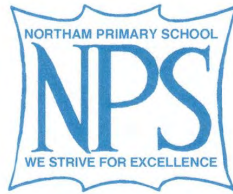


# **PARENT INFORMATION BOOKLET**

*‘We provide a high quality education that fosters a love of learning and empowers children to succeed.’*



## **WELCOME**

Telephone: 08 96221203

Duke St (PO Box 747)  
NORTHAM WA 6041

Email: [northam.ps@education.wa.edu.au](mailto:northam.ps@education.wa.edu.au)

Website: [www.northamps.wa.edu.au](http://www.northamps.wa.edu.au)

**Principal**  
**Associate Principal**

Mrs Amanda Jones-Rowbottom  
Mrs Jan Harrington  
Mrs Amber Giles

**Administration Office Staff**  
Manager Corporate Services  
School Officer

Mrs Julie Purslowe  
Mrs Christine Edmonds

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## **ABORIGINAL EDUCATION**



Aboriginal students are supported through the school's AIEO (Aboriginal Islander Education Officer) Miss Lizzie Stack. Lizzie is trained in teaching Noongar language.

## **ABSENCES**

Under the Education Regulations the only acceptable reasons for absences from school are illness and medical or dental appointments which cannot be arranged outside school hours.

The Attendance Records kept by the teachers are legal documents, and may be called upon by a Magistrate as Court evidence.

**An explanation is therefore required for all absences. The explanation must give the reason for the absence and may be delivered verbally or in writing. If not provided, the school will send out a letter requesting an explanation. When students from Year K – 6 are absent, an SMS is sent to a parent requesting a reason for the absence.**

## **ASSEMBLIES**

Whole School Assemblies are held in the Undercover Area at 9.00am on selected Fridays. Each class will be responsible for conducting an assembly. The dates and classes responsible are published in the school newsletter.

## **ATTENDANCE**

Students are required by law to attend school.

Regular attendance is critical for students to achieve optimal learning at school. Missing school adds up:

- If a child misses an average of five days a term (years 1 to 10), they miss out on approximately one year of school.
- If a child misses one day a week of school (from years 1 to 10), they will miss almost two years of school.
- If a child misses two days a week of school (from years 1 to 10), they will miss almost four years of school.
- If a child misses five weeks a term (years 1 to 10), they miss almost five years of school.

Please be punctual to deliver and collect your child from school. It can be very disturbing for your child to be delivered or collected late. If you are unavoidably delayed at the end of a school day, please ring and let the school know so your child can be reassured.

## **ARRIVAL AT SCHOOL**

Students are required to go to their classrooms once they enter the school premises from 8.30am. Students who do arrive earlier than 8.30am are required to sit on the benches outside the office unless they are attending Breakfast Café which operates on Monday, Tuesday, Wednesday, Thursday and Friday from 8.00am.



## **BUSES**

There are several buses which bring children to and from Northam Primary School.

Parents requiring out of town bus transport for their children are required to complete an application form requesting transport online at [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au).



**Please Note: Bus children will be placed on the bus unless a written note or phone call is received from the parent.**

## **CANTEEN**

The P&C operates a canteen three days per week. Our canteen adheres to the Healthy Eating Guidelines as detailed by the Department of Education in 2007.

Lunches need to be ordered prior to the beginning of each school day at the canteen. Students are able to purchase a snack from the canteen at recess.

Parent help is required to run the canteen and keep costs down for our students. Please contact the canteen if you are able to assist.

## **CLASS COMMUNICATION**

Teachers send home class notes during the term, advising of any upcoming events, activities, incursions or excursions. Please read each note carefully and return required forms before the due date.

## **CHANGE OF DETAILS**



If there are any changes to the details that were given to the school on enrolment (e.g. change of address, phone number, contact people, update of immunisation), please let us know immediately so that we can amend our records.

This is very important should we need to contact you.

## **COMMUNICATING WITH THE SCHOOL**

Parents are encouraged to communicate all queries firstly through the classroom teacher or front office staff. Coordinating a suitable meeting time is encouraged as classrooms can be busy places at the beginning and end of a school day and we wish to ensure correct time is given to your concern.

