

# Parent Handbook 2023



**Rockingham Beach**  
Primary School

Aspire and Achieve



We are an independent public school

## WELCOME

Welcome to Rockingham Beach Primary School, one of two schools on the Rockingham Beach Primary Campus. As an Independent Public School, we have developed a reputation in the community for high quality learning combined with excellent pastoral care and an environment focused on variety and excellence. We are an accredited *eSmart, BeYou* and *Waste Wise* School.

Our primary school shares the site with Rockingham Beach Education Support Centre. Staff from both schools work collaboratively to deliver high quality educational opportunities to all students. Rockingham Beach Primary School is located in the South Metropolitan Education Region, approximately 49 kms from Perth CBD and is a member of the Peron North Network of local public schools. There are over 60 staff employed at Rockingham Beach Primary School in various roles, both full-time and part-time. The school utilises the expertise of a School Psychologist, Chaplain, Aboriginal and Islander Education Officer, School Nurse and Defence School Mentor.

The curriculum at Rockingham Beach Primary School focuses on the achievement of student outcomes as described in the *WA K-10 Curriculum and Assessment Outline*. Our vision is for students to engage in an exemplary, high quality education that is relevant to the times in which they are living. Teaching and learning programs are based around the learning areas of English, Mathematics, Science, Humanities and Social Sciences, Health and Physical Education, Design and Digital Technologies and The Arts. We have specialist teachers in Physical Education, Visual Arts, Music and Japanese.

Parents are welcome to take an active role within the school. There is an open door policy and you are encouraged to visit or assist in your child's classroom whenever you are able. Opportunities exist to be involved in the life of the school through the School Board, Parents & Citizens Association, the Canteen and the Library. Talk to anyone in the office for more information.

We look forward to working in partnership with your family and sharing your child's learning journey. We hope you have a positive, rewarding and memorable association with our school throughout your child's time here.

**Denise Duffy**  
Principal

**Sue Magowan**  
Associate Principal

**Leanne Bruijn**  
Associate Principal

Rockingham Beach Primary School Leadership Team

## **ROCKINGHAM BEACH PRIMARY SCHOOL VISION**

The vision of Rockingham Beach Primary School is to inspire children to become lifelong learners who are drivers of their own success.

This vision reflects our school motto of “Aspire and Achieve Together.” We have a focus on improvement and embed evidence based strategies across the school to maximise our impact on student learning.

We encourage students to develop the five core values of being respectful, resilient, inclusive, curious and kind.

### **At Rockingham Beach Primary School we:**

- Have high expectations for all students.
- Nurture the child through positive teacher-student relationships.
- Understand students learn best when learning is engaging and inspires curiosity.
- Empower teachers through meaningful collaborative practice.
- Know high quality teaching maximises our impact.
- Believe in fostering partnerships that are responsive to the needs of the community.
- Value inclusivity, diversity and cultural responsiveness.

# ROCKINGHAM BEACH PRIMARY SCHOOL

**Contact details:** 30 Bay View Street  
Rockingham WA 6168

Phone : 9591 6700

Canteen: 0403 852 407 (please do not send an SMS)  
Attendance SMS: 0419 963 145

Email [rockinghambeach.ps@education.wa.edu.au](mailto:rockinghambeach.ps@education.wa.edu.au)  
Website [rockinghambeachprimarycampus.wa.edu.au/primary](http://rockinghambeachprimarycampus.wa.edu.au/primary)

**Dental Therapy Centre:** Bungaree Primary School 9527 5658

**Education Support Centre:** 9591 6777

**Region:** South Metropolitan Education Region

**Principal:** Denise Duffy

**Associate Principals:** Sue Magowan & Leanne Bruijn

**Manager Corporate Services:** Lynn Dunn

**School Officer:**

## 2023 Term dates for students:

**Term 1** Wednesday 1<sup>st</sup> February – Thursday 6<sup>th</sup> April

**Term 2** Wednesday 26<sup>th</sup> April - Friday 30<sup>th</sup> June

**Term 3** Tuesday 18<sup>th</sup> July - Friday 22<sup>nd</sup> September

**Term 4** Tuesday 10<sup>th</sup> October - Thursday 14<sup>th</sup> December

## Public Holidays:

Labour Day Monday 6<sup>th</sup> March

Good Friday Friday 7<sup>th</sup> April (School Holidays)

Easter Monday Monday 10<sup>th</sup> April (School Holidays)

ANZAC Day Tuesday 25<sup>th</sup> April

WA Day Monday 5<sup>th</sup> June

## School Development Days:

Monday 30<sup>th</sup> January and Tuesday 31<sup>st</sup> January

Monday 24<sup>th</sup> April

Monday 17<sup>th</sup> July

Monday 9<sup>th</sup> October

Friday 15<sup>th</sup> December

## **School Hours**

<i>Primary – Years 1-6</i>		<i>Kindergarten / Pre-Primary</i>	
8:15am	Enter classroom: Class Organisation	8:15am	Enter classroom: Morning Activity
8.30am	Commence School	8.30am	Commence School
10:30am	Recess	10:30am	Recess
10:50am	Classes resume	10:50am	Classes resume
12:50pm	Lunch	12:50pm	Lunch
1:20pm	Classes resume	1:20pm	Classes resume
2:30pm	School ends	2:30pm	School ends

### **Start Times**

Parents are reminded that school commences promptly at 8:30am. We would ask your assistance in ensuring children arrive on time and come prepared for their day's lessons. If a child is late arriving, after 8:40am, a note of explanation is required from parents. A "Late Note" needs to be completed in the front office to hand to classroom teachers. Classroom doors open at 8.15am to allow students to transition between home and school.

### **Arrival at school**

Children should not arrive at school before 8.00 am. Before this time, teachers have a responsibility for classroom preparation, and the supervision of children is therefore difficult. Any student arriving before then must wait outside their classroom door, seated on the benches until their teacher opens the classroom at 8:15am. It is expected that children enter their class at 8:15am and prepare for the day.

### **School Agreements**

Teachers provide a caring environment that allows all children the opportunity to achieve and be successful, free from interruption and distraction from others.

