acknowledge his or her own uniqueness and be encouraged to develop self-respect and dignity
- ensure each person is encouraged to achieve his or her personal best in all undertakings and to respect the achievements of others.
- work towards building positive relationships with the School community

Students have the RESPONSIBILITY to:

- ensure that their behaviour is not disruptive to their own learning and that of others
- behave in a way that protects and cares for the safety and well being of others
- work towards developing positive relationships with staff and students

Staff have the RESPONSIBILITY to:

- model respectful, courteous and honest behaviour
- provide rewarding, relevant and engaging learning opportunities
- ensure that the School environment is kept neat, tidy, safe and secure
- work towards establishing positive relationships with students
- ensure good organisation and planning
- report student progress to parents.

Parents have the RESPONSIBILITY to:

- ensure that their child attends school regularly
- ensure that their child is provided with appropriate materials to make effective use of the learning environment
- support the school in providing a meaningful and adequate education for their children
- participate positively in their child's education

- be proud of their environment and their School
- right to express individuality in a manner appropriate to the environment
- right to be given the opportunity to achieve his or her personal potential

Students have the RIGHT to:

- learn in a purposeful and supportive environment
- work and play in a safe, secure, friendly and clean environment
- respect, courtesy and honesty

Staff have the RIGHT to:

- respect, courtesy and honesty
- teach in a safe, secure and clean environment
- teach in a purposeful and non-disruptive environment
- co-operation and support from parents.

Parents have a RIGHT to:

- access for their child a meaningful and adequate education
- be informed of course and curriculum material
- be informed of the whole school plan to support positive student behaviour.
- Be informed about the school's strategy for communicating to parents on students' behaviour.
- be informed of decisions affecting their child's health and welfare
- be informed of their child's progress
- be heard in an appropriate forum on matters related to the rights of their child to an appropriate education

3.04 VALUES

Kardinya Primary School promotes interaction and collaboration amongst all stakeholders by practising the values: Learning for Life.

3.05 CLASSROOM MANAGEMENT OF STUDENT BEHAVIOUR

Teachers develop a Classroom Management Plan that describes teaching and classroom management strategies that support positive student behaviour, this includes:

Classroom Code of Conduct

Rewards

Consequences

Best learning takes place with self-disciplined students who take responsibility for their own behaviour. The school believes in the effectiveness of **positive reinforcement** of desirable behaviours. Praise, stickers, tokens, merit certificates and privileges can be used to reward good behaviour.

All teachers will establish a classroom management plan and inform parents of their class processes.

3.06 COVERING OF BOOKS

It is requested that books, where appropriate, be covered with substantial paper and/or plastic to (a) prolong their life, (b) give a sense of pride, (c) encourage children to respect them.

3.07 EQUIPMENT AND MARKING OF CLOTHING

Please make sure that articles of clothing, books, bags, pencils and all other equipment etc. owned by your child are **NAMED** so that losses may be more easily restored.

3.08 FACTION ORGANISATION

Children are placed in factions on enrolment and remain there. A Faction competition operates embracing all aspects of school life – acknowledging co-operation, responsibility, and leadership.

3.09 LOST PROPERTY

Lost property is placed in a plastic bin in the medical room. Parents and children may claim children's clothing from this point. Valuable items eg purses and watches are kept in the Deputies' office. Lost property parades are announced at assemblies.

Unclaimed property may be disposed of at the end of term.

3.10 LOST/DAMAGED SCHOOL EQUIPMENT

Parents are asked to replace equipment from the school that is lost or damaged by the children, eg, reading books, recorders, library books, etc. Cost of a reading book is set at an average of \$8.00 per book. The cost of Library books varies.

Vandalism will not be tolerated and if this does occur, parents will be asked to replace damaged property. Such incidents are extremely rare at Kardinya Primary School.

3.11 DRESS CODE

The School Board has established a dress code for all students attending the school.

The School Board believes a school dress code:

- fosters and enhances the public image of the school;
- assists in building school and team spirit;
- ensures students are safely dressed for specific school activities and are identifiable;
- encourages equity among students; and
- prepares students for work, as many work places have dress and safety codes.

The Government has made school uniforms mandatory.

