Kardinya
PRIMARY SCHOOL

# Parent Information Book - 2026

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

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

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

Our school has a staff of over 40 members, including Teachers, Special Needs Education Assistants, Early Childhood Education Assistants, Manager Corporate Services, School Officers, Library and ICT Officers, Gardeners, Cleaners, Support Staff, Deputy Principals and a Principal. In addition, we have a Wellbeing Officer, 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 a number of 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 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. We also teach Indonesian to students in years 3-6. The Kindergarten Curriculum Guidelines outlines our teaching in kindergarten.

*Values* are also a key part of the curriculum, and these are taught both specifically in the context of the curriculum areas. We also use Deep Learning to develop life skills and important skills for the 21st Century.

Information about the achievement levels attained by our students can be found on the Department of Education website Schools Online https://www.det.wa.edu.au/schoolsonline/home.do and the ACARA website - https://www.acara.edu.au/

**Educating the Whole Child**

We work in partnership with our community to focus on educating the whole child. We nurture students and help them to learn skills for life. We also promote sustainability and work to ensure students develop an understanding of and learn skills to ensure a sustainable future.

**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 caters for the different learning abilities in each class.

**Digital Technology**

Kardinya Primary School has an information and communication technologies (ICT) infrastructure covering the whole school. Students have the opportunity to use iPads, interactive screens and other technologies to assist their learning. Ongoing professional learning is provided to staff to embed digital technologies in all classes. Years 4-6 participate in a Bring your Own Device program. For more information on this, refer to our BYOD Handbook, available from the office.

**Values**

LEARNING, EXCELLENCE, EQUITY AND CARE.

**Annual Report**

The school produces an annual report which is published at the end of Term One to report our progress on implementing the Business Plan.

Please see our website https://kardinyaps.wa.edu.au/annual-report/

**This booklet** aims to provide information to help all families, but especially new ones to settle into our school. The school website https://kardinyaps.wa.edu.au/ will provide ongoing information about school activities as well as a copy of the latest newsletter (kardinyaps.wa.edu.au/newsletters/). Our Connect community will also keep you informed.

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

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**SCHOOL PHONE NO:** (08) 9312 4900

**E-MAIL:** kardinya.ps@education.wa.edu.au

**WEB PAGE** http://www.kardinyaps.wa.edu.au/

**FACEBBOOK PAGE:** Kardinya Primary School

## 1. SCHOOL OPERATIONS

### 1.01 EXECUTIVE LEADERSHIP TEAM

The following team form the Executive Leadership Team at Kardinya Primary School.

| | |
|---|---|
| **Principal:** | Ms Melanie Clark |
| **Deputy Principal:** | Mrs Naomi Allison |
| **Deputy Principal:** | Mrs Michelle Neve |
| **Manager Corporate Services**: | Mrs Jo-anne Edwards |
| **School Officer:** | Mrs Katy Svensson |
| **School Officer:** | Ms Melissa de-Vries |

## 1.02 SCHOOL TERM DATES/PUBLIC HOLIDAYS/SCHOOL DEVELOPMENT DAYS 2026

| Term Dates 2026 |
|---|
| Term 1: Monday 2 February - Thursday 2 April |
| Term 2: Monday 20 April - Friday 3 July |
| Term 3: Monday 20 July - Friday 25 September |
| Term 4: Monday 12 October - Thursday 17 December |
| **Public Holidays 2026** |
| Thursday 1 January – New Years Day |
| Monday 26 January - Australia Day |
| Monday 2 March - Labour Day |
| Friday 3 April - Good Friday |
| Monday 6 April - Easter Monday |
| Monday 27 April - ANZAC Day Holiday |
| Monday 1 June - Western Australia Day |
| Monday 28 September - King's Birthday |
| **School Development Days 2026<br>students do not attend on these days** |
| Thursday 29 January |
| Friday 30 January |
| Monday 20 April |
| Friday 29 May |
| Monday 12 October |
| Friday 18 December |

## 1.03 SCHOOL TIMES and TIMETABLE

The following siren times operate:

| | |
|---|---|
| **8.35am** | **Classroom doors open** |
| **9.20am** | **End of Fitness** |
| **11.10 am – 11.50am** | **Long Break** |
| **1.40pm – 2.10pm** | **Short Break** |
| **3.05pm** | **Students Dismissed** |