## **COMMUNITY NURSING SERVICES**

The School Nurse is in attendance at the school one day per week

Screening procedures cover a full health appraisal of children, either at Kindy or Pre-primary. Vision and hearing may be checked at any time if requested by concerned parents or teachers. Referrals are made through the Associate Principal.

Some time is spent assisting teachers in the classroom with courses concerned with Hygiene, Drug Awareness, Growing Up and Health Education.

## **DRESS CODE**

All Pre-Primary to Year 6 students are expected to meet dress requirements, unless an exemption has been granted. Parents and students are informed of the school's dress code at the time of enrolment. Any grounds for exemption must be raised with the Principal.

Uniforms are available via **Cadds Fashion Surf and Sport**, 184 Fitzgerald St E, Northam WA. 08 96222042. School hats, reversible with faction colours, are available for purchase from the school office.

## **DENTAL CLINIC**

The school has a fully staffed Dental Clinic attached. All children receive regular dental screenings, and if approved by the parent, necessary treatment. The Dental Clinic phone number is 0458 644 530.



## **EARLY CLOSE BUS PROGRAM**

During early close sessions on Thursday, bus students will be supervised at the school until collection. A variety of activities are offered to occupy the students.

## **ENROLMENT**

When enrolling a child at the school, parents must complete an Application for Enrolment. Once this has been considered and accepted by the School Administration Team, an Enrolment Form can then be completed. To confirm enrolment, the school will need to sight the child's birth certificate. Please also provide your child's immunisation record upon enrolment.

## **HEADLICE**

Students should be kept at home until treated and all live lice are removed.

If head lice are seen on a student at school, the parent will be informed so that they are able to treat and a letter will be sent home with all students in the class.

## **HOMEWORK**

Our school community sees homework as a means of furthering home-school relationships and can assist in keeping parents informed about a student's learning and progress. Parents are informed by written communication of individual classroom homework structures. Please visit your class teacher for further clarification or assistance.

## **HOURS OF INSTRUCTION**

8.45am	Commencement of School Day
10.45 – 11.05am	Recess
1.05 – 1.45pm	Lunch: Students eat with class teachers
1.50pm	Commencement of afternoon session
3.10pm	Dismissal



**EARLY CLOSE DAY – Thursdays – School concludes at 2.30pm.**

## **INFORMATION SESSIONS**

We encourage parents to make every effort to attend the parent class meetings organised in the early weeks of **Term 1**. At these meetings teachers explain class procedures and expectations for homework, behaviour, student learning etc. Ongoing contact between parents and teachers is highly recommended.

## **INSTRUMENTAL MUSIC LESSONS**

Year 5 & 6 students are given the opportunity to take music lessons, in school time. Students are tested in Year 4 to assess their aptitude for music and certain instruments.



## **INTERVIEWS: PARENT/TEACHER**

Parent teacher interviews are encouraged and parents should feel free to contact the school to arrange an appointment at a time convenient to all parties.

## **LUNCH AND RECESS DELIVERIES**

Parents are requested to leave lunches at the front office. These will be delivered to the classes. Alternatively parents will need to come to the front office and sign in before proceeding to classes.

## **LEAVING SCHOOL GROUNDS**

Education Regulations provide that no child shall leave the school grounds during school hours without a written request by the parent and then only with the permission of the Principal/Associate Principal. Requests for students to leave the school grounds will be forwarded to the school office, where a Leave Pass will be issued. Students must carry the Leave Pass with them whilst they are out of the school grounds.

Students will not be granted permission to go down town to purchase lunches or refreshments - the School canteen should be used for these purchases.

## **LIBRARY**

The school library resource centre is a very valuable and important part of our school. Parents are urged to ensure that library books that are taken home are treated with respect and are returned on time. Parents may be asked to pay for valuable books that are damaged or lost.



## **LOST PROPERTY**

Each year we accumulate many items of unclaimed property. To prevent your child losing items it is important that all items and equipment be clearly and permanently labelled with your child's full name.

