



**Karratha**  
PRIMARY SCHOOL

# 2019 PRIMARY INFORMATION BOOKLET



## *An Independent Public School*

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### ***Karratha Primary School Song .....***

Stout hearts pioneered our country  
Toiled from dawn until the dark  
Fought against great adversity  
Kindled a flame from a spark

Now our duty is to follow  
Keeping faith with all they gave  
We salute their integrity  
And that spirit will say

You will see us in the Hall of Fame  
Bright our Banner Blue and Gold  
Ours will always be a worthy name  
When our story is retold

Fortune follows the brave and strong  
Courtesy be our rule  
Lift our voices in joyous song  
KPS our school

### **CHILDREN LEARN WHAT THEY LIVE**

A teacher as a person is more important,  
than a teacher as a technician.

If a child lives with criticism,  
They learn to fight.

If a child lives with pity,  
They learn to be apprehensive.

If a child lives with ridicule,  
They learn to be shy.

If a child lives with jealousy,  
They learn what envy is.

If a child lives with shame,  
They learn to feel guilty.

If a child lives with encouragement,  
They learn to be confident.

If a child lives with tolerance,  
They learn to be patient.



## **FOREWORD**

Welcome to 2019. Our vision is central to everything we do at Karratha Primary School. We continue to implement whole school programs for positive outcomes for all our students in their learning, behaviour, and social and emotional health. We also aim to constantly reflect on and make improvements in these areas.

This Parent Information Booklet has been produced to help parents understand the structure and operations of the school. Ideally you will read the booklet at the beginning of the year and then use it as a reference throughout the year.

Karratha Primary School, as a dynamic organisation, will be reviewing and refining its structure and procedures throughout the year. Parents will be informed via the newsletter if any information in this booklet is updated.

The primary school years of education are very important as they lay the foundations for life long learning. Research has clearly shown that a strong school-parent partnership enhances student learning. Therefore, at Karratha Primary School, we welcome parent involvement and look forward to working together with you to provide all children with a sound primary education.

I trust you find this booklet useful. If you have any questions, please contact the office for clarification.

Kate Lyon  
Principal



## **SCHOOL VISION**

At Karratha Primary School we value diversity and academic excellence.  
We are positive and inclusive.

We embrace the values of care, personal best, responsibility and respect  
to nurture independent lifelong learners and active citizens.

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## **1.0 ADMINISTRATION**

### **1.1 KPS ADMINISTRATION**

PRINCIPAL	Mrs Kate Lyon
DEPUTY PRINCIPAL	Ms Wendy Gore
DEPUTY PRINCIPAL	Miss Felicity Lampard
MANAGER CORPORATE SERVICES	Mrs Karen Lombardo
SCHOOL OFFICERS	Mrs Tasha White & Mrs Tammy Mertens

### **1.2 SCHOOL PLAN 2019**

#### **THE WESTERN AUSTRALIAN CURRICULUM**

The Western Australian Curriculum encompasses the Australian Curriculum, setting out the knowledge, understandings, skills, values and attitudes that students are expected to acquire. The curriculum has a twenty-first century focus which includes three cross-curriculum priorities and seven general capabilities.

##### **Cross-Curriculum Priorities**

- Aboriginal and Torres Strait Islander histories and cultures
- Asia and Australia's engagement with Asia
- Sustainability

##### **General Capabilities**

- Literacy
- Numeracy
- Information and communication technology (ICT) capability
- Critical and creative thinking
- Personal and social capability
- Ethical understanding
- Intercultural understanding

#### **PRIORITY AREAS 2019**

After careful analysis of student performance across the school in 2018 the following areas will be given a high priority in 2019.

Whole school programs in Literacy and Numeracy  
STEM (Science, Technology, Engineering and Maths)  
Teaching and the classroom environment  
Building stronger community connections  
Aboriginal Cultural Standards Framework  
Positive Behaviour Support (PBS)  
Social and emotional wellbeing

### 1.3 CUSTOMER FOCUS

Karratha Primary School is proud of its tradition of serving the educational needs of Karratha students since 1971 and maintaining standards of academic excellence.

We are a Government School that provides educational services for children from Kindergarten through to Year 6.

Karratha Primary School supports the Department of Education commitment to the core values of Learning, Excellence, Equity and Care. The school offers a comprehensive range of learning activities. It is well resourced and has specialist teachers in two learning areas – Physical Education and The Arts. It also has a specialist classroom set up for Science to support the delivery of high quality Science programmes.

The fundamental purpose of programs undertaken at Karratha Primary School is to provide structure around which students may build knowledge, understanding and values.

We offer a wide range of learning opportunities that contribute to the achievement of a harmonious environment that caters for:

- \* Students at Educational Risk
- \* Students from Diverse Backgrounds
- \* Students with English as an Additional Language/Dialect
- \* Integration
- \* Equal Opportunity

The School Board and P & C are all involved in the supporting plans and programmes.

The school team is administered by a Principal, two Deputies, a Manager Corporate Services and two School Officers.

Student Services include a Learning Support Coordinator, Attendance Officer, School Nurse, School Psychologist, Dental Therapy Unit, School Canteen and a Chaplain who joins the school for two days each week.

Karratha Primary School is committed to furthering the educational needs of all its students for the future.

