



Parent Handbook

Join us as we create tomorrow's community today



PIARA WATERS
PRIMARY SCHOOL

Learn • Create • Inspire
TO LIVE TO GROW TO THRIVE

Message from the Principal



Welcome to the Piara Waters Primary School Community, we hope your association with our school is enjoyable and fulfilling.

We look forward to educating your child and seeing them grow, discover and prepare themselves for the future. Your child will be attending a school that provides a contemporary and well balanced education - where we seek to optimise the academic, social, physical and emotional development of each and every child.

We have developed a strong identity within the local and wider educational community and value the advantages that our multi-cultural community of so many different languages brings to our students/ learning. We are proud to partner with our students' parents to ensure each child has a high quality educational experience.

We encourage you to get involved in your child's school and we look forward to working in partnership with you to ensure your child is an enthusiastic and motivated learner.

This booklet has been designed to assist you in learning about our school's operations and activities and provides you with a general overview of the various aspects of school life.

Further information will be available throughout the year via school website, mobile app, School Council and Parents and Citizens Meetings.

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

Kind regards,

Ruth Proslmeyer
Principal



Contents

Introduction

School history	4
School Community	5
Contact Details.....	5
School hours	5

Governance & Communication

School Board	6
School Administration and Leadership Team	6
Parents and Citizens Association.....	7
School Staff Profile	8
Student Council.....	9
School Plan	9
School Annual Report.....	9

Enrolment and Attendance

Enrolment Process	10
Overseas Enrolment	11
Students with Special Needs	11
Up to Date Student Records/ Information	11
Access Rights.....	11
Local Intake Area.....	11
Child Health Information Needed at Enrolment.....	11
Attendance requirements	12
Absentees	12
Arrival of students at school.....	12
Collection of students at the end of the school day ..	13
Emergency Contacts.....	13
Out of School Care	13
School Development Days	13

Communicating and Engaging with the School

Valuing Communication	14
Talking to Your School (Document).....	14
Emails	14
Newsletter.....	15
Website	15
School Mobile App.....	15
Teacher Notes	15
Phone Calls/Messages for Students	15
Online Feedback/Inquiry Form	16
School events calendar	16
Parent Help	16
Parent Liaison Contacts.....	16
Parent Information Evenings	16
Reporting to Parents.....	17

Learning Resources and Activities

Curriculum.....	18
Staff Expertise.....	18
Library (the Hub) and Reading Books	18
MacBook (Parent Funded 1:1 Program)	18
PEAC	19

Excursions	19
Playground and Equipment.....	20
DOTT / Specialist Teachers.....	20
Special Enrichment Programs	20
Factions	21
Physical Education/Sports Carnivals	21
In-Term Swimming	21

School Amenities and Services

Canteen & Lunches.....	22
Parking.....	22
Lost Property	22
School Banking.....	22
School Photographs	22

Contributions and Charges

School Charges and Contributions.....	24
Payment Methods for Contributions	24
Charges for extra cost optional components	25
Items for personal use	25

Dress Code and Uniforms

School Dress Code	26
School Dress Code Guidelines.....	26
Girls Uniform.....	26
Boys Uniform	27
Restricted clothing	27
No Hat – No Play Policy	27
Sanctions.....	27
Uniform Shop	27

Health and Safety

Medical Conditions.....	28
Health Care Plan	29
Medications	30
Illness and Injury	30
Allergies and Healthy Food and Drink Guidelines.....	30
Communicable Diseases	31
Insurance Cover and Children	32
Dental Clinic	32
Ancillary Support Staff	32
School visitors.....	32
Bicycle/scooter safety	33
Smoking and Alcohol consumption.....	33
Bringing valuables to school.....	33
Mobile Phones	33

Other Policies

Behaviour Management and Bullying	34
Homework.....	34
Publication of Images and work	34
Class formations (e.g. split grades)	35
Community use of school facilities.....	35
Birthdays	35

Introduction



School history

Piara Waters Primary School opened its doors in February 2012, catering for students in Kindergarten to Year 6.

The School has grown considerably in that time, but maintains positive connections and relationships with our most important stakeholders – students, parents, staff and community.

Proudly an Independent Public School, our school vision of Community, Collaboration and Contemporary underpins everything that we do.

We aspire to provide a modern learning environment that empowers students to learn, grow and thrive as active citizens who will positively contribute to their community.

We are a school with cutting edge learning resources, expert educators, motivated students and a supportive community – all the ingredients we need to provide the highest quality education experiences.

School Community

Our school proudly serves the community of Piara Waters. Our families come from a wide range of backgrounds and are incredibly supportive of our students and staff.