TIMETABLE KARDINYA PRIMARY SCHOOL

| TIME<br>Siren at 8.30 to finish jump jam | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|---|---|---|
| 8.35 – 8.45 | Classroom set up | | | | |
| 8.45 – 9.05 | Letters and Sounds K-2 Spelling Mastery 3 - 6 | | | | |
| 9.05 – 9.20 | Fitness (Mon, Tues, Thurs) | | | | |
| 9.20 – 10.15<br>PERIOD 1 | 55 mins | | | | |
| 10.15-11.10<br>PERIOD 2 | 55 mins | | | | |
| 11.10-11.50 | LONG BREAK | | | | |
| 11.50 – 12.45<br>PEROD 3 | 55 mins | | | | |
| 12.45 – 1.40<br>PERIOD 4 | 55 mins | | | | |
| 1.40 – 2.10 | SHORT BREAK | | | | |
| 2.10 – 3.05<br>PERIOD 5 | 55 mins | | | | |

**BEFORE SCHOOL (TO ENSURE EFFECTIVE SUPERVISION)**

Your child should be in class by 8.35am. However, they **SHOULD NOT** be at school before 8.20am. Children who come to school before 8.20am are required to go to the undercover area where Jump Jam dancing is available from 8.20am. 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 and after school day care 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

Student absences can be sent to the school via the following ways:

- Via CONNECT.
  Instructions can be found on our website Student Absence Connect
- Via Compass
- Via Website kardinyaps.wa.edu.au
- Via Email kardinya.ps@education.wa.edu.au
- Via Phone 9312 4900

**LATE NOTES: Students arriving after the 8.45am siren need to attend the front office to sign in and obtain a student pass.**

## 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 **student 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 Student Pass, report to Administration, sign out the student, give the yellow pass 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 termed voluntary but form a vital part of our resourcing budget. These have been set at $60 per child K to 6. This important revenue source allows us to provide additional classroom resources such as computer equipment, paper, reading books and more.

### 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 2026.

Payment plans can be arranged to assist families with the payment of contributions and charges, please contact the office, 9312 4900 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. Student Health Care Summary – 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.
6. Bundled Consents – Third Part Software Services

## 1.09 PERSONAL ITEMS

These are the items that students require for **personal use** throughout the year. Please check regularly to ensure that children keep stock of these items. These items can be purchased from Campion.

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, Nintendo, toys, watches, etc, that they may lose or have damaged.

The school takes 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 dropped in the collection box outside the Administration Office. The canteen accepts counter sales at recess and lunch. Please only send low value notes and coins.

## 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

For students in Kindergarten and Pre-Primary, we encourage parents to maintain a spare set of clothes in the child's bag (these do not need to be school uniform). Occasionally there are toilet, sprinkler or art accidents so parents should be aware that the school does not have sets of spare clothing for these emergencies for students in years 1 to 6.

## 1.13 CANTEEN

The school canteen is open for Long Break at 11.10am and short break at 1.40pm on Tuesdays and Fridays for lunches and counter sales and is staffed by the P&C and volunteer parent helpers. Volunteers are always needed to spread the load and there are many ways to help. If you can help, please contact the P&C, Kardinyapca@live.com

### Canteen Policy

The canteen is run by the P&C as a service to the School Community and compliments classroom nutrition lessons. The nutritional policy of the canteen is to abide by the National Health Foundation guidelines to supply 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

Our school is registered with QuickCliq, more information is available at https://quickcliq.com.au/ for online ordering. The menu/pricelist is also on our website http://www.kardinyaps.wa.edu.au/.

### Canteen Roster

Our canteen relies on a roster of volunteer helpers to operate. It takes around 4 helpers each canteen open day who work from 9.00am to 2.00pm or part thereof. We also have volunteer opportunities outside canteen/school hours for people to help with baking or prepping. To help share the load parents, friends and relatives are encouraged to sign on for roster 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.

Kardinya Primary School likes to fundraise and support organisations that support the children at our school such as the Cancer Council, Perth Children's Hospital, Diabetes Australia and Apraxia Kids. We usually support one organisation per term.

## 1.15 DONATIONS AND SPONSORSHIP

Kardinya Primary is fortunate to have a number of benefactors and occasionally enters sponsorship arrangements supporting 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'.