ADVICE TO STUDENTS ON DRESS CODE

Availability of Dress Code Items

- ◆ New and second-hand school clothes can be purchased from the Uniform Shop (in the room next to the Canteen).
- ◆ Items within the designated school colours and design are acceptable.

- ◆ Students who have financial difficulties regarding the purchase of a uniform should contact the Principal to discuss the situation.

Modification to Dress Code

Students who for religious or health reasons may need to modify the school dress code are required to make an appointment with the Principal or Deputy Principal. Staff will be informed of any student granted a modification to the dress code.

FORMAL UNIFORM

Boys Summer - Green polo shirt with logo, blue shorts, and sun smart microfibre hat.

Boys Winter - Green polo shirt with logo, blue shorts, sun smart school hat, fleecy zip front jacket or microfibre jacket, or blue long sleeve surf shirt with printed logo and track pants.

Girls Summer - Green polo shirt with logo, skort, jazz pants, or blue shorts, or dress and sun smart microfibre hat.

Girls Winter - Green polo shirt with logo, skort, jazz pants, or blue shorts, sun smart microfibre hat, fleecy zip front jacket or microfibre jacket, or blue long sleeve surf shirt with printed logo and track pants.

Year Six Graduation T-Shirt (optional). Parents will be notified when orders are to be placed. Year 6 students are able to purchase a Graduation Polo shirt that can be worn in the year of graduation.

Sport Uniform – Blue shorts or blue sports shorts or skirt or skort and faction polo shirts.

All school clothing may be purchased through the P&C Clothing Committee who are in attendance in the Uniform Shop (next to Canteen) on Tuesdays from 8.30am to 9.30am. Uniform price list is also available on our website <http://www.kardinyaps.wa.edu.au/>

Optional Extras: added to reflect Dress code policy

Schoolbag

Hair Accessories

NOTE:

1. Appropriate footwear – sandals, sneakers and school shoes.
2. Hats are compulsory for outdoor activities. **'No Hat, No Play'** is the policy throughout the year.
3. Hair – shoulder length of longer hair should be kept tied back from the face (this assists with the management of head lice)
4. Jewellery – for safety reasons the only items of jewellery considered appropriate while at school are ear studs or sleepers, watches and medic-alert items.
5. School uniform should be worn for all visits and excursions unless you are advised otherwise.
6. Students who do not wear the correct uniform will be counselled, a letter will be sent home to parents if the breach continues and second-hand uniforms will be loaned from the office daily to meet the school Dress Code.

ITEMS DEEMED TO BE INAPPROPRIATE:

- Thongs
- Denim jeans or shorts
- Make up and nail polish
- Temporary tattoos
- Excessive number of wrist bands
- Any items deemed to be fashionable, rather than practical eg. bandannas, beanies, knee high socks.

NOTE:

1. The school discourages the wearing of thongs.
2. Hats are compulsory for outdoor activities. **'No Hat, No Play'** is the policy throughout the year.
3. School uniform should be worn for all visits and excursions unless you are advised otherwise.

Choir Uniform

The school provides a Choir Shirt. Children will need black trousers or slacks and black shoes and socks.

Interschool Sports Uniform

The school provides interschool sports shirts. Students will need to wear school shorts, skirt or skorts.

3.12 MOBILE PHONE

It is acknowledged that parents/caregivers may choose to have their children bring mobile telephones to school for the purpose of security to and from school. Should children have the need to contact parents or caregivers during the day calls are to be made only through the school phone and with the permission of a member of the school administration. This process enables us to care for your child and ensure their safety.

School Rule: Students are not to have the phone switched on or use the phone in any way during school hours (8.35 am to 3.05 pm).

