



2017 Parent Information Book



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A MESSAGE TO FAMILIES

Welcome to the East Hamersley school community.

On behalf of the staff of our great school, I look forward to forming a positive partnership with you so that we can give your child the best opportunities to prosper academically, socially, emotionally and morally. We proudly stand by our school motto 'We Excel'.

Teaching staff strive for quality teaching, complemented by a strong focus on values and develop new programs and initiatives that reflect the needs of our students and community.

East Hamersley Primary School has been recognised by the Department of Education for its outstanding performance and has an 'exemplary' status as awarded by the Departments Education Review Group.

We have also been very privileged to be a top four finalist for "School of the Year".

I trust that you find this information book useful and would welcome your comments, enquiries or feedback about any aspect of East Hamersley school life.

Best wishes

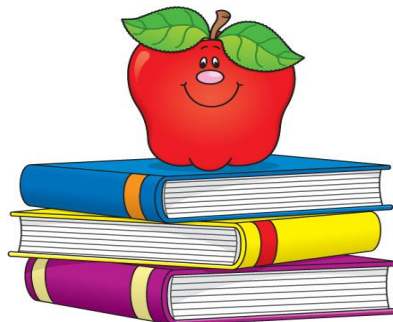
*Lyn Dawson
Principal*



Principal, Ms Lyn Dawson

ABOUT EAST HAMERSLEY PRIMARY SCHOOL - OUR BELIEFS

- All children and young people are capable of learning, achieving and extending themselves. We can all learn.
- Students learn in different ways, at different times and rates, for different reasons, and in supportive environments.
- The teacher is a facilitator, role model, coach, manager, umpire, mentor, guide, friend, carer and an imparter of knowledge. A teacher is a critical person in a child's life and is the creator of future generations
- Teaching needs to foster students taking responsibility for their own learning by setting challenging and yet realistic goals that value high standards, promote self-esteem and lead to improvement.
- Effective teaching is purposeful, challenging and connects with a student's interests, needs, cultural background, abilities, beliefs, goals, prior knowledge and stage of development
- Learning programs need to acknowledge and build on prior and existing knowledge, abilities/interests, cultural backgrounds, level of development and real life applications.
- Students should have the opportunity to observe, practise and teach other students the skills, values and processes that are expected of them.
- The mental and physical needs, wellbeing and health of students and staff is a priority to us.
- The core values should be in practice daily. They are the foundation of all activities, experiences and learning.
- Learning happens best when student-teacher relationships are based on trust, respect, values, cooperation, partnerships, teamwork, positive interactions and a safe environment.
- Learning occurs where students, home and school work together towards a common goal, collaborate, communicate, develop a partnership and support each other



2017 TERM DATES FOR STUDENTS



Semester One			
Term 1	Wednesday 1 February	-	Friday 7 April
Term 2	Wednesday 26 April	-	Friday 30 June
Semester Two			
Term 3	Tuesday 18 July	-	Friday 22 September
Term 4	Tuesday 10 October	-	Thursday 14 December

PUBLIC HOLIDAYS

The school will be closed for the following holidays:

Labour Day Monday 6 March
Western Australian Day Monday 5 June

All other public holidays occur during or at the start or end of school term breaks.

SCHOOL HOURS

Monday - Friday 8.50am – 3.00pm

Recess: 10.30am - 10.50am

Lunch: 12.20pm - 1.00pm



Students are requested to arrive after 8.30am, when supervision by teachers commences. Students arriving before this time are required to remain seated on the benches in front of Room Eight until 8.30am.

SCHOOL DEVELOPMENT DAYS

There are seven school development days throughout 2017. Four of these are at the beginning of each term. The other three days will be scheduled at the beginning of each year and we will then notify the school community of these dates.

STUDENT CONTRIBUTIONS

East Hamersley's School Contributions & Charges are \$60 per child in 2017. The payment of these contributions maximises the quality of teaching and learning programs and assists the school in purchasing up to date resources for teachers and students.

NEWSLETTER

Our newsletter is sent via the "Skoolbag" app each fortnight on Wednesday, as well as being posted on the school website:

easthamersley.wa.edu.au

Our newsletter is a very important way of communicating with families, so please download this app to your phone. (An instruction sheet is included in this folder.)

You can also let the office know if you would like a copy emailed to you.

If you would prefer a printed copy, these are available in the front office.



PHOTO PERMISSION

Your attention is drawn to the Media Permission section of our Policy Information Booklet. This is where you have stated if you are willing/not willing to give your approval for your child's image to appear in school related articles that are published regularly, including our website.

You are of course at liberty to withdraw your consent at any time by contacting the school in writing.

VISITING EAST HAMERSLEY PRIMARY SCHOOL

Parents and visitors are always welcome at East Hamersley Primary. For the protection and safety of all children during the school day, we ask that you observe these procedures:

- You'll need to call in at the school office to sign your child out if picking up during school hours
- All visitors to East Hamersley are required to register at the school office where a Visitor's Badge will be issued

HELPING AT SCHOOL

There are many areas that family members can help out at school. Your help is greatly valued! In all cases, you'll be asked to sign a Confidential Declaration form. We are required to obtain this from you and it is a simple task that you only have to do once.

Our State Government has introduced legislation to strengthen the protection of children in W.A. This is known as Working with Children Checks (WCC). To find out more about this, and how this will work in the education sector, you can visit the WCC site - www.checkwcc.wa.gov.au.

PARKING

In the interests of child safety, the staff car park is restricted **to staff parking only**. Parents are requested to park vertically on the school side of Doon Way to set down and pick up students. Please also be mindful not to obstruct the footpath because this is used by parents with prams.

SCHOOL BANKING

School Banking is available on Friday (8:30 – 8:45am) in Block "A" .

SCHOOL ETHOS

Caring

East Hamersley Primary School aims to provide a caring environment where:

- The individuality of students, staff and parents is recognized and valued;
- Students develop self-discipline, respect and concern for others;
- Self-esteem, self-reliance and responsibility is fostered;
- A sense of belonging and pride is engendered;
- Students develop an ability to work co-operatively with others, communicating in a socially acceptable manner;
- Students develop qualities of self-acceptance, initiative and self-confidence.

Learning Environment

East Hamersley Primary School aims to provide a learning environment where:

- The individuality of students, staff and parents is recognized and valued;
- Students have a commitment to excellence;
- The diversity of students' individual talents, interests and needs are recognized and catered for;
- Students achieve their full potential;
- Students are encouraged and assisted to accept responsibility for their own learning;
- Students are encouraged to make a positive contribution to the school and the wider community;
- Students develop a respect for the rights of others.

Community Links

East Hamersley Primary School aims to establish links between students, staff, parents and members of the broader community through:

- The free flow of communication;
- A commitment to seek out and encourage anyone who can enrich the school program thus enhancing the development of our students;
- Keeping parents advised of educational programs and their child's progress;
- The provision of opportunities for involvement and initiative in shared decision making.

All members of the school community share responsibility for the maintenance of good order and personal safety within schools.

Managing Student Behaviour

The school behaviour management policy is to encourage all members of the school community to work together to develop a sense of pride in our school and provide a safe, fair and well organised environment.

We encourage students to accept responsibility and to develop self discipline.

The school policy is based upon the rights and related responsibilities of all students, staff and parents. The school is a "***put down free zone***".

EAST HAMERSLEY SCHOOL DRESS CODE

The school's colours are 'bottle' green and gold.

This dress code is consistent with the Department of Education's *Dress Requirements for Students* policy, and is underpinned by the strong belief that all East Hamersley students should wear their school uniform each day. We also believe that our school dress code:

- fosters and enhances the public image of the school;
- assists in building school and team spirit;
- encourages equity among students; and
- prepares students for work, as many places have dress and safety codes.

East Hamersley is a "SUN SMART". The 'NO HAT NO PLAY' policy applies all year round. Hair below the shoulder should be fully tied back. The wearing of makeup is not permitted. Jewellery is discouraged, the exceptions being sleepers, studs watches and medic alerts. Uniform items are available for purchase from Administration.

LOST PROPERTY

The lost property box is located in "A" Block.

Please ensure that all your child's clothing and belongings are clearly marked with their name.

PURCHASING SCHOOL UNIFORMS

East Hamersley school uniforms items are available for purchase from Administration.



READING AND LIBRARY BOOKS

Children are encouraged to look after books carefully. Families play an important part in supporting this. Unfortunately, lost or damaged books may have to be paid for or replaced.

MONEY, VALUABLES AND TOYS

All money should be sent in a secure manner, preferably in the labelled school money envelopes. It is also preferred that valuables and special toys are kept at home, as breakages and misplacing items can cause upset and tears for all!!

MOBILE PHONES

Students are asked not to use mobile phones during the time they are on the school property. Messages to students can be made through the school's office. Mobile phones that are required by students between the school and home must be clearly labelled and **stored in the front office** during their time on the school property.



PARENT/TEACHER INTERVIEWS

At the beginning of the school year, each teacher will hold a class meeting, or individual meetings if required, to explain classroom policy and procedures to parents. School priorities and initiatives are also discussed. It is important that at least one parent attend this meeting. During second term there will be individual parent/teacher interviews as required.

Please remember that you can make an appointment with your child's teacher at any time throughout the year interviews are not restricted to 'reporting times' at the end of each semester. Appointments can be made directly with the teacher or through the school office.

TUESDAY VALUES ASSEMBLY

On every Tuesday morning there is an assembly for Years PP-7. This is a brief assembly for talking to students about the week ahead, and giving messages, fiction point updates, values certificates and prizes. Parents do not normally attend these assemblies.

WHOLE SCHOOL ASSEