



PADBURY PRIMARY SCHOOL



Caring for the Future

2016 Information Handbook

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INTRODUCTION

The Padbury Primary School community welcomes all parents who will be associated with our vibrant school. We take pride in our excellent facilities, our openness to new ideas and new people, our quality learning opportunities and our care for our students.

The teachers at Padbury Primary School are well qualified, experienced and dedicated. Teachers are constantly exploring better ways to help your child learn, and value your role as the parent educator. You can be assured that the children's best interests are our prime motivation.

The importance of home and school working together to provide children with supportive care throughout their primary schooling cannot be emphasised enough.

At Padbury we work hard to provide a high quality education for every child, however we can't do it alone. We encourage you to be involved in the work of our school, in the classroom, at P&C meetings, helping in the canteen, the School Council and at home with your child. Research clearly shows that parent and community involvement in schools improves student achievement. To reach their potential, students need parents and the community to take an active role in their education.

This booklet will assist parents about the way Padbury Primary School operates but please feel free to contact us if you wish to know more. Your child's teacher or our friendly office staff can answer most of your questions or concerns.

SCHOOL CONTACT DETAILS

For all enquiries, please first contact the School Reception. Reception at the School is open between the hours of 8.30 am and 3.30 pm, Monday to Friday during school terms.

T: 08 9401 1255

F: 08 9401 0988

E: Padbury.ps@education.wa.edu.au

W: www.padburyps.wa.edu.au

IMPORTANT TELEPHONE NUMBERS

Padbury School Canteen	T: 08 9401 1255
Dental Therapy Unit	T: 08 9401 7285
Duncraig Senior High School	T: 08 6241 5000
North Metropolitan Education Region	T: 08 9285 3730
Joondalup Police Station (24 Hours)	T: 08 9400 0888

HOW TO ENROL AT PADBURY PRIMARY SCHOOL

To enrol at Padbury Primary School there are a number of eligibility requirements.

RESIDENT IN THE LOCAL INTAKE AREA

The School Education Act 1999 guarantees a place for every child in the compulsory years of schooling (Pre-Primary – Year 6) in their local school. Padbury Primary School is designated as a Local Intake School. The school has places for students in Pre-Primary – Year 6 who currently reside within the boundaries of our **local intake area** as have been determined by the Department of Education. Parents of children not residing within the local intake are invited to complete an Application for Enrolment for consideration by the Principal. Eligibility for entry will be dependent upon positions available within the school.

The School Education Act 1999, also encourages parents to have choice of schooling options. We therefore welcome enquiries from families outside the local intake area. Additional information defining our school's boundaries may be obtained through the school office.

AGE & IMMUNISATION CONFIRMATION

A **birth certificate** or **extract of birth** or **passport** and a copy of each student's **immunisation records** must accompany the Application for Enrolment. Students will be placed in the year of study corresponding to their age group.

SPECIAL NEEDS

Parents of students with special needs are asked to contact the school to discuss these needs when the Application for Enrolment has been approved to ensure that the most appropriate program is in place to meet the child's needs.

OVERSEAS STUDENTS

Students who were born overseas must hold the appropriate visa before applying at the school. For overseas students who are in Australia using an entry visa it is necessary that the office sight the **passport and visa** of the **parent** (primary visa holder) and **student** at the time of Application for Enrolment. The dependants of and holders of some specific visa categories require a tuition payment to be made.

ELIGIBILITY FOR ENROLMENT- KINDERGARTEN & PRE PRIMARY

1. Children living in the intake area of the school and have a sibling enrolled at the school for the following year.
2. Children who live in the intake area of the school but will not have a sibling enrolled at the school for the following year.
3. Children who live outside the intake area of the school and have a sibling enrolled at the school for the following year.
4. Children who live outside the intake area of the school but will not have a sibling enrolled at the school for the following year.

Note: If there is more than one child in any of the above categories, priority will be given to children living closest to the school, measured in a straight line from place of residence to the school.

