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1. **WELCOME:**
Welcome to Attadale Primary School. We hope that your time here will be successful and happy for you and your children. At Attadale PS, we endeavour to provide a vigorous and stimulating environment for your child’s learning. Our school is very much about the partnership between student, school and family and the positive difference this partnership can make. We welcome your family into our school family.

Mr Scott Harris  
Principal

2. **SCHOOL DEVELOPMENT:**
The School Plan is a document, which establishes the nature of the school, its purpose, overarching learning outcomes, priorities in particular years and educational programmes to meet and measure the effectiveness of those priorities. Copies of the school plan are available at the front office.

**School Vision:**
*Our vision at Attadale Primary School is to equip our students with, and develop, the necessary skills, knowledge, attitudes and values to achieve their individual potential and contribute positively in an ever changing world.*

**Overarching Learning Outcomes:**
*The learning program at Attadale Primary is structured to support all students to achieve within the framework of the following Overarching Learning Outcomes as set out in the Curriculum Framework.*

- Students use language to understand, develop and communicate ideas and information and interact with others.
- Students select, integrate and apply numerical and special concepts and techniques.
- Students recognise when and what information is needed, locate and obtain it from a range of sources and evaluate, use and share it with others.
- Students select, use and adapt technologies.
- Students describe and reason about patterns structures and relationships in order to understand, interpret, justify and make predictions.
- Students visualise consequences, think laterally, recognise opportunity and potential and are prepared to test options.
- Students understand and appreciate the physical, biological and technological world and have the knowledge and skills to make decisions in relation to it.
• Students understand their cultural, geographic and historical contexts and have the knowledge, skills and values necessary for active participation in life in Australia.
• Students interact with people and cultures other than their own and are equipped to contribute to the global community.
• Students participate in creative activity of their own and understand and engage with the artistic, cultural and intellectual work of others.
• Students value and implement practices that promote growth and well-being.
• Students are self-motivated and confident in their approach to learning and are able to work individually and collaboratively.
• Students recognise that everyone has the right to feel valued and be safe and in this regard, understand their rights and obligations and behave responsibly.

3. SCHOOL ORGANIZATION:
Attadale Primary School was established in 1953. Class sizes range from 24 - 30 children. Each staff member works to create a vigorous, challenging and enjoyable education program. We know children learn in different ways and are often at different levels so we work hard to differentiate the learning to meet their needs.

In addition to the experienced and hard working class teachers, the school has support and specialist teachers. Their roles are decided according to school needs, priorities and class organisation. Non teaching staff include the School Registrar, School Officer, Library Officer, Education Assistant (lower primary), Education Assistants for early childhood classes and learning programs, Education Assistants for students with special needs, Canteen Manager, School Gardener and Cleaners. Each is a valued member of our staff, and each is given the same degree of respect from the students.

Attadale Primary School is an established school with attractive grounds and well equipped classrooms and teaching resources. It has a large grassed oval and playing areas, a junior playground, basketball and netball, square ball, volley ball courts, school hall, canteen, well equipped Library/Resource Centre, Computer Room, Music Room and Art/Technology Room. Each classroom has class computers and all computers are networked and have internet/intranet facilities. The school is air conditioned and heated. Kindergarten children attend the offsite kindergarten located in Davis Road.
4. **SCHOOL HOURS/SUPERVISION:**
Children should **not** be at school before 8.30 a.m. as adequate supervision cannot be arranged before this time. When the students arrive at school, they assemble in the under covered area until they are dismissed by a teacher to move about the school and prepare for the day’s lessons. Teacher supervision of the children is provided between 8.30a.m. and 3.10p.m.

The following table indicates daily siren times:

- 8.50a.m. - 10.50a.m.
- 10.50a.m. - 11.10a.m. **Recess**
- 11.10a.m. - 12.30p.m
- 12.30p.m. - 1.10p.m. **Lunch**
- 1.10p.m. - 3.10p.m. (Wed Early Close - 2.30pm)

Please note: **The school has early close at 2.30pm each Wednesday for staff development.**

Children crossing Wichmann Road to and from the school must cross on the pedestrian crossing in the care of the attendant.

No child is to leave the school grounds during school hours or at lunch and recess periods without a student leave pass. Parents wishing to take children from the school during school hours are required to visit the office, complete the sign out register and collect a blue card to present to the child’s teacher before they can be removed from the school.