Procedures:

1. Parents wishing their child to bring a mobile telephone to school are requested to complete and sign the Kardinya Primary School Consent form.
2. Students who bring a phone and their consent form has not been signed, will have their phone confiscated and parents will be required to pick it up from the school administration.
3. Students who have consent and who use the phone or have it switched on during school will have their phone confiscated. Parents will be contacted and required to collect the phone from the school administration.
4. **Two breaches of these procedures will result in the privilege of bringing a phone to school being revoked for the remainder of that term.**

3.13 PHOTOGRAPHY AT SCHOOL AND SCHOOL EVENTS

- No photography or phone cameras in change-rooms, toilets or similar.
- Permission should be sought from the teacher for filming in the classroom. Permission would usually be granted unless the teacher judges that their work schedule would be interrupted or privacy and/or other intrusion problems might arise.
- Photography at sporting and performance events will normally be permitted. However, the School reserves the right to require spectators at school events to register if they wish to use photographic equipment there.
- Students, parents and staff are urged to report any concerns about inappropriate or intrusive photography to the event organizers or senior administrator present.
- Specific instructions and expectations will be made clear to professional photographers invited to school events.

3.14 SUSTAINABILITY

Our school is Waterwise. We try to re-use and recycle if we can. This includes recycling of batteries, printer cartridges and mobile phones. Recycling depots are advertised around the school.

4. HEALTH AND SAFETY

4.01 STUDENT HEALTH CARE

In accordance with guidelines provided by the Department of Education, the school has formulated a policy for Managing Student Health Care, this includes the administration of Medication to Students at School and Management & Emergency Health Care Plans for students with Allergies etc. In summary, it requires that parents complete the appropriate authorisation form prior for any students that require medication or any medical attention. Copies of these forms are held in the front office.

4.02 ROAD SAFETY

Children crossing South Street should cross with the Traffic Wardens.

Parents are encouraged to adhere to the road signs around the school and to respect the various road rules which have been introduced such as –

- ◆ The 40 kilometre per hour speed limit within the school zone.
- ◆ The **voluntary one way** this applies each morning and afternoon in respect of Ochiltree Way and Sullivan Way.
- ◆ Double parking should be avoided at all times; it creates a hazard, which endangers lives.

Bicycle helmets are required to be worn by law.

4.03 SCHOOL BUS SERVICE

A bus service operates for children after school. For details contact Southern Coast Transit on 9331 0400. Parents are responsible for bus fares and are expected to support the endeavours of the school and Southern Coastal Transit in respect of children's behaviour on the bus. Use of a Smartrider is advised, as this is a cheaper option. Application forms are available from Administration.

4.04 DENTAL CLINIC

The Caralee Dental Clinic, situated at the Caralee Community School at the corner of Garling and Winnacott Streets, offers a free dental service. To become eligible, new enrolments to the school will need to complete an application and consent form to enable the child to receive treatment. For further details ring the Caralee Clinic on 9337 6818.

4.05 HAIR CONTROL

In the interest of health and to curtail the possible spread of pediculosis (head lice), hair should be checked regularly and long hair should be tied back.

4.06 HEALTH PROVISIONS - EXCLUSIONS FROM SCHOOL

The Principal of a school may for such a period as he deems necessary, exclude from school any child who is suffering from any contagious, offensive or infectious disease, or who is habitually of unclean habits.

Disease Conditions

Chicken Pox - A few premonitory symptoms before pimples appear. These become clear vesicles (i.e. minute watery blobs) which dry off to form scabs. Exclude from school. Re-admit on medical certificate that child is no longer likely to convey infection. Where no medical certificate is available readmit 7 days from onset, if well.

Measles - Begins as bad cold in the head, causing running eyes and nose. After 72 hours red blotchy spots appear on face, hands and other parts, rapidly becoming general. These spots are often arranged on the skin in crescent form. Exclude from school. Readmit on medical certificate or 7 days from appearance of rash. This is a notifiable disease. All cases must be confirmed by a doctor. The parent must inform the school if their child has measles.

Rubella (German Measles) - Light red rash, sometimes hard to detect, a Doctors opinion is necessary. Exclude from school and only readmit on Doctor's Certificate or complete recovery.

Mumps - Begins with pain near the ear and enlargement of the salivary gland, which causes a bulging out at the side of the ear. Occasionally it effects only one side but more usually both sides. Exclude from school. Readmit on medical certificate or 14 days from onset, if well.