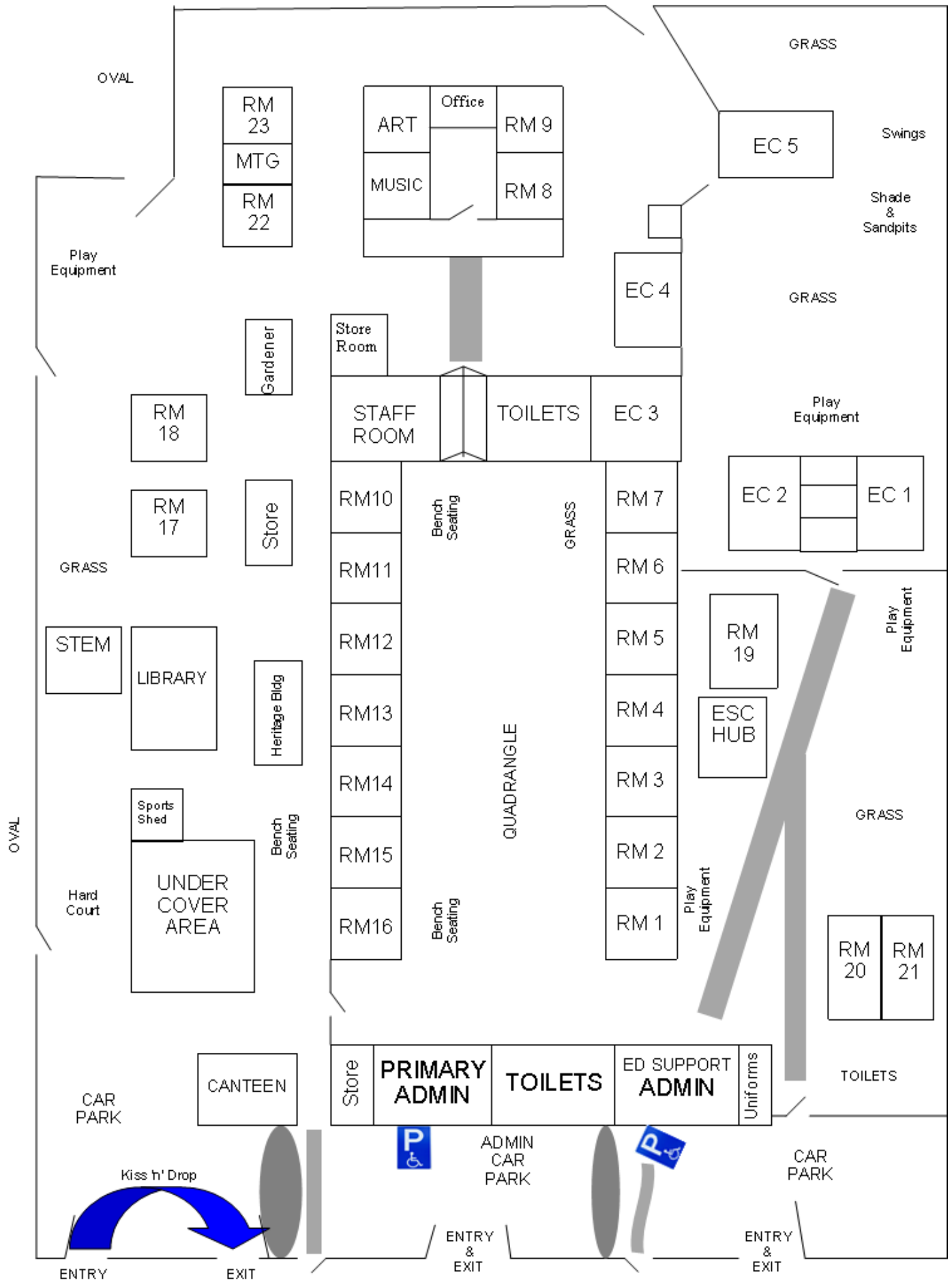
Our agreements are for the safety and well-being of all members of the school community:

- Respect the rights of others.
- Move sensibly and safely around the school.
- Keep the school environment clean.
- Follow instructions from all staff.
- No hat, play in the shade.

# ROCKINGHAM BEACH PRIMARY SCHOOL MAP

OVAL

CAR PARK



## **Absences**

Parents are requested to advise their class teacher in **writing of the reason for their child's absence on the child's return to school or within three days of the child's first day of absence**. This includes Pre-Primary and Kindergarten students. The school uses SMS Messaging to inform parents when a child is absent and there has been no notification of the absence. Parents can respond to this text providing a reason for their child's absence. Alternatively, you can email the school on [rockinghambeach.ps@education.wa.edu.au](mailto:rockinghambeach.ps@education.wa.edu.au), phone the office on 9591 6700, SMS 0419 963 145 or use the Connect Now app which can be downloaded to your mobile phone through the Apple Store or Play Store. An absentee note template is also available on the school website.

Under Section 25 of the School Education Act 1999, parents are required to notify the Principal of the reason for their child's absence in writing as soon as possible. The Principal may also request a certificate from a medical practitioner to support the reason for absence. A note will be sent home regarding any unexplained absences for parents to return to the school to amend our records.

Any families wishing to take their children out of school during term time must seek approval from the Principal indicating their reasons for doing so. Please be aware frequent absences can have a significant impact on students' learning and socialisation.

## **AIEO**

Our school Aboriginal and Islander Education Officer (AIEO) is available every day. An AIEO is employed to assist families and develop community links. They also assist school staff to integrate the Aboriginal Cultural Standards Framework into the curriculum.

## **Attendance**

There is an obvious link between student rates of attendance and academic success. Attendance of below 90% is generally recognised as placing a student at risk of failure and/or underachievement. This equates to one day's absence at school per fortnight. Unfortunately, it does not matter whether the absence is due to illness, family holidays, or urgent appointments. If the absence exceeds 10% of school time there is a risk to that student's progress at school.

The figures below are worth considering:

- A student with a 90% attendance rate each year over the course of 12 years of formal instruction will miss 1 year and 1 term of schooling.
- A student with an 80% attendance rate over the same period effectively misses more than 2½ years of schooling.

It is a legal requirement that every child of school age attends school every day unless they are unwell.

## **Accidents**

If your child is injured or becomes ill, all care and attention will be given and you will be contacted. Minor injuries or illness during the day are attended to at school and children then return to their class. In an extreme emergency, the school will seek outside medical assistance. If you have a change of address or telephone number it is important to inform the school, so there will not be delays in contacting you. It would be helpful for the office to have 2 or 3 contact numbers for you.



## **Allergies**

We have some students in our school with severe and potentially life-threatening allergic reactions to all nuts and nut products and eggs. Traces of nuts left on other children's hands and close contact during eating or children laughing, spitting, sneezing or coughing after consuming nuts or nut products can cause these children to have an allergic reaction. This means that they do not need to eat the food to get a reaction.

The Rockingham Beach school community has been working together to reduce the danger to these children. You can help by avoiding sending the following products to school with your children:

- Peanut butter, Nutella or other nut spreads, eggs
- Peanuts or other nuts
- Nuts in or on top of birthday cakes
- Food where the packaging clearly states traces of nuts or eggs

Thank you for your understanding and cooperation in assisting us to provide a safe environment for all children in our care. If your child has an allergy, please ensure you notify the office and complete the appropriate medical forms.

## **Assemblies**

Assemblies are held each fortnight on Fridays for Pre-Primary to Year 6 classes commencing at 8:40am. All classes have an opportunity to present an item at assembly during the year. Honour Certificates are presented to students at each assembly. Details of assembly dates will be advised through newsletters, Term Planners, the school website and via the *Connect Now* app. All parents and community members are welcome to attend.

## **Assessment & Reporting**

Assessing children's learning is a continuous process throughout the year. A Department of Education Formal Report will be issued via Connect at the end of Semester 1 and end of Semester 2. We use the app 'Seesaw' to share ongoing progress and achievement across all learning areas. Families are provided with a QR Code to access their child's digital portfolio on Seesaw. You are welcome at any time to come in to class and look through your child's learning tasks and workbooks. A Learning Journey afternoon is held in Term 3 to enable parents to visit classrooms and view the children's work.

## **Bikes and Scooters**

Racks for bicycles and scooters are located near the breezeway leading to rooms 8 and 9, and near the Gardener's enclosure. Children are requested to park their bicycles in the racks at all times. To prevent theft, it is advisable that bicycles and scooters are locked to the racks. Children are required to wear helmets. This is both a legal requirement and for their personal safety. Bikes, scooters, skateboards etc may not be ridden on school grounds, inside our boundary fences.

## **Book Awards**

Class Book Awards are presented at the 'Presentation Assembly' at the end of Term 4 to deserving students who make significant and noticeable academic gains or demonstrate responsible citizenship or endeavour during the year. Selected Year 6 students receive special book awards at their Graduation Assembly at the end of the year.

### **Book Club**

The school participates in the Scholastic Book Club program. Twice per term, brochures are distributed to students. There is no obligation for students to purchase books. All orders and payment is done online by parents. Delivery is made about four weeks after ordering. We hold a Book Fair during the year for students and families to purchase books. The school receives free books based on our sales during this fair.

### **Breakfast Club**

Through the Chaplain, the school operates a Breakfast Club two days per week. This is available to all students unless parents contact the school to state otherwise. Breakfast Club operates from 7:55 – 8:15am on Tuesday and Wednesday.

