

20
23

**PARENT
INFORMATION
HANDBOOK
PRE-PRIMARY TO YEAR 6**



9 Zambesi Drive
GREENFIELDS WA 6210
9586 0600
greenfields.ps@education.wa.edu.au

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WELCOME TO GREENFIELDS PRIMARY SCHOOL

Greenfields Primary School is committed to providing the best possible education for its students. This booklet contains details on matters related to the day-to-day running of our school. It provides a great deal of information that will be of assistance to both you and your child as he or she progresses throughout the year. If you have any queries about the school, please do not hesitate to contact us.

CONTACT INFORMATION:

Principal:	Mr. Shannon Wright
Deputy Principals:	Ms. Lara Patching Mr. Paul Gallash
Manager Corporate Services:	Mrs. Tracey James
School Officers:	Mrs. Danielle Bolton Mrs. Suzie Snashall

Telephone:	9586 0600
Email:	greenfields.ps@education.wa.edu.au
App:	SkoolBag - Greenfields Primary School
Facebook:	Greenfields Primary School
Message U:	0447 962 655 (absences only)
Address:	9 Zambesi Drive, Greenfields WA 6210

TERM DATES 2023

Term 1	Wed 1 st February	Thurs 6 th April
Term 2	Mon 24 th April	Fri 30 th June
Term 3	Mon 17 th July	Fri 22 nd September
Term 4	Mon 9 th October	Thurs 14 th December

STAFF DEVELOPMENT DAYS

Students DO NOT attend on these days, staff development days for 2023 will be communicated once they are confirmed.

2023 PUBLIC HOLIDAYS

6 th March	Monday	Labour Day
25 th April	Tuesday	ANZAC Day
5 th June	Monday	WA Day

SCHOOL TIMES

8:30am	Doors open
8:45am	Class begins
11:05am	Recess
1:05pm	Lunch
2:50pm	End of day

Children should not arrive at school before 8:30am. Children who do arrive before 8:30am are to sit quietly in the undercover area. Parents are to collect their children by 3:00pm.

Parents supervise kindergarten and pre-primary children until the doors opens at 8:30am. Parents of kindergarten and pre-primary students are to stay with their children in the classroom until the siren goes at 8:45am.

MOBILE PHONE POLICY

The policy requires all public schools to implement a ban on the use of mobile phones for all students from the time they arrive at school to the end of the school day. This extends to the use of smart watches which need to be on airplane mode during this period. The policy aims to reduce distractions in class and improve student engagement.

Under the policy:

- Primary students cannot have a mobile phone in their possession. If your child is in kindergarten to year 6 and they bring a mobile phone to school, it will be stored until the end of school.
- Student phones must be switched off and given to the Administration Office before school and collected from the office at the end of each day to your child.
- Exceptions are allowed for students who have approval from the principal to use a phone to monitor health conditions, or where teachers give students permission to use mobile phones for a specific purpose.
- If students need to contact their parents/carers, they can do so through the school's administration. Likewise, if parents/carers need to get a message to their children, they should call the school.

COMMUNICATION

Parent/Teacher Information Session

All teachers will invite parents to a Parent/Teacher information session early in Term 1. Each teacher talks to parents as a group, explaining procedures, policies and expectations for the class. Attendance at these sessions is an excellent way of knowing what will be happening and of getting to know the class teacher.

SkoolBag App

The school has the mobile phone App "SkoolBag" which parents can download onto their smart phone or devices. This is a very important means of communication and is used by the school on a regular basis.

Message U System MGM OutReach

This is an automated, personalised SMS text system where texts are sent directly to parents' mobile phones if their child does not arrive at school. This is part of our duty of care of the students. MGM OutReach interfaces directly with the school attendance software and sends messages automatically at 10.00am, saving the school time and reaching parents quickly and effectively. Parents can respond

directly via text from their mobile phone, or send advance absence notification via text to the school.

Reports

A formal summative report is emailed home at the end of Terms 2 and 4. This will cover student achievement in all Learning Areas, personal and social development, behaviour and work habits. There will not be any formal reporting during Term 3 but plenty of opportunity for Parent/ Teacher discussion exists.

Assemblies

Formal assemblies are held regularly. Assembly dates will be advertised in the Term Planner, School Newsletter and on the school Facebook page. These involve special presentations from classes. The Book Award Assembly and Graduation Assembly is held late in Term 4.