PRE COMPULSORY PROGRAM

KINDERGARTEN

Kindergarten is a pre compulsory year of education. The program is available to children who turn four years old by June 30th in the year they are to attend. Your child is about to start on an exciting learning journey that will help them reach their full potential in life.

You may be feeling a little nervous about how your child will cope with starting school. That's normal, but you don't need to worry. From the moment your child walks through the school gates on their first day you will find our highly qualified teachers and support staff ready to help and that level of support will continue throughout your child's school years. Kindergarten children attend two full days per week. Fully qualified staff ensure interesting and enriching programs are offered in accordance with Early Childhood Education best practice.

There will be only one Kindergarten class in 2016:

<u>Yellow</u>	Monday	Full Day	8:40 – 3:00
	Wednesday Odd Weeks	Full Day	8:40 – 3:00
	Thursday	Full Day	8:40 – 3:00
<u>Green</u>	Tuesday	Full Day	8:40 – 3:00
	Wednesday Even Weeks	Full Day	8:40 – 3:00
	Friday	Full Day	8:40 – 3:00

Padbury Primary School has produced a brochure for their school community to help children and their families prepare for school. Parents can obtain this brochure from the front office.

Dropping off and Picking Up - Kindergarten and Pre-Primary Children:

Please make sure the children are delivered to and collected from the Kindergarten and Pre-Primary promptly. Regular attendance is important to ensure continuity in your child's educational program. Please inform the school by phone or in writing if your child is to be absent for any length of time.

ACADEMIC PROGRAM

Staff at Padbury Primary School are dedicated to working in partnership with parents to ensure that the needs of every student are met. Teachers use a range of strategies to assist children who need extension or extra help. The environment continues to provide a strong whole school focus.

The growing educational partnership with Duncraig Senior High School is highly valued and includes environmental education, Sport, Drama, Music and Technology. The school also enjoys extensive support from external agencies and organizations.

Regular Specialist Programs cater for:

- Japanese;
- Music studies; and
- Physical Education

These specialist programs are supplemented by external expertise in:

- Dance;
- Guitar instruction; and
- Swimming (open water surf, and pool)

PHYSICAL EDUCATION

Padbury Primary School has a Specialist Physical Education Teacher and a full sports program is undertaken. The school participates in Inter-School Athletics and Winter Sports (only senior students). Games skills clinics are organised on a regular basis throughout the year and outside expertise through sports professionals is used to teach Aussie Rules, Soccer, Basketball, Hockey, Netball and other sports. An in-term swimming programme for Years P - 6 is also an important part of our curriculum.

SPORTS FACTIONS

Children are placed in a faction on admission to school. Family members are placed in the same faction. Others are placed according to the balance of numbers. Children should always be appropriately dressed for sporting activities.

Mawson (Red)

Giles (Blue)

Forrest (Green)

JAPANESE

All students in years 1-6 receive instruction in the Japanese language and culture. Japanese is also available for students when they move on to the neighbouring High Schools.

MUSIC

As well as conducting music classes our Specialist Music Teacher is responsible for the school choir. Talented students in years 5 and 6 are also offered the opportunity to participate in the Department of Education's Instrumental Music program and receive free weekly guitar tuition from a visiting teacher.

TECHNOLOGY

Padbury Primary School understands and recognises both the need and requirement to provide each of our students with the opportunity to learn how to use computers and other forms of Information Communication Technologies (ICT) equipment appropriately and how to apply their use to both their individual and group learning.

The students are entitled to use the computers and other forms of ICT equipment to enhance their learning, using software programs and websites approved by the school and as directed by their teachers. Each student is expected to complete and sign an acceptable usage agreement based upon the school's Online Policy.

ENVIRONMENTAL RESPONSIBILITY

As part of our Values Education Program the school places particular emphasis on protecting our environment for the future. Our current program is to recycle paper. In all rooms throughout the school there are recycling boxes. The senior students are rostered on each week to empty these into the main recycling bin at the school.

PEAC

Testing is undertaken in Year 4 to select candidates who commence involvement in Year 5 to attend Primary Extension and Challenge courses that are organised for Years 5 and 6 students in the North Metropolitan Education Region. (On return to school from a PEAC lesson, students should sign in at the office.) Places in these courses are competitive.

LEADERSHIP PROGRAM

The Year Six Leadership Programme at Padbury Primary School offers **all** students the opportunity to develop, practice and demonstrate leadership, initiative and responsibility in the final year of their primary schooling. The Year Six students help with the day to day running of the school and are valued in this capacity by all staff and students.

TRANSITION PROGRAMS

Kindy - PP-Year 1

Transition programs are implemented to ensure that the change from Kindergarten to Pre-Primary to Year 1 is a positive experience for students. The Kindergarten, Pre-Primary and Year 1 teachers work closely together to plan Term 4 activities that help the children change to a more formal school environment.

Year 6 – High School

High School orientation days are arranged through contact with the Year 7/8 coordinators at various Senior High Schools. This assists students in the change to a different model of schooling.

YEAR SIX GRADUATION

This occasion is a highlight for our senior students and marks the end of their primary schooling. The Graduation Ceremony is held in the last week of Term 4 followed by morning tea for friends and family.

LITERACY PROGRAM — KINDERGARTEN TO YEAR 3

Class teachers, together with our specialist literacy teacher, have developed a coordinated and strategic approach to teaching children how to read and write. Our teachers participate in regular professional development and collaborative planning sessions and have a common understanding of children's developmental needs. A structured Phonological Awareness program is followed from Kindy through to Year 3 and closely monitors the children's development of key literacy skills. The programme ensures children receive every opportunity to make good progress. The early identification of delays in development ensures that effective, timely intervention can be implemented.

INFORMATION FOR PARENTS

The school acknowledges that parents play a very important part in the development of early literacy skills and that this begins well before children start school. We are very keen to provide parents and prospective parents with the information they need about children's speech and language development and the things they can do to best prepare their children for a happy, productive experience at school. Parent information sheets are sent home each term to give parents ideas on the sorts of activities they can share with their children at each stage to enhance skills in preparation for learning to read and write. The school also organises parent information sessions at the school on a variety of topics.

TRIPLE P PARENTING PROGRAM

This much acclaimed Positive Parenting Program is offered free of charge at the school to interested parents of children 3—5 years old. Run over a period of eight weeks and presented by trained facilitators it offers parents support and effective strategies for managing their young child's behaviour. Please note this course will only run with sufficient parent numbers.

LIBRARY

The Library is an integral part of our school. The resource collection is continually growing thanks to our hard working P & C and Government Grants. It contains a wide range of books - fiction, non-fiction and reference; audiovisual equipment and materials; charts, pictures, a variety of teacher resources and computer facilities.

Children are expected to take care of all borrowed materials so library bags are a MUST to protect books from damage or loss. Books or equipment damaged or not returned will be billed to parents.

ATTENDANCE

Attendance of students in Pre-Primary - Year 6 is compulsory. Please telephone the School Office on the morning of your child's/children's absence from school. An SMS will be sent out daily to parents when their child is absent without an explanation. An absentee note is requested when your child/ren returns to school after an absence, alternatively an SMS can be sent to the school on 0437 058 273.

EARLY ARRIVALS

Children are discouraged from arriving at school before **8:40 am** each morning unless they are scheduled to participate in an organised school activity. Before 8:40 am teachers are busy preparing for the school day and are not able to closely supervise the students. Students that arrive at school before 8:40 am are required to sit quietly in the undercover area.

All children are expected to have left the school grounds by 3:10 pm unless special arrangements have been made by parents or teachers.

PARENT NOTES

Are requested for:-

1. Daily absence from school - Absentee Notes. The Department of Education requires an explanation for each absence. All absences must be explained by either: a written note to the class teacher; a telephone call to the office; or an SMS to the school on 0437 058 273 .
2. Permission to leave the school grounds. If going home for lunch regularly, a note to the teacher would cover the whole year.
3. Exclusion from Sport, Physical Education, Swimming - for medical reasons.