We have a lost property box located at school and we encourage parents to initiate a search as soon as property goes missing. The school takes reasonable care, but cannot accept responsibility for the loss of unmarked items. Unclaimed clothing is given to a charitable organisation.

## **MEDICAL INFORMATION**

If a student has a medical need (e.g. allergies, anaphylaxis, asthma, diabetes) that requires care or could lead to an emergency, the parent/responsible person will need to organise to meet with the Associate Principal/Manager Corporate Services to complete an 'Action Plan', which describes the nature of the condition and the action to be taken. These action plans may also need to be 'signed off' by a medical practitioner.

It is the responsibility of the parent to keep their child's teacher and school administration informed of any changes to their child's condition including changes of medication and/or procedure so the student's action plan can be updated. Action Plans must be updated annually.

We don't have adequate facilities or enough staff members to care for sick children. Children who are unwell need to stay home to 'mend' and prevent infecting other children. If your child becomes sick during the day, you will be contacted and expected to arrange the collection of your child as soon as possible.

## **IMMUNISATION**

The Education and Health Departments require Immunisation be complete for enrolment and that a photocopy of the ACIR statement be received by the school. For non-immunised children, a Doctor's certificate or statutory declaration must be received. Please ensure your child's immunisation schedule is up to date prior to your child commencing Kindergarten and then subsequently Pre-Primary and Year One.

A school nurse is available to our school community. Referrals are made through the Associate Principal. During the year, the school nurse will conduct a health screening check on each kindergarten child.

## **MEDICATION ADMINISTERING PROCEDURES**

Parents must complete the appropriate forms in order for medication to be administered. Medication needs to be provided in the originally labelled container (name of student, name of medication, dose to be taken). Minimal quantities only should be sent to school unless prior agreement is made with the school. School staff will only administer medication in accordance with instructions or the advice of a medical authority. Form 3 – Administration of Medication form is available at the front office.

## **MESSAGES**

Verbal messages should not be sent to school via children. Please communicate with the school via letter, email ([northamps@education.wa.edu.au](mailto:northamps@education.wa.edu.au)) or phone call (96221203). Messages will be passed onto your child's teacher as appropriate.

## **MOBILE PHONES**

*Northam PS Mobile Phone Policy is currently being updated.*

## **MONEY AND VALUABLES**

Children should not be allowed to bring money to school unless it is for a specific purpose, such as for canteen purchases.





Students should not bring personal items (toys, sports equipment) to school.

No responsibility can be accepted for money or valuables lost or stolen that are not in a teacher's direct care.

### **NEWSLETTER**

Newsletters will be uploaded fortnightly to our school website and sent home with a family representative. Newsletters may also be emailed, please leave your email address with the office for this to occur. This is a major source of home/school communication. At the commencement of each term, a school term calendar will be included with the newsletter.

### **NO HAT NO PLAY**

Students are required to wear the school uniform bucket hat or other appropriate hat throughout the school year. School uniform hats are available for sale at the school office. These hats are reversible with the child faction colour on the opposite side.

### **NUT AWARE SCHOOL**

Peanuts are widely used in processed Western foods and oriental cooking. This poses significant problems for people with severe peanut, tree nut or seed allergy. Laws require that any product containing peanut, tree nuts or sesame must be labelled to that effect. Therefore it is important to check the labels of all foods before purchase and limit where possible sending foods to school that contain nuts. Food sharing also poses a risk to students with allergies, teachers work with the students to discourage this practice.

Further information about reading food labels, food selection and allergen avoidance is available from the ASCIA dietary avoidance information sheets:

[www.allergy.org.au/patients/food-allergy/ascia-dietary-avoidance-for-food-allergy](http://www.allergy.org.au/patients/food-allergy/ascia-dietary-avoidance-for-food-allergy)

### **PARENT PARTICIPATION**

We look forward to parents becoming part of our school community by participating in activities. Some activities you may like to consider becoming involved in include:

- Assisting with sport, sporting carnivals and events.
- Assisting in the classroom (please contact the class teacher to organise this).
- Attending P&C and other meetings.
- Putting your name down for canteen roster, breakfast club.
- Assisting with special projects (e.g. fundraising activities).
- Attending class meetings and information sessions.