Meetings

The children's work is always available in class for parents to view at a suitable time. Parents wishing to discuss their child with the class teacher, specialist teacher or Principal are asked to make an appointment to ensure Principal are asked to make an appointment to ensure adequate time is available.



AIMS OF THE SCHOOL

“Together We Grow”

Every child has the right to be supported in becoming a literate, numerate and creative individual with the skills, knowledge and

values to contribute positively to society.

Our key outcomes that support this statement:

- Students who have a lifetime love of reading.
- Students who apply their understanding of mathematics and technology to real world situations.
- Confident, resilient students with a strong set of positive behaviour values.
- Creative students with an understanding of environmentally conscious and sustainable living habits.

We provide a comprehensive programme for children from kindergarten - year 6. We are committed to the care of the individual and endeavour to cater for the intellectual, social, physical, emotional and spiritual needs of each child.

In recognising each child's individuality, we aim to provide learning opportunities that are designed to take account of the student's interests, ability and potential. We believe this can only be achieved in a happy and stimulating environment where a feeling of mutual respect exists between teachers, children and parents.

At Greenfields Primary, the children are encouraged to build positive relationships with other people, to be thoughtful and considerate and to realise their own worth as individuals. We consider the primary years to be an extension of the family unit. Parent participation is therefore an important part of the school and is positively encouraged. The school seeks to have warm relationships with its parents and the parents in turn will find the school's openness an expression of our faith in them as co-educators of their children.

PARENTS AND CITIZENS ASSOCIATION (P&C)

Parents and Citizens Associations are established under the Education Act of WA for the purpose of supporting a strong

government school system for the benefit of all students.

The Parents and Citizens Association (P&C) has been formed to support the school to achieve the Aims and Objectives of the school. To this end the P&C Association operates the School Canteen, which not only provides a service to the school, but also is a source of funds, which are used to buy additional resources for the school.

P&C Fundraising events provide funds to buy resources for the educational programmes and make improvements around the school. In addition to fundraising, the P&C provides assistance in kind with such activities as busy bees for grounds development, assistance in the Library and in classrooms. This additional assistance, in its various forms, provided by the P&C Association, is essential in a school such as ours

The functions of the P&C are to:

- Represent parents and the community on the School Board. Where a P&C exists in a school the representatives are elected by and from the financial members of the P&C.
- Parent representatives take the view of the parent body to the School Council and report back to the P&C.
- Encourage parents to participate in developing the school's educational policy.
- Develop parent participation and involvement in the school.
- Be the forum for parents to discuss issues pertaining to the school and its community and for gathering opinion.
- Promote and support communication and co-operation within the school community and to bring educational matters to the attention of the wider community.
- Provide extra amenities for the benefit of government school students.

P&C meetings are held throughout the year. Parents will be advised of the dates through the P&C and on their Facebook page -



UNIFORMS - PERM-A-PLEAT

All children are encouraged to wear the school uniform, according to the agreed policy as developed by the School Board and the Parents and Citizens' Association. Uniforms can be purchased from Perm-A-Pleat at U2/76 Reserve Drive, Mandurah, telephone: 9500 3036. Children who wear the uniform demonstrate support for the school, share a common identity and are freed from the social tensions of fashion. Socks and shoes or sandals are suitable footwear — no thongs, slip on shoes or boots please. Please be aware that the children will not be allowed to take their shoes off during the day.

Uniforms

- School polo shirt as supplied at Perm-A-Pleat
- Green and white school jacket with school emblem or plain black windcheater, jumper or cardigan.
- Black tracksuit pants.
- Black shorts. No brief shorts or board shorts.
- Black bike shorts or sports briefs must be worn under sports skirts.

- Green and white check gingham dress.
- Black tights or stockings may be worn underneath a skirt.
- Appropriate footwear to be worn at all times.
- Hat or cap for outdoor activities. School hats are available from Perm-A-Pleat.
- Earrings - one sleeper or stud is permitted in each ear lobe.
- No visible tattoos or other visible body piercing.
- No make-up or nail polish.

CODE OF CONDUCT ON SCHOOL GROUNDS

The code has been developed by parents to outline conduct that is appropriate when working in the school environment. It applies to all parents working in any capacity in the school. It is a reference to assist parents in understanding their responsibilities and obligations and to provide guidance in difficult situations. As parents we wish to demonstrate to our children standards of conduct that are acceptable and that there are appropriate ways to deal with difficult issues. The code is an attempt to encourage all parents to model appropriate behaviour and conduct themselves and resolve problems in an acceptable manner.