## 2.0 DATES AND TIMES

### 2.1 SCHOOL CALENDAR 2019 (SUBJECT TO CHANGE)

<b>TERM 1</b>	Monday	4 February
	Friday	12 April
<b>TERM 2</b>	Tuesday	30 April
	Friday	5 July
<b>TERM 3</b>	Tuesday	23 July
	Friday	27 September
<b>TERM 4</b>	Monday	14 October
	Thursday	19 December

### 2.2 SIREN TIMES

8.15 am	Morning bell
8.20 am	School commences
10.30 am – 10.50 am	Morning recess
12.50 pm - 1.20 pm	Lunch
2.30 pm	School finishes

### 2.3 SCHOOL CLOSED FOR DEVELOPMENT DAYS AND PUBLIC HOLIDAYS (SUBJECT TO CHANGE)

During 2019, our school will be closed to students on the following days to enable staff to attend planning and development sessions. Public holidays are also listed below.

<b>Thursday</b>	<b>31 January</b>	<b>Development day</b>
<b>Friday</b>	<b>1 February</b>	<b>Development day</b>
<b>Monday</b>	<b>4 March</b>	<b>Labour Day (public holiday)</b>
<b>Friday</b>	<b>19 April</b>	<b>Good Friday (public holiday)</b>
<b>Monday</b>	<b>22 April</b>	<b>Easter Monday (public holiday)</b>
<b>Monday</b>	<b>29 April</b>	<b>Development day</b>
<b>Monday</b>	<b>3 June</b>	<b>Western Australia Day (public holiday)</b>
<b>Monday</b>	<b>22 July</b>	<b>Development day</b>
<b>Monday</b>	<b>5 August</b>	<b>FeNaCING (public holiday) TO BE CONFIRMED</b>
<b>Friday</b>	<b>18 October</b>	<b>Development day</b>
<b>Friday</b>	<b>20 December</b>	<b>Development day</b>

### 2.4 ARRIVAL AT SCHOOL

As teachers are not expected to start duties before 8.00 am, parents are reminded that no responsibility for supervision of children before that time will be accepted by the Department of Education. Children should not arrive before 8.00 am and it is expected that they sit in the designated area outside the administration building until the first siren rings at 8.15am. If students are accompanied by their parent, they may wait outside their classroom.

## 2.5 CYCLONE INFORMATION FOR PARENTS

This note is to remind parents of the school procedures which are to be adopted if a cyclone threatens our area.

**PLEASE RETAIN THIS INFORMATION SHEET UNTIL THE THREAT OF A CYCLONE HAS PASSED.**

### Cyclone Watch/Warning:

Children are to attend school as per normal.

### Blue Alert

In a blue alert the school will usually remain open.

If a Yellow Alert is predicted and likely to be declared at some time during the school day *the school will not open and children are to remain at home.*

If the school is to close, this information will be broadcasted via the following **local** radio stations. Emergency information is broadcasted at approximately ¼ past the hour. The frequency of the updates will depend on the type of cyclone alert. School closure will be broadcasted between 6.15am and 7.45am.

- ABC Radio (Official Broadcast)
- Spirit Radio (Unofficial Broadcast)

The closure advice will be repeated each morning until the decision to re-open the school is made.

School buses may be affected at this stage. Any change to the bus operation will be given on the radio at the above times.

PLEASE DO NOT RING THE SCHOOL. All information and updated reports relating to the warnings and school closure **ARE ISSUED ON THE RADIO**. Please keep yourself informed.

### Yellow Alert

If a Yellow Alert is declared during a school day, the following will occur:

- **Yellow Alert before 12:00:** – students can be picked up immediately from their classroom. The school will close at lunch time. Students will not be sent home until instructions are received from parents.
- **Yellow alert after 12:00:** – students can be picked up immediately from their classroom. The school will close at the usual time. Students will not be sent home until instructions are received from parents.
- **Yellow alert after 14:00:** - If a Yellow Alert is called at or after 2.00pm schools will generally be closed the following day. Please continue to listen to the radio to receive information as to when schools will open.

The above does not preclude immediate closure in extenuating circumstances and if deemed necessary by the Cyclone Committee.

### Red Alert

The School will remain closed during a Red Alert.

- In the event that a Red Alert is proclaimed after 2.00pm, schools will remain closed the following day.
- In the event that a Red Alert is proclaimed after 2.00pm but subsequently cancelled, the Regional Executive Director in consultation with the Cyclone Committee has the discretion to ensure that schools open the following day.

## AFTER THE CYCLONE

If a Red Alert is called after 2.00pm schools will generally be closed the following day to allow for assessment and repair of serious damage. Please continue to listen to the radio to receive information as to when schools will open.

**Staff and students cannot return or enter school grounds until the school has been assessed and meets all safety and health standards**

**Please keep yourself informed via the radio, until all threats from the cyclone is past.**

## 3.0 POLICY

### 3.1 ENROLLING AND TRANSFERRING

A birth certificate or extract of birth must be presented to the Principal on or before the date of admission. Children who turn four by 30<sup>th</sup> June 2019 will be admitted to Kindergarten (provided a vacancy is available). Children who turn 5 years of age by 30<sup>th</sup> June 2019 will be admitted to Pre-Primary and those who turn 6 before 30<sup>th</sup> June 2019 will be admitted to Year One. Children who are unable to be placed in our Kindergarten may need to attend neighbouring schools.