### **Canteen**

The school canteen operates every day, opening at 8.15am for children to order recess, snacks or lunches before school. Canteen menus/price lists are available from the canteen. Recess and Lunch orders can be placed via the QuickCliq App (order must be placed by 9am), in person or over the phone 0403 852 407 (phone orders must be placed by 10am). Kindy and Pre-Primary children may use the canteen for lunches only. Children are not allowed to order ice-creams in the Early Childhood area. Children arriving late to school need to go to their classroom to obtain a note from their teacher before going to the canteen to order their lunch. Our canteen is organised and run by the P & C Association and is reliant on volunteers. If you are able to assist in any way, even for an hour, please contact Donna, Canteen Manager on 0403 852 407.

### **Chaplain**

Our School Chaplain is employed by YouthCare and is available on Mondays and Tuesdays. A Chaplain is an approachable and proactive role model within our school community and is available to support families and assist with settling students into our school. The chaplain is non-denominational and has no religious affiliation.

### **Charges & Fees:**

Parents receive a schedule of proposed Charges & Contributions at the start of the school year. Voluntary contributions (\$60 per year) assist in providing valuable resources to support the learning programs offered. Payments can be made by using the QKR app (preferred option), credit card or EFTPOS in person or over the phone or alternatively by Direct Deposit into the school's ANZ bank account:

Account Name: Rockingham Beach Primary School  
Account Number: BSB: 016 440 A/C: 3409 05594  
Please enter your Student / Family name as reference.



### **Collecting Students during School Hours**

If you are picking up your children at any time other than the normal school times, please come to the office for an early release form and identify yourself. If a family member or a friend is collecting your child, please ensure they bring identification. We recommend you list anyone who will be collecting your child on the contact list, including day care providers. This procedure helps to protect our students and their wellbeing. The early release form is given to the child's teacher and becomes the child's Absentee Note.

### **Confidential Declaration**

In 1997, the Department of Education in Western Australia joined other Australian states to implement the National Strategy in Schools for the Prevention of Paedophilia and Other Forms of Child Abuse. All parents who assist in classrooms or with school camps and other activities need to complete a Confidential Declaration annually to comply with the Department of Education's policy. The completed forms will be treated with the utmost confidentiality at all times. These forms are available at the office. Parents and community members involved in any activities within the school are requested to complete one of these forms at the beginning of each school year.

### **Crunch & Sip**

Rockingham Beach Primary School is a Crunch & Sip School. Children are encouraged to eat fresh fruit & vegetables at an allocated time each day. This must be fresh fruit or vegetables (no cheese, biscuits, yoghurt or popcorn, please). Children are able to drink water from their water bottles all day. Children are encouraged to ensure their water bottles are cleaned daily and are on desks before school commences.

### **Curriculum**

Teachers plan their learning programs using the WA K-10 Curriculum and Assessment Outline. Parents are able to view the content of the curriculum through the website: <http://k10outline.scsa.wa.edu.au/>.

### **Custody Issues**

Where custody issues pertain to your child, please advise the school office and provide relevant documentation to avoid any confusion.

### **Defence Force families**

A DSM (Defence Services Mentor) is employed to assist defence force families when they relocate to Rockingham Beach Primary School. Our DSM is available on Tuesday and Wednesday, and helps all defence children settle into their new school should they seek or require assistance. They are also able to assist when students transfer to another school.

### **Dental Therapy**

The School Dental Service continues to provide free general and preventive dental care for all students enrolled from Pre-Primary up to Year 11. If you are not already enrolled it's not too late to enrol now! The Dental Therapy Centre is located at Bungaree Primary School and may be contacted on 9527 5658.

### **Dogs on School Grounds**

With the exception of therapy or Story Dogs, please note that dogs are not permitted on school grounds (including ovals) at any time unless prior arrangements have been made with the Principal.

### **Education Support Centre**

The Rockingham Education Support Centre is our partner school located in rooms 1, 2, EC3, 19, 20, 21, 22 and 23 of our building complex. The centre caters for children from the Rockingham area with learning difficulties and the school's teachers integrate children to assist in their support. Formal ESC placement is made by a district placement committee. Please contact the ESC Office on 9591 9777 for further information.

### **Emergency contacts**

It is important that parents ensure that the office is notified of any changes of address, telephone numbers or emergency numbers, so that in the event of an emergency we are able to swiftly contact

the family. Please ensure you have at least 2 other emergency contact names and phone numbers for your child. Parents with children in Kindy and Pre-Primary should also notify class teachers of any changes in pick up arrangements.

### **Enrolments**

Under the Education Act 1999, parents are required to complete an Application of Enrolment and upon the application's acceptance, an Admission Form. These Admission Forms are legal documents which, when completed, contain important information relevant to your child.

A birth certificate or similar documentary evidence of the stated date of birth is required for all new admissions together with Medicare immunisation statement and proof of address. Enrolment is not complete until this evidence is sighted. Please ensure that the school is kept informed of any change of telephone numbers, address, parent's employment or emergency contact numbers.

### **Excursions/Incursions**

Most teachers use excursions/incursions to support their teaching programs. These require funding by parents. Every care is taken to keep the costs to a minimum. Under the Department of Education's Excursion Policy, a Medical/Consent (permission) form is required to be completed by a child's parent or guardian for each event attended. Both the permission form and payment may be completed through the QKR app. Students are not permitted to attend an excursion or incursion without these forms being completed. Parents are reminded that students are required to be in full uniform as specified by the School Board.

### **Fund Raising**

The P&C Association conducts all school fund-raising initiatives except for those that may be managed by the school in raising funds for charities such as Salvation Army Red Shield Appeal, Lions and Story Dogs. All fund-raising initiatives must be cleared with the Principal who will endeavour to ensure that all such activities are well-spaced across the calendar of school events.

### **Hats**

In line with recommendations from the Cancer Council of Western Australia, our school has adopted a 'No hat, Play in the shade' policy all year round. This means that for sport and physical education, children will not be able to participate unless they are wearing a bucket hat or a wide-brimmed hat. We encourage our children to be 'Sun Smart' and ensure they cover their heads, necks and face with an appropriate hat when playing outside. Baseball caps are not a suitable hat so children will not be allowed to wear them at school. During lunch and recess breaks, children without hats will be directed to play in the covered assembly area or on verandahs. This is for the protection of your child.

### **Head Lice**

It is expected that all parents will monitor their child's hair for signs of head lice and treat accordingly. Where there is an outbreak of head lice within a classroom, a CONNECT message will be sent home to all parents with children in that class. Please be vigilant with this as it can cause families distress.

### ***How are head lice spread?***

Head lice are spread by head-to-head contact with another person who has head lice – for example when doing group work at school, playing or hugging. Head lice can run from one head to another in seconds. Brushes and combs are unlikely to transfer head lice and do not transfer viable eggs, as these are hard to detach from the hair shaft. Head lice are not spread through bed linen, clothing or hats as they do not leave the scalp unless they are dead or dying. Eggs (nits) do not fall off until weeks after they have hatched as the egg shells are glued tightly to the hair shaft.

### ***What are the signs of head lice?***

The scalp may itch as the skin reacts to the saliva of the head lice. Itchiness can take weeks to develop. Crawling head lice may be seen in the hair, but they can move at 30cm a minute and can be difficult to spot. Head lice can quickly run and hide from searching hands. Adult lice are usually dark brown and about 2 to 3mm long. Eggs (nits) may be seen attached to the hair shaft but they may be very tiny and hard to see, especially newly-laid eggs close to the scalp. They are grey-white and about the size of a grain of salt.