**Term Dates for 2012**

**Semester 1**
- Term 1  Wednesday 1 Feb – Thursday 5 April
- Term 2  Thursday 26 April – Friday 6 July

**Semester 2**
- Term 3  Tuesday 24 July – Friday 28 Sept
- Term 4  Tuesday 16 Oct – Tuesday 18 Dec

5. **ENROLMENT:** [Attadale Primary School is a local intake school]
Attadale Primary School is a local intake school. This means we have a boundary within which students are able to attend our school. If you live outside the boundary of Attadale Primary School, you may still be able to enrol your child but conditions will apply. For more information on this aspect of enrolment, please contact the school reception.

To enrol, parents complete an “application for enrolment” through the front office. Please ensure that information entered at this time is updated as required. The school should be notified immediately of any change of address,
contact, phone numbers of places of employment and emergency contact numbers. This information is vital in case of emergencies (eg. sickness or accident) and must be updated when parents move residence or places of employment. Please provide current court orders if appropriate.

6. **ASSEMBLIES:**
A whole school assembly is held on Thursday mornings each fortnight at 9.00 a.m. in the school hall and everyone is welcome to attend. Classes take turns to provide an item and often are accompanied by musical performance coordinated through our music specialist.

7. **SPORT:**
   **Houses:**
The school has three houses. Children are placed in a house on admission to the school. Families are placed in the one house if requested. The names of the houses are: **Emerald, Sapphire and Diamond.** The houses participate in swimming, athletics and behaviour incentives.

   **Interschool Sport:**
The school enters teams in competitions annually. Lightning Carnivals in various team games may be arranged on a casual basis between schools.

   **Swimming Lessons:**
These will be conducted by the Department of Education at the Melville Aquatic Centre for a two week period during school time. Weather and circumstance permitting, our senior students enjoy Cottesloe Beach as their venue for swimming lessons.

8. **STUDENT REQUIREMENTS:**
Most student requirements are provided by the Department of Education, however, it is essential that some items be provided by parents. A list of these items is detailed on the booklist sent home towards the end of the year.

9. **CONTRIBUTIONS & CHARGES:**
An attached schedule of school contributions and charges is required to meet expenses involved in total education programmes. Funds are allocated to areas such as music, art/craft, physical education and library. Contributions and charges are reviewed annually by the School Council. Attadale Primary School provides a rich and varied curriculum when families pay these contributions and charges. We are very pleased to accept parents paying it off over time if it is easier for families, but the contributions are an important part of our school budget and our provision of an enriched education for your children.
The P & C Fund is used primarily to provide items of a capital nature required for the continual upgrading of facilities.

10. **FUND RAISING POLICY:**
A school contribution and P & C contributions are the major requests of parents in order to support the school’s general activities. From time to time, it is agreed by the parent community to provide some resource, the cost of which is beyond the normal budget provision arising from the P & C funds. In such cases, it may be necessary to undertake specific fundraising activities.

Minor fundraising activities, such as cake stalls, car rallies, camp outs, craft stalls and the like, may be conducted by class groups or the parent support group, in order to fulfil educational or social purposes which are consistent with the school curriculum. At times, special activities may be conducted over a period not exceeding two school weeks, to raise money for a charitable purpose. Participation in such activities is voluntary. Personal approaches whether by children or staff, for the selling of raffle tickets or sponsorships within the school are discouraged.

11. **PARENT/TEACHER COMMUNICATION:**
**Contact:**
This is an important area of school life. Parents and the general public are encouraged to visit the school and a quick word with staff is possible before and after school. An appointment is needed if you wish to discuss your child’s progress in any length with the Class Teacher and/or the Principal. Parents are welcome at any activities conducted by the school.

Communication will be by the fortnightly newsletter “Nexus”, sent home with each family every second Thursday. Information from P & C Meetings is reported through the P & C newsletter. Communication of the child’s progress will be done by:

- **Class Parent Meetings** - these are held early in term one and offer parents the opportunity to hear about the class teachers’ programmes, policy and procedures that will operate during the year. It is also an opportunity for parents to meet other class parents.

- **Work Sample Packages** – which are sent home periodically as part of the school’s reporting policy.

- **Interviews** - these need to be arranged when a discussion will take more than a few minutes. This can be arranged directly with the class teacher at a mutually acceptable time or by telephone through the school office.
• **By letter, phone call, email or note** - this communication will be made when the teacher believes such communication is in the best interest of the child. The matter will be discussed with the Principal prior to the parent interview.

• **Open Night** - the school has an open night that is held in Semester Two.

• **Communication** from parents to teachers should be written and not verbal via the child. This ensures clear communication at all times.