An admission form must be completed and signed by parent/guardian. It is essential that the school have an alternative contact for your child in the event of accidents or illness.

Please advise your children's teacher or the Registrar in advance if you are leaving KPS. This will allow for the organisation of refunds, collection of your child's belongings, class work etc. Student records are forwarded by KPS upon notification from the new school of your child's enrolment. Students moving interstate will take their student records with them.

### 3.2 ATTENDANCE

At Karratha Primary School we encourage and reward good attendance 90% and above.

- Every day at school matters. Consistent attendance and participation are essential for your child's social and academic learning.
- Children need to attend school regularly so they can take advantage of **ALL** the educational opportunities available.
- School enables children to build on their knowledge and skills each day, each week and each year.
- As parents or legal guardians of an enrolled child, you are responsible under the *School Education Act 1999* to ensure attendance of your child at school every day. It is important to assist your child's achievement and learning by making regular school attendance a priority in your child's life.
- Poor school attendance and lateness to class can affect children's education progress. Should your attendance become a concern (below 90%), Karratha Primary School will make contact via phone, letters, home visits. Your child may be placed on an attendance plan and may be asked to attend an Attendance Panel.
- The Department of Education's Student Attendance policy requires parents/caregivers to provide an acceptable explanation to the school principal for the absence of their children. Principals must authorise all absences. The Act defines health, religious cultural observances as reasonable cause for a school absence and the absence would be recorded as 'authorised' by the principal. As the parent/caregiver you must obtain the principal's approval for any planned absence.

If your child misses...	that equals...	or...	From <u>Kindy</u> to year 12 that adds up to...	Which is the equivalent of attending until:	Attendance rate
1 day per fortnight	20 days per year	1 month per year	nearly 1 ½ years	part-way through year 11	90%
1 day per week	40 days per year	2 months per year	over 2 ½ years	part-way through year 10	80%
2 days per week	80 days per year	4 months per year	over 5 years	the end of year 7	60%
3 days per week	120 days per year	6 months per year	nearly 8 years	the end of year 4	40%

### 3.3 PARENT INTERVIEWS

Parent input and interest is encouraged at Karratha Primary School. If, at any time, you have an issue you wish to discuss with a staff member please contact the school office and make an appointment. Teachers often request parent interviews throughout the year if the need arises.

During the first few weeks teachers hold Parent Information Sessions to outline their philosophy and expectations. I would recommend these sessions to all parents.

### 3.4 BEHAVIOUR

If a child doesn't know how to read, we teach.  
If a child doesn't know how to spell, we teach.  
If a child doesn't know how to count, we teach.  
If a child doesn't know how to behave, we . . .  
*Why can't we finish the last sentence as automatically?*

Our school is a Positive Behaviour Support School. Behaviour is addressed in the same way as other curriculum areas. We have defined the behaviours we expect at KPS and developed a matrix for these (see below). This is what we refer to, rather than a list of 'school rules'. Our focus areas are care, personal best and responsibility, often referred to as **CPR, The Heart of Our School**. Each part of the matrix is taught to the students as a lesson, practised and reinforced through positive feedback and incentives like points and tokens.

Unproductive behaviours are managed in the same way as errors in other areas of learning, by correction and reteaching. A continuum of procedures to respond appropriately and consistently to unproductive behaviours from minor to major behaviours has been developed and identifies when intervention and appropriate consequences are required.

### 3.5 PRINTING

We will be using the South Australian font in our school from 2019. A copy of the new letters is included for you if you wish to help your child at home.