As the Piara Waters community grows and evolves – so too does our school. We are committed to forging mutually beneficial partnerships with parents, families, local businesses and the broader community, to ensure our school remains a positive and welcoming community hub. Community involvement and support at Piara Waters Primary School is characterised by:

- A shared responsibility for the educational outcomes of the students between parents, staff and the wider educational community;
- Positive relationships between staff and community and open channels of communication;
- Positive channels of communication and engagement via the School Board and an active Parents and Citizens Association; and
- Parent and community members volunteering assistance in classrooms



School hours

- School starts - 8.30am
- School finishes - 2.30pm

For Recess and Lunch times for Kindy to Year 2 and Years 3 to 6, please refer to the school website's Information Menu

Contact Details

Address

Piara Waters Primary School
440 Wright Road
PIARA WATERS
Western Australia 6112

Phone

08 9397 4300

Fax

08 9393 2935

Email

piarawaters.ps@education.wa.edu.au

Web

www.piarawatersps.wa.edu.au

Dental Therapy Unit

08 9393 2125

PiaraWatersDTC@dental.health.wa.gov

Governance & Communication

School Board

Our Board is the school's peak governing body.

The Board is comprised of:

- Parent/community representatives
- P & C representative elected by the P & C Executive
- School staff representatives

Members of the School Board are elected by the school community.

The responsibilities of the School Board are to:

- Work within the Department of Education's relevant legislation and regulations;
- Endorse and review the annual budget;
- Assist with the formulation of Codes of Conduct;
- Participate in a review of the performance of the school;
- Provide advice to Principal on religious education and related activities;

- Create interest, within and across the community, about the school;
- Approve fees, charges, contributions and items of personal use (booklists);
- Approve extra cost optional components of programs;
- Approve arrangements for sponsorship or advertising;
- Liaise with other committees within the school e.g. the P & C;
- Hold one open meeting each year to report to the school community.

The School Board does not:

- Manage the day to day running of the school;
- Discuss individual issues relating to teachers, staff or parents– these are the responsibility of the principal;
- Represent specific interest groups, or permit special interests to dominate the agenda of the Board;
- Intervene in the educational instruction of students; or
- Performance manage the Principal or any staff member.

School Administration and Leadership Team

The School Administration and Leadership Team guide the school operations.

The team is comprised of:

- Principal
- Deputy Principals
- Manager Corporate Services

All final decisions rest with the Principal, who is responsible for:





- The educational leadership, operation and management of the school;
- Delivering education programs that meet the needs of students and are in accordance with requirements of the Curriculum Council Act 1997;
- Ensuring the safety and welfare of students on school premises, and away from the school premises but on school activities, so far as can be done reasonably;
- Ensuring appropriate standards of academic and non-academic achievement;
- Articulating how the financial and human resources will be used to deliver the educational program;
- Developing a workforce plan encompassing future needs; and
- Compliance with all legislation.

Parents and Citizens Association

The Piara Waters Primary School Parents and Citizens Association provides parents with an opportunity to learn about the school's policies and programs; organise ways in which parents can share in shaping and developing school policies; bring parents together to share information and views; and assist the school in building positive engagement with students.

The objectives of a P & C Association are to promote the interests of the school through:

- Cooperation between parents, teachers, students and members of the general community;
- Assisting in the provision of resources, facilities and amenities for the school or schools; and
- The fostering of community interests in educational matters.

The executive members of the Parents and Citizens Association are elected by financial members of the Association. The Executive roles are:

- President
- Vice President
- Secretary
- Treasurer
- Fundraising Coordinator
- Canteen Coordinator

School Staff Profile

Piara Waters Primary School has a variety of staff who provide a range of services across the school.

Our team can be classified in the following four areas:

Leadership/Administration Team:

This team includes our Principal, Deputy Principals and Manager Corporate Services.

This team is in charge of key operations of the school.

Teaching Staff:

Our teaching staff are all trained teachers and includes both classroom teachers and specialist teachers who provide instruction to students.

Non-Teaching Staff:

Our non-teaching staff support teachers in their class instruction and assist with varied operational activities at the school. Non-teaching staff members include for example education assistants; school office administration staff; cleaners; and gardener.

Support service staff:

We have a range of staff that provide various support services across the school, often on a part time or contract basis. These include School Psychologist; School Nurse; Learning Support Coordinator; and Information Technology Specialists.





Student Council

Piara Waters Primary School values student leadership. We have various opportunities for our students to be leaders within our school. These include Year 6 Councillors, Faction Captains and leadership opportunities during our Whole School Collaboration initiative.

School Plan

Piara Waters Primary School has a comprehensive School Strategic Plan.

The plan provides the directions the school will follow to ensure ongoing improvement.

The key elements of the plan include:

- School Vision
- Key Focus Areas
- Objectives
- Strategies
- Performance Indicators

A copy of the School's Strategic Plan and School Vision is available from the school office or via the school website.

GO TO > www.piarawatersps.wa.edu.au/vision-mission-statement

School Annual Report

Each year Piara Waters Primary School publishes an Annual Report to provide information to parents and the community on the progress the school has made in achieving its vision.

Key areas of the report include for example:

- Annual highlights
- Enrolment data
- Attendance data
- Student performance data (across learning areas)
- School performance data
- Student social/emotional and behavioural outcomes
- School community survey data
- Targets

A copy of the plan is available via the school website.

Enrolment and Attendance



Enrolment Process

We invite parents of students that reside within our Local Intake Area (boundary) to enrol their child at Piara Waters Primary School.

Parents wishing to enrol a child can download the form from the school website and return it to Piara Waters Primary School.

GO TO > www.piarawatersps.wa.edu.au/enrolments

If your application is successful you will then be asked to complete a Student Enrolment Form at the school. This form is included in a separate package of information.