### ***How do I look for head lice?***

Carefully comb plenty of hair conditioner through the dry hair, then comb again in sections with a fine tooth comb. The hair conditioner slows the head lice down so they can be trapped in the comb. Wipe the combings on a white tissue. Check behind the ears and at the nape of the neck.

### ***What do I do if I find head lice?***

- Check all family members to see if anyone else has head lice
- Select a treatment – see the school for alternative treatments or check the Health Dept's website [http://healthywa.wa.gov.au/Articles/F\\_I/Head-lice](http://healthywa.wa.gov.au/Articles/F_I/Head-lice)
- Inform the school and any other close contacts that your child has head lice
- When treatment is completed, with all head lice and eggs removed, check the hair regularly for further head lice infestation

### ***What will the school do if head lice are found?***

- Notify the parents of the child with head lice via a letter at the end of the day
- Treatment must be commenced and all live head lice removed before the child is permitted to return to school.
- When the child returns to school a section of the letter needs to be completed as confirmation of treatment and returned to the child's teacher.
- Under the School Education Act 1999, the Principal may exclude a child with head lice from school until treatment has commenced.

### ***Prevention***

- Check hair regularly
- Tie long hair back / place in braids
- Apply hair gel or mousse to keep stray hair strands from contact with other heads
- Avoid head-to-head contact with other children

### ***Health Information***

Medical forms will be sent home if you have informed the school that your child has a medical condition. For an incursion / excursion, you will receive an SMS notification advising that the incursion/excursion is available for your completion through the QKR App. Please ensure that permission and any relevant health information is given before the closing date.

### ***Homework***

We encourage parents to be partners in their children's education. All children should be reading every night to develop their skills and foster a lifelong enjoyment of reading. Research shows that homework, other than reading, has little impact on students' learning outcomes in the primary years. As such, homework will entail finishing off work not completed in class, and research projects or tasks required for activities during class. We value the time that children spend doing sports, music or other activities after school as members of clubs or as a family.

## Illness

We believe that the best place for an ill child is with his/her parents. Please consider others if your child has been ill within the last 24 hours. This includes high temperature, vomiting, eye, ear or nose discharge. The school is unable to look after children who become sick during the day. Where such an instance occurs, parents will be contacted and arrangements made for children to go home. It is important that the office has details of the family's current emergency contact details.

It is possible that at some time during your child's education he/she will contract one of the common diseases of childhood. Parents are asked to note the exclusion periods for particular diseases, as the danger of spreading the infection is prominent not only whilst the child is suffering from early symptoms, but they can still retain infection in their person or clothing after symptoms fade. For some conditions, exclusion period details are provided by the Health Department:

### RECOMMENDED MINIMUM PERIODS OF EXCLUSION FROM SCHOOL FOR CONTACTS / CASES OF INFECTIOUS DISEASES

CONDITION	EXCLUSION	EXCLUSION OF CONTACTS
Chicken pox	Exclude until all vesicles have crusted.	Refer any immuno-suppressed children (e.g. leukaemia patients) to their doctor. Do not exclude other contacts.
Conjunctivitis	Exclude until discharge from eyes has ceased	Do not exclude.
Diarrhoea	Exclude until diarrhoea has ceased.	Do not exclude.
Hand, Foot and Mouth disease	Exclude until vesicles have crusted.	Do not exclude.
Hepatitis A	Exclude until 14 days after onset of illness or 7 days after jaundice appears.	Do not exclude. Contact management will be coordinated by Department of Health staff.
Herpes simplex "Cold Sores"	Young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping.	Do not exclude.
Impetigo	Exclude until day after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.	Do not exclude.
Measles	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 Department of Health staff.
Meningococcal infection	Exclude for 24 hours after antibiotic treatment commenced.	Do not exclude. Contact management will be coordinated by Department of Health staff.
Molluscum contagiosum	Do not exclude.	Do not exclude.
Mumps	Exclude for 9 days after onset of symptoms.	Do not exclude.
Parvovirus (B19 erythema infectiosum, fifth disease)	Exclude until well.	Pregnant women who have been exposed to parvovirus B19 should consult their doctor.
Ringworm, scabies, pediculosis (lice), trachoma	Exclude for 24 hours after treatment has commenced.	Do not exclude.
Rubella (german measles)	Exclude for 4 days after onset of rash.	Do not exclude. Refer pregnant contacts to their doctor.
Streptococcal infection (including scarlet fever)	Exclude for 24 hours after antibiotic treatment has commenced.	Do not exclude.
Whooping cough	Exclude for 21 days from the onset of cough or for 5 days after starting antibiotic treatment.	Contact management will be coordinated by Department of Health staff.
Worms (intestinal)	Exclude until diarrhoea has ceased.	Do not exclude.

### **Immunisation Status**

Parents are asked to advise the school as your child's immunisation status is upgraded. Up to date immunisation details for your child is available from Australian Childhood Immunisation Register at <http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register>

### **In-Term Swimming**

Each year, children in Pre-Primary to Year 6 are offered swimming lessons held during term time. No tuition contributions are charged for these lessons although bus transport and pool admission charges must be met by parents. These lessons are part of the school curriculum. Pre-Primary to Year 6 attend the Rockingham Aquatic Centre. Dates will be advised through the school's newsletter, permission and payment is to be made via the QKR App.

### **Internet and Social Networking**

Social websites, such as 'Facebook', are commonly used by children. Parents should be aware that 'Facebook' has an age restriction of 13 years and over. Hence, primary school students should not have access. Often children are exposed to these sites before they are socially and emotionally ready. Students will not be allowed to access such sites while at school. Inappropriate use of computers while at school will see the right to use the internet revoked for that student. Parents are encouraged to always supervise children's use of computers, particularly social networking sites, to ensure appropriate use by all.

### **Insurance Cover and School Children**

To avoid any misunderstandings with regard to school children and insurance cover, your attention is drawn to the following:

- The Department of Education does not insure children against injury at school or on an excursion, camp, visit, etc. This is considered to be the responsibility of the parent. School children's accident insurance cover is available from various insurance companies.
- The Department of Education does have public liability insurance cover that covers their liability in cases of accidents caused through defects in school buildings, equipment or playgrounds, or through negligence on the part of an employee of the Department.
- On school excursions, camps, swimming etc, whether children travel by bus or private transport, they are covered while travelling by normal third party insurance cover, the premium for which is part of both car and bus registration contributions.
- Bus companies carry an additional public liability policy, but again it would only cover negligence on the part of the company.

### **Late Arrivals**

Punctual attendance is essential to maintain continuity of learning. If students arrive after 8.40am they must report to the school office for a late note. Please endeavour to have your child/children at school on time as they miss valuable learning when late and this can affect their progress at school. Classroom lessons commence at 8:30am, therefore we ask you to have children at school at 8:15am so they have time to prepare for the day.

### **Leaving School Grounds**

Children are not permitted to leave the school grounds at any time without a written request from parents. Parents collecting students before the end of a school day must sign out their child/ren on the office Ipad prior to collecting their child from the classroom.

## **Library**

Children may borrow books from the library for up to one week at a time which may be renewed upon presentation of the book/s. If books are lost, parents are asked to pay for the cost of the book. Should the book be located and returned in good condition a full refund is made. Library bags are required for borrowing of books. Please ensure library books are treated with respect and returned when due. Volunteers are needed to help with book repairs and other library duties. Please contact the school if you wish to give assistance.

The library houses a bank of computers which students are permitted to access during rostered class times and when the library is open during break times for computer work, research activities, general reading and games. The library is fully automated and is staffed by a Library Officer. There are also extensive parent resources available for loan to parents.

The school also have a number of class sets of iPads and Notebooks, which can be booked by a class teacher to complement a classroom activity.