A Kiss and Drive zone is available for your use. Please do not leave your car unattended in this zone (it is NOT a parking zone). 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.

**Disabled bays** are located outside Pre-Primary, in the Visitors carpark and in the Staff carpark 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 require a full Working with Children check.

Volunteer parents assisting in some activities at this school are exempt. However, in some situations a WWC will be required – you will be advised depending on the nature of the visit.

Volunteers requiring a WWC can obtain the WWC application form from the local post office or online.

All parent and child volunteers are also required to complete a **Parent and child declaration form** annually.

Grandparents or any other adult family members that volunteer at the school require a WWC.

## 1.20 COMMUNICATION and COMPLAINTS

Please see our Communication Policy for a full outline of our communication guidelines (available from our website). Below is a summary of Communications 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:

- Maintaining CONNECT, a secure communication portal managed by the Department of Education. Teachers, Admin and School Leaders regularly post notices on CONNECT. Student reports are also available on the portal.
- Issuing a regular Newsletter, via CONNECT
- Website http://www.kardinyaps.wa.edu.au/
- Facebook page https://www.facebook.com/KardinyaPrimaryKpsParents/
- 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.
- Our school uses CONNECT as Online Communication to parents. For parents CONNECT provides easy access to information relevant to your child's classes and online reporting.

**COMMUNICATION. EASY AS 1,2,3.**

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.

Please allow up to 48 Hours for a response.

**COMPLAINTS**

At Kardinya Primary School our staff acknowledges any concerns or complaints from parents and other school community members and welcomes any questions or feedback. Parents and school community members can be confident that staff will listen and respond to their needs and concerns.

Staff at this school are responsible for managing the resolution of disputes and complaints lodged with us. We will make every effort to promptly resolve disputes and complaints lodged with us according to the principles of procedural fairness.

Our school will maintain processes to ensure concerns and complaints are addressed promptly and in accordance with the principles of natural justice. Every effort will be made to resolve any issues at the local level.

We follow the Complaints Management Policy and Procedures to ensure a positive outcome. This policy is based on good practice and system wide policy from the Department of Education. It ensures that concerns and complaints are dealt with promptly, consistently and fairly and contribute to continuous improvement.

### 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 9312 4900.

## 2. CURRICULUM

### 2.01 THE WESTERN AUSTRALIAN CURRICULUM AND ASSESSMENT OUTLINE

The Western Australian Curriculum and Assessment Outline which is for all students from Pre Primary 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. Kindergarten Curriculum Guidelines sets out the Curriculum for Kindergarten.

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, distributed on CONNECT. Other opportunities for checking student progress include organised open classrooms, functions and parent interviews. 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. Please refer to our Homework Policy (available on our website) for our full guidelines on 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 on Wednesday mornings at 8.50am, generally in Weeks 3, 5, 7 and 9 (subject to change). Assemblies are held throughout the year for special occasions eg. Anzac Day, Harmony Day etc. Parents are welcome to attend these gatherings to support the students' efforts. See the term planner for each term's Assembly dates. 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 has been updated to ensure that we are able to support positive student behaviour. Please see the full Behaviour Policy on our website.

### 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
- Teacher's use of appropriate Australian (WACAO) 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.

***Students at Kardinya Primary School will:***

- contribute to a shared understanding of the expectations outlined in the Behaviour Matrix development of classroom rules and guidelines with class teacher
- follow the school and classroom rules developed collaboratively to ensure they are working/progressing to the best of their ability
- ensure that their behaviour is not disruptive to their own learning or that of others
- behave in a way that protects and cares for the safety and well-being of others; and
- work towards developing positive relationships with staff, peers and our community.

***Staff at Kardinya Primary School will***:

- model respectful, courteous and honest behaviour and communication
- explicitly teach and model the expectations as outlined in the Behaviour Matrix
- clearly display the KPS Behaviour Matrix in their classroom
- consistently recognise and reward specific behaviours both in class and in the playground
- support students to follow behaviours according to the Behaviour Matrix through display, discussion and explicit teaching as required of the 3 behaviour expectations (Respect, Responsibility, Resilience)
- reward positive behaviours using school incentive programs
- negotiate and determine class / playground rules and expectations with students and have these clearly displayed in the classroom
- provide rewarding, relevant and engaging learning opportunities
- establish and maintain a positive classroom environment
- report student incidents and any behavioural concerns to parents and the school Administration
- document any breaches in positive behaviour or relevant information and keep Administration, and parents, informed of any current concerns or issues
- record behaviour in duty file/SIS as needed and maintain those records as required
- work towards establishing positive relationships with students and parents
- maintain communication regarding students at risk and develop links with parents/caregivers to enhance the pastoral care of students
- develop individual behaviour plans, as needed, with the support of School Administrators

- liaise with outside agencies, as required, on an individual needs' basis; and
- outline the Positive Behaviour Policy and Good Standing requirements to parents (and students) at class information sessions at the commencement of each school year.