Head Lice (*Pediculus capitis*). They are egg shaped bodies just plainly visible to the naked eye. They are cemented onto hairs and therefore lie along the side of the hair. The Health Department advises that children be excluded from school until effective treatment has been instituted and nits removed from the hair. A number of recommended treatments for head lice include Malathion 0.5% lotion or plain hair conditioner with a fine metal toothed comb, see Dept of Health web-site (<http://www.population.health.wa.gov.au/Communicable/headlice.cfm>).

All family members should be treated at the same time and bed linen treated as well. **Parents are advised to check their children's heads regularly.**

Glandular Fever - closely resembles symptoms of influenza - high fever, sore throat and general feeling of being unwell. Generalized swelling and tenderness of the lymph glands.

Conjunctivitis - is transmitted by direct or indirect contact with secretion from infected eyes. Infected children will be excluded from school until the discharge from eyes has ceased.

4.07 SUDDEN SICKNESS OR ACCIDENT

Minor injuries or illness during the day is normally attended to at school. In more serious emergencies every endeavour is made to contact a parent to arrange for the child to be collected from school. In extreme emergencies the child may be taken directly to a doctor or hospital before parents can be notified. If a parent cannot collect a very sick child, we will endeavour to transport the child home, but parents should be aware that this is not always possible. No child is sent home without a prior phone call from the Principal, Deputy Principal, class teacher or school officer. If your child does come home without this earlier call, please contact the school immediately. Parents must sign a sick child out of school at the front office. If in an emergency an ambulance is required, parents will be liable for the costs.

4.08 DOGS ON SCHOOL PREMISES

Dogs are NOT permitted on the school grounds.

4.09 SEVERE FOOD ALLERGIES

As you are aware, Safety is one of our school values. Throughout our school we have a number of children with a condition known as Anaphylaxis. **This is the most severe form of allergic reaction possible and can be life-threatening.**

Food items which will cause a reaction to these students are – all nuts, nut-based products, peanut oil, biscuits or cakes etc. containing nuts, dairy products, gluten and citrus .

The food does not have to be eaten as a reaction may occur with any contact to the skin.

We are a Nut Aware School and are committed to keeping all children at Kardinya Primary School as safe as possible and would ask that all parents please assist in this important matter by not sending nuts, items containing nuts to school.

How can you help?

- Talk to your child about nut allergy.
- If sending birthday treats please ensure that they do not contain nuts.
- Remind your child that food sharing and swapping is not permitted at school.
- Encourage your child to wash their hands after eating as food residue on hands can be transferred to other surfaces such as pencils, pens, paintbrushes, books, games and playground equipment, stair rails etc.
- Include only safe foods when packing your child's lunch and snacks.

5. SPORTS / RECREATION / EXTRA CURRICULAR ACTIVITIES

5.01 EXCURSIONS / INCURSIONS / CAMPS

This school supports the involvement of students in excursions, incursions and school camps. Students are expected to be completely and totally trustworthy and reliable, both in the classroom and the playground to be involved in any school excursion, camp, or performances presented at school. The decision about participation is to be made by teachers in consultation with the Deputy Principal and Principal. School uniform (dress code) is required for safety and identification in most cases and cooperative, courteous and considerate behaviour is required on the bus and on the visit.

Private Transport: At times it is necessary to transport children to various venues. Sometimes, when numbers are small it is uneconomical to hire buses for the occasion and

private transport may be used. Written permission is always sought to allow children to participate in private transport.

5.02 CAMP SCHOOL

Camp school for Year Six may be organised during Semester One. Further information will be supplied during the year.

OTHER CO-CURRICULAR OR EXTRA-CURRICULAR OPPORTUNITIES

Opportunities are available for some students with certain interests and abilities to participate in additional activities. Parents need to be aware that by selecting to participate in an extra curricular activity (see 5.03, 5.04 and 5.05) then the child will be missing an in-class activity.

5.03 MUSIC

Choir.

Children from Years Three to Six are encouraged to audition for the Junior or Senior Choir at the beginning of each year. Our choirs are of a high standard and thus may be involved in performances, both in and out of school hours. Each year the school choir participates in the WAGSMS program.

Instrumental.

A limited number of children from Year Five and Six are given the opportunity to learn the guitar, clarinet, flute and brass instruments. Year Five children will continue instruction in Year Six.