### **P&C ASSOCIATION**

P&C meetings are held twice per term, usually in weeks 3 & 7. All parents, staff and community members are welcome to attend. At these meetings a variety of information is provided and discussed. The P&C is actively involved in the raising of funds for the purchase of resources to enhance teaching and learning programs and the school facilities. The school P&C has a Facebook page, search for Northam Primary School P&C and request to be added. Please note; only parents/carers will be added to the page.

## **PARKING FOR PARENTS**

Parent parking, near the school, is available in the following locations:

- Duke Street.
- Wellington Street.
- Prince Place (access across the school oval).



Parents are requested not to drive onto the school site at any time. Please do not park in allocated bus bays or in the staff car park.

## **PERSONAL ITEMS BOOKLET**

Personal Items lists are available from the school office. All items are to be purchased by parents prior to the commencement of the school year.

## **REPORTING TO PARENTS**

Formal reports are issued in the last weeks of Terms 2 and 4. There will be opportunities throughout the year for students to showcase different aspects of their work. During Term 1 or 3 the school hosts an 'Open Classroom' evening. Teachers are also available for interviews to discuss your child's progress. Appointments can be made by phoning the school office. Years 3 and 5 participate in NAPLAN testing in May. Pre-primary will complete On Entry testing in March.

## **SCHOOL COUNCIL**

Our School Council meets regularly to discuss progress and provide strategic direction for the school. The Council is a representative group of school administration, staff, parents and community.

## **SCHOOL CHAPLAIN**

Chaplaincy provides a positive impact on the character, attitudes and values of young people.

The chaplain provides trusted guidance on spiritual, moral and ethical issues. The chaplain is someone staff, parents and students can voluntarily turn to in time of need, and they offer practical support to students who are at risk. The chaplain does not duplicate the work of teachers or parents, but makes a distinctive contribution within the entire school community. Please see the school office for information how to access this service.

## **SCHOOL COSTS**

The total amount of **contributions** parents and carers are being asked to pay has been contained within the \$60.00 maximum set in the School Education Regulations 2000.

While **Contributions** are voluntary, the quality of our teaching and learning program will be maximised when each family makes its contribution to the cost. These contributions supplement funding gained from other sources, including the State and Commonwealth governments and make up a large percentage of the School's income.

All payments for contributions are normally paid at the beginning of the school year. A number of payment options are offered, including cheque, cash, EFTPOS or internet banking (BSB: 306-028 – Account No: 417968-5. Please use your child/ren surname as reference)

A schedule of instalments will be gladly accepted at the school office.

Charges for excursions, incursions (e.g. visiting performers) and/or sporting clinics will be charged when your child attends the activity.

You will have received information from the school with regards to the breakdown of voluntary and estimated charges. Please ask at the front office if you require further clarification.

### **SPECIALIST TEACHING AREAS**

- ✓ Physical Education
- ✓ The Arts (Music)
- ✓ Science
- ✓ Language (Italian)

### **STUDENT LEADERSHIP GROUP**

A Student Leadership Group is elected each year and usually consists of 10 students from Year 6. A Head Girl and Head Boy, Library Captains, Technology Captains and four Faction Captains are elected from this group.

The Council holds regular meetings to offer suggestions, to present the students' views and to help out in the school where appropriate.

### **TALENTED AND GIFTED STUDENTS (TAGS)**

TAGS students are catered for on a day-to-day level in the classroom learning environment. Identified students are selected for the Primary Extension Academic Challenge (PEAC) program which operates throughout the Wheatbelt region bringing TAGS students together to promote higher order thinking and further enhance their areas of strength.

Specialised withdrawal groups may be formed within our school environment for students with talents in Art, Choir, Instrumental Music, Mathematics, Technology and Enterprise and Science. Students are also encouraged to participate in local and state competitions and academic testing.