#### South Australian Font

Aa	Bb	Cc	Dd
Ee	Ff	Gg	Hh
Ii	Jj	Kk	Ll
Mm	Nn	Oo	Pp
Qq	Rr	Ss	Tt
Uu	Vv	Ww	Xx
	Yy	Zz	

	CARE	PERSONAL BEST	RESPONSIBILITY
SCHOOL WIDE BEHAVIOUR EXPECTATIONS	<b>COURTESY</b> <ul style="list-style-type: none"> <li>Use manners like please, thank you and excuse me</li> <li>Speak to others in a friendly tone of voice</li> <li>Wait your turn to speak</li> <li>Respond to others who speak to you</li> <li>Greet people when you see them and farewell them when you leave</li> <li>Treat others' equipment and belongings with care</li> </ul>	<b>SELF DISCIPLINE</b> <ul style="list-style-type: none"> <li>Use whole body listening</li> <li>Put your belongings away in the same place every time</li> <li>Have a plan before you begin any job/task</li> <li>Speak and act calmly when your feelings are hurt or you are angry</li> <li>Stay on task</li> <li>Complete set tasks on time</li> </ul>	<b>ORDERLINESS</b> <ul style="list-style-type: none"> <li>Look after KPS and keep it tidy</li> <li>Follow school and classroom procedures</li> <li>Code switch your language and actions for school</li> <li>Play and stay in your designated areas</li> <li>Listen and follow staff/relief teacher instructions</li> <li>Include others</li> <li>Work in your own space</li> <li>Have a place to put each of your things</li> <li>Ask permission before using others' equipment</li> <li>Return things you borrow</li> <li>Share school equipment</li> </ul>
	<b>COOPERATION &amp; FRIENDLINESS</b> <ul style="list-style-type: none"> <li>Decide on and follow game rules</li> <li>Contribute positively to teams</li> <li>Give others helpful feedback</li> <li>Make someone new feel welcome</li> </ul>	<b>PERSISTENCE &amp; RESILIENCE</b> <ul style="list-style-type: none"> <li>Have a go</li> <li>Act positively and keep trying when things are difficult</li> <li>Accept change and feedback</li> <li>Bounce back from disappointments and set backs</li> </ul>	<b>HONESTY &amp; INTEGRITY</b> <ul style="list-style-type: none"> <li>Tell the truth</li> <li>Take responsibility for your own actions</li> <li>Do your own work</li> <li>Take only what is yours</li> <li>Hand in things you find</li> <li>Follow expectations and procedures even if nobody is watching</li> </ul>
	<b>CONSIDERATION &amp; EMPATHY</b> <ul style="list-style-type: none"> <li>Offer help when needed</li> <li>Acknowledge and celebrate others</li> <li>Speak to an adult about things that worry you</li> <li>Help and encourage others to follow the school behaviour expectations</li> <li>Apologise and show you are sorry when you hurt others or do something wrong</li> <li>Respond to others' body language</li> </ul>		<b>COMMITMENT</b> <ul style="list-style-type: none"> <li>Attend school regularly</li> <li>Be on time</li> </ul>
	<b>TOLERANCE</b> <ul style="list-style-type: none"> <li>Speak and act positively when faced with differences</li> <li>Negotiate with others positively</li> <li>Attempt to solve conflict</li> </ul>	<b>EXCELLENCE</b> <ul style="list-style-type: none"> <li>Ask for help when you need it</li> <li>Give your best effort</li> <li>Set goals and work to achieve them</li> <li>Take safe and challenging risks</li> </ul>	<b>SAFETY</b> <ul style="list-style-type: none"> <li>Move safely in the school- walk: inside, on paths, verandahs and around corners</li> <li>Wear your hat when playing or working outside</li> <li>Use equipment correctly and safely</li> <li>Keep your hands and feet to yourself</li> <li>Tell an adult if you hear or see things that are unsafe</li> </ul>
	<b>SERVICE</b> <ul style="list-style-type: none"> <li>Offer to set up and pack away class and school events</li> <li>Look for opportunities to be of service to others</li> <li>Belong to school groups</li> <li>Enter school events and activities</li> <li>Do your part for the Earth: Reduce, reuse, recycle</li> </ul>		

### 3.6 SPORT

#### FACTION COMPETITION

The School is divided into four factions. All children are placed into a faction. All members of a family are placed in the same faction. Students may wear their faction shirts to school every Friday.

<b>Faction Colours:</b>	<b>Red</b>	-	<b>Harding Heroes</b>
	<b>Blue</b>	-	<b>Lockyer Legends</b>
	<b>Gold</b>	-	<b>Gregory Giants</b>
	<b>Green</b>	-	<b>Withnell Warriors</b>

#### INTERSCHOOL SPORT

In order to help foster the correct attitudes of sportsmanship, interschool fixtures will be arranged from time to time during the year. When it is necessary to travel to another school, a permission note will be required for each participant. This will detail the date, purpose of the event, cost and mode of transport.

### 3.7 HOMEWORK POLICY

Karratha Primary School is dedicated to providing an excellent and rigorous learning program to ensure all students achieve their personal best throughout their primary school journey.

An integral part of our students learning program is through the consolidation of their newly learnt skills. This is achieved through the homework that is set by the classroom teacher and provides an opportunity for parents to interact with their child through learning. Homework encourages the development of independent learning, self-discipline, time management and organisational skills which prepares students for further education through effective study habits.

Teachers will provide homework to students; however, homework is not compulsory, but it is advantageous to students if they complete their homework to consolidate their skills. The classroom teacher will positively reinforce the completion of homework. Homework completed by students will not contribute to the grades given in semester reports.

The homework will have a termly structure that mirrors the three school priority areas of teaching and learning; pastoral care and positive behavior. Teachers of year levels will decide on which areas of each three priority areas will be the term focus. Teachers, especially in the upper years, may give additional project or research based homework but this may vary from classroom to classroom. Homework will not require parents to supply unreasonable resources or levels of assistance.

If parents choose to withdraw their child from school, there is no requirement for the classroom teacher to provide additional classwork. Learning programs implemented by the classroom teacher follow a collaborative and integrated approach, and as a result the lessons cannot be replicated outside of the classroom.

Students are still encouraged to read and practise their mental facts on a daily basis. They may also like to write a diary of their holidays or use online programs such as Reading Eggs.

#### **Homework Guidelines**

The termly homework grid will include aspects from each school priority area as below:

1. Teaching and Learning : Reading, writing, spelling and mathematics focuses
2. Positive Behaviour: Care, Personal Best and Responsibility focuses
3. Student Wellbeing: Aussie of the month values, Act, Belong, Commit and family focuses

Students are encouraged to engage in teaching and learning activities on a daily basis. Time spent on homework and sample homework activities are shown below:

- Kindergarten and Pre-Primary: 10-15 minutes per night
- Year 1 to 3: 15-20 minutes per night
- Years 4 – 6: 30-40 minutes per night

### 3.8 SCHOOL UNIFORM POLICY

The Karratha Primary School Council, P & C Association and School Board have set the following requirements regarding school dress.