Instruction is provided by the School of Instrumental Music of the Education Department. Selection is made through an aptitude test.

5.04 P.E.A.C. (Primary Enrichment and Academic Challenge)

Every year children in Year Four are tested to identify those who would benefit from placement in enrichment programs. Early each year positions are offered to children in Years Five and Six in the P.E.A.C. Courses. These courses are held in school time for a half day at a time and require parents to provide transport. Further information will be forwarded if your child is identified as likely to benefit from such a program.

5.05 SPORTING EQUIPMENT

Children have the opportunity for participation in a number of games and sports. It is suggested that private sporting equipment be used at home only and that children do not bring their own gear for general use. This often leads to disappointments or upsets if the gear is damaged. The school has a policy relating to use of some equipment and this is contravened if private gear is brought to school and used in the playground.

The exception to this is tennis balls which children may bring to school. Equipment such as skate boards, roller skates, scooters, water pistols, etc., is not to be used in the school.

5.06 SPORTING EVENTS

The school participates in a variety of school and interschool swimming, winter team games, sports, athletics and cross-country running in middle and upper primary. A charge may be made for transport.

6. NATIONAL AND STATEWIDE TESTING

NAPLAN (National Assessment Program in Literacy and Numeracy). Testing of all students in Years Three and Five occurs about May across Australia. Results give one indication of standards achieved by a child relative to others of similar age in Reading, Writing, Spelling Grammar and Punctuation and Maths. Individual results are sent home later in the year.

ICAS (International Competitions and Assessments for Schools). Tests in English, Computer Skills, Spelling, Mathematics, Science and Writing are voluntary and cost to enter. Applications close at the end of Term One and testing occurs over the next few months. A number of students and parents value this opportunity to demonstrate higher skills and knowledge.

7. INVOLVEMENT

7.01 PARENT CONTRIBUTIONS

The school can always make use of sundry items that would normally be disposed of in the home and families can contribute by sending them along. A more extensive list may be printed in a Newsletter during the year.

7.02 P&C ASSOCIATION MEETINGS

These are held monthly on a day set at the Annual General Meeting. Notices and signs in the fortnightly newsletter and around the school indicate when meetings are held. The P&C exists to *generate cooperation between parents, teachers, students and the community; assist in the provision of resources; foster community interest in educational matters.*

7.03 KARDINYA SCHOOL BOARD

The Independent Public School (IPS) initiative is a State Government commitment to empower school communities by giving them greater capacity to establish a vision for the school that reflects the aspirations and needs of the community. The board can have an important influence on the direction of the school, with members bringing ideas and lending their expertise to strategic planning and community partnerships. Professional skills in areas such as management, finance, procurement, marketing and cultural knowledge support the principal and strengthen the school's capacity to meet the needs of its students.

The School Board will participate in:

- Endorsing of the Delivery and Performance Agreement;
- Development and endorsement of the school's annual report;
- Development, endorsement and review of the school budget and Business Plan;
- Processes to review school performance, and
- Processes to determine satisfaction levels of parents, staff and students, with results reported in the school's annual report.

KPS School Board will comprise of 9 members including 4 parents, 3 staff and the Principal.

7.04 PARENT INVOLVEMENT

There is ample opportunity for parents to play a big role in the general life at the school through Resource Centre help, P&C meetings, sporting assistance, classroom instruction, art and craft and canteen.

If you specialise in a particular subject (e.g. cooking, clay work, weaving, toy making, singing, etc.) and could pass on your expertise, class teachers would only be too willing to have you work with the children. Occasionally parents are asked to assist as adult audience for child readers. Parents helping in the school (who are not Education Department employees) are required to fill out a 'Confidential Declaration' form, which is available from the school office. This form relates to any convictions, circumstances or reasons that might preclude working with or near children.

8. OSH CLUB – OUT OF SCHOOL CARE

Before and after school care is available on the school premises run by the OSHClub organisation.

Vacation care is also available. Supervisors and carers are authorised, trained adults and provide snacks, drinks, activities and games as well as space to do homework. Government subsidies may apply.

CONTACT – PERTH OFFICE
COORDINATOR

PH: 9261 3200
PH: 0478 044 383