### **VISITORS TO THE SCHOOL**

Please always sign in at the front office and wear a Visitor's Label when visiting the school. This is required as a Duty of Care towards our students.

### **WEBSITE**

Newsletters, policies and other information regarding Northam Primary School will be regularly updated on our website. Please take the time to familiarise yourself with the information available. The address is [www.northamps.wa.edu.au](http://www.northamps.wa.edu.au).

## **INFECTIOUS DISEASES**

The following diseases are infectious and require treatment prior to re-entry into school. Please contact the school if your child has been diagnosed with any of the following conditions.

### Communicable disease guidelines 2017 Edition

Appendix 4

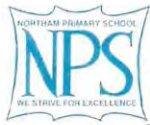
Exclusion from School

Recommended minimum periods of exclusion from school, pre-school and child care centres for contacts of and cases with infectious diseases

Condition	Exclusion	Exclusion of contacts
<b>Chickenpox</b>	Exclude until all vesicles have crusted, approximately 5 days	Refer any immunosuppressed children (e.g. leukaemia patients) to their doctor. Do not exclude other contacts
<b>Conjunctivitis</b>	Exclude until discharge from eyes has ceased	Do not exclude
<b>Diarrhoea</b>	Exclude until diarrhoea has ceased for 24 hours. For high risk groups (hcw, food handler, child care staff) exclude for 48 hours after symptoms cease	Do not exclude
<b>Hand, Foot and Mouth disease</b>	Exclude until vesicles have crusted/dry	Do not exclude
<b>Hepatitis A</b>	Exclude until 14 days after onset of illness or 7 days after jaundice appears	Do not exclude. Contact management will be coordinated by public health unit staff
<b>Herpes simplex 'Cold Sores'</b>	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be <b>excluded until the sores are dry</b> . Sores should be covered with a dressing where possible.	Do not exclude
<b>Impetigo</b>	Exclude until after antibiotic treatment has commenced Lesions on exposed skin surfaces should be covered with a waterproof dressing. Young children unable to comply with good hygiene practice should be excluded until sores are dry	Exclude until 24 hours after completing treatment