These requirements apply to all students unless a special exemption is granted. For example, an exemption may be granted on the grounds of religion.

Students at Karratha Primary School will wear the following uniform:

1. Royal blue polo shirts with the school logo
2. Plain, modestly fitting navy blue shorts or skorts. In accordance with *Dress Codes for Students in Public Schools Procedures*, denim is not permitted. *Bike shorts, leggings and tights are not permitted.*
3. Navy blue tracksuit pants
4. Broad brimmed hats when outdoors on grassed or court areas or any uncovered area
5. School jacket or a plain navy jumper without a hood or logo (*The inbuilt hood on the school jackets is only to be used for rain protection.*)
6. Due to health and safety reasons, students must wear completely enclosed shoes or appropriate sandals. Thongs/slip-ons are unacceptable.
7. Student Councillors and Faction Captains/Vice Captains are to wear the relevant school's leaders' shirts, which are supplied to students by the school.
8. Faction shirts with the school logo may be worn on the designated day of the week and for faction events.
9. Plain studs or sleeper earrings are the only acceptable jewellery.
10. Students may not wear make-up.

These requirements apply to all students unless a special exemption is granted. For example, an exemption may be granted on the grounds of religion.

#### ***Sanctions against not wearing the appropriate school dress:***

- a) Students not wearing appropriate school dress will be issued with a dress pass for the day and issued with a loan uniform. Admin will record dress passes and inform parents.
- b) After three dress passes are issued, a parent letter will be sent home by the Principal (as will every multiple of three dress passes thereafter).
- c) Students who continue to be uncooperative will not be permitted to attend functions run voluntarily by the teachers and/or parents, unless it is an essential part of the educational program.
- d) Parents are to inform the school in writing if students are to be out of uniform.
- e) Financial and personal concerns will always be taken into consideration, with the above sanctions.

The dress code will be reviewed annually by the School Board, with community consultation occurring before significant changes are made.

## 4.0 MISCELLANEOUS

### 4.1 REPORTING TO PARENTS

Reporting to parents is a vital part of developing and maintaining the partnership between the school and parents/caregivers.

It is important that the school and parents/caregivers communicate regularly on student achievement and therefore we encourage an “open door” policy for less informal parent/teacher meetings. Parents are encouraged to arrange an appropriate interview time with the teacher or administration if a more formal meeting is required.

The 2019 reporting cycle is:

Years Kindergarten – 6	-	Progress Report	-	Semester 1
	-	Progress Report	-	Semester 2
Term 3 K-6	-	Parent Learning Journey (Date to be advised)		

### 4.2 ABSENCES

If your child is absent from school we ask that you phone the school as early as possible and leave a message for the classroom teacher informing them of your child’s absence especially in cases of extended absences.

Home visits for lunch must be covered by a written explanation. Regular home visits for lunch may be covered by one written explanation, at the beginning of each term.

Regular attendance (over 95%) is essential for students to learn and reach their potential, so taking holidays during the school term is discouraged. Holidays which occur during the term should be discussed with the Principal prior to departure. Whilst the school appreciates the fact that parents may decide to take children away on a holiday during school time, it is the responsibility of the parents to ensure that reading, some form of diary writing and some mathematics relating to the holiday are undertaken with the children. The teachers are not expected to take responsibility for children who are absent from class and nor is it their responsibility to provide individual work packages specifically for children who leave on extended holidays. Parents should also be aware that frequent or extended absences may have a significant impact on their child’s progress and continuity of learning.

### 4.3 ASSEMBLIES

Parent assemblies are conducted every **THREE WEEKS ON FRIDAY MORNINGS** commencing at 8:30am. The National Anthem is sung, along with the School Song, matters of importance announced and Honour Certificates and other awards presented. The class responsible for running the assembly also provides an item of entertainment. Specific dates of the assemblies will be included in the term planner sent home each term.

### 4.4 LOCAL AREA INTAKE SCHOOL

Parents of out of area children may apply to enrol their children at Karratha Primary School and may be enrolled only if the school has enough staff and facilities to accommodate them. In all cases of out of local area enrolment applications, the Principal should be consulted in the first instance. Generally, children drawn from the following areas attend Karratha Primary School. As an Inclusive School, the school accepts enrolments for students with disabilities who meet certain criteria who reside out of the local intake area.

- Karratha Industrial Estate
- Bulgarra Locality

#### 4.5 CONTRIBUTIONS AND CHARGES

### 2019 Voluntary Contributions & Charges – Kindergarten to Year 6

**CHARGES – Extra cost options**  
*(Additional cost items such as camps, school based performances; excursions etc. are estimated maximum costs.*  
*Payment will be requested during the school year when participation by students is confirmed.)*

