Join us as we create tomorrow’s community today
A Message from the Principal

Welcome to Piara Waters Primary School

We look forward to your involvement with Piara Waters Primary School.

This booklet will give you a general overview of the various operations of the school.

Further information will be available throughout the year via newsletters, school website, school app, School Council and P&C Meetings.
This is our third year of operation and we have developed many highly efficient processes. The School Council and P&C parent representative groups will provide opportunities for parents and community members to provide feedback and input into the various aspects of the school.

Alternatively, please let your classroom teacher know or make an appointment at the office to speak with one of the administration team. We would both welcome and value your input.

The staff and students at Piara Waters Primary School look forward to your involvement with the school and in the continued building of strong partnerships.

Should you have any further queries or require further information, please do not hesitate to contact the school.

Cheryl Parkin
Principal
January 2014
School Information

Arrival of children at school
Children should not be at school prior to 8.15am as full supervision of children will not take place before that time.
Children may not enter classrooms unless their own teacher is present and gives permission.
Our school has fencing and gates which ensure the highest level of safety for students. The gates are locked at 9.00am and re-opened in the afternoon at 2.15pm. Parents and visitors wishing to enter the school grounds between these times must report to the front office.
If parents, due to work commitments, need to drop students at school prior to 8.15am there is an Out of School Hours Club on school grounds that can be utilised, please see their website for details www.oshclub.com.au

Collection of Students at the end of the school day
Students must be picked up by parents or an approved person promptly at 2.30pm. The school will contact alternate emergency contacts should a student not be collected at this time.

Term Dates 2014

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<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tr>
<td>Term 1</td>
<td>Mon 3 February - Fri 11 April</td>
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<tr>
<td>Term 2</td>
<td>Mon 28 April - Fri 4 July</td>
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<td>Term 3</td>
<td>Mon 21 July – Fri 26 September</td>
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<td>Term 4</td>
<td>Mon 13 October - Thur 18 December</td>
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Student free days (school development days)

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<td>Thu 30 January</td>
<td>Mon 21 July</td>
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<td>Fri 31 January</td>
<td>Fri 31 October</td>
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<td>Fri 28 February</td>
<td>Fri 19 December</td>
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<td>Tue 3 June</td>
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Public holidays

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<td>Mon 3 March</td>
<td>Labour Day</td>
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<td>Fri 18 April</td>
<td>Easter Friday</td>
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<tr>
<td>Mon 21 April</td>
<td>Easter Monday</td>
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<td>Fri 25 April</td>
<td>ANZAC Day</td>
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<td>Mon 2 June</td>
<td>WA Day</td>
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<td>Mon 29 Sept</td>
<td>Queens Birthday</td>
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School hours

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<th>Activity</th>
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<tr>
<td>8.30am</td>
<td>School Starts</td>
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<td>10.30am</td>
<td>Recess</td>
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<td>10.50am</td>
<td>End of Recess</td>
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<td>12.50pm</td>
<td>Lunch</td>
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<tr>
<td>1.20pm</td>
<td>End of Lunch</td>
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<tr>
<td>2.30pm</td>
<td>School Finishes</td>
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Administration

Hours 8.00am to 4.00pm Mon to Fri.
Contributions and Charges

The cost of schooling, including instruction, administration and establishment and maintenance of buildings are met by government funding. The Education Act 1999 allows government school budgets to be supplemented by local fundraising and prescribed contributions and charges to further enhance the learning experiences of children.

Contributions

The total amount of contributions parents and carers are being asked to pay for students at Piara Waters Primary School is $60 per child, no matter which class they are in.

The quality of our teaching and learning programme will be maximised when each family makes its contribution to the cost of supplementing funding gained from other sources, including the State and Commonwealth Governments.

Charges for extra cost optional components

Charges apply to extra, optional components of educational programmes provided in Kindergarten to Year 7. Extra cost options are specific activities, services or facilities that schools offer students to use or take part in. As parents choose for their child to participate in these activities, the associated charge must be paid. Students who do not participate will be provided with an appropriate educational activity.