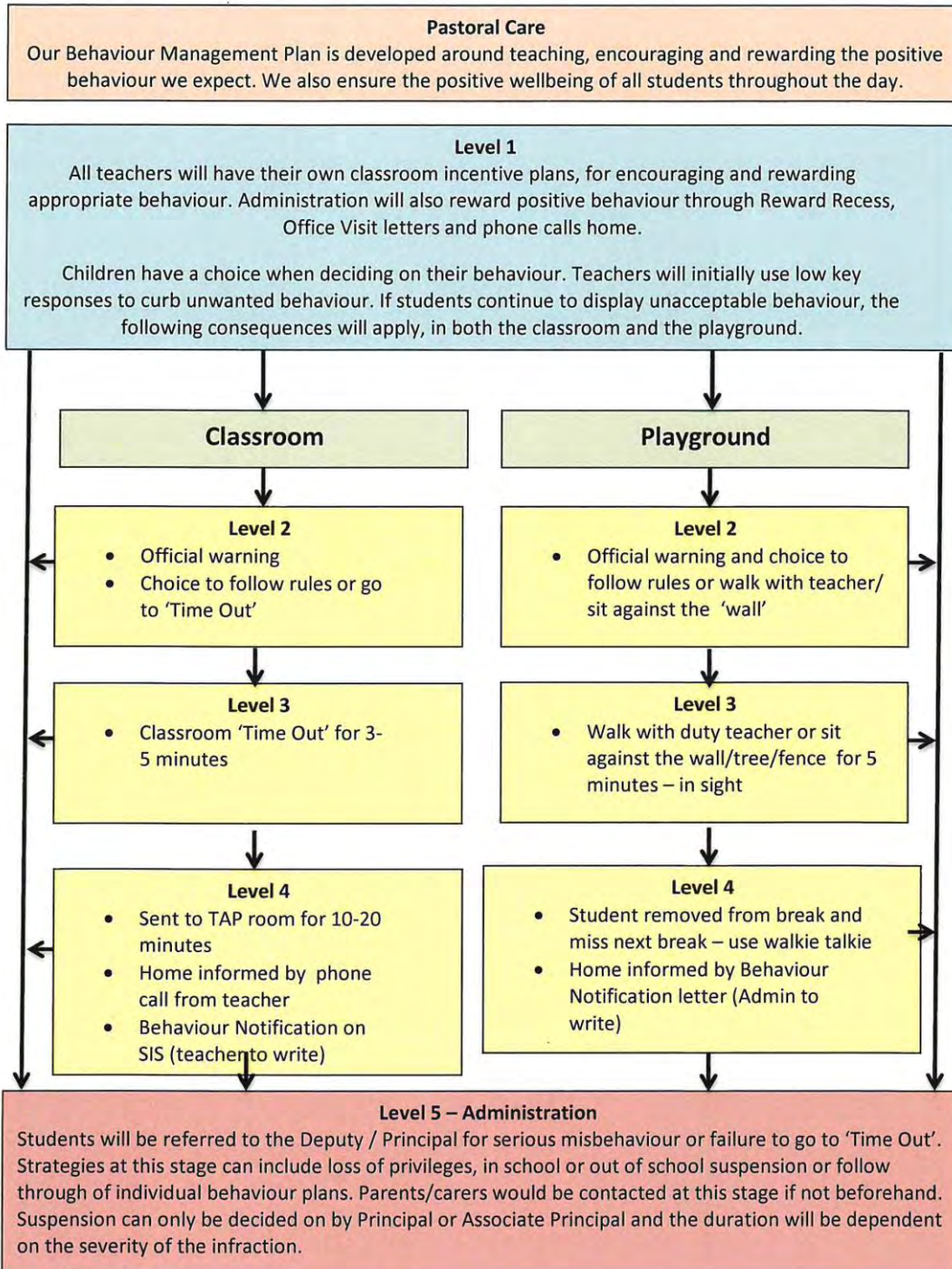
## Communicable disease guidelines 2017 Edition

Condition	Exclusion	Exclusion of contacts
<b>Measles</b>	Exclude for 4 days after the onset of rash	Do not exclude vaccinated or previously infected contacts. All other contacts should be excluded until 14 days after the onset of the rash in the last case. If susceptible contacts are vaccinated within 72 hours of their first contact with the first case they may return to school following vaccination. Contact management will be coordinated by public health unit staff
<b>Meningococcal infection</b>	Exclude until after treatment completed	Do not exclude. Discuss with public health unit staff
<b>Molluscum contagiosum</b>	Do not exclude	Do not exclude
<b>Mumps</b>	2 days prior, to 5 days after parotitis (swollen salivary glands)	Do not exclude
<b>Parvovirus (B19 erythema infectiosum, fifth disease)</b>	Exclusion not necessary	Pregnant women who have been exposed to parvovirus B19 should consult their doctor
<b>Ringworm, scabies, pediculosis (lice), trachoma</b>	Exclude until person has received antifungae treatment for 24 hours. For head lice exclude until hair is treated, lice removed. For scabies, trachoma, exclude until person has received treatment	Do not exclude
<b>Rubella (german measles)</b>	Exclude for 4 days after onset of rash	Do not exclude. Refer pregnant contacts to their doctor. Discuss with public health unit staff
<b>Streptococcal infection (including scarlet fever)</b>	Exclude until person has received antibiotic for 24 hours	Do not exclude
<b>Whooping cough</b>	Exclude until 5 days after an appropriate antibiotic treatment or for 21 days from the onset of coughing	Contact management will be coordinated by public health unit staff
<b>Worms (intestinal)</b>	Exclude until diarrhoea has ceased	Do not exclude



## Behaviour Management Summary

The following flowchart provides a simple summary of our Behaviour Management Plan.



*"We provide a high quality education that fosters a love of learning and empowers children to succeed."*