SICKNESS

Parents are asked not to send children to school who are obviously unwell. They can become very distressed and when this occurs valuable time is spent contacting parents to have the child picked up or, in the extreme, where parents cannot be contacted, the school has an obligation to engage medical authorities to deal with the matter.

If parents need to pick their child up early due to sickness or an appointment, then they must sign the student departure book in the office.

STUDENT BEHAVIOUR

BEHAVIOUR MANAGEMENT AND EDUCATION PLAN

Our school staff, with the support of the School Council has developed a consistent and responsible Behaviour Management and Education Plan. Interested parents may obtain a copy of the Behaviour Management and Education Plan from the School Office. A parent brochure which summarises the plan is sent home to each family at the beginning of the year. Parents are asked to discuss the contents of the brochure with their children.

The school plan takes into account the differences and diversity within the school community and a restorative problem solving approach is used across the school to address inappropriate behaviours. A Code of Conduct is in place to ensure a safe working environment for all students and staff. Breaches of the Code of Conduct result in appropriate sanctions being applied in line with the Department of Education's Policy. Parents will be contacted if their child deliberately or repeatedly shows unacceptable behaviour at school. Parents are asked to always inform class teachers if anything happens outside of school that might impact on their child's behaviour at school.

The school has a positive approach to discipline where the students are encouraged to learn self discipline in our friendly and harmonious atmosphere. The restorative approach allows students to consider the consequences of their negative behaviour to others, the harm that has been done and the actions they will take to make up for it. Praise, rewards and privileges are all used as children develop their sense of socially acceptable behaviour.

Anti Bullying Policy

Padbury Primary School is a Bully Free Zone. Bullying of any type is not tolerated. A child's pamphlet on bullying is sent home at the beginning of the year. Parents are asked to read through the pamphlet with their child(ren) and to discuss what children should do if they are being bullied. It is important for children to understand that they must tell an adult if they have been bullied or if they see someone else being bullied. All reported instances of bullying will be acted on by school staff.

STUDENT CARE

STUDENT SERVICES: EDUCATIONAL PSYCHOLOGIST / SCHOOL NURSE / CHAPLAIN

The services of an Educational Psychologist, School Nurse and a Chaplain are available to the school. Children may be referred by the school or by parents. Information about referral procedures may be obtained from the Deputy Principal.

DENTAL THERAPY UNIT

The Dental Therapy Unit provides a free, continuous preventative dental service for each enrolled child from Pre-Primary to Year 11. If there are any enquires the Therapy Centre can be contacted by telephone on T:08 9401 7285. The Centre is open from 8.15 am and closes at 4.30 pm.

ACCIDENT OR ILLNESS

Minor accidents are treated at school. In cases of more serious accidents or your child becomes ill, we will contact you at once. Please ensure that we have up to date contact information. It is most important to have an emergency number to ring. Children who are obviously ill before school should not attend. As only basic facilities are available at school for children who become ill, parents will be contacted and asked to take the child home as soon as possible.

MEDICAL POLICY

It is a policy at our school that on enrolment all parents complete medical information on the Enrolment Form for their child(ren) and that this information is kept up to date. We need to know of any allergies your child may suffer from so that we can give the best possible First Aid in an emergency and know when to seek medical assistance. The Department of Education has a strict policy on the administering of medication in schools. No staff member is allowed to give a child medication unless the correct forms have been completed by parents and the prescribing doctor. Parents can obtain these forms from the office.

CHRONIC DISEASES

It would be appreciated if parents would make two copies of any standard information pamphlets if your child has a chronic disease, illness or condition. These will remain on file at the school as information to all staff.

COMMUNICABLE AND INFECTIOUS DISEASES

The following diseases require exclusion from school: Chicken Pox; Conjunctivitis; Head Lice; Influenza; Measles; Mumps; Ringworm; Rubella; School Sores; Trachoma. Check with the principal for the length of exclusion in each case. If in doubt consult your doctor. Parents will be asked to collect their children if they are suspected of having an infectious disease.

The Health Department provides policy and guidelines on a range of conditions and diseases. The information can be accessed at www.public.health.wa.gov.au/3/284/3/notifiable_comm.pm

HAIR

All long hair must be tied back. Head Lice do occur from time to time in the school and this is one way of alleviating the problem. Parents are asked to check their child(ren)'s hair every Friday evening so that any problems can be treated over the weekend, thus avoiding absence from school. If all parents take this course of action we will minimise the spread of head lice. Health Department fact sheets are available from the front office to assist with treatment.

WEARING HATS **NO HAT- NO PLAY**

The school has devised a policy to reduce the impact of skin cancer on children in line with the Department of Education's policy and through collaboration with the P&C Association, the School Council and staff. Children will be only permitted out in the sun if they are wearing a hat which is available from the school uniform shop. This policy will apply all year to morning recess, lunch-time, sports afternoons, PE periods and excursions. Teachers may use discretion in contact sports in winter (eg football). **The Navy Blue Bucket Hat is compulsory.**

SCHOOL EVACUATION PLAN

The school has an evacuation plan in case of fire, earthquake, bomb threat or other emergencies. A copy of this plan is in all classrooms and accessible to all on the premises.

SAFETY WHEN SETTING DOWN OR PICKING UP STUDENTS

Motorists should be considerate in parking when depositing or collecting children and respect **traffic signs** around the school. Parents are requested **not to double-park** outside the school in MacDonald Avenue while waiting to pick up their children after school and not to park in the pick-up bay as this interferes with a school bus service.

STAFF CAR PARK

Parents are asked **not to use the staff car park for the purpose of depositing or collecting children. This is a student safety measure.**

PARENTS & VISITORS IN THE SCHOOL GROUNDS

For the safety of the children, the school insists on all visitors, parent classroom helpers etc. coming to the office to sign in and be given an identification badge. By signing in, the school can check that visitors (where necessary) have filled in the Confidential Declaration Form stating they have no criminal record that may classify them as unsuitable to be with or near children.

BICYCLES AND SCOOTERS

It is not until a child is at least ten years old that they have sufficient awareness and broad vision to safely handle traffic situations. For that reason the school discourages younger children riding bicycles or scooters by applying a rule that:

Children in Years 4 – 6 *only* may ride their bicycle or scooter to school.

It is a parental responsibility to ensure that every child that rides to school wears a helmet.

Bicycles and scooters are to be placed in the bicycle racks provided. Children who ride bicycles or scooters to school should keep them chained and padlocked in the bicycle racks. Unlocked bicycles or scooters have been stolen in the past.

Bicycles must be wheeled into and out of the school grounds.

CROSSWALK ATTENDANTS

A crosswalk attendant controls the crosswalk on Giles Avenue, near Grey Avenue, at the following times: Between **8:00 am & 9:00 am and between 3:00 pm & 4:00 pm**. Children should use this service and give the attendant their full co-operation.

CHILDREN'S BELONGINGS

Children are not permitted to bring radios, electronic games, expensive watches, toys, jewellery - e.g. earrings, bracelets, necklaces or an excessive amount of money to school. Money should not be left in trays or on desks. To minimise the possibility of distress due to accidental damage or loss, parents are urged to ensure their children do not bring things of value to school. Mobile phones are important modern day communication tools, essential in providing a safe and effective school environment. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed. Student's mobile phones are to be left at the front office at the beginning of the day and collected once school finishes.

PARENTS AS PARTNERS

There are many ways parents and other adults who play an important role in a child's life can be involved with their children's education at home, at school and in the community.

As a parent, or an adult who plays an important role in the life of a child, your involvement in your child's education at school and at home shows your child that you value education.