Please note that the following documents are required in addition to the Application for Enrolment and Student Enrolment Forms:

- Birth Certificate
- Medicare ACIR
- Proof of Address (Water or Land Rates/ Lease or Purchase Agreement; a purchase or lease agreement; or WA Driver's License; or utility bills)

We request that parents please indicate the school year your child should be enrolled in. This can be done by visiting our School Year Groups Chart that is available on the school website.

GO TO > www.piarawatersps.wa.edu.au/enrolments

Once the Application for Enrolment form is complete with all attached documentation, it is signed off by the Principal. The parent/ guardian will then be contacted to complete the Enrolment process.

It is essential that all of the information on these forms is accurate and current. All medical information needs to be correct at time of enrolment to enable the school to create an emergency response plan if one is required.

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

The PWPS Journey

A Student-Centered Transition Program.

The PWPS Journey provides support for transition to students and parents of the community in the form of school tours, student transition ambassadors, with the continued support for all students in the school setting by the Transition Program Coordinator.

Overseas Enrolment

Students born overseas must hold either an Australian passport or appropriate visa before applying to the school. Students who do not hold an Australian passport during the application process must present their passport and visa paperwork at the time of Enrolment.

Overseas or Interstate applications can be emailed to piarawaters.ps@education.wa.edu.au with scanned copies of the required documents. (Please note originals will be required to be sighted on arrival).

Students with Special Needs

Parents of students with special need are asked to contact the school and discuss the needs of their child at enrolment to ensure the most appropriate program is put in place to meet the needs of their child.

Up to Date Student Records/ Information

We treat students' welfare as our highest priority, therefore it is important in the case of emergencies that we have the most up to date student and family information.

If there are changes of address, telephone number, emergency contacts or medical details please ensure that the school is notified immediately.

Access Rights

Parents and carers are advised that the School Education Act obliges parents to inform schools of any Family Court Orders or other orders which are applicable to their children.

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.

Local Intake Area

Details of the School's Local Intake Area (Boundary) can be located on the School Website.

GO TO > www.piarawatersps.wa.edu.au/enrolments

All questions regarding the School Local Intake Area are to be directed to the South Metro Education Regional Office.

Child Health Information Needed at Enrolment

When enrolling your child - our school must sight a copy of each student's immunisation records (ACIR History Statement) at the time of Enrolment.

A child's immunisation is expected to be up-to-date upon entry to school. These include Measles, Mumps, Rubella, Polio, Whooping Cough, Diphtheria and Tetanus. Immunisations can be obtained from your local GP or through the local Council Clinic.

When enrolling your child you will be asked to:

- Provide a copy of your child's immunisation record (ACIR History Statement if available - Tel: 1800 653 809)
- Complete a Student Health Care Summary form which provides an overview of your child's health care needs and information for use in a medical emergency
- Complete, sign and return one or more specific health care plans if the Health Care Summary indicates your child requires support at school

- Ensure that any medication and equipment you provide for your child is up-to-date and in good working order

NOTE:

- *You may wish to meet with school staff to discuss your child's health care plan, particularly if staff need to be trained to support your child*
 - *Some health care plans for serious conditions require a medical practitioner's signature. It is important to arrange this as soon as possible.*
-

Attendance requirements

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, or 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

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 teacher.

Parents who sign children in late or leave early are not required to write an additional note.

Arrival of students at school

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

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.

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
- Email address
- Residential address
- Emergency contact names and phone numbers
- Medical details such as allergies
- Doctor

Out of School Care

The Out of School Care (OSH) Club 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.

Bookings for OSHClub can also be made online

GO TO > www.oshclub.com.au

School Development Days

Each school has School Development Days when all teachers are involved in professional development activities.

There are six School Development Days decided by the school where students do not attend.

Piara Waters Primary School – like other schools:

- Schedules two of these days before the school year starts for students and one day after the school year ends for students
- Schedules another three days throughout the year in consultation with its school council/board and school community

Details of the School Development Days will be communicated each year with parents via the website and other communication channels.



Communicating and Engaging with the School

Valuing Communication

The staff at Piara Waters Primary School value positive partnerships with parents and the school community. We will continue to provide opportunities for parents to connect and communicate with the school.

A connected network of digital mediums enhanced by various opportunities to engage face-to-face will enhance the valuable two-way communication that is necessary between parents and the school.

We encourage all parents to be strong partners in their child's education and encourage you to be involved in school activities.

Details of specific parent and community engagement events and activities will be communicated via assemblies, notes from teachers, the school mobile app and the school website.



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 and positive home-school partnership.

The "Talking to Your School" document can be accessed on our website.

GO TO > www.piarawatersps.wa.edu.au/our-policies

Where appropriate, teachers should be your 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.

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 you advise our school office of any changes to your email address in order to ensure up-to-date records are kept.

Newsletter

Piara Waters Primary School does not produce a traditional newsletter. The school produces multi-media posts about news, events and the learning occurring in the school on the school website.

Website

The school operates a 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.

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

School Mobile App

Piara Waters Primary School has a school mobile app which allows us to communicate instantly to your devices to keep you informed of all news and events at our school. To use our mobile app please download from either Google Play or the App Store.