***School Administrators at Kardinya Primary School will:***

- promote a positive School culture
- model respectful, courteous and honest behaviour and communication, in line with the KPS Behaviour Matrix
- support teachers with behaviour development and management
- support teachers with developing individual behaviour plans as needed
- facilitate behaviour meetings as necessary
- liaise with outside agencies as required on an individual needs' basis
- maintain behaviour records on SIS as required
- consistently implement, maintain and reinforce the Positive Behaviour Policy
- consult with the School Board on the KPS Positive Behaviour Policy
- review whole school behaviour support planning annually and whenever the school data indicates the need, in collaboration with all staff
- report annually to the School Board on the school's performance in behaviour management
- decide consequences for behaviour according to the school's Positive Behaviour Policy; and
- manage the communication strategy to ensure all members of the school community are aware of, and understand, the Positive Behaviour Policy.

***Parents and Caregivers at Kardinya Primary School will:***

- model respectful, courteous and honest behaviour
- ensure that their child attends school regularly
- ensure that their child arrives at school punctually every morning
- participate positively as partners in their child's education
- inform the school of changes in the home environment that may affect their child's behaviour at school
- encourage children to report bullying incidents to their teacher in a timely manner

- build positive relationships with the school community
- keep informed of the Kardinya Primary School Positive Behaviour Policy; and
- speak to their child's classroom teacher promptly when there is a concern so the matter can be resolved quickly.

| KARDINYA PRIMARY SCHOOL BEHAVIOUR MATRIX<br>BE YOUR BEST | | | |
|---|---|---|---|
| | Everywhere | Inside | Outside |
| We are Respectful | • Be Kind<br>• Accept and value differences<br>• Demonstrate good manners | • Allow everyone to learn<br>• Care for all equipment<br>• Listen to Understand | • Care for the environment<br>• Include others<br>• Cooperate |
| We are Responsible | • Make good choices<br>• Own your actions<br>• Be safe | • Clean up after yourself<br>• Be prepared<br>• Be teachable<br>• Follow instructions | • Help others<br>• Follow the rules<br>• Be fair, fun and safe |
| We are Resilient | • Be patient<br>• Find a solution<br>• Focus on the positive | • Learn from mistakes<br>• Persevere<br>• Ask for help<br>• Practise makes progress | • Think of alternatives<br>• Bounce back<br>• Speak up for yourself |

## 3.04 VALUES

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

## 3.05 CLASSROOM MANAGEMENT OF STUDENT BEHAVIOUR

The 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 GOOD STANDING

### 3.07 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. It is suggested parents use reusable book covers.

### 3.08 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.

### 3.09 FACTION ORGANISATION

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

### 3.10 LOST PROPERTY

Lost property is placed in a plastic tub or on hangers outside the library. Parents and children may claim children's clothing from this point. Valuable items eg purses and watches are kept in the front office. Lost property parades are announced at assemblies. Unclaimed property may be disposed of at the end of term.

### 3.11 LOST/DAMAGED SCHOOL EQUIPMENT

Parents are asked to replace equipment from the school that is lost or damaged by the children, e.g., reading books, 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.

### 3.12 DRESS CODE

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

**The Department of Education requires all schools to have a Dress Code.**

### Uniform Items

From 2026, all school uniforms can be ordered online via an external supplier - Spartan.

To enquire about second-hand items, or to try on uniform items for size, please make an appointment with a P&C volunteer by emailing kardinyapcauniform@outlook.com.