Teachers can see that you care about your child's learning. You can provide teachers with the most reliable source of information about your child. The partnership between you and your child's teacher is a powerful one.

Here are some ways you can be involved in your child's education each year at school:

- **Meet the teacher.** Tell them about your child's interests and hobbies. Let them know how and when it is best to reach you. Ask them how you can support your child's learning at home.
- **Arrange an interview** with your child's teacher through the school office to discuss academic progress, behaviour or any concern you may have. Our teachers are happy to take time to talk with you. It is important to make the effort to get to know your child's teacher early in the year. Let them know how they can contact you if you are working. Making the effort to talk with the teacher shows your child that you value what happens at school.
- **Join the P&C Association.** Attend meetings, go to school events like Education Week activities, sports carnivals, assemblies, dance etc. As a group, see how you can help the school reach its goals.
- **Volunteer** your time to help at school. Even working parents are able to spend some time helping at school. Taking a day off work to help at a sports carnival shows your child that you think school activities are important.
- **Stay up-to-date on school policies, schedules and rules.** Ask about opportunities to participate in the development of school policies. Discuss the policies with your children and other parents.
- **Contact your child's teacher** if you have any concerns about what's going on with your child at school. Don't discuss problems only with other parents outside of the school. Be fair and get all sides of the story. Talk with the teacher first and then follow the correct process if you need to get more information or make a complaint.
- **Know your parent representatives** on the School Council and express concerns and issues to them for discussion at School Council meetings.

SCHOOL COUNCIL

The Padbury School Council is comprised of the Principal, a P&C representative, four elected community/parent representatives and three staff members. Elections take place during February/March each second year. The roles of the School Council include:

- Participation in formulating the objectives, priorities and general policies of the school;
- Endorsement of the School Plan and School Budget; and
- Reviewing the school's performance in achieving the objectives and priorities contained in the School Plan.

PARENTS AND CITIZENS ASSOCIATION (P&C)

The Padbury P&C is made up of parents interested in the best possible education for their children. It raises money to provide learning opportunities for the students and is a forum for discussion about our school. You will be most welcome to bring your ideas, questions and enthusiasm to the meetings.

Regular meetings are held in the school staff room at 7.30 pm, usually on the third and seventh Wednesday of each term. Please check the school calendar for set dates and refer to the newsletters.

PARENT HELPERS

Parents who help around the school, in classrooms, at the canteen or on excursions, are extremely valuable in our learning programs. Parents who are working with children at school are in a privileged situation, seeing how particular children learn and behave. This is confidential information and, just like the teachers, parents are bound to respect that confidentiality. Parent helpers also complete a confidential declaration to ensure that only suitable adults have contact with the students and all parents are required to sign in and out of the school office.

PARENT/SCHOOL COMMUNICATION

NEWSLETTERS & NOTES

School newsletters are the main means of communication between the school and home. All students will receive a copy on **Thursdays** of weeks 2, 4, 6, 8 and 10. At the end of each term a School Circular is published and sent home. Please note that copies of the newsletters and circular may be found on the school's new website:
www.padburyps.wa.edu.au.

Please insist that all notes be handed to you promptly on arrival home from school. You may need to check your child's school bag to make sure they are remembering to hand you any notices from school.

PARENT / TEACHER INTERVIEWS

Parents are encouraged to keep in touch with their child's teacher if they have any concerns about what's going on with their child at school.

For more lengthy discussions or serious concerns parents are asked to make use of our formal interview times to avoid disrupting classroom learning. If the teacher wishes to discuss your child's academic progress or behaviour you will be advised by direct contact or letter.

All interview times are made through the school office to ensure everybody is available at the agreed time.

REPORTS ON STUDENT ACHIEVEMENT

In line with Padbury Primary School's Assessment and Reporting Policy the school will issue two formal reports for students in years 1-6. In addition to the Semester one and Semester two reports, time is set aside for parent teacher interviews during the year.