Payment methods

The school accepts the following methods of payment for excursions/incursions, charges and contributions, etc.:

- Cash/cheque – brought to the front office in a sealed envelope, clearly labelled. Where possible, please present the correct money.
- EFTPOS facilities are available
- Direct debit through internet banking

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<tr>
<th>Bank:</th>
<th>Commonwealth Perth</th>
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<td>BSB:</td>
<td>06 6040</td>
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<tr>
<td>Acc:</td>
<td>1990 3450</td>
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<tr>
<td>Reference:</td>
<td>Student Surname, initial and room number</td>
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Money MUST NOT be handed to the class teacher. Money for P&C activities, e.g. fundraising, uniforms, etc. are separate funds and cannot be paid through the school bank account.
School Dress Code

Piara Waters Primary School has a uniform dress code for all Kindergarten to Year Seven students. The Piara Waters Primary School parent uniform committee supports a school dress code and has endorsed the wearing of the full school uniform. Our dress code supports the Department of Education requirement that students attending public schools are required to be clean and dressed appropriately for school activities.

Restricted clothing

The following are specifically banned from school for various reasons, mostly safety and restriction of movement:

- Any denim (as per Department of Education Policy)
- Dangling earrings or excessive jewellery
- Thongs

Parents are asked at the time of enrolment to ensure that their child is able to start school in full school uniform.

Purpose of school uniform

At Piara Waters Primary School, we have a strong belief that a dress code is necessary because it:

- Fosters and enhances the public image of the school
- Provides student with a sense of belonging
- Instils and promotes pride and team spirit in students
- Encourages equity among the students
- Ensures that students are dressed safely for school activities and the environment
- Prepares students for work, as many places have dress and safety codes

Guidelines

Students are required to wear the school uniform at all times, including school excursions.

Students are encouraged to wear white socks or sports socks. Appropriate footwear must be worn. Student will be participating in regular physical activity so sports sneakers, preferably black in colour, are the most appropriate footwear. School faction shirts are encouraged for sports carnivals. Items may be ordered through the uniform shop.

~ No hat, No play ~

Please make sure a school hat is always in the student’s school bag.

Piara Waters Primary School has a “No hat, No play” policy that is implemented for the entire year.

We also recommend that sunscreen is applied before the student attends each day. Hats, other than the school hat, are not permitted.
Sanctions

If a student does not comply with the school dress code the following sanctions will apply:

1. The classroom teacher will contact parents via telephone to discuss the importance of wearing full school uniform.
2. Should the issue persist the classroom teacher will contact parents and set up a formal meeting to discuss the matter.
3. If the issue is still not resolved the matter will be referred to administration.

Jewellery

Excessive jewellery is not to be worn at school. This includes bangles, dangling earrings or any item of that nature. Items of jewellery that students are allowed to wear are:

- Sleepers
- Stud earrings

Hair and make-up

- Hair below the shoulders must be tied up neatly.
- Make-up is not to be worn at any time.

Girls’ uniform

- Royal/Navy polo shirt displaying the school logo
- Navy Zina Skirt
- Navy Jazz Pants
- Navy nylon fleece double knee track pants
- Navy nylon fleece zip jacket displaying the school logo
- School hat (Bucket / Wide Brim)

Boys’ uniform

- Royal/Navy shirt displaying the school logo
- Navy Cargo shorts
- Navy nylon fleece double knee track pants
- Navy nylon fleece zip jacket displaying the school logo
- School hat (Bucket / Wide Brim)
General Information

Enrolment forms
As a child is enrolled at the school a form is filled in by the child's parent or guardian. It is essential that all of the information on this form is accurate and current. It is vital that in an emergency, we are able to reach parents immediately. Should parents be unavailable, the emergency contact supplied will be called. Therefore it is important that this contact information is kept updated.