## **Lost Property**

All articles of clothing, which may be removed, such as hats and jumpers, should be clearly marked with the child's full name. This is most important during swimming lessons. A lost property bin is located adjacent to the double glass doors near the canteen. Office staff frequently check lost property and any named item is sent to the classroom for the return to the student. Please check for misplaced items regularly.

## **Mathletics**

Students in Years PP to 6 will be using *Mathletics* in their mathematics program at school and will be encouraged to access the resource at home to consolidate their mathematics skills. Log-ins will be provided.

## **Medication**

Please read the Administration of Medication Policy below. A reminder that children's asthma puffers are to be kept with them at all times. Medication should be handed to the front office for safe keeping and must not be left in student's bags.

### ***Administration of Medication***

Where there is agreement between staff and parents through written instruction by a Medical Practitioner and a parent/guardian, prescribed medication can be administered by school staff. Medical forms will need to be completed when a student is requiring any type of medication. These forms are available from the front office or on the school's website.

All medication, including non-prescription items, must have a pharmacist label, listing the students details, dosage and times / frequency of administering.

The student will be supervised/assisted by school staff in administering their medication where there is a written agreement to do so. Where possible, it is requested that parents/guardians ask their doctor to stagger the doses around the school day. Students should not keep any medication in their bags.

It is the parents'/guardians' responsibility to provide the school with adequate information regarding the details of the child's medical condition which may require specific action and/or treatment under emergency conditions (ie arising from Asthma, Diabetes and serious allergic reaction). A Health Care



Plan and Emergency Action Plan will then be developed, if necessary, between the school, parents, family doctor and school nurse, if applicable.

All medication may only be delivered to the school by the child's parent / guardian and must be accompanied by the completed medical form (*Form 3: Administration of Medication*) is available at the Office or on the school's website. Medication which is not labelled correctly will not be accepted for use. It is the parents'/guardians' responsibility to ensure that medication is clearly labelled by a pharmacist, is not out of date and is provided in sufficient quantities for the child's needs.

Parents wanting students to take non-prescription drugs such as paracetamol are still required to fill out the medical forms and have a pharmacist label attached to the medication.

### **Mobile Phones**

We understand the need for some children to have mobile phones with them at school eg. for security reasons walking to and from school. If this is the case, your child's mobile phone needs to be handed in to the office. Under no circumstances should mobile phones be brought into class by students or left in school bags. The school takes no responsibility for the loss of mobile phones or other electronic devices such as iPads etc.

### **Money, Toys and Valuables**

Children must not leave money or valuables in their bags, desks etc.

No responsibility can be taken by the school for damage, loss or theft of any non-school item, such as electronic devices, jewellery, toys, sport equipment etc. brought to the school by the children. Parents are asked to discourage students from bringing toys to school. While it is understandable that they wish to do so for birthdays and Show & Tell, to ensure they do not get lost or broken, we would rather they were kept at home.

### **Music**

All students from Pre-Primary to Year 6 access Music lessons provided by the Music Specialist teacher every week. Students have opportunities to become members of the Choir. The choir performs publicly several times a year.

Year 5-6 students can test for entry into the School Instrumental Music (SIM) program to learn an instrument. Students also have the opportunity to access lessons in Guitar and Clarinet provided by an external provider, Primary Music Institute, after school hours. These lessons are paid for by parents. Contact details are available from the front office.

### **Newsletters**

A Newsletter is produced fortnightly on a Friday and is sent through Seesaw and it can be accessed through the *Connect Now* app on your mobile phone. The newsletters are to inform parents of school activities and forthcoming events. Community notices are welcomed. We ask that all families regularly read the newsletter. Information regarding special days or meetings will be sent home where necessary.

### **Nurse**

The school Health Nurse visits the school throughout the term. Full medical checks are no longer part of the program. All Kindergarten children are screened and new students are checked in Pre Primary.

### **Out of School Hours Care (OSHC)**

An onsite out-of-school hours' care is available through "YMCA". Further details will be provided closer to the commencement of the 2023 school year.

### **Parent Communication**

We use a range of strategies to ensure our parent community are well informed of what is happening at school. These include our school newsletter, email, alerts through the *Connect Now* app, SMS messaging and Term Planners are also sent home each term. Individual notes go home with students for particular events and major events are highlighted on our school sign at the front of the school.

### **Parent Information**

All teachers will hold a welcome meeting in Term 1 to introduce themselves and to share a little about the year ahead. An Information Package outlining classroom policy, expectations and programs for the year, and a class timetable will be provided.

### **Parent Interviews**

We encourage you to keep in close contact with your child's teacher regarding their progress by arranging an interview. Parents are encouraged to visit the school to discuss with your child's teacher and/or Principal any problems or concerns you may have. Parents will appreciate though that teachers are very busy before school preparing for the day's lessons so making an appointment to discuss your child at a time when they can give you their full attention and privacy is advised.

### **Parents & Citizens Association**

The Parents and Citizens Association has a valuable role to play in the development of the school's resources and facilities. Its purpose is to assist staff in providing a better education for your children. All parents are invited to attend the P&C meetings held on Monday at 8:40am in Week 3 and Week 8 of each term in the Community Room. All families are encouraged to join the P & C Association. Membership fee is 50 cents. Please see the office for contact details of P&C Committee members.

### **Parking**

Parking is an issue around the school in the peak times before and after school. Please exercise extreme caution when dropping off or collecting your children. The School Board and the City of Rockingham are investigating solutions to ease the congestion. Parents are asked not to park in the staff carpark in front of the administration building. Students are not to walk through the carparks at any time. Parents are requested not to park in bus stop bays. A drop off and pick-up area is located adjacent to the undercover area. Patience is required when using the kiss and drop. There is also parking at the rear of the School, accessed from Fisher St. Please observe the disabled signs.

### **Payments**

Our preferred methods for any payments that parents need to make to the school for fees, excursions, incursions, school photos etc. are via the QKR app, EFTPOS or credit card payments at the school office.

We are trying to offer a cashless way of paying for school related items, but we understand if you would rather pay cash. If you wish to do this, please come into the office yourself so we can complete permission forms if needed at the same time.

## **Physical Education**

It is Department of Education policy that all children will engage in 2 hours of physical activities a week. It is important that all children are suitably attired to participate in sporting activities. Children should have an appropriate hat, water bottle and suitable footwear. If a child cannot participate for medical reasons, then a note must be sent. Movement and games skills are taught throughout the school. Interschool sport takes place for selected middle and upper primary students. A Faction Athletics Carnival is held for Kindy and Pre Primary students and Year 1 to 6 students during Term 3.

## **Primary Extension and Challenge (PEAC) program**

The PEAC program provides special courses for gifted and talented primary school students in years 5-6. Students are tested in year 4 and letters offering placements are forwarded to parents. Responsibility for transporting students to PEAC courses is the parents.

Once students have been accepted into PEAC they have the opportunity to complete courses that provide social interaction with like-minded peers and covers thinking strategies, subject areas and time management skills. Courses run for a day a week during normal school times at designated PEAC centres.

## **Psychologist**

The School Psychologist visits the school 1 ½ days each week for the purpose of assisting teachers in the planning of programs for children with particular educational needs. If parents have concerns regarding their child, please speak to an Associate Principal, who manages Student Services in the school. They will then refer you to the School Psychologist if appropriate. Parental permission will be sought before referring students to the School Psychologist.

## **Reporting to Parents**

Reporting to parents will occur in different ways throughout the year. You are encouraged to discuss your child's progress regularly with their teacher.

### *Kindergarten to Year 6:*

Term One	Welcome Meeting
Term Two	End of Semester One Report (sent on Connect)(K-6)
Term Three	NAPLAN reports for Year 3 and 5 students; Learning Journey (K-6)
Term Four	End of Year Report (Sent on Connect)(K-6)

## **School Board**

The Primary School and Education Support Centre share a School Board. The Board oversees the schools' financial and educational planning as well as assisting with policy development. Elections for vacant board positions will be advertised through the school newsletter.