A link is also provided on the front page of our website.

GO TO > www.piarawatersps.wa.edu.au/

Phone Calls/Messages for Students

Only URGENT telephone messages can be taken for students. Students are not normally permitted to use the school telephone.

Online Feedback/Inquiry Form

Inquiries and feedback can be made online

GO TO > [www.piarawatersps.wa.edu.au/
contact-us](http://www.piarawatersps.wa.edu.au/contact-us)

School events calendar

Piara Waters keeps an up to date calendar of activities and events that can be accessed on the School Website

GO TO > [www.piarawatersps.wa.edu.au/
school-events-calender](http://www.piarawatersps.wa.edu.au/school-events-calender)

The school newsletter and teacher notes will also provide information about some of the upcoming events.

Parent Help

Parent assistance in classrooms and with school activities is always very welcome. Class Liaison Parents contact parents on a regular basis asking for assistance with class activities and events.

Contact your child's classroom teacher or watch for notes in the school newsletter or mobile app asking for assistance with special school events.

Parents working with children in the classroom are required to complete a Department of Education Confidential Declaration, which is available from the school office. In some cases there may be a need to obtain a Working With Children declaration. Information on these requirements is also available from the school office.

Parent Liaison Contacts

Each class has a dedicated Parent Liaison contact person to assist with communications between parents and teachers.

To find out who your Parent Liaison is please go to the home page of the school website.

Parent Information Evenings

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.





Reporting to Parents

At Piara Waters Primary School we believe assessment of learning is integral to the achievement of high quality learning outcomes.

We are committed to providing clear and consistent reporting regime.

Reporting for Years K-6 includes:

- Formal reports on a semester basis.
- National Assessment Program Literacy and Numeracy (NAPLAN) for students in Years 3 and 5. Reports will be issued in Term 3.
- Other methods of reporting will be used on a needs basis. They could be:
 1. Telephone discussions between parents and teachers and informal encounters and discussions.
 2. Parent teacher meetings that may include three way conferences in which the children participate.
 3. Information sessions about the teaching and learning program, timed to suit the needs of each child or year group.
 4. Letters and other forms of correspondence from teachers and other school personnel to advise parents about successes or concerns.
 5. Child directed reporting, in which children show how their knowledge, skills and understandings have developed through discussions or presentations of key achievements.

Learning Resources and Activities

Curriculum

At Piara Waters Primary School we provide a high quality comprehensive curriculum that aligns with the Western Australian Curriculum.

The curriculum currently encompasses the Australian Curriculum in English, Mathematics, Science and History. We also teach Geography, Health & Physical Education, Languages, Music and The Arts, with a particular whole school focus in Media Arts.

Staff Expertise

The staff composition at Piara Waters Primary School reflects a wide range of experience, skills and interests.

Our staff are engaged in a range of professional learning to ensure they remain expert educators.

Library (the Hub) and Reading Books

A considerable amount of school funds is allocated to ensuring that our learning programs are very well-resourced. We have a fully automated library resource centre (the Hub) with a wide range of books and resources available to both students and staff, along with access to up to date computer equipment including internet facilities.

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 and that younger children do not draw/scribble in the books. Parents will be provided with an invoice to cover the cost of damage to these books if this does occur.

Please contact the school library if you are able to assist with book covering and shelving of returned items.

MacBook (Parent Funded 1:1 Program)

Our school vision “Community – Collaboration – Contemporary” continues to underpin our educational programs and way of working together with our local and wider community. As a school we continue to seek the opportunities that support contemporary teaching and learning environments which supports our focus on “Creating tomorrow’s learners today”.

We offer students entering Year 4 the opportunity to engage in a special program that can significantly enhance their learning experiences. This program is called the MacBook Parent Funded 1:1 Program.

The nature of the 1:1 Laptop environment is that students will have their laptop available for use throughout the school day. Through our 1:1 Laptop Program, we aim to:

- Cultivate flexible, responsive learners
- Enable authentic learning beyond the traditional school day
- Foster responsible participants in a global community
- Facilitate shared learning through online collaboration

Laptops are a flexible and powerful tool for students to support, enhance or diversify their own personal learning trajectories.

If you are a parent/guardian of a current Year 3 student and would like to learn more about the program and how your child can get involved please visit our school website and follow the link '1:1 Laptop Program' to view a suite of resources that can assist you in empowering your child.

GO TO > [www.piarawatersps.wa.edu.au/
introduction-to-11](http://www.piarawatersps.wa.edu.au/introduction-to-11)

PEAC

PEAC offers a supplementary program for gifted and talented students and provides them with the opportunity to extend, challenge and develop their thinking skills. State wide testing is conducted with Year 4 students for the identification to the PEAC program in Years 5 and 6. Selection is based on results from assessment tests completed in Year 4 and other relevant information.

PEAC students are given the opportunity to learn alongside their intellectual peers at PEAC, usually one morning or afternoon each week, during school time.



NOTE

While PEAC is a supplementary program for gifted and talented students, staff at Piara Waters PS are confident and competent in providing in-school opportunities for the extension, challenge and development of critical thinking skills.

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 students where required. 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. We would appreciate your support where possible if volunteers are called for.

Playground and Equipment

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

A reminder that 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.

DOTT / Specialist Teachers

Teachers are provided with some time during the week to undertake Duties Other Than Teaching (DOTT). During this time another teacher will take over class responsibilities. In the case of primary school classes (years 1-6) this time is when specialist teachers (e.g. physical education) are in charge of the class.

Special Enrichment Programs

At Piara Waters Primary School we have a number of special programs to enrich and support our curriculum. Some of these include:

- MiniLit early literacy program (intervention program)
- Cogmed (Working memory intervention program)
- English as an Additional Language or Dialect specialised support
- 1 to 1 Laptop Program – Years 4 to 6
- Fundamental Movement Skills Program
- School Choir
- Special musical instrument program (run through the School of Instrumental Music)
- Whole School Collaboration
- Wednesday Wellness Community Engagement
- Before school Mandarin and Hindi classes
- After school musical keyboard classes





Factions

Students will be allocated to one of the following factions at enrolment:

Our Factions are:

- Blue
- Red
- Green
- Purple

There are a range of faction activities that are undertaken to engage students in proactive team building and healthy activities. The School Faction Athletics Carnival is one of the highlights of the school year.

Faction T-shirts are available for purchase through the Uniform Shop. Students can wear their faction shirts during Whole School Collaboration each week (Years 1 – 6) and sports carnival days.

Physical Education/Sports Carnivals

At Piara Waters Primary School we encourage students to develop healthy, active lifestyles – as we know that healthy children learn better.

As part of our Health and Physical Education Program we conduct the following carnivals each year

- School Athletics Carnival
- Interschool Athletics Carnival
- Interschool Cross Country
- Sports Lightning Carnivals competing in team sports with other schools

In-Term Swimming

The Department of Education meets the cost of instruction at In-term swimming classes for all public primary students and private primary students in rural and remote areas. Parents are required to pay a fee, which covers transport and entry costs into the swimming centre.

Details of the In-Term Swimming Program each year will be communicated via letters that are sent home and other information tools.

Parents seeking general information on the structure of the In-term Swimming Program should go to the following website

GO TO > www.det.wa.edu.au/curriculumsupport/swimming

School Amenities and Services

Canteen & Lunches

The P&C manage the canteen and may provide lunch order services via various avenues such as Subway, School Lunch Online and Bakers Delight. This service is provided if there are enough families wishing to utilise the services. A standard day to day Canteen service is not provided.

Please refer to the school webpage <http://www.piarawatersps.wa.edu.au/lunch-orders/> to see if a service is being offered for student lunch orders. Volunteers are always welcome to support the P&C - please speak to one of the P&C for further information.

Students need to bring their own packed lunch, recess snack and drink to school, if a lunch service is not being operated or utilised.

Parking

Parents living close by the school are encouraged to walk to school, which will ease parking congestion at peak times.

If you do need to drive to school and park – there is short and long term parking bays provided for parents. Separate parking is provided in the Early Childhood parking area (Kindy and Pre-Primary only).

Parking Restrictions

Under no circumstances are parents to park up on the road verges, as this poses serious safety concerns for pedestrians.

Please note that parents are not permitted to park in the staff parking area.

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

Community and Family Services Centre. Items will be cleaned out at the end of each term and donated to either the uniform shop or local charity organisation.

Please make sure all items of school uniform are labelled with the child's name to make it easier for it to be returned.

School Banking

Piara Waters Primary School operates a school banking service to help students learn to save and manage their money.

School Banking is held on Tuesdays from 8:00am to 8:25am each week, in the Music Room (next to the Undercover Area)

To get started, you can visit any Commonwealth branch and ask to open an account for School Banking. To start this simple process you'll need to present your child's birth certificate, and your driver's licence and your child will receive a Dollarmites wallet and deposit book on the spot.

Your child will be able to start banking the next business day and collecting tokens and rewards.

If you as a parent or guardian are a Commonwealth Bank customer with NetBank you also have the option to open the account online as well.

For further information please contact the school on 9397 4300 or visit online.

GO TO > www.commbank.com.au/personal/kids/school-banking.html

School Photographs

Children are photographed in their class groups and individually each school year by professional photographers. Photos are also taken of special groups in the school.

Details of the school photos will be provided to parents via the school website and the mobile app.



Contributions and Charges

School Charges and 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, regardless of which class they are in. This amount is in line with the School Education Regulations 2000.

The quality of our teaching and learning program 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.

It is vital that the parent community support our aim to provide a wide range of high quality teaching and learning resources for our students.

NOTE:

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.



Payment Methods for Contributions

Piara Waters Primary School provides a number of options to assist parents making their financial contribution.

Option 1

A single contribution of \$60.00 (this can be paid at the school office or by bank transfer).

Option 2

Four equal contributions, each of \$15.00 made in the first week of each term.

Option 3

Two payments, each of \$30.00 made in the first week of each semester.

NOTE:

The contributions per child (\$60.00) only equates to \$1.50 per week over the course of the year.

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. Please note, the office does not carry change.
- EFTPOS facilities are available.
- Direct debit through internet banking
Bank: Commonwealth Perth
BSB: 066 040
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.