Further information for parents regarding how public schools prioritise and manage student enrolments is available through the Department of Education’s Schools and You website http://www.det.wa.edu.au/schoolsandyou/detcms/portal/

School Website:
The school operates a user friendly and dynamic website which features important information about all school endeavours. Some features of the website include; information regarding our school vision, policies, school events calendar, information on the host of in school and out of school programs and a blog written by our school principal.

To access our school website please visit http://www.piarawatersps.wa.edu.au/

Communication
The staff at Piara Waters Primary School value positive partnerships with the school community. The school has a variety of contemporary ways in which communication is provided to and received from the community. A summary of these methods are below.

Talking to Your School Document:
The school has created a document which outlines clearly how parents can communicate effectively with staff in order to build a strong positive home-school partnership. This document “Talking to Your School” can be accessed on our website or a copy can be provided to you by asking at the front office. Where appropriate, teachers should be our first point of call to discuss most issues concerning your child’s learning at school. Often speaking promptly with the classroom teacher greatly assists in working through any issue and a satisfactory outcome is achieved for all.

School Newsletter:
The school sends out a fortnightly newsletter on Friday. The newsletter is accessed online via a link from our school website.

Piara Waters Primary School App:
The Piara Waters Primary School App allows your child’s classroom teacher and the school to notify you of class and school events, gain permission for off site school excursions and send notices directly to your iPhone, Smart Phone or email account. It also allows you to communicate directly with the school and amongst other parents in your child's class all within a secure and private environment.

To get started, please visit our school website at www.piarawatersps.wa.edu.au and click on either the iTunes (for iPhones) or Google Play (for Android Phones) links located on the homepage and download the App. If you don’t have either an iPhone of Android phone you can access the app using the online website version at http://piara.myquadrangle.com

Once you have downloaded the App you will be able to login using a username and password which is provided by the school Front Office (9397 4300).
As a new parent you will be automatically sent login details to your specified email as part of the student enrolment process.

**Emails:**

Piara Waters Primary School encourages the use of emails to communicate with parents regarding important school and class information. Similarly parents are able to use emails to:

- notify the front office/classroom teacher of their child’s absence from school, and
- arrange or make an appointment to personally discuss a matter with their child’s classroom teacher.

Emails should not be used to discuss concerns, issues or matters of a confidential nature.

Please ensure that all email address changes are sent through to the school office in order to ensure up to date records are kept.

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**Parent funded 1:1 Macbook Program**

Piara Waters Primary School and Winthrop Australia have formed a partnership to provide the Parent Funded 1 to 1 Macbook program in Years 3 -7.

The program provides students in Years 3 – 7 with the option to purchase or lease an Apple laptop which they will be able to use both at home and at school.

If you are interested in purchasing or leasing a laptop please visit our school front office for details.

We look forward to welcoming more families into the program ensuring we provide our students with 21st Century learning environments conducive to high educational outcomes.
Access rights

A copy of a Family Court Order must be supplied to the school so staff members are aware of family arrangements, restricted access, etc.

Documentation is required otherwise both parents will have equal rights of access.

Attendance

Teachers at Piara Waters Primary School plan sequenced and tailored programs that build skills, understandings and concepts for each child. Students who attend school regularly and are on time are assured good quality learning experiences. Research shows that students who miss 10% (or one day a fortnight) or more of their schooling increasingly interrupt their education. These students may become at educational risk. It is for this reason that:

• All absences must be explained by the parent/guardian.
• At risk attendance (less than 90%), unexplained or unreasonable absences and frequent lateness will be followed up by Teachers. In some circumstances by Administration.
• Taking vacation leave during school terms is discouraged. Families intending to book vacations during school must seek approval from the Principal.
• Students are required to be at school prior to 8:30. Students arriving after 8:30 are required to get a late pass from the office and this will be logged in the school system.
• All students are expected to be prompt in their return to classrooms after recess and lunch.

A record of each child’s attendance is provided in the two formal reports that go home each year at the end of Term 2 and Term 4.

Canteen

The P&C Association will utilise the school’s canteen facilities in order to provide occasional special lunches/recess snacks for students throughout the year. A regular canteen service is not provided. The special lunch days will be communicated to parents via the school newsletter and/or school app.

Emergency contacts

To assist us in keeping these records up to date, please let us know if any of the following details have changed:

• Parents home phone number
• Parents mobile phone number
• Parents work phone number
• Address
• Emergency contact names and phone numbers
• Medical details such as allergies
• Doctor
Absentees
On the day following an absence from school, Department of Education regulations require a written explanation from the child’s parent/guardian.
These notes are retained and must coincide with absences marked on the class roll. The teacher will follow up all unexplained absences.
Any continual unexplained absences will be referred to the school administration.
Permission to leave the school grounds will not be granted unless parent advice has been received. Parents are asked to sign a school register whenever children leave school early.
Children who arrive late will also be required to report to the office and provide a reason which will be noted by the office.
Parents who sign children in late or leave early are not required to write an additional note.

Parent information meetings
At the start of each year all teachers will conduct a parent information meeting.
The purpose of this meeting is for teachers to share classroom policies and procedures and to explain how parents can best support their child’s learning program.
Teachers will inform parents of the time for this meeting.
Similar meetings will also be held at other times during the year. Please note these meetings are not for individual interviews and as they are quite formal in nature, it is requested that children do not attend.
There are other times throughout the year when parents attend various events and activities with the children.
It would be appreciated if children were not left unsupervised in the grounds while these meetings are held.
The meetings last approximately one hour.
Library and reading books

A considerable amount of school funds is allocated to ensuring that our learning programs are very well-resourced. We all ensure that the highest quality resources are provided for our students. It is therefore very important that any resource, including library and home reading books are looked after. Please ensure that drink or food do not spoil the books or younger children draw/scribble in them. Parents will be provided with an invoice to cover the cost of damage to these books if this does occur.

Behaviour management and bullying policy

Piara Waters Primary School follows a whole school approach to the teaching of social and emotional skills from Kindy to Year 7. The Friendly Schools Plus Program is used at a community, school and classroom level and guides many aspects of supporting positive relationships. Our school’s procedures for managing student behaviour are clearly documented in the Behaviour Management and Bullying Policy. Parents can access this policy through the school website or alternatively a copy can be obtained by enquiring at the front office.
Excursions

Excursions and outings to enhance the educational program are planned by teachers throughout the year.

Advance notice of such events (including details and costs) is provided to parents and permission for children to attend must be signed by parents.

The school has the right (and accountability) to exclude. Parents will be notified of alternate supervision in this case.

Teachers will call for parent volunteers to assist with excursions and to comply with appropriate adult/student ratios.

Parking

Both short and long term parking bays are provided for parents. Separate parking is provided in the Early Childhood parking area (Kindy and Pre-Primary only). Please note that parents are not permitted to park in the staff parking area. Under no circumstances are parents to park up on the road verges as this poses serious safety concerns for pedestrians. Parents living close by the school are encouraged to walk to school, therefore easing parking congestion at peak times.
Lost property

Any articles of clothing or personal items which are left around the school are put in the Lost Property box located in the school’s medical room (Administration Building). Items will be cleaned out at the end of each term and donated to either the uniform shop or local charity organisation, notice of this will be given in the newsletter.

Out of school care

OSHClub provide a program at Piara Waters Primary School for before and after school care. Please contact the centre directly on 9261 3200 should you wish to make enquiries regarding the use of their services. The OSHClub website is www.oshclub.com.au where you can directly make online bookings.

Bicycle/scooter safety

Piara Waters Primary School promotes road safety guidelines ensuring our students arrive to school and home safely.

Bicycles and scooters are a very popular means of transport for students, but are also often involved in serious accidents. It is well recognised that young children have under developed motor skills, peripheral vision and judgment.