VOLUNTARY CONTRIBUTIONS		ITEM	K	PP	1	2	3	4	5	6
<b>Kindergarten – Year 6 per student</b>	<b>\$50</b>									
English Resource Materials \$10		Swimming		\$50	\$50	\$50	\$50	\$50	\$50	\$50
		Sporting Events – Interschool			\$20	\$20	\$20	\$20	\$20	\$20
Mathematics Resource Materials \$10		School Based Performances	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25
		Class Excursions	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40
Science/Technologies Resource Materials \$10		Classroom Activities (cooking, sewing)	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10
HASS Resource Materials \$5		Instrumental Music Hire							\$250	\$250
		Year 6 Camp								\$800
Visual Arts Craft Materials \$10		Year 6 Graduation Dinner								\$100
		Sporting Events – Interschool			\$20	\$20	\$20	\$20	\$20	\$20
Music/Phys Ed/Health Resource Materials \$5		<b>Other Optional Costs/Services</b>								
<b>*P&amp;C Fundraising Donation per family</b>	<b>\$20</b>	PEAC							\$100	\$100
		Instrumental Music Hire and Resources							\$150	\$150
		Councillor/Faction/Vice Faction Shirts							\$50	\$50
		School Photographs	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75
		School Council/Faction Photos						\$30	\$30	
		Year Book	\$30	\$30	\$30	\$30	\$30	\$30	\$30	

*The information on this document is prepared to assist parents in claiming their Education Tax Refund. The school is not allowed to advise parents as to what they can or cannot claim*

Voluntary Contributions can be paid at the Front Office during school hours.  
 Contributions can be paid in instalments and are also transferable if you relocate to another Government school in WA.

**Direct Deposit or Cash payments available**

*Please note the level of Voluntary Contributions and Charges have been approved and endorsed by the School Board on 5 September 2018*

#### 4.6 BICYCLES AT SCHOOL

Many children ride bicycles or scooters to school. Road authorities suggest that children **under the age of 9** years do not have the skills to manipulate a vehicle on a roadway with other vehicles. It is at the discretion of the parents to decide whether their child is capable of knowing and obeying the rules of the road. There is still a need to lock your bike or scooter as no responsibility will be accepted for theft or damage to your child's bike.

The school may cover road safety as part of the curriculum to make children aware of their responsibilities whilst using the road. However, these lessons do not remove the responsibility of the parents in teaching their children the correct rules of the road. Bike helmets must be worn while riding to school. Regular checks by the Community Police Officer will be undertaken. Skateboards are not to be ridden to school.

#### 4.7 CHILDREN ON SCHOOL GROUNDS AFTER SCHOOL HOURS

*The school is out of bounds out of school hours.*

A reminder to those organisations wishing to use the school premises that this can be arranged through consultation with the Principal. Please be advised that this can only be arranged during normal school hours. A fee may be charged for the use of the premises. Organisations using the premises must complete a school usage contract before using the premises.

#### 4.8 COMPLAINTS

If you have any matter which you feel you need to discuss, please contact the relevant staff member/s. In some cases, parents discuss problems with other parents and neglect to notify the school. Problems can not be solved if we are not aware of them. Remember also that there are two sides to every issue. Quite often issues which go home with children may be confused versions of what really happened. By contacting the relevant staff in the first instance parents will enable areas of concern to be quickly resolved. If the issue continues to be of concern please contact the Principal.

**The school has a Complaints Management Policy which is available from the office.  
We don't want you to talk about us; we want you to talk to us if there is a problem.**

#### 4.9 PETS ON PREMISES

Pets are not permitted on school grounds at any time. Pets, not identifiable, will be removed from the premises by the local ranger.

#### 4.10 LEAVING SCHOOL GROUNDS DURING SCHOOL

During the hours from 8.05 am to 2.30 pm, children are our responsibility and whilst in our care, **THEY MUST NOT LEAVE WITHOUT OUR KNOWLEDGE**. If, for example, you have a medical or dental appointment, please inform the school office or class teacher. Children are not permitted to leave school under any circumstances.

A sign in/out iPad to record students leaving school grounds is required to be signed by parents/caregivers when picking up students. This can be done at the office.

Parents should ensure that any arrangements made for meeting or collecting children are adhered to, as failure to do so often results in a very distressed child.

#### 4.11 LOST PROPERTY

Each year we have a substantial number of items that remain unclaimed. To help prevent this from occurring it is important that you label all your child's stationery and clothing. Throughout each term, the unclaimed items will be advertised and, if unclaimed, the items will be disposed of.

#### 4.12 EMERGENCIES

Parents are requested to ensure that the emergency contact person and phone number registered on their child's Admission Card is current. This will avoid unnecessary delays in providing medical attention to your child. We find it most convenient if you can also supply the name and telephone number of a neighbour or friend for this purpose.

#### 4.13 MEDICATION

Upon enrolling your child you are requested to complete a Form 1 Student Health Care Summary. On the form you are asked to provide information regarding your child's health. **All allergies and medical conditions must be stated.** If your child has a health condition that requires medication or the school's support the appropriate documentation will be provided and this will need to be completed before any medical intervention is carried out. **Children should not take any medication at school without this documentation and authorisation; this includes paracetamol and Ventolin.**

#### 4.14 HEALTH

The School Nurse can be contacted through the School Office. Routine health screening is carried out each year on the following:

PP – Kindy	Full health appraisal, if not previously performed by Child Health Nurse. Speech, parent questionnaire, vision and hearing included in health appraisal. Health education
Year 1	Health appraisal if not previously performed. Vision (including strabismus). Near vision where strabismus is noted and where 6/6 is not achieved. Hearing (including otoscope). Re checks and reviews as needed. Referrals from Teachers or Parents. Health education.
Year PP -6	Modified Health Appraisal if not previously performed. Regular Check/Reviews. Teachers Referrals. Parent Referrals. Health promotion.

The Chevron Ear Bus also services the school each term to check ear health. Students require a signed consent form prior to accessing this service. Forms are available from the office or the school website.