The School Board is formed, under the provisions of the School Education Act 1999, with the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interests of students and that will enhance the education provided by the school. The role of the School Board is that of involvement in the governance of the school. This means taking part in the shaping and monitoring of the school's objectives, priorities and general policy directions.

Members of the School Board include the Principal, teachers, parents and the local community. Its goals are:

- \* To support the implementation of Department of Education policy

- \* To support the provision of exemplary and equitable education for all students
- \* To foster the pursuit of excellence and the development of a positive work ethic throughout the school
- \* To encourage community spirit and pride in Rockingham Beach Primary School.

Meetings are held twice a term and all minutes are made available to the public.

### **School Watch**

Children should only be on the school grounds out of school hours if they are under the direct supervision of a teacher or another adult who has been given approval to use the school. The assistance of parents is requested in helping to stop vandalism and theft at the school. If you see any suspicious behaviour in or around the school outside of school hours, please contact one of the numbers listed. No further action will be needed; as the person you contact will do whatever is necessary.

Police Communication: **131 444** School Security: **1800 177 777**

### **Sport Factions**

Students are placed into one of four factions on enrolment:

- Karda (Lizard) - Red
- Kwilena (Dolphin) - Blue
- Koolbardi (Magpie) - Gold
- Yongka (Kangaroo) - Green

Siblings are placed in the same faction. Faction names are derived from Noongar names for animals.

### **Student Leaders**

The Rockingham Beach Student Leaders are Year 6 students who are elected by their peers. Leaders have a peer support role and are involved in some of the duties associated with the provision of academic, sport and leisure interests of all students attending the school.

### **Student Requirements**

In Western Australia, government funds provide most resources used by children. However, personal items of stationery remain the responsibility of parents. Student Personal Items Lists will be distributed in Term 4 for the following year. Copies of the lists are available on the school website to download. Parents are free to purchase the items on the list from wherever they choose. Our school uses Champion to supply the personal items if you wish to do so. Items are delivered to the school for collection prior to the end of the year. Please ensure all items clearly show your child's name. Parents may be asked to replenish personal items throughout the year.

### **Term Planners**

These will be sent home with the newsletter on the first Friday of each term to assist parents with planning for school activities. Additional information will be noted in the newsletter as events approach. Check our school website or the *Connect Now* app for the most up-to-date information.

### **Transfers**

Where it is known that a child is going to transfer schools, early advice to the school office will ensure that the Department obligations associated with such transfers are completed in time to accompany the child's move. Students take with them all their personal belongings, and if transferring interstate or overseas, their school records, reports etc. Please ensure that any resources belonging to the school are left at the school before leaving ie. library books, home readers.

## Transition

During Term 4, the opportunity will be created for kindergarten students to visit the Pre-Primary classroom so they may better adjust to life in the Pre-Primary. Similarly, Pre-Primary students will be able to visit the Year One classroom. Year 6 students will participate in a Secondary School Transition Program during Term 4.

## Uniform

The Rockingham Beach school community believes a school dress code:

- fosters and enhances the public image of the school;
- assists in building school and team spirit;
- allows quick identification of our students and promotes a safer school environment;
- ensures students are safely dressed for specific school activities;
- promotes equity among students; and
- fosters an understanding amongst students that being suitably groomed is an expectation of any future workplace.

The School Board strongly supports the school in insisting that all children wear the approved school uniform, with particular reference to excursions and interschool sporting activities. Students not following the dress code may be denied the opportunity to represent their school at official school activities including choir, sporting and social events.

<b><u>Girls</u></b>	<i>Summer Attire:</i>	Bottle Green Shorts, Skirt or Skorts Yellow school polo shirt Green and white checked school dress
	<i>Winter Attire:</i>	Bottle Green tracksuit pants or long green pants, (no denim) Yellow School polo shirt, Bottle Green school jacket
<b><u>Boys</u></b>	<i>Summer Attire</i>	Yellow School polo shirt, Bottle Green mid-thigh length shorts (no football shorts, board shorts, brief shorts or denim).
	<i>Winter Attire:</i>	Bottle Green tracksuit pants, long green pants (no denim) Yellow School polo shirt, Bottle Green school jacket
<b><u>Hats</u></b>		Wide-brimmed Hat or Bucket Hat (no baseball caps)
<b><u>Faction Sportswear</u></b>		Faction T-Shirt, Bottle Green Shorts, Skirt or Skorts
<b><u>Interschool Sportswear</u></b>		
	<i>Girls:</i>	School Polo Shirt, Bottle Green Sports Skirt or Skorts.
	<i>Boys:</i>	School Polo Shirt, Bottle Green Shorts

All clothing items are available from Uniform Concepts in Jandakot. Please visit [www.nellgray.com.au](http://www.nellgray.com.au) or call 9270 4650. Families who experience financial difficulties regarding the purchase of a uniform, should contact the Principal or Associate Principals as we are able to provide support.

Children are required to wear **suitable footwear** for health and safety reasons. Appropriate footwear includes sandals, joggers, shoes and socks. Inappropriate footwear includes high heels or platform shoes, thongs or slip-ons and ugg boots. Sandals are not considered appropriate during winter and autumn.

### ***Make-up and Hair Styles:***

When students are in uniform, make-up (mascara, nail polish etc) is not to be worn. While the school recognises that students may like to express their individuality through wearing a range of hair styles, radical hairstyles are discouraged and the colouring of hair (with the exception of temporary colouring for school sports days) is not acceptable or compatible with the school uniform philosophy. Long hair should be tied up.

### ***Jewellery***

Department of Education policy discourages the wearing of jewellery to school. Dangling earrings, long necklaces and bracelets can become a personal safety issue. If children need to wear rings or bracelets for health or specific reasons, parents are required to write a note explaining the reason. No responsibility will be accepted by the school for the loss or damage of jewellery.

### **Modification to the Dress Code**

Students who, for religious or health reasons, may wish to modify the school dress code are required to make an appointment with the Principal. Staff will be informed of any student granted a modification to the dress code.

### **Visitors on School Grounds**

All visitors on the school grounds, which include parents and carers, must sign in at the Front Office on arrival and sign out as they leave. This will exclude visits for assemblies and sports carnivals.

### **Voluntary Contributions**

Voluntary contributions are used to enrich the opportunities available to your child by assisting us in providing additional materials and programs. Library books, subject resource materials, audio visual material as well as art and craft materials are purchased from contributions received.

The fees are \$60 per student, and \$150 for three or more children, and can be paid in full or by instalment at the school office via EFTPOS or the QKR App. If you are having difficulties with payment, please see the Principal.

### **Volunteers**

All volunteers in classrooms or on excursions must sign a Confidentiality Declaration Form available from the office.

### **Working with Children Check**

All staff are required by law to have a current Working with Children Check. Parents attending school camps are also required to have one. For all other activities, parents should complete a Confidential Declaration form. These are updated annually and are available at the office.

### **Year Six Graduation:**

The final assembly of the year is also the Year 6 Graduation Assembly. Various book awards are presented to selected year six students (see Book Awards). Year Six students have the opportunity to

attend a special Graduation Lunch during the final week of the school year. This is an optional activity and paid for by parents.

**Year Six Orientation:**

During Term Four, Year 6 students are invited to attend the local high school for activities to familiarise themselves with secondary school. More information will be provided to parents closer to the time.