For this reason, we strongly recommend that children under the age of 10 years ride to school in the company of an adult.

Bikes and Scooters should be in road worthy condition and students must wear helmets. It is not recommended that skateboards are ridden to school.

Two lockable cages are provided for safe storage for students’ bicycles and scooters. One is located near the undercover area and the other is at the southernmost point inside the school grounds. These will be locked at 8.30 am and unlocked at 2.30pm.

Bikes must be walked within the school grounds.

Riding a bicycle or scooter within the school grounds will incur disciplinary action.
Health and Wellbeing

It is important to inform the school if your child has a medical condition which may affect their daily health and wellbeing e.g. allergy to bee stings, asthma, diabetes, etc.

**Head lice**

Parents will be advised should their child be found to have head lice during the day. Children may return to school once treatment has occurred and there are no remaining live lice or eggs. Upon return to school, parents are required to provide evidence of the treatment used to either the front office staff or class teacher. If an outbreak occurs, all parents with children in the class will be notified allowing preventative action to be taken. Information brochures are available from the front office.

**Allergies**

Please inform teacher and Admin office of any allergies in order for them to be monitored.

**Infectious diseases**

Medical Certificates are required before children who have suffered from certain diseases may be re-admitted to the school. In some cases a fixed period of absence is necessary.

Please consult your doctor regarding school exclusion for the following illnesses:-
- Chicken Pox
- Hepatitis A
- Impetigo (School Sores)
- Measles
- Mumps
- Ringworm
- Rubella
- Scabies
- Whooping Cough

**Medication**

In accordance with Department of Education policy, parents requiring medication to be administered to their child at school need to complete the necessary forms at the office. In the situation where prescribed medication is required on a short term basis the signature of the prescribing doctor must be obtained. Any changes to medication, requires alteration to these forms as they are legal instruction to those taking the responsibility for administration. Students may not bring any medication or herbal preparations to school to self-administer from their bag.

The only medication approved to kept in bags is puffers for asthma.

**Illness and injury**

If your child is unwell before arriving at school, it is recommended they be kept home. Should your child become ill or injured at school, they will be taken to the sick bay for basic first aid and parents contacted.

The Student Health Care Summary form is to be completed by all parents prior to enrolment and updated if the student’s health care needs change. The staff will consequently develop a health care management plan in consultation with parents.

A parent/guardian will always be contacted in the case of a head/neck injury.

**Dental clinic**

Dental Care for students Pre Primary to Year 11 in Western Australia is provided by the Health Department. Piara Waters Primary School has a dental clinic on site that is open Monday – Wednesday 8.15am – 4.00pm. All consultations are by appointment only. An appointment can be made during opening hours by telephoning 9393 2125.
Children’s attendance and absences from school

There is an expectation that once enrolled, students will attend on a regular basis. Positive attendance patterns in the early year leads to positive attendance patterns in the compulsory years of schooling.

When a child is absent from school, parents are asked to send either a note, email or via the school app stating the reason for the absence.

Enrolment

Piara Waters Primary School will accept Kindergarten enrolments from the beginning of the year. These enrolments close at the end of the second week in Term 3. As per the Department of Education’s Enrolment Policy, please note that the application process is not a guarantee of placement at the school site. Universal Access entitles students to a place in a school in their local area, not necessarily the local school. Depending on the criteria listed below and numbers enrolling, a place may be offered at Piara Waters Primary School or at our off site Early Childhood Centre on Liffey Street (opposite the Campbell Road Shops) in Canning Vale.