## 4.15 INFECTIOUS ILLNESSES

With all the following diseases, it is not necessary for “contacts” to be excluded from school. However, any student excluded from school MUST NOT MIX with other children until clear of the illness. Children should stay at home until signs of the illness have disappeared or are advised to return to school by the family doctor.

<b>CHICKEN POX</b>	<b>Infectious Period:</b> From 2 days before rash appears until vesicles have formed crust. <b>Exclusion Period:</b> Exclude for at least 5 days after vesicles (rash) appear and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion.
<b>PARVOVIRUS B19</b>	<b>Infectious Period:</b> Not infectious after the rash appears. <b>Exclusion Period:</b> Exclusion not necessary.
<b>CONJUNCTIVITIS</b>	<b>Infectious Period:</b> While eye discharge is present. <b>Exclusion Period:</b> Exclude until discharge from eyes has ceased.
<b>IMPETIGO (SCHOOL SORES)</b>	<b>Infectious Period:</b> As long as there is discharge from untreated lesions. <b>Exclusion Period:</b> Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
<b>INFLUENZA</b>	<b>Infectious Period:</b> Usually 1 day before onset of symptoms. Until 7 days after. <b>Exclusion Period:</b> Exclude until symptoms resolved.
<b>MEASLES</b>	<b>Infectious Period:</b> About 4 days before to 4 days after rash appears. <b>Exclusion Period:</b> Exclude for 4 days after the onset of the rash, in consultation with Public Health staff.
<b>PEDICULOSIS (head or body lice)</b>	<b>Infectious Period:</b> Until lice and eggs (nits) are killed. <b>Exclusion Period:</b> Exclude until after treatment has commenced and live lice removed.
<b>RINGWORM</b>	<b>Infectious Period:</b> As long as lesions are present. <b>Exclusion Period:</b> Exclude until person has received anti-fungae treatment for 24 hours.
<b>RUBELLA</b>	<b>Infectious Period:</b> From 7 days before to at least 4 days after the onset of rash. <b>Exclusion Period:</b> Exclude for 4 days after onset of rash.
<b>SCABIES</b>	<b>Infectious Period:</b> Until mites and eggs are destroyed. <b>Exclusion Period:</b> Exclude until the day after treatment has commenced.
<b>WHOOPING COUGH</b>	<b>Infectious Period:</b> From onset of running nose to 3 weeks after onset of cough. <b>Exclusion Period:</b> Exclude for 14 days from onset of cough or for 5 days after starting antibiotic treatment.
<b>GLANDULAR FEVER</b>	<b>Infectious Period:</b> Months. <b>Exclusion Period:</b> Do not exclude.
<b>DIARRHOEA</b>	<b>Infectious Period:</b> Days to weeks. <b>Exclusion Period:</b> Exclude until diarrhoea has ceased, for 24 hours.

#### 4.16 MONEY COLLECTION

If money is to be sent to the school for any purpose, **PLEASE PLACE THE CORRECT AMOUNT IN THE PROVIDED KPS ENVELOPE.** Mark the child's name, room number and purpose of the money on the envelope and drop into the desk letterbox at the front office.

#### 4.17 NEWSLETTERS

Newsletters will be sent out **every second Wednesday** to inform parents of the school activities and forthcoming events. Newsletters are sent via email in the first place. However, if email access is not available, a hard copy will be made available. The youngest child of the family will be responsible for taking notices home in these cases. When the youngest child is absent, a copy of the newsletter is available from the office. Community notices may be included in the newsletter at the discretion of the Principal.

#### 4.18 P&C CANTEEN

A sub-committee of the P & C oversees the Canteen operations. The canteen is open every Wednesday, Thursday and Friday for lunch and recess. This is subject to the availability of parent help.

If you can provide help in the canteen at any time, please contact the P & C. Any help will be appreciated.

#### 4.19 PARENT INVOLVEMENT

The 'open door' policy with regards to parent involvement has been and always will be encouraged throughout our school community. The staff are very keen to involve parents in school life as much as possible for you play a vital part in the total education of your children. Therefore, you are invited to participate in the following ways:

##### **P&C**

##### **SCHOOL BOARD**

##### **IN THE CLASSROOM**

There are many opportunities for parents to assist in the classroom. Parents are welcome to help in the library, run lunchtime activities, assist with multicultural activities, play musical instruments, tutor children in recorder, listen to children read and read stories to children... just to mention a few.

Parents are required to complete a Confidentiality form available from the classroom teacher when regular visitors to the room.

#### **Parents Can Be Teachers Too**

I dreamed I stood in a studio and watched two sculptors there  
The clay they used was a young child's mind and they fashioned it with care  
One was a teacher  
The tools he used were books and music and art  
One was a parent with a guiding and gently loving heart  
Day after day the teacher toiled with a touch that was deft and sure  
Whilst the parent laboured by his side and polished and smoothed it over  
And then at last their task was done  
They were proud of what they had wrought  
For the thing they had moulded into the child could neither be sold or bought  
And each agreed they would have failed if they had worked alone  
For behind the parent stood the school and behind the teacher the home!

#### **4.20 SCHOOL PROPERTY**

We are proud of our school and what we have in it. Much time, effort and money has been spent developing our school resources. You are therefore asked to encourage your child to treat all school property with respect, for depleted and damaged items are not easily replenished.