**Homework:**
As a general rule homework for children in junior years should be restricted to practice in reading, spelling and number facts. In the other years, research work can be added. Set written homework for a period each night is not whole school policy and may vary from class to class. A school homework policy is available from the office.

**Helping Your Child:**
Suggestions parents can use to support their child’s learning:

- Have a positive attitude to the class teacher, to school and to what your child does there.
- Express interest in your child’s activities, eg. an openness to listen to the child’s communication about activities, give the child time, lend a hand in class or school based activities.
- Oversee that your child has the necessary materials required for school activities, basic books, pencils, meals, clothes and additional money if required.
- Make sure that your child has a healthy diet and regular sleep patterns, so that they arrive at school ready to learn to their potential.

12. **SCHOOL COUNCIL:** (now known as School Board)

**Membership:** The board is of up to 15 people comprised of the following:

- Principal – Executive Officer
- A P & C representative
- Parents
- Teacher

If you would like to serve on the school board, please contact the principal. Meetings are held twice a term. It is an opportunity to help shape the direction of the school’s policies and represent other families in the school community.
FUNCTIONS OF SCHOOL BOARDS
School Board – Non-Incorporated (Attadale School Board is a Non-Incorporated Board)
The functions of a non-incorporated Board are to take part in:

- Establishing and reviewing from time to time, the school’s objectives, priorities and general policy directions;
- The reviewing of financial arrangements necessary to fund those objectives, priorities and directions;
- Evaluating the school’s performance in achieving them; and
- Formulating codes of conduct for students at the school.
- Determine, in consultation with students, their parents and staff a dress code for students when they are attending or representing the school;
- Promote the school in the community;
- Approve:
  1. Charges and contributions for the provision of certain materials, services and facilities;
  2. Extra cost optional components of educational programs;
  3. Items to be supplied by a student for personal use in an educational program;
  4. Any agreements or arrangements for advertising or sponsorship in relation to the school.
- Provide advice to the principal of the school on:
  1. A general policy concerning the use in school activities of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education; and
  2. The implementation of special religious education. We welcome new parents to the school council.

13. P & C ASSOCIATION:
The P & C Association is the official body for parents. The Association meets twice a term at the school. The two meetings per term have a vastly different goal. The first meeting is to report achievement, progress and establish direction for the P&C activities. The second meeting is a social meeting with guest speakers and the sharing of ideas along with refreshments. The Principal reports on the activities at the school and discusses with members in attendance, ways in which the Association can assist. The Annual General Meeting is held in March of each year. The P & C meetings are held at 7.00 p.m. in the staff room. All are welcome to attend P & C meetings – you don’t have to be on the committee.

There are several P & C Sub-Committees, which require helpers. They are:
Canteen Committee
Parent Support Group
Fundraising Committee

Supporting these groups of parents is one way in which you can support our school and share in your child’s education.

14. BEHAVIOUR MANAGEMENT AND DISCIPLINE POLICY:
In order to achieve the school purpose we must have a safe and caring environment where all people and property are respected. To ensure this safety, care and respect, we have a whole school approach to discipline which emphasises:

- a positive approach
- the right of all children to learn in a pleasant and safe environment
- that all children will accept responsibility for their own behaviour
- a consistent approach across the school that is fair and equitable
- clear rules and consequences that are widely known
- that parents and staff are kept informed

All students are expected to be responsible for their own behaviour. School staff are committed to creating a caring and positive environment inside and outside the classroom.

Copies of the complete policy are available on request from the School Office.

15. SAER – STUDENTS AT EDUCATIONAL RISK:
This is a policy across all Department of Education and Training Schools designed to ensure that the learning program for all students is maximised. SAER includes students with disabilities, learning difficulties, underachievers, gifted and talented students and students with attendance issues. SAER students are identified and monitored by class teachers and are co-ordinated by administrative staff. An educational psychologist forms part of the Students Services’ Team and visits the school on a regular basis. Administration intervention and parental approval is required for access to this service.

16. LANGUAGES OTHER THAN ENGLISH:
Indonesian classes are conducted in Years 3 to 7 by a visiting teacher during class time.
Optional free Italian classes are available after school. These are supported by the Italian Consulate and the Western Australian Government.
17. **MUSIC:**
All classes receive music instruction from our Music Specialist. Selected students undertake clarinet, viola, violin, trumpet, trombone and cello classes conducted by School of Instrumental Music teachers. There is often also a school band and various instrumental groups.

