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 Council Meetings and P&C Meetings.

This is our very first year of operation and as such we are in the development phase. Throughout the year there will be areas of our operation which will require reviewing in order to ensure the smooth and efficient running of the school. The School Council and P&C parent representative groups will provide opportunities for parents and community members to assist with various areas within 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 building of a strong partnership.

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

Cheryl Parkin
Principal
January 2012
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TERM DATES 2012

Semester 1
Term 1
Wednesday, 1st February–Thursday, 5th April

Term 2
Thursday, 26th April–Friday, 6th July

Semester 2
Term 3
Tuesday, 24th July–Friday, 28th September

Term 4
Tuesday, 16th October–Tuesday, 18th December

Student free days (School Development Days)
These dates are still to be confirmed.

Public Holidays
26th January  Australia Day
5th March  Labour Day
6th April  Easter Friday
9th April  Easter Monday
25th April  ANZAC Day
4th June  Foundation Day
1st October  Queens Birthday

SCHOOL HOURS
First Siren  8.27am  
School Starts  8.30am
Recess  10.30am
End of Recess  10.50am
Lunch  12.50pm
End of Lunch  1.20pm
School Finishes  2.30pm

ADMINISTRATION
Hours  8.00am to 4.00pm Monday to Friday.

Arrival of children at school
Parents are asked to co-operate to see that children arrive at school before 8.30am, however we do not encourage children to arrive too early in the mornings. Children should not be at school prior to 8.15am as supervision of children will not take place before that time and, therefore, their safety cannot be guaranteed. Children may not enter classrooms unless their own teacher is present and gives permission. 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

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.
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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 for students to use or take part in. As students choose to take part in these activities, the associated charge must be paid. Students who do not participate will be provided with an appropriate educational activity.

Money
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 labeled. Where possible, please present the correct money. We do not have card facilities in the Front Office.
- Direct debit through internet banking
  Bank: Commonwealth Perth
  BSB: 06 6040
  Acc: 1990 3450
  Reference: Student Surname, initial and room number

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 clear dress code of 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. Parent 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
- Instills 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.

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.
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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)

Physical Education Uniform

- Students must wear closed in sports shoes appropriate for running and participating in physical activity.
- Navy Zina Skirt
- Navy Rugby style shorts (for both girls and boys)
- Navy nylon fleece double knee track pants (for both girls and boys)
- Navy nylon fleece zip jacket (for both boys and girls)

Hats
Please make sure a school hat is always in the students 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.

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.

GENERAL INFORMATION

Communication
Piara Waters Primary School values forming strong partnerships with parents to promote learning. Frequent two-way communication is provided to parents regarding what learning is occurring in their child’s classroom and their level of progress and achievement. Opportunities for parents to be engaged in the learning process and take part in regular information sessions aimed at supporting their child’s learning is also provided.

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.
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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 and leaving early are not required to write and additional note. A record of each child's attendance is provided in the two reports that go home each year at the end of Term 2 and Term 4.

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.

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

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.

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 schools medical room in the 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.

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 form 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 at night when these meetings are held. The meetings last approximately one hour.
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.

Managing Student Behaviour
Behaviour Management in School (BMIS) is a joint staff, parent and student concern. The students and staff have a right to a supportive learning environment based upon mutual respect and co-operation. The school has a whole school Behaviour Management Policy that focuses on the rights and responsibilities of students, staff and parents. A copy of this policy can be obtained from the front office. Piara Waters Primary School has a zero tolerance to bullying.

Health and Wellbeing

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 nits or lice. If an incident 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.

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. Student 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 called to collect them. It is important to inform the school if your child has a medical condition which may affect their daily health and well being e.g. allergy to bee stings, asthma, diabetes, etc. The school will need to develop a management plan to assist your child if there is an emergency situation. A parent/guardian will always be contacted in the case of a head/neck injury.

Out of School Care
OSHClub now has a facility 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. OSHClub website is www.oshclub.com.au you can make online bookings directly through this website.
2012 Kindy Information

Welcome to Piara Waters Primary School

Kindergarten is an introduction to formal learning for your child. These special years are 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.

Kindergarten Sessions
Each Kindergarten room will run two sessions:

Group 1/3:
Week 1 Monday, Wednesday, Thursday
Week 2 Monday, Thursday

Group 2/4:
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.