In Terms 2 and 4, your child's teacher will offer a parent/teacher interview to present your child's Semester reports. It is important that all parents endeavour to meet the teacher early in the year. Please make the effort to arrange a mutually convenient time so that you can share your knowledge of your child and in doing so help the teacher understand them better and cater for their individual needs.

CHILDREN TRANSFERRING

Parents are requested to give us one week's notice in writing when children are about to leave our school or transfer to another school. This will provide adequate time to enable the staff to ensure that all records, books, medical cards, reports etc have been completed or checked prior to the child's departure.

GENERAL INFORMATION

NORMAL SCHOOL HOURS

School Commences	8:55 am
Morning Recess	10:55 am - 11:15 am
Lunch	12:45 pm - 1:20 pm
School Dismissed	3:00 pm

TERM DATES FOR 2016 (for students)

Semester 1	Term 1	Monday 1 February – Friday 8 April
	Term 2	Monday 26 April – Friday 1 July
Semester 2	Term 3	Monday 18 July – Friday 23 September
	Term 4	Monday 10 October – Thursday 15 December

SCHOOL DEVELOPMENT DAYS 2013 (students do not attend on these days)

Thursday	28 January and Friday 29 January
Friday	3 June
Monday	18 July
Monday	4 November
Friday	16 December

PUBLIC HOLIDAYS FOR 2013

Labour Day	Monday 7 March
Good Friday	Friday 25 March
Easter Monday	Monday 28 March
Easter Tuesday	Tuesday 29 March
ANZAC Day	Monday 25 April
Western Australia Day	Monday 6 June
Queen's Birthday	Monday 26 September

ASSEMBLY

Throughout the school year assemblies will be held at **9:00 am** on selected **Thursday mornings**. The dates of assemblies will be printed in our regular newsletters. During most assemblies, class items, displays, reports, plays and musical items are presented. Honour certificates are awarded to various children for their efforts or contributions in class. All parents and friends are most welcome to attend and the children are thrilled to have family members present.

Any Thursday when an assembly is not scheduled we hold a community singing session for the whole school.

CAMP YEAR 5/6 ALTERNATE YEARS

Camps are a vital aspect of our school's educational programme. Students gain many social and interpersonal skills from the experience. It is a part of the school's activities that we all look forward to. Camps run every two years, with the next camp scheduled for 2016.

CANTEEN

The P&C is always seeking the assistance of parents who wish to volunteer their services to help-out in the canteen. A roster of parent helpers is made up during the first fortnight of the school year.

Price lists are sent out to all families at the commencement of the school year [Summer Menu] and mid-year [Winter Menu]. Spare copies are always available from the canteen and office.

Lunch orders must be placed between 8:45 am – 8:55 am each morning. Money for your child's lunch should be enclosed in an envelope on the outside of which has been written your child's name, order and room number. The canteen will be open from 8:45 am – 1:00 pm Monday and Thursday. These days may change and you will be advised accordingly.

CONCERNS

If you feel you have cause for concern about any aspect of the school's activities, please let the teacher or principal know about it. If other parents talk to you about anything to do with the school, tell them to come in and let us know. No problem can be solved if we don't know of its existence. Early knowledge of concerns can often resolve problems quickly.

CONTRIBUTIONS & MONEY COLLECTION

In accordance with the Department of Education Policy, we ask that School Contributions be paid as early as possible in the school year. The money is used to enrich the opportunities available to your child at this school.

The contribution rate for 2016 has been set by the School Council at \$60 per student, with a reduced rate of \$40 for the part-time Kindergarten students.

Payment of school contributions within the first two weeks of the new school year will enable the school administrative staff to manage our budget for the year. Parents who feel that they cannot meet this commitment in full, are asked to contact the Registrar or the Principal so that a mutually agreeable arrangement may be negotiated. All financial transactions between you and the school are bound by rules of confidentiality.

To streamline office procedures it would be appreciated if all payments to the office were made by 11.00 am Monday to Friday. This will allow staff adequate time to carry out accounting and banking requirements.