Charges for extra cost optional components

Charges apply to extra, optional components of educational programs provided in Kindergarten to Year 6. 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. Please DO NOT pay for the student photos or graduation shirts along with contributions into the school bank account. These are payable directly to the photographer on the day of the photos or at the uniform shop on request.

A breakdown of estimated charges for your child's participation in excursions, incursions, activities will be provided in a separate information form for your completion. The amounts shown represent the maximum charged for scheduled activities.

We offer the opportunity to pre-pay items indicated as "Charges" on the Voluntary Contributions and Charges Schedule. Please do not pay the items marked as "Other Optional Costs/Services" up front and to the school as these are payable on request to an outside entity providing a service.

As Piara Waters Primary School encompasses the "Classroom First Strategy", we are trying to take the handling of money away from the classroom teachers, allowing them more time to teach. This will also save you the time and worry of chasing up different amounts of money throughout the year. This payment can be made via the school office or by direct bank transfer. Any unused money will be refunded at the end of the year or applied to other activities as itemised on schedule if requested by parents.

The schedule includes costs associated with:

- Specific learning activities and available to all students, but conditional on a payment being made e.g. incursions, excursions.
- Specific learning activities available to selected students, but conditional on a payment being made e.g. PEAC, Music program, etc.
- Other activities available to all students, but conditional on a payment being made e.g. graduation lunch, camps, etc.

Items for personal use

The list of items for personal use will vary from student to student and includes:

- Pupil requirements for all students and used in lessons, e.g. stationery items, calculator, etc.
- Pupil requirements recommended but not essential for all students, e.g. tissues, art shirt, etc.
- Pupil requirements for selected students and not directly part of the educational program e.g. class photographs, Year 6 leavers' shirts, Camps etc.

All materials can be purchased through Campion, however you are not obliged to use this supplier. By purchasing through the nominated supplier the school's fundraising is assisted by way of commission. In addition the supplies are pre-packed according to individual orders and the supplier provides a bookshop at the school site in the days before the completion of the preceding school year. Your child will need to have the listed materials each school day so it will be necessary to replace some items, such as pens or pencils, throughout the year.

Dress Code and Uniforms

School Dress Code

Piara Waters Primary School has a uniform dress code for all Kindergarten to Year Seven students, which has been endorsed by the Piara Waters Primary School parent uniform committee.

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.

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 students 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

School Dress Code Guidelines

Uniform to be Worn at all Times

It is the School policy that students are required to wear the school uniform at all times, including school excursions.

Socks and Shoes

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.

Faction Shirts

School faction shirts are encouraged for sports carnivals. Items may be ordered through the uniform shop.

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)



Restricted clothing

The following are specifically banned from school for various reasons, mostly due to safety and restrictions 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. Please label all items of uniform to make it easier to return to your child should the item be lost.

Sanctions

We request that all parents support the School Dress Code and ensure that their children arrive at school in the correct attire.

~ 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.



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)



If, however, 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.

Uniform Shop

The Uniform Shop is situated at:

Uniform Concepts

Unit 3/9 Yampi Way,
WILLETTON 6155

Telephone: 9270 4669

Email: willetton@uc.nellgray.com.au

Opening Hours

- Monday, Tuesday, Wednesday & Friday
9am – 5pm
- Thursday 9am – 6pm
- Saturday 9am – 1pm

Health and Safety

Medical Conditions

Informing the School of Medical Conditions

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.

Allergies

Please inform the Administration of any allergies in order for the school to create an emergency plan or a daily plan if this is required. Forms can be collected from the front office and need to be updated if any situation changes.

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.