DOTT Day (Duties other than teaching)
The Kindergarten teachers will have DOTT time for planning and preparation. On this day your child will have another teacher.

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

What to Bring
- Morning tea snack – a healthy option is preferred and can include cheese, celery, carrot, sultanas etc.
- School Hat
- Large school bag
- 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)
- Small Pillow

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.

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

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 Kindergarten sibling. 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). 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.

**Playground and Equipment**
The play area cannot be utilized before or after school. Once again adequate supervision cannot be provided.

**General Information**

School Term Dates for Students (2012)

Term 1       Wednesday 1 February – Thursday 5 April
Term 2       Thursday 26 April – Friday 6 July
Term 3       Tuesday 24 July – Friday 28 September
Term 4       Tuesday 16 October – Tuesday 18 December

**School Development Days**
As the Kindergarten is part of the whole school it closes during School Development Days when all teachers are involved in Professional Development activities.

**Enrolment Forms**
When each child is enrolled at the school a form is filled in by the child’s parent or guardian. It is essential that all 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.

**Medications at School – School Policy**
From time to time, parents request that children be given medication at school. If due to short term illness your child does need to take medication during school hours, an Administration of Medication Form must be completed at the front office.

**Communicable Diseases.**
Parents are asked to phone the Principal if there is any doubt about a child attending school whilst suffering from any illness that can be passed to other students. 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

**Head Lice**
Pediculosis (head lice) occasionally infects students’ hair. This is not a reflection on the child or family. The school can assist with diagnosis and details of lotions for treatment. Suitable treatments can be purchased from chemists. The parents must apply the treatment before sending their child back to school.

**Out of School Care**
OSHClub now has a facility 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. OSHClub website is [www.oshclub.com.au](http://www.oshclub.com.au) you can make online bookings directly through this website.
Children’s attendance and absences from School

There is an expectation that once enrolled, a Kindergarten student will attend on a regular basis. Positive attendance patterns in Kindergarten lead to positive attendance patterns in the compulsory years of schooling.

When a child is absent from school, parents are asked to send a note stating the reason for the absence upon return to school. Parents are required to advise the school if their child is absent from school.

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.

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

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.

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

School Contribution

The school voluntary contribution for Kindergarten 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.
2012 Pre Primary Information

Welcome to Piara Waters Primary School

Pre-Primary is an introduction to formal learning for your child. These special years are an important preparation for what lies ahead. It is very important that as members of our school community you view home and school as a partnership working together for the benefit of your child.

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

DOTT Day (Duties other than teaching)
The Pre-Primary teachers will have DOTT time for planning and preparation. During these times your child will participate in additional learning activities including, music & dance and physical education.

What to Bring
- Morning tea snack – a healthy option is preferred and can include cheese, celery, carrot, sultanas etc.
- School Hat
- Large school bag
- 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)

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.

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

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 Pre-Primary sibling. 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).

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.

Playground and Equipment
The play area cannot be utilized before or after school. Once again adequate supervision cannot be provided.
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General Information
School Term Dates for Students (2012)

Term 1  Wednesday 1 February – Thursday 5 April
Term 2  Thursday 26 April – Friday 6 July
Term 3  Tuesday 24 July – Friday 28 September
Term 4  Tuesday 16 October – Tuesday 18 December

School Development Days
As the Pre-Primary is part of the whole school it closes during School Development Days when all teachers are involved in Professional Development activities.

Enrolment Forms
When each child is enrolled at the school a form is filled in by the child’s parent or guardian. It is essential that all 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.

Medications at School – School Policy
From time to time, parents request that children be given medication at school. If due to short term illness your child does need to take medication during school hours, an Administration of Medication Form must be completed at the front office.

Communicable Diseases
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Head Lice
Pediculosis (head lice) occasionally infects students’ hair. This is not a reflection on the child or family. The school can assist with diagnosis and details of lotions for treatment. Suitable treatments can be purchased from chemists. The parents must apply the treatment before sending their child back to school.
Children’s attendance and absences from School

There is an expectation that once enrolled a Pre-Primary student will attend on a regular basis. Positive attendance patterns in Pre-Primary lead to positive attendance patterns in the compulsory years of schooling.

When a child is absent from school, parents are asked to send a note stating the reason for the absence upon return to school. Parents are required to advise the school if their child is absent from school.

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. 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

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School Contribution

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