## ROCKINGHAM BEACH KINDERGARTEN INFORMATION

Welcome to Rockingham Beach Kindergarten. The program aims to:

- Provide children with the opportunity to enjoy a safe and stimulating learning environment
- Encourage individuality, independence and the development of social, emotional, creative, intellectual and physical skills
- Promote the opportunity for open communication between parents and staff by encouraging parent interest and participation in the program
- Provide for and integrate those with special needs and different cultural backgrounds

### ***Session Times***

Students attend kindergarten for 15 hours a week (2½ days). Children attend 2 days one week and 3 days on the alternate weeks. A schedule of attendance for your child's kindy group will be provided at the start of the year.

### ***Arrivals***

Parents are required to stay with their children outside until the doors open. For safety reasons, it is very important that children are not left unattended by parents and are brought into the classroom and handed into the care of the teacher. Parents and children are welcome into the room at 8:15am to complete a puzzle, table activity or read a book until 8:40am when the classroom bell will be rung. This enables us to say hello and discuss any daily issues that may need attending to.

### ***Departure***

Please be prompt when picking up your child. Children can become quite distressed if their parent is late picking them up and other children have gone. Remember, at this age, children can feel that parents have "forgotten" them. Please ring the school if you are going to be late, as it saves a child becoming distressed. Our phone number is **9591 6700** and the office will let the teacher know.

Please collect children from the door. If another person other than the parents or legal guardian is going to collect the child, including day care providers, a note must be written to identify the person. If this is a regular occurrence, the person will need to be added to your emergency contact list with the office.

The Duty of Care owed by a teacher to a Kindergarten student necessitates the teacher being satisfied that no foreseeable harm will come to the student when discharging him/her at the end of the school day.

***This kindergarten adheres to the Department of Education's policy that the child must be collected and delivered by a parent or adult carer over the age of 18.***

### ***Attendance***

While there is no legal requirement for children of pre-compulsory age to be enrolled in kindergarten, once enrolled, those students must attend as required by Section 23 of the School Education Act 1999.

At Rockingham Beach Primary School, parents are requested to advise their class teacher in writing of the reason for their child's absence on the child's return to school or within three days of the



child's first day of absence to meet with the requirements of Section 25 of the School Education Act 1999.

Please inform the school if your child will be away for extended periods. Late arrivals to school must collect a late note from the school office. If you need to pick up your child early, a note must first be collected from the school office.

### ***What to wear***

Children will be involved in many activities, such as painting, gluing, water play and climbing. It is suggested that clothing is chosen with these activities in mind. We encourage children to wear school uniform. It is imperative that ALL items of clothing are labelled with your child's name.

We encourage children to be active outdoors. Children will be climbing equipment, running, crawling and playing in the sand pit. Skorts, shorts and track pants may be more appropriate than skirts and dresses for the girls. It is also important that appropriate footwear be worn i.e. shoes which cover the toes and heel, so that these activities can be carried out with ease and safety. Shoes must be worn outdoors. Bare feet are not permitted for safety reasons.

We encourage children to be sun smart all year round, by wearing a hat and sunscreen. Please ensure children have a hat and a tube of sunscreen in their bags at all times. Sun visors and beanies are not considered to be hats for this purpose. Our school policy is "No hat, Play in the shade."

Please ensure your child has a change of clothing in his or her bag in case of play or toileting "accidents."

### ***Health***

It is appreciated if you are able to keep us up to date with matters concerning your child's health and well-being. Often a simple change in routine or the home environment may be enough to cause an unhappy child. Children should be kept at home when not well or displaying obvious symptoms of a virus, cold or upset stomach. Please consider others if your child has been ill within the last 24 hours. Infections can spread very quickly and a child cannot be accepted at Kindergarten with any illness, which may, in any way be transferred to others.

Asthma and Allergies require the parent to complete a Health Care Form and an Emergency Action Plan form. These forms can be obtained from the school office. Contact details (e.g. phone and mobile) must be kept up to date with the office and class teacher.

### ***Infectious Diseases***

For certain diseases, children have to be excluded for a specific time. Please refer to the Infectious Diseases information in this Information Booklet.

### ***What to bring to Kindy***

- A large school bag (children will make many things which do not fit into small bags. Especially when lunch boxes and jumpers take up a large portion of space).
- A school hat – "NO HAT – PLAY IN THE SHADE" – rules applies all year round.
- Small tube of sunscreen
- Spare set of clothes in case of 'accidents'.
- Sandals or shoes which are appropriate for running and climbing.

- Crunch & Sip - each child brings their own piece of fruit/vegetable (whole or in a container) to eat during the Crunch & Sip break. This must be fresh fruit or vegetables (no dried fruit, cheese, biscuits, yoghurt or popcorn, please).
- A named drink bottle full of water (no cordial)
- A packed lunch (in a named container).
- Student personal items list.

### ***What your child will do at Kindergarten***

The staff at Rockingham Beach Kindergarten aim to provide a happy, relaxed and stimulating learning environment where all the children are given the opportunity to encounter new challenges and experiences. The program is based on principles that children learn through active play and that they all develop at different rates. We aim to cater for their individual needs and interests. A thematic approach is used as it incorporates the key learning areas as well as immersing the children in the topic. Literacy and Numeracy are a significant focus of the learning program. Each child will be involved in thoughtfully structured play activities.

Children will learn to:

- Share and co-operate with other children and adults.
- Work independently and select and participate in a variety of activities.
- Follow simple rules and routines.
- Develop the ability and confidence to communicate verbally and non-verbally their thoughts, ideas and feelings.

### ***Reporting to parents***

Reports will be issued at the end of Semester 1 and Semester 2.

### ***Parent Help Roster***

The Parent Help Roster will operate when staff have had some time to settle the children into the Kindergarten routine. Your teacher will notify you when the Roster begins in your classroom.

The roster enables parents to learn about the Kindergarten program and see how their child is developing and interacting with other children. We encourage all parents to be involved and also encourage visits from grandparents and other relatives.

### ***How you can support your child at home***

- \* Practise separation. It is important for your child to learn to be independent.
- \* Encourage your child to be responsible for their belongings.
- \* Develop their language, listening and concentration skills. Read stories to them and talk about the story, play memory games, sing songs together.
- \* Develop their numeracy skills. Sing counting songs, play matching games, count objects, and learn the names of the shapes.
- \* Help your child to develop a healthy self-esteem, so that they will be able to face minor problems and meet new challenges.
- \* Teach your child to respect others and their possessions. The hardest thing for a child to do is to share their space and often their belongings.
- \* Maintain a positive approach towards school.

## ***On the First Day***

- \* Be organised. Have your child's clothes, shoes, water bottle and bag ready so that it is not a rush in the morning. Be on time.
- \* Write your child's name on their bag, hat, uniform, food containers and water bottle. Stationary supplies do not need to be labelled.
- \* Establish a routine right from the start. Give yourself enough time to get ready. Do not panic if you are running late.
- \* Provide a nutritious breakfast. It has been proven that children who eat a healthy breakfast have better concentration skills.
- \* Introduce your child to the teacher who will show you where to place their water bottle, fruit and school supplies. Each child will have a named pigeon hole where they can keep their work.
- \* Leave your child's hat and lunch in their bag and the bag remains outside the classroom
- \* Show them where the toilets are located, and then explore the room.
- \* Finally complete a puzzle or read a book with your child and, if they are ready, leave quietly at 8:40am. If they are not ready, then you are welcome to stay until the time is right; the teacher will let you know when.
- \* Collect your child on time, as they will have lots to tell you.

## ROCKINGHAM BEACH PRE-PRIMARY INFORMATION

The Pre-Primary year is one of excitement for children and parents. The foundations laid during the year are very important and can set the pattern for many years to come. A key to the year being successful is the communication between parents and teachers. Please keep us informed about any changes that may have some bearing on your child's educational progress. We will provide regular information to you about the things that are happening at school. Education is a partnership. By working together, parents and teachers can ensure that every child gets off to a good start at Rockingham Beach Pre-Primary.

Pre-Primary commences at **8.30am**. The classroom will be open from **8.15am** each morning.

### ***Collecting your child***

Please ensure that you are available to collect your child promptly from the Pre-Primary. Being late can cause your child to become distressed. If you are unable to collect your child on time, please advise the Pre-Primary staff and the name of the person collecting your child.

The Duty of Care owed by a teacher to a Pre-Primary student necessitates the teacher being satisfied that no foreseeable harm will come to the student when discharging him/her at the end of the school day. A child will only be allowed to leave the centre accompanied by a nominated parent/caregiver. **Older siblings will not be given the care of Pre-Primary children.**

### ***What to bring to Pre-Primary***

- \* **Large School bag** – Please mark child's name clearly on the rear or side of the bag. (Please note children find it difficult to pack small bags and fit in all their equipment)
- \* **Drink bottle** – marked with child's name clearly on the front.
- \* **Crunch & Sip** - each child brings their own piece of fruit/vegetable (whole or in a container) to eat during the Crunch & Sip break. This must be fruit or vegetables (no cheese, biscuits, yoghurt or popcorn, please). If needed, please cut fruit.
- \* **Lunch:** in a named container that children can open or canteen lunch order.
- \* **Hat** – Children require a broad-brimmed or bucket hat to play outside. Our uniform hat is available through the uniform shop.
- \* **Library bag** - Please write the student's name clearly on the outside of the Library Bag.
- \* **Spare Clothing** – just in case of 'accidents', water play or getting wet during winter

### ***Lunch***

All lunch that is not eaten will be returned in their lunch container each day so that you can monitor the amount of food your child is eating.

### ***Absences***

Please inform the school if your child will be away for extended periods. A written note of absence is a legal requirement when a child is absent from Pre-Primary. Students who are late to school after 8:40am must collect a late note from the school office.

### ***Arrival at Pre-Primary***

Please encourage your child to unpack their own school bags on arrival at school. It is important that the children become independent, although they may still require you to remind them of what they need to do.

Parents are required to stay with their children outside until the doors open. For safety reasons, it is very important that children are not left unattended by parents and are brought into the classroom and handed into the care of the teacher. Parents and children are welcome into the room at 8:15am to complete a table activity or read a book until 8:30am.

Playground equipment is not to be used before and after school due to a "Duty of Care".

### ***D.O.T.T. (Duties Other Than Teaching) Time***

As Pre-Primary is a full-time program, teachers are provided with DOTT time for preparation of programs and activities. At Rockingham Beach Pre-Primary, each class will participate in the specialist learning programs (Art, Music, Japanese and PE).

### ***What your child will do at Pre-Primary***

The staff at Rockingham Beach Pre-Primary aim to provide a happy and stimulating learning environment where all the children are given equal opportunity to encounter new challenges and experiences. The program is based on principles that children learn through active play and that they all develop at different rates. We aim to cater for their individual needs. Literacy and Numeracy are a significant focus of the learning program. Teachers use the West Australian K-10 Curriculum for the Foundation (Pre-Primary) year to plan their teaching and learning program.

Students will also learn to:

- Share and co-operate with other children and adults.
- Work independently and select and participate in a variety of activities.
- Follow simple rules and routines.
- Develop the ability and confidence to communicate verbally and non-verbally their thoughts, ideas and feelings.

### ***Excursions and Incursions***

Children will have the opportunity to participate in some excursions/incursions throughout the year. The cost for these is kept to a minimum and information will be sent home when these arise.

### ***Clothing***

As Pre-Primary is now the first compulsory year of schooling, children are required to wear school uniform. Children will be provided with aprons for messy activities, but please note clothing may still become soiled. It is school policy for students to wear bucket style hats at school – "No hat, Play in the shade" rule applies in Pre-Primary.

As a safety precaution, suitable shoes must be worn at Pre-Primary. These may include sandals, sneakers and other closed in footwear that is appropriate for climbing etc. No thongs or backless shoes please.

Please include a spare set of clothes in case of little accidents. Have them in a plastic bag in their everyday bag throughout the year. Accidents can occur when children are engaged in activities.

*Please ensure that all items of clothing, including shoes are marked clearly with your child's name.*

### ***Parent roster***

Throughout the year you may be invited to place your name on the available “Parent Helper Roster”. A roster will be available at the beginning of each term. This roster allows you to share your child’s learning experiences.

Unfortunately, due to Duty of Care guidelines and to allow for maximum participation, we would prefer that babies and toddlers not attend with their parents on roster.

### ***How you can support your child at home***

- \* Read books with them each night.
- \* Encourage them to write their own name. Please only use capital letters for the start of names.
- \* Encourage them to have a go at writing – write words for them to copy, make shopping lists together, and allow them to role play write. Learn the Alphabet sounds. Play games, do alphabet puzzles, read alphabet books, show them the symbol and say the sound each letter makes.
- \* Count numbers. Sing songs that use numbers, play number games, nursery rhymes, etc. Talk about the name of each number when looking at the symbols.
- \* Practice fine motor skills, use scissors to cut out pictures that are dotted which the children trace over. Use tweezers to get beans out of a container. Draw pictures by drawing shapes.
- \* Practice separation. It is important for your child to learn to be independent.
- \* Encourage your child to be responsible for their belongings.
- \* Develop their language, listening and concentration skills. Read stories to them, play memory games, sing songs and nursery rhymes together.
- \* Develop their numeracy skills. Singing counting songs, playing matching games.
- \* Help your child to develop a healthy self-esteem, so that they will be able to face minor problems and meet new challenges.
- \* Teach your child to respect others and their possessions. The hardest thing for a child to do is to share their space and often their belongings.
- \* Maintain a positive approach towards school.

### ***Reporting to parents***

Pre-Primary is now the first compulsory year of schooling. In line with Department of Education policy, a formal report will be provided to parents at the end of each semester which will outline your child’s achievement in core learning areas. We encourage parents to discuss their child’s progress regularly with their teacher. Please inform us as soon as possible of any issues/incidents that may affect your child’s learning or attitude to school.

# NSW Foundation Print

## Writing the Alphabet

Aa Bb Cc Dd

Ee Ff Gg Hh

Ii Jj Kk Ll

Mm Nn Oo Pp

Qq Rr Ss Tt

Uu Vv Ww Xx

Yy Zz

# Communication



**Connect Now** is used to communicate with our parent community. The fortnightly newsletter, students school reports and general notices are sent electronically through this app.



## Payments

**Qkr** (pronounced - Quicker) is a FREE app to enable mobile payment for school-based accounts to save parents time. The app enables parents to use their smartphone or tablet to make payments and give permission for school fees and excursions without having to give their children cash to carry to school.

Our other options are EFTPOS in person or over the phone or direct deposit into the school's bank account (BSB: 016-440; Account 3409 05594; enter your student/family name as the reference)

***Please note, no payments should be sent to the school for the canteen.***



## Seesaw

Seesaw is a student-driven digital portfolio that empowers students to independently document what they are learning at school. **Seesaw** is a student-driven digital portfolio that inspires your students to do their best work and saves you time.

Seesaw is a great way for you to communicate one to one directly with the teacher through the messaging facility. To set yourself or a family member up on Seesaw, please see the class teacher.



## Canteen

The school P & C run the canteen. Orders can be placed online using [www.quickcliq.com.au](http://www.quickcliq.com.au)

## Uniforms

The uniform shop is now managed off site and the contact details are as follows:-

Uniform Concepts, Unit 24/26 Solomon Road, Jandakot Tel : 08 9270 4650  
website : [www.nellgray.com.au](http://www.nellgray.com.au)  
email : [jandakot@uc.nellgray.com.au](mailto:jandakot@uc.nellgray.com.au)