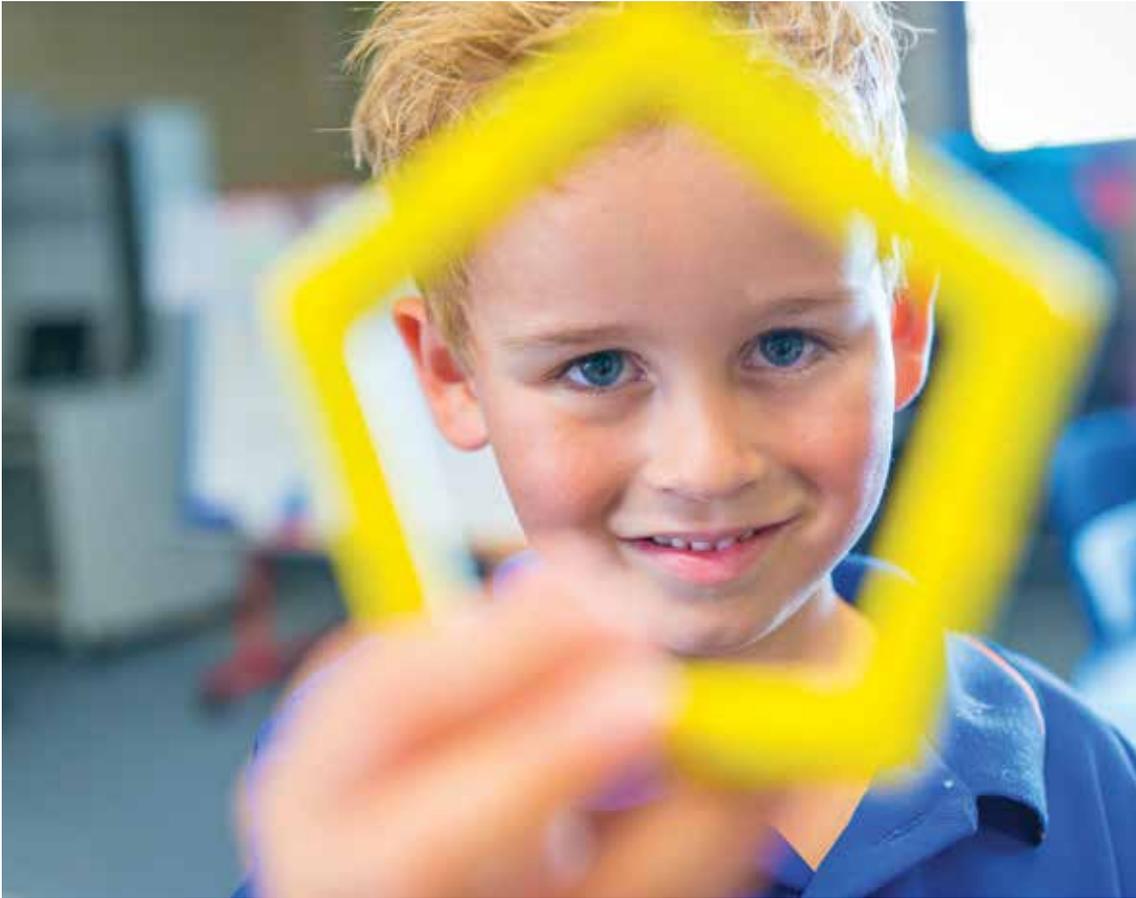
Infectious Diseases

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





Health Care Plan

Where appropriate the School will work with you to develop an appropriate Health Care Plan for any medical conditions your child may have.

You will need to first develop a proposed plan for the school to review. Once you have returned the plan the principal will:

- Review the plan(s) to ensure the school is able to provide the necessary support;
- Arrange staff training if required to support your child;
- Ensure plans are implemented, monitored and reviewed annually;
- Manage the confidentiality of your child's health care information; and
- Provide appropriate storage for medication and health equipment.

Health Care Plan Forms

Forms are available for common conditions. For other conditions the generic health care form or a plan provided by a medical practitioner can be used.

The following plans are available:

- Severe allergy/anaphylaxis;
- Minor and moderate allergies;
- Diabetes;
- Seizure;
- Asthma;
- Activity of daily living;
- Administration of medication;
- Emergency response plan for students with special needs; and
- Generic health care plan (for all other conditions).

Forms can be obtained from the school office.



What do I do if my child's health needs change?

Advise the Principal immediately if an existing plan needs to be changed or a new plan needs to be developed.

What do I need to do if my child is using medication for a short time, e.g. antibiotics and needs to have it administered at school?

You will need to provide the school with written authorisation to administer the medication.

Medications

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 or neck injury.

Allergies and Healthy Food and Drink Guidelines

We have a number of students with severe food allergies. The most common food allergies are peanuts, tree nuts (walnuts, almonds, cashews etc.), cow's milk, soy, seafood and eggs. The symptoms of food allergy range from mild to life-threatening, with anaphylaxis the most severe form of allergic reaction.

Minimising Risk

We ask that parents DO NOT provide food for their children at school that contain nuts, as for some children this can be a matter of life or death.

As a school, we minimise the risk by ensuring that:

- Students do not share food, utensils or food containers.
- Students with allergies only eat food that is prepared at home.
- All food and drink containers are clearly labelled with students' names to avoid confusion of ownership.
- Avoiding food that contains nuts and/or traces of nuts where possible.

Our school has a policy outlining important practices that are required to be implemented by all parents and staff. A copy of the Healthy Food and Drink Guidelines can be accessed on the school's website in the 'Our Policies' section.

Some important points to note from the policy are:

- Piara Waters Primary School promotes the message "allergy-aware" rather than "nut-free".
- Teachers will convey to parents whether there are any students in the class that are anaphylactic and will communicate relevant safe food practices.
- Parents will ensure labelling of ingredients is included with food prepared at home for student consumption i.e. birthday cakes, multicultural lunches.

The Healthy Food and Drink Guidelines also includes some website links for further information.

Communicable Diseases

Information on the exclusion periods for communicable diseases are provided by the Health Department. Parents are asked to notify the school immediately if their doctor has confirmed a diagnosis of the following diseases:

- **Chicken Pox** – return to school once all blisters have crusted, usually about 10 days.
- **Conjunctivitis** – return to school after discharge has stopped or 3 days after treatment has commenced.
- **Measles** – return to school no less than 7 days after appearance of rash. Non-immunised students are to be excluded for 13 days following contact with infected students in their class, unless they are vaccinated within 72 hours of contact .
- **Mumps** – return to school no less than 9 days after onset of symptoms.
- **School Sores (Impetigo)** – return to school once effective treatment has commenced and sores are covered.
- **Head Lice/Nits** – return to school once effective treatment has commenced and head is free from eggs and lice.
- **Rubella (German Measles)** – return to school once symptoms have subsided, usually at least 4 days after start of rash.
- **Whooping Cough (Pertussis)** – return to school after 14 days from onset of illness or 5 days after starting antibiotic treatment.
- **Glandular Fever** – return to school after symptoms have subsided.