OUR PRINCIPLES

1. We perform to the best of our abilities the roles and responsibilities we undertake within the school being mindful of the limitations of our authority.

This means:

- We understand the Principal and teaching staff have responsibility for the students and we must take our directions from them.
 - We are volunteers and do not have to accept roles with which we are not comfortable.
2. We respect the responsibilities arising from the trust placed in us by the school community.

This means:

- We need to be aware of interpersonal situations that could

influence the performance of our duties.

- We will make appropriate use of school resources and take care of school property.
- In our dealings with students we have obligations of confidentiality and must at all times protect their interests.

We declare conflicts of interest which may impact on our role in the school.

This means:

- A conflict of interest occurs when personal, financial or other interests have the potential to interfere with the performance of our duties.
- It is inappropriate to use our involvement in the school to seek or obtain for ourselves any form of benefit or personal gain.
- We perform our duties with integrity, honesty and impartiality.

This means:

- We have the right as members of the community to make public comment. However, when doing so, our private views should not be implied or presented as those of the school.
- We are loyal to the school and to each other and avoid making comments which may undermine student morale or parent and community confidence in the school.

- We respect the uniqueness and dignity of individuals and act in a fair, courteous and sensitive manner.



This means:

- We strive to keep our school free from discrimination, harassment and abuse of any kind.
- We resolve conflicts or differences through the processes put in place by the school.

GENERAL INFORMATION

School Office Hours are 8:00am to 4:00pm Monday to Friday. Parents are asked to notify the school office promptly of any changes of address, telephone numbers (home, business or mobile), emergency contact details, health problems or any other relevant family details.

Absences

Under Department of Education regulations, the only acceptable reasons for absence from school are illness, or medical/dental appointments that cannot be arranged outside school hours. The Principal does not have the authority to approve absences for family holidays, shopping excursions, caring for other family members and absences of this nature must be the responsibility of parents themselves. **Parents can notify the school office of their child's absence by phone, email, SkoolBag or text message.**

Accidents

Minor injuries or illness during the day are normally attended to at school. In more serious emergencies, every endeavour is made to contact a parent to arrange for the child to be collected from school. In extreme emergencies the child may be taken to hospital direct or an ambulance requested. If a parent cannot collect a sick child, then every effort will be made to make that child comfortable in the limited facilities of the sick room.

Aboriginal and Islander Education Officer (A.I.E.O)

Our A.I.E.O. is employed to liaise with parents, help children with behavioural issues, offer informal counselling with children and assist teachers in the classroom.

Allergies

Greenfields Primary is an allergy aware school; we are not nut free. Given the number of foods to which students may be allergic, it is not possible to remove all allergens from the school environment. However, it is important for everyone within our community to become aware of the risks associated with anaphylaxis and to implement practical, age appropriate strategies to minimise exposure to known allergens. The most important people in preventing exposure are parents of children with allergies, it is your job to educate your child about their allergies and the importance of making sure they always check for themselves if an opportunity presents for them to try something you haven't provided. The school plays its part, by communicating with students and parents about allergies and ensuring those children with allergies are accommodated with alternative options during school events. We are also required to update medical plans upon enrolment, at least once yearly or whenever a student might have an anaphylactic reaction to an allergen at school and to undergo yearly training in the administration of EpiPens. All parents are required to inform the classroom teacher of the exact ingredients contained within any birthday cakes or other food items if they are being consumed by people other than their own child at school. Please consider doing this a day or two in advance as it allows the classroom teacher to check the ingredients and inform any parents of students with allergies. This keeps parents of children with allergies informed and allows alternatives to be sent in where their child is unable to consume what's being provided.

Bicycles and Scooters

Please make sure children know all safety rules relating to bikes and

scooters. Children riding to school must wear a safety helmet. **To help prevent theft it is best that children have a lock for their bikes and scooters and lock them at the bike racks provided in the school grounds.** Bikes and scooters must not be ridden on the school grounds. The school takes no responsibility for stolen bikes and scooters.

Canteen

The Canteen operates under the direction of the P&C Association. The Canteen is open Monday to Friday and has a Canteen Manager and volunteer helpers. Volunteer helpers are always needed so please call in and see the Canteen Manager if you can help. Recess and lunch orders are placed directly with the canteen or through the messenger service on the canteen Facebook page. **Facebook Page: Greener Pastures – Greenfields Primary School Canteen.**

Chaplain

Our school Chaplain, Mrs. Amber Kearns, is here to support and nurture staff, children and families' wellbeing. Amber is also available to assist families with referrals to outside agencies and community support services.