The criteria for students attending Piara Waters Primary school are as follows:

1. Students inside the Local Intake Areas, with a sibling enrolled at the school
2. Students inside the local Intake Area, no sibling at the school, distance to the school. (The distance the student lives from the school is measured in a straight line from the centre of the site)

Department of Education; Enrolment Policy 2013

Kindergarten and Pre Primary Information

Kindergarten is an introduction to formal learning for your child. This special year is an important preparation for what lies ahead. It is very important that as new members to our school community that you view home and school as a partnership working together for the benefit of your child. Pre Primary is now the first compulsory year of your child’s formal education.
**School contribution**

The school voluntary contribution for Kindergarten and Pre Primary is set at $60 per child.

This will assist the school in providing a high quality learning program for your child. These payments can be made either through the front office or through direct bank transfer.

**School uniform**

All students are required to wear the school uniform. The wearing of a uniform helps to enhance school pride and a sense of belonging, while also contributing to positive behaviour.

Parent support for wearing of uniforms is essential and is appreciated.

Children are required for safety reason to wear suitable shoes at all times.

**School hat policy**

The school has a very strict Hat Policy. Children must wear a hat for lunch and recess breaks, and for all outdoor activities throughout the year.

**School development days**

As the Kindergarten is part of the whole school students do not attend on School Development Days when all teachers are involved in professional development activities.

**DOTT day (duties other than teaching)**

The Kindergarten and Pre Primary teachers will have DOTT time for planning and preparation. On this day your child will have another teacher.

**Kindergarten sessions**

Each Kindergarten room will run two sessions:

In counting weeks for this roster, please only include school terms (holidays are not counted)

**BLUE and RED Groups**

- Week 1  Monday, Wednesday, Thursday
- Week 2  Monday, Thursday

**GREEN AND ORANGE GROUPS**

- Week 1  Tuesday, Friday
- Week 2  Tuesday, Wednesday, Friday

The school will consult with parents as to whether there will be a transition period at the start of the year. However, parents will have the choice to send their child to Kindy as per the full attendance schedule from the beginning of the year.

**The hand over and collection of children**

Parents are asked to either deliver the children to the centre for each session or ensure that a responsible adult/carer performs this duty. We discourage older students being given the responsibility of a Kindy/Pre-Primary sibling.

Parents are asked to hand their child to the teacher to ensure that he/she knows that the child has arrived. At the end of the day, parents or carers are asked to wait for their children in the same location. The teacher will see each child out of the door to ensure that they are picked up.

It is important that parents contact the teacher if there will be a different person coming to collect your child (other than those already noted).
Commencement of the day

It is important that the children do not arrive at school until the classroom doors open at 8.15am daily. Adequate supervision cannot be provided for children before this time. We require that parents remain with their children until they are handed over to the teacher.

What to bring everyday

• Fruit to be shared – Can include cheese, celery, carrot, sultanas, raw vegetable or salad items etc.
• School Hat
• Large school bag
• Healthy cut lunch – please exclude products containing peanuts
• Spare set of clothes and underwear in case of an accident
• A named drink bottle containing water (no cordial)

Parent roster

A parent roster will be available for you to put your name down. Joining the roster will allow you to spend some time at school with your child. We strongly encourage someone special in your child’s life to regularly join the Kindergarten or Pre Primary sessions.

Children love to share their experiences with their own special person.

Please be aware that anyone other than a parent will require a working with children check. ie grandparents etc.

Birthdays

We are more than happy to join with you in celebration of your child’s special day. You are welcome to send along cupcakes for the class to share. Please do not send along a whole cake as it often becomes very difficult to ensure everyone enjoys a sizable portion. You are also welcome to join us on the big day.

Toys

Children will be able to bring along a special toy or object for news purposes only. Please do not send along toys to school as this saves arguments and disappointment in the case of breakages or loss.

End of day

Please ensure your child is picked up promptly at 2.30pm.

Playground and equipment

The play areas and equipment are designed to be used by students with adequate adult supervision.

There will not be supervision provided for children at school before 8.15am and the school cannot accept responsibility for students delivered to the school prior to that time.

The collection of students at the end of the school day by parents will result in those parents or others collecting the students assuming responsibility for supervising them while on the school grounds or while using the playground equipment.