From time to time it may be necessary for you to forward money to the school. Please place the money in an envelope marked with the child's name, room number and what the money is for (e.g. camp or zoo excursion) Parents are asked to send money in the least number of notes or coins possible, rather than an assortment of coins i.e. 5c, 10c, 20c

EFTPOS facilities are available for amounts of \$15.00 or more.

EXCURSIONS

Some educational excursions will be arranged for each class. Written advice is sent to parents for every excursion. It is desirable that all class members participate in planned excursions which are part of the teaching program. In the event of financial difficulty, please contact the school.

LABELLING AND UNSUITABLE CLOTHING

Parents are asked to ensure that all articles of clothing such as hats, coats, jumpers, footwear etc are **clearly marked** with the child's name, as it is difficult to trace lost property if unmarked. A laundry marker will adequately mark any item of clothing.

Shoes and sandals are recommended for every day use. Students need to wear well fitting shoes suitable for running as they participate in fitness and sports activities across the week. Thongs, health shoes, ugg boots and long boots are not regarded as suitable for school wear. Students are requested not to wear additional clothing that is not part of the school uniform.

For safety reasons, studs or sleeper earrings and/or a watch are the only items of jewellery that may be worn at school. The wearing of make-up is not permitted.

LOST PROPERTY

Lost property is a major concern both to the school and to parents who have to meet the cost of replacing items lost. In order to address these concerns we ask parents to be very conscientious in the **clear marking of names on all items** of clothing, lunch and drink containers and stationery items. Labelled lost property will be returned to the owner. Any clothing not labelled will be placed in the nearest wet area and at the end of the term, handed over to the uniform shop for sale as second hand items.

PARENT RESOURCE STAND

The school is continually building up its supply of resources for parents to borrow through the school library. Videos, DVDs, books and information on a variety of topics are available.

PUBLICATION OF STUDENT IMAGES AND WORK

Padbury Primary 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. Parents are requested to sign a permission form giving permission for images of their children to be used. This information is kept on file in the Office. Parents can withdraw their consent at any time by contacting the school in writing.

PUPIL REQUIREMENTS

The Department of Education provides most textbooks, reading materials, workbooks, stationery, art materials, mathematics and science equipment. Parents are expected to provide the daily consumable stationery items, which are to be replaced as required. Pencils, rulers and ballpoints require regular replacement. The Personal Items List is sent home in November to enable parents to order basic student requirements through a nominated. You can place your order via online or post your order directly to the supplier. Additional Personal Items Lists are available from the School's front office.

SCHOOL POLICIES AND PROCEDURES

Padbury Primary School has a range of policies available either from the school or for viewing on our web page. These are also issued to students as appropriate. Policies and procedures include:

- Anti Bullying Procedures
- Assessment and Reporting Policy
- Behaviour Management and Education Plan
- School Uniform Code
- Students Online Policy

SCHOOL SECURITY

To report vandalism/security problems ring:

Department of Education Security Branch	T: 08 9264 4771
Police Communications	T: 08 9222 1111
Joondalup City Safer Community Program	T: 08 9400 4000

UNIFORMS

It is government policy that each child wears the full school uniform. This is supported by the P&C Association and School Council of Padbury Primary School (optional for Pre-Primary and Kindergarten children). Our aim is to have all children take pride in their school and personal appearance. We ask for your co-operation in seeing that your child/children come to school clean, neat and tidy, wearing school uniform.

Girls :	Polo Shirts	Boys :	Polo Shirts
	Girls Skorts		Cargo Shorts
	Girls Bootleg Pants		Cargo Pants
	Zip Up Jackets		Zip Up Jackets
	Dresses		

Purchase of Uniforms

The school uniform can be purchased from Lowes in the Whitfords City Shopping Centre.

Sports Uniform

To represent Padbury Primary in interschool competition, students need to wear full school uniform Jade/Navy polo and shorts/skorts.

Thank you. We look forward to working with you to benefit your child's learning.



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