Children's Property

It is recommended that children do not bring excessive amounts of money or valuables to school. Children are not permitted to bring toys or sport equipment to school. Security of these items can not be guaranteed. **All items of clothing and other personal equipment need to be clearly labelled with your child's name.**

Dental Therapy Clinic Phone Number: 9581 3895

Staff at the Greenfields Dental Therapy Clinic examine all children on a rostered basis and treat most dental problems as they find them or as they arise. Children requiring more complex treatment may be referred back to parents.



Early Release

Only authorised contacts are able to sign out students early. These must attend the school office and sign the student out before they collect the child from the classroom. Teachers will not release any child without an early release note.

Excursions and Camps

Teachers will plan educationally based excursions from time to time. Details will be provided in time for parents to make appropriate arrangements. Excursions are carefully arranged to supplement and enrich the student's learning and are a valuable extension to the class setting. All students are encouraged to attend class excursions.

Students attending excursions MUST:

- Be wearing full school uniform and enclosed shoes.
- Have returned their permission note signed by a parent/carer.

- Have paid their excursion money.
- All monies and permission slips are to be put in a payment envelope and placed into the **secure payment box in the admin building. They MUST be returned by the due date.**

An annual camp is held in Year 6 to develop personal and interpersonal social learning and confidence. If students have specific needs while on camp/excursions, staff are happy to discuss these with parents before the event.

The Year 6 camp is based at off-campus venues. The camp offers personal challenges and team co-operation in an outdoor educational programme. Parental assistance is sometimes required for camps and excursions. The full payment of the camp is required prior to the student attending camp. A payment plan can be arranged after consultation with the Principal. More information will be given to parents and students as the year progresses.

Family Court Orders

It is the responsibility of parents to provide the school with a copy of any current Family Court Orders, parenting plans registered with the Family Court, or restraining orders, and to provide the school with any subsequent variations to these. The school can only comply with such orders if we have current copies of registered orders.

Factions

Some school activities, mainly sporting, are organised into the following factions: **Bortolo (Red)**, **Waldron (Green)**, **Kanyana (Blue)** or **Amazon (Gold)**.

Finance

Financial statements are provided to the P&C and School Board.

Grounds and Security

Security risks and the incidence of vandalism make it imperative that parents insist on children keeping away from **SCHOOL BUILDINGS** out of normal school hours. Anyone noting suspicious activity on the school premises is requested to immediately contact school security on 9264 4771.

Guidance

A School Psychologist visits the school regularly. The teaching staff make most referrals but parent approval is sought in advance. Parents themselves can request guidance advice through the school.

Hats

Hats must be worn by all students when outside during terms 1 and 4. Beanies and sun visors are not suitable.

No Hat = No Play

Head Lice

Identification of children with head lice is essential to prevent person-to-person spread of head lice. Head lice are spread from direct head-to-head contact with another person who has head lice. They are unable to jump or fly.

Exclusion

Under Section 27 of the School Education Act 1999, a Principal may exclude a child with head lice from school until treatment has commenced. Students must be treated with sensitivity if head lice are found. The Department of Health advises that students do not necessarily need to be excluded from class activities until the end of the school day. Students may be given tasks which do not involve close group work and remain at school for the remainder of the day. The principal, however, does have authority to exercise discretion and withdraw a student from school programs at any time.

Examining Students' Heads for Head Lice

Under Part 3, Division 2, r 29, of the Education Regulations 2000, *Head lice Inspections*, the principal of a government (public) school may authorise a member of the teaching staff or another officer at the school to examine the head of any student for the purpose of ascertaining whether head lice are present. Community Health staff (school nurses) are also authorised to undertake examinations.

Responding to an Outbreak of Head Lice

If head lice are found, then the parents of all students in the class should be informed and requested to examine and treat their children if required. Parents must be advised that head lice elimination requires at least 10 days of follow up treatment with daily removal of head lice. The Department of Health advises that a few remaining eggs are not a reason for continued exclusion. However, parents should be advised that treatment must continue until all eggs and hatchlings have been removed.

Kindergarten

Kindergarten is the first step in most children's schooling and should be an exciting and enjoyable experience with the support of parents and teachers. Kindergarten is a structured environment within the school and runs on a timetable like every other class. There are 2 classes operating on an alternating 2 and 3-day fortnightly rotation.