Insurance Cover and Children

The Department of Education does not insure children against injury at school. This is considered to be the responsibility of the parent.

The Department of Education has a public liability insurance cover that covers their liability in cases of accidents caused through defects in school buildings, equipment or playgrounds, or through negligence on the part of an employee of the Department.

On school excursions, students are covered while traveling by normal third party insurance cover, the premium for which is part of both car and bus registration fees. Some bus companies do carry an additional public liability policy, but again it would only cover negligence on the part of the company.



Dental Clinic

Dental Care for students Pre Primary to Year 11 in Western Australia is provided by the Health Department.

The Piara Waters Dental Therapy Centre is open Monday, Tuesday, Thursday and Friday from 8.00am – 12:30pm and 1.00pm – 4.00pm.

Appointments are posted home and parents are encouraged to attend with their children.

If you are unable to attend with your child please phone the clinic on 9393 2125 to re-schedule an appointment.

All consultations are by appointment only. An appointment can be made during opening hours by telephoning the clinic on the above number.

Ancillary Support Staff

At Piara Waters Primary School we have access to specialist support staff on a part time basis. These staff include:

School Nurse

School nurses visit periodically. They are involved in the basic health screening of Kindergarten and Pre Primary children.

School Psychologist

The School Psychologist attends the school for two days each week. The School Psychologist is available to assist students identified by the class teacher.

School visitors

All visitors and volunteers must come to the front office to sign our visitors book, which will enable them to state their purpose for being on the school grounds and receive a visitor's sticker. On completion of the visit it is requested that visitors exit from the main

entrance after signing out. Anyone without a badge or visitor's sticker will be asked to leave or proceed to the office to follow this procedure.

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 at times 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.

Smoking and Alcohol consumption

Smoking, the consumption of alcohol and the use of illicit drugs is not permitted on school grounds at Piara Waters Primary School.



Bringing valuables to school

Children should not bring valuables, jewellery or unnecessary money to school.

Children are permitted to bring along a special toy or object for news purposes only.

Please do not send along toys to school (other than for news) as this saves arguments and disappointment in the case of breakages or loss.

The school will not take responsibility for any losses of valuable items.

Mobile Phones

Mobile phones should remain at home. Students with a genuine reason for bringing a mobile phone to school must seek special permission to do so.

Other Policies

Behaviour Management and Bullying

Piara Waters Primary School follows a whole school approach to the teaching of social and emotional skills from Kindy to Year 6. 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:

GO TO > www.piarawatersps.wa.edu.au/our-policies

Alternatively a copy can be obtained by requesting it at the front office.

Homework

The concept of homework for all students at all ages is supported by the Department of Education and Training.

In early years of schooling, this will tend to be done by promoting informal, optional experiences.

Children will always engage in activities in the home which are valuable learning experiences and which relate to school work. Within that context, some deliberately structured activities set by the teacher will be designed to complement school work (e.g. reading books, collecting items etc.).

However, as schooling becomes more structured in organisation and as the specific needs of individual children are more clearly identified, the teacher, working within the school's homework policy, will establish with the individual child or group of children, more formal homework programs that are suitable to the need. Homework is a means by which aspects of the school's program are introduced into the home setting. It can often reinforce the teaching and learning fostered by the school and in meeting the needs of the child.

Publication of Images and work

The Department of Education's Information Privacy and Security Policy requires schools to gain parental/guardian permission before using visual images of students, such as photographs, outside the school environment.

This school regularly uses images of students in a variety of ways to recognise excellent achievement, inform parents and the local community of school matters, publicise events and to promote the school.



From time to time we may also be asked to contribute to Department of Education materials. In addition to this, the publication of our Newsletter on our school's web site may result in your child's image potentially being accessed worldwide through the internet.

Permission of parents/caregivers for the use of images is through the signed Consent Form, completed at Enrolment.

Class formations (e.g. split grades)

It is standard practice in Western Australian Primary Schools for students to be engaged in either multi year (mixed/split) classes or single year classes. Both classroom models provide an appropriate learning environment for students.

The School Leadership Team and teaching staff consider a range of factors when deciding on class placements. Factors include:

- Academic needs of students
- Social and emotional needs of students
- Students with special needs
- Balance of gender

Parents can raise any issues with classroom placements by putting this in writing to the school Principal.

Community use of school facilities

It is the policy of the Government and the Department of Education that School facilities and resources are made available for use by the community.

These activities must be consistent with the educational aims of the school or which interfere with its operations.

Applications for use of school facilities and resources must be approved by the



principal and formalised through a written agreement signed by the school principal and a representative of the user group.

A hire fee may be charged, which will be determined by the Principal in consultation with the School Board.

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.



440 Wright Rd, Piara Waters WA 6112
P: 08 9397 4300 F: 08 9393 2935
E: PiaraWaters.PS@education.wa.edu.au

www.piarawatersps.wa.edu.au