### Summer

- Green polo shirt with Kardinya Primary School current logo
- Blue shorts **or** skort **or** leisure pants – these may be purchased elsewhere (please note no bike pants)
- Wide brimmed hat with Kardinya Primary School current logo (compulsory for outdoor activities)
- Dress (may be worn but will not be stocked for purchase once current stock is depleted)
- Appropriate footwear – active footwear encouraged, such as joggers

### Winter

- Green polo shirt with Kardinya Primary School current logo
- Blue shorts **or** track pants **or** skort **or** leisure pants
- Wide brimmed hat with Kardinya Primary School current logo (compulsory for outdoor activities)
- Fleecy zip front jacket with Kardinya Primary School current logo
- Dress (may be worn but will not be stocked once current stock is depleted)
- Appropriate footwear – active footwear is encouraged, such as joggers

### Sport Uniform

- Blue shorts **or** skort
- Faction polo shirt with Kardinya Primary School current logo
- Active footwear (joggers)
- Students representing the school at a sporting event should wear:
    - Green polo shirt with Kardinya Primary School current logo
    - Blue uniform shorts **or** skort

## CHOIR UNIFORM

- The school provides a Choir shirt when students are involved in public performances. Students will need black trousers **or** slacks and black shoes and socks.

**OPTIONAL DRESS CODE ITEMS**

- Year Six Graduation T-Shirt. Orders are taken twice each year for Year 6 students only.

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 workplaces have dress and safety codes.

**The Government has made school uniforms mandatory**.

***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.

**NOTE:**

1. Appropriate footwear – sandals, sneakers and school shoes.
2. Hats are compulsory for outdoor activities. '***No Hat, Play in the shade'*** 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. Hats are compulsory for outdoor activities. '***No Hat, play in an undercover area'*** is the policy throughout the year.
2. School uniform should be worn for all visits and excursions unless you are advised otherwise.

## 3.13 MOBILE PHONE

It is acknowledged that parents/caregivers may choose to have their children bring mobile telephones/wearable device 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 or Smart Watch switched on or use the phone or Smart Watch in any way during school hours (8.35 am to 3.05 pm). Phones and Devices should be handed to the teacher at the beginning of every day.**

**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.**

## 3.14 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.
- Photos of other students should not be published by parents unless permission is sought.

## 3.15 SUSTAINABILITY

Our school has a focus on sustainability. 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

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. The Transperth bus (Number 768) comes from Melville Senior High School. Parents are responsible for bus fares, the use of a Smartrider is advised. Application forms are available from Administration. More details can be found here 768 Timetable.

### 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 they deem 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 injury or illness during the day is normally attended to at school. In more serious incidents every endeavour is made to contact a parent to arrange for the child to be collected from school. In emergencies an ambulance may be called before parents can be notified. Parents or a representative 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

Family dogs are NOT permitted on the school grounds. Thank you for not bringing family dogs on school grounds, especially at drop off and pick up times. The school has a companion dog program which is managed by the school.

## 4.09 SEVERE FOOD ALLERGIES

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

The most common food items which can cause an allergic reaction are – all nuts, nut-based products, peanut oil, biscuits or cakes etc. containing nuts, dairy products, gluten and citrus. Not all allergic reactions are severe, however in the case of nut allergies, 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, or 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 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.

### 5.02 YEAR SIX CAMP

Our Year Six students are given the opportunity to attend a three-day camp during the year. Further information will be supplied to the parents involved.

### 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 may be missing an in-class learning activity**.**

### 5.03 MUSIC

***Choir.***

Children from Years Three to Six are encouraged to audition for the School Choir at the beginning of each year. Our choir is 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 Massed Choir and One Big Voice.

***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 several games and sports. It is suggested that private sporting equipment be used at home only and that children do not bring their own gear to school for any reason. This often leads to disappointments or upsets if the gear is damaged or lost. The school has a policy relating to the use of some equipment and this may be 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 skateboards, roller skates, scooters, water pistols, etc. are 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. A charge may be incurred for transport to and from interschool events.

## 6. NATIONAL AND STATEWIDE ASSESSMENT

**NAPLAN (**National Assessment Program in Literacy and Numeracy). Assessment 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 Numeracy. Individual results are sent home later in the year.

## 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 comprises of up to 11 members, including 8 parent/community representatives and 3 staff, in addition to 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 P&C meetings, sporting assistance, classroom volunteering 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 an 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.

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|---|---|---|
| CONTACT – | PERTH OFFICE | PH: 9261 3200 |
| | COORDINATOR | PH: 0478 044 383 |