Library

The school's Resource Centre contains audio visual aids, listening centres, work corners, projection area, teaching aids and source materials, plus hundreds of books. Books and some of the equipment are available to teachers and children on a loan basis. Children are encouraged to take special care with books they take home and to always use library bags.

Lost Property

Articles of clothing left around the school are placed in a lost property box. Items unclaimed each term are usually donated to a suitable charity. Parents can help by ensuring that all items of clothing which children tend to remove, e.g. hats and jumpers are clearly marked with the child's name.

Parking

The main carpark is for STAFF ONLY. Please do not use this to drop off or pick up your children. The only exception is if you have a valid ACROD parking permit. You can then park in one of the ACROD bays with your permit displayed.

Pre-Primary

The Pre Primary programme runs for 5 full days per week and is compulsory. The programme is carefully and thoughtfully planned and prepared by the teachers to make Pre-Primary an exciting learning environment. We aim to help each child in their development and assist in every possible way with their individual needs and wants.

Road Safety

Parents picking up children after school are requested to take great care and to observe all traffic laws - stressing with children that they do not dart out between parked cars. Students are not to enter the staff car park. The pick-up and set down area is "one way". Please maintain the safety of this area by driving slowly. **Do not park on the circular driveway or the footpath.**

Rules

School rules are kept to a minimum and relate largely to safety, behaviour on verandahs, fair play, ground care, out of bounds areas, play areas and respect for people and property.

School Board

A School Board is required to be established in all schools, as set out

in the Education Act 1999 and its Regulations. Groups consist of the principal and elected representatives of the school's staff and the Parents and Citizens' Association. Its purpose is to enable community participation in the formulation of educational objectives and priorities for the school through a school development planning and review process and to formulate a dress code for students at the school. When a School Board is satisfied with a school's development plan, it endorses the plan and then the Principal submits it to the District Director. In addition, matters of educational interest or concern may be raised at any time with the school Principal, preferably by appointment.

School Development Plan

The school operations are driven by the School Development Plan that is an on-going procedure based on shared decision making of all the staff and personnel employed at the school. The plan also receives input from parents through the School Council, which represents the combined considerations of the teaching staff and the Parents and Citizens' Association.

Student Medication

Medication **will not** be administered to a student unless an Administration of Medication Form has been completed and signed by the parent or guardian. It is imperative that any medication given to students must have been sighted by the school in its original packaging, with the pharmacy label clearly stating the student's name, type of medication, dose and frequency.

Stationery Booklists

Textbook and stationery lists are issued during Term 4 for the following year. A letter to parents will accompany the list. Parents can order online through the supplier or they can choose a supplier of their own.

Student Council

The Student Council is made up of a group of Year 6 students. Amongst their duties they organise some social events, help with fundraising for charities adopted by the school and assist with student issues.

Transfers

Parents of children changing schools are asked to contact the school so that student report copies, records, medical cards etc. can be collected and be ready to send to the new school. You are also asked to help ensure that all Greenfields Primary School library books and school owned text books are returned.

Voluntary Contributions

The voluntary contribution has the approval of the Department of Education. This year the charge will be \$40.00 for Kindergarten and \$60.00 for Pre-Primary to Year 6 students.

ZERO TOLERANCE SCHOOL GRAFFITI POLICY

Policy:

Graffiti of any sort on any medium is not tolerated within the wider community or this school. Greenfields Primary School will enforce a policy of ZERO TOLERANCE with regard to any form of graffiti.

Definition of Graffiti:

Under this policy, graffiti is defined as any artwork, drawing, writing, design, signature or markings other than the necessary identification of property.

Policy Implementation Guidelines:

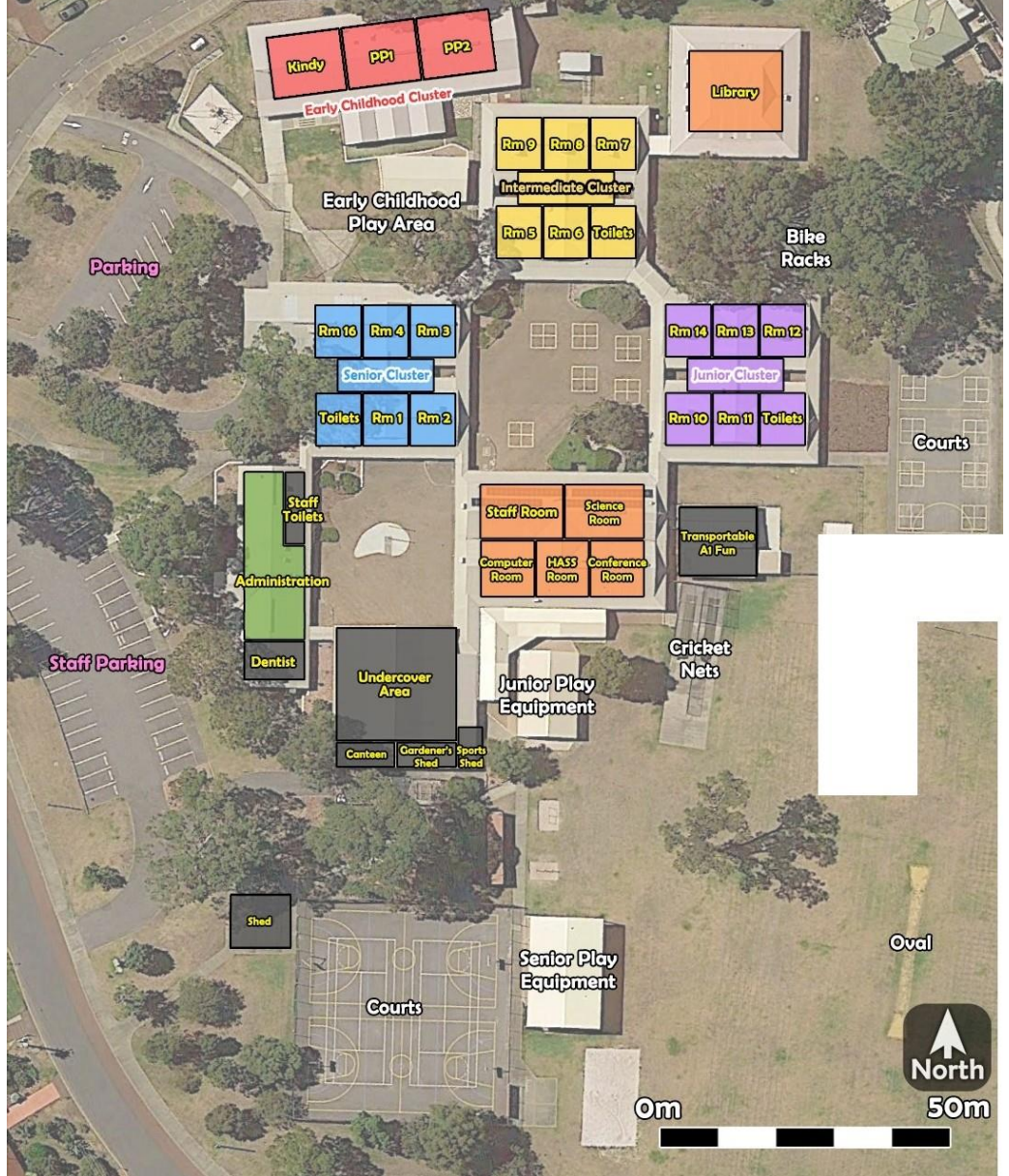
- The school's ZERO TOLERANCE policy is to be widely publicised by all staff to students and parents alike.
- All staff will be vigilant in identifying graffiti, reporting it and

having it removed.

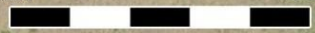
- Students who have graffiti on school bags, school files or any other belongings will be asked to remove it. Where an item has been damaged to the point that it is impossible to clean or cover, the item must be replaced; such items will not be permitted at school.
- Any graffiti on books, rulers, pens, paper or walls will be photocopied or photographed and the details of name, contact, location will be recorded by identifying teacher. When this is done, the student and parent will be advised of the fact and warned of the BMIS consequences of future instances.
- Copies of the graffiti, together with the incident report will be given to the relevant Deputy Principal for filing and forwarding to the Mandurah Police Station.
- In the first instance of graffiti, parents are to be contacted by the teacher. Repeat offenders will be dealt with in accordance with the school BMIS policy.
- Graffiti on school property is DAMAGE (Graffiti) and will be treated as such by reporting it to the Mandurah Police immediately, who will be encouraged to take the appropriate action.



GREENFIELDS PRIMARY SCHOOL



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Oval