#### **4.21 VISITORS TO THE SCHOOL**

Parents are required to complete a confidentiality form available from the classroom teacher when regular visitors to the room. In some cases volunteers will need a "Working with Children Check" clearance. Please see the Principal in advance to clarify what is required.

Visitors are also requested to use the "Sign In" iPad located at the front office. This ensures that during an evacuation – EVERYONE is accounted for.

Visitors are also required to wear an identification badge while in the school. Badges are issued from the front office.

#### **4.22 CRUNCH AND SIP**

Karratha Primary School is a Crunch&Sip school. Crunch&Sip is a program that promotes healthy eating and drinking at school. It is the opportunity for children to eat fruit or vegetables and drink water, assisting physical and mental performance and concentration in the classroom. This gives children the chance to refuel, a bit like putting petrol in a car.

Students will need to bring fruit or vegetables to school each day for Crunch&Sip, and are encouraged to have a bottle of water in the classroom to drink throughout the day to prevent dehydration. The Crunch&Sip break gives children the opportunity to eat the piece of fruit that might otherwise be left in their lunchbox.

## **5.0 SCHOOL SERVICES**

### **5.1 KINDERGARTEN**

A special information booklet is issued to parents of Kindergarten children upon enrolment.

### **5.2 LIBRARY**

All children **MUST** have a library bag before they can borrow books. Loans are made on a weekly basis.

Computers, reference books, games, magazines etc, are available only for use in the library.

### **5.3 STUDENT SUPPORT SERVICES**

#### **School Psychologist**

During the course of the year there may be some children who develop learning problems. Should teachers become concerned about the academic, social or behavioural adjustment of a child in the school, they discuss the problem with the Principal or Deputy Principal.

If at this stage the teachers decide that outside professional help is required, the parents will be contacted about the services of the School Psychologist. It is necessary for a case conference with parents before consultation can occur. The services of the School Psychologist are free and are available upon referral.

#### **School Chaplain**

Our School Chaplain works for an organisation called YouthCARE which has chaplains in approximately two thirds of the state's public schools. YouthCARE has had a strong relationship with the Department of Education for over thirty years.

YouthCARE chaplains provide a non-judgmental, independent service which respects all people no matter who they are, where they are from or what their personal belief system is.

A chaplain cares for the social, emotional, mental, physical and spiritual wellbeing of students, families and staff. Part of this pastoral care involves building relationships, being a mentor/role model, being available for one-on-one conversations, running activities and programs for students at school, providing practical help to the whole school community and providing a referral link to external mental health and social/emotional wellbeing services.

## 5.4 PASTORAL CARE

Karratha Primary School is implementing Be You (previously Kidsmatter). Be You is a national initiative for educators, aimed at promoting and protecting positive mental health in children and young people. Good mental health is “a state of well-being in which the individual realises his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to his or her community.” (World Health Organisation, 2007)

Be You has five domains:

- Mentally healthy communities
- Family partnerships
- Learning resilience
- Early support
- Responding together

Aussie of the Month is awarded each month to students who consistently demonstrate a focus virtue. Students are nominated and voted on by staff, with a junior, middle and upper finalist awarded as Aussies of the Month. This is recognised at the assembly, in the newsletter and photos are displayed in the school foyer.

As an Act-Belong-Commit school, Karratha Primary School encourages its students, staff and community members to lead an active, healthy life; belong to a group or organisation; and commit to a cause. This message is promoted regularly through the special events held at the school.

As a school, we have committed to the Angkor Project, “Children helping to rebuild the schools of Cambodia” through fundraising and awareness activities. Karratha Primary School is a sister school to Ang Phek, a school in the Kampong Speu Province.

## **6.0 ANCILLARY SERVICES**

### **6.1 SCHOOL BOARD**

As an Independent Public School, Karratha Primary School has an active School Board comprising of parent and community representatives, the School's principal and staff representatives.

Parents are encouraged to nominate for positions on the Board. An election will be held if there are more nominations than vacant places available. The School Board has a voice in shaping the direction of education and planning in the school.

### **6.2 P&C**

The objectives of the P&C Association are to:

- a) Foster community interest in education
- b) Promote the closer liaison between the school and the community
- c) Assist in the provision of school amenities.

The Karratha P&C Association is a vital group of dedicated workers who have achieved much in their time of operation. The satisfaction to be gained by the involvement in establishing a school repays many times over the costs of time and effort.

Dates and times for future meetings in 2019 are to be finalised at the AGM. All meetings will be advertised via the school newsletter and the term planner.

The P&C has made a tremendous contribution to the school in 2018, for example:-

- \* Management of the School Canteen
- \* Management of the School Uniform Orders
- \* Compilation, ordering and distributing school stationery lists
- \* Assisted with Sporting Carnivals and Competitions
- \* Fundraising through free dress days, raffles and discos
- \* Funding leavers shirts and camp shirts for the Year 6's
- \* Compiling the Year book
- \* Purchasing new bike racks
- \* Participating in the FeNaCING float parade and rubbish collection

### **6.3 PRINCIPAL'S CLOSING**

The 2019 school year promises to be another successful year at KPS. We look forward to your continued support as we work together to provide the best educational opportunities for all students.

Enjoy the year.

Regards

Kate Lyon  
Principal