18. **VALUES EDUCATION:**
Class teachers teach core values education within all curriculum learning areas. These are outlined in the Curriculum Framework for Schools. The School acknowledges certain religious festivals such as Easter and Christmas through literature, as well as visual and performing arts. If your family embraces a particular faith or culture we would welcome you sharing your own festivals and customs with the class to enhance their respect and tolerance for others.

**Pastoral Care:** Attadale Primary School has a very strong reputation as a safe and inclusive school. This does not mean we do not have issues and incidents but they are generally infrequent. This is due to experience staff, strong family values and good programs at school. There is a clear expectation that if you attend Attadale Primary School, you follow the rules and values we share. A committee is established at our school of staff members. Their roles is to review aspects of our pastoral care and implement changes. Surveys, Schools Council reviews, P&C meetings and Staff meetings are examples of forums through which we collect feedback to ensure our pastoral care initiatives, routines and programs are meeting the needs and expectations of our students and school.

**Chaplain:** We have a very experienced School Chaplain (Bart Welten). Mr Welten is a lead member of our Pastoral Care Committee and is very active in supporting students and families in times of need. Our chaplain is not a disciplinarian but someone to support students, staff and parents through the journey of an issue, argument, conflict or trauma. Please contact the school office and ask for Mr Welten if you believe he may be able to support you.

19. **LIBRARY:**
The School Library Resource Centre provides an up-to-date collection of current resources. Information/Research skills and Literature are covered in class lessons. Opening times include class times,
- before school 8.40 - 8.50 a.m.,
- after school 3.10 - 3.20 p.m.
Students are encouraged to use the library and take care of books. **Library bags** are required by all children for borrowing.
20. **CANTEEN:**
Canteen facilities are available Thursday and Friday. The canteen is staffed by a qualified Canteen Organiser (employed by the P & C) and parent help. The menu is varied with plenty of choice. Orders must be placed before 9.00 a.m. and lunches are delivered to the classrooms between 12 noon and 12:30pm. Advice of changes in prices and food available are distributed as necessary. Parent volunteers are always needed in the canteen so please consider helping in this area. Our canteen caters for a range of students at Attadale Primary School who have allergies or severe reactions to foods such as nuts.

21. **STUDENT INFORMATION AND SCHOOL MEDICAL SERVICES:**

**Student Leave Pass**
There may be occasions when your child will come to school and then need to leave for part of a school day, for example to attend an appointment. If you are collecting your child you are required to visit the office, complete the sign out register and collect a blue card to present to your child’s teacher before your child is removed from the school.

**Absences:** A note for each absence of your child is a legal requirement of the school and should be submitted to the teacher.

**Sickness:** A student who falls ill or is injured at school, reports to the class teacher and then to the office, so that appropriate action may be taken. Please ensure that the school’s admission card has up-to-date information. We do not have facilities for supervising sick children, other than waiting for parents to take them home. Your co-operation in not sending sick children to school is necessary in preventing the spread of viral diseases and helping to keep our children and staff healthy.

**Community Nurse:** A Community Nurse visits the school for screening purposes only. All children in Pre-Primary are given general health checks. Also children in other year levels are checked if the need arises. Please note that the school nurse does not medically treat students at school. Children who require medical treatment visit their local doctor.

**Medication**
It is the parents' responsibility to provide the school with adequate information regarding the details of any medical condition that may require specific action and/or treatment under emergency conditions.
If a student is required to take prescribed medication while at school, parents must complete the appropriate forms, which are available from the Registrar.
# Infectious Diseases:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Period</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chicken Pox</strong></td>
<td>Exclude for at least 5 - 7 days until all vesicles have crusted. Contacts not excluded.</td>
<td></td>
</tr>
<tr>
<td><strong>Measles</strong></td>
<td>Exclude for 4 days after the onset of the rash. Contacts who have been vaccinated or previously infected are not excluded. All other contacts should be excluded until 14 days after onset of rash.</td>
<td></td>
</tr>
<tr>
<td><strong>Mumps</strong></td>
<td>Exclude for 9 days after onset of symptoms. Contacts not excluded.</td>
<td></td>
</tr>
<tr>
<td><strong>Ringworm</strong></td>
<td>Exclude from school until child has received antibiotic treatment for 24 hours. Re-admit on medical certificate of recovery. Contacts not excluded.</td>
<td></td>
</tr>
<tr>
<td><strong>Rubella</strong></td>
<td>Exclude for 4 days after onset of rash. Contact not excluded.</td>
<td></td>
</tr>
<tr>
<td><strong>School Sores</strong></td>
<td>Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin should be covered. Contacts not excluded.</td>
<td></td>
</tr>
<tr>
<td><strong>Head Lice</strong></td>
<td>Children with head lice are required to have their hair cleared of lice before returning to school. Contacts not excluded.</td>
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</tbody>
</table>

**Head Lice**

Parents need to check their children's hair regularly. Checks are best carried out in the sunlight. Head lice are easily transmitted and do not discriminate between clean and dirty hair. Preparations and appropriate equipment to treat head lice are available from chemists.

As well, the Department of Health have advised the following option for head lice treatment:

1. Apply a WHITE conditioner to hair (cheapest from supermarket);
2. Comb out;
3. Do this daily for 10 days.

Children found with live lice will be removed from class, parents will be contacted and requested to take the child home to begin treatment.

**Immunization:** The Melville Council conducts a programme at the school each year. Immunization is voluntary and the parents’ written permission is required. Advance notice is sent through the school.

**Allergies:** Some of our students have severe reactions to types of foods or insect stings. We have worked with each family as these children present at the school and will continue to do so. It is critical for your child’s safety that you let the school know as soon as you are aware of your child’s allergies. We will work with you to ensure we can create the best conditions possible at school for your child.
22. **SCHOOL DENTAL THERAPY CENTRE:**
This service is available to all children. Staff are in attendance at Attadale Primary School on Tuesday, Wednesday, Thursday and Friday — Phone 9330 5876.

23. **STUDENT PROPERTY:**
**Valuables:** Students are to be responsible for the security of their own possessions. Only minimum money should be brought to school. No money or other valuables should be left in school bags. **Names must be clearly marked on all items of personal property, clothing and books.** The school cannot accept responsibility for losses or theft. Students do not bring toys, games or valuables to school.

**Lost Property:** This is a continual problem. To assist with locating lost property parents are asked to **clearly mark clothes, shoes and other items of value with the child’s name.** A basket is located in the Junior Cluster area where lost property is placed; any unnamed lost property is available free to families at the end of each term.

24. **SCHOOL DRESS CODE:**
Students are expected to take pride in themselves and to be identified with their school by wearing the range of clothing within the school uniform. The wearing of shoes suitable for sport and physical activity is required. Students with long hair must have it tied back and the only jewellery permitted is a wristwatch, and if ears are pierced, a small sleeper or stud. The school has a **“NO HAT - NO PLAY”** policy. A full copy of the School dress code is available from the office.

The clothing shop is run by a P & C sub-committee which sells new and second-hand uniforms on **Tuesdays – from 8.45am – 9.30am approx., see Term Calendar for details.**

**GIRLS AND BOYS - Winter**
Royal blue school windcheater or Rugby Top
Royal blue track pants or Girls Jazz Pants
Shorts
Sky blue polo shirt
White socks
Shoes
School Hat
GIRLS - Summer
Blue and white checked dress, or
Sky blue polo shirt
Pleated skirt
Sandals or sneakers
School Hat

BOYS - Summer
Sky blue polo shirt
Royal blue shorts
School Hat

25. SAFETY:
Bicycles: The Police and school staff, discourage children younger than ten riding bicycles to school by themselves. Bike helmets are compulsory. Bicycle racks are provided and bicycles should be locked to them. Students are to walk their bicycles and scooters in the school grounds.

Traffic: As many children are brought to school and picked up each day by car, the following procedure is requested:

- Parents using the “pick up and drop off” drive through area are reminded that this is not a parking area. Parents are literally to only pick up or drop off in this area and not to park and wait for their child to come out.
- Parents using the Palmer Street (oval) area are asked to park on the east or school side and then proceed into Arno Crescent and Wichmann Road.
- Parents of pre-primary children are requested to use Calpin Cres and Wichmann Rd. Parents are reminded that extreme caution should be exercised when using access roads. The speed limit is set at 40 k.p.h. near schools between 7.30 – 9.00am and 2.30 – 4.00pm.

Staff Car Park: For legal and safety reasons the staff car park is not be used by parents for setting down and picking up children each day. The car park is out of bounds for all children as their safety is paramount.

26. GRADUATION:
This is held for Year 7 Students in the last week of Term 4. It generally consists of a sit-down dinner followed by a short ceremony.

If you have any other queries in regard to our school, please don’t hesitate to contact our Administration staff. We welcome you and your children into our school family and look forward to a happy partnership in education at Attadale Primary School.

Kind Regards
Staff and Community of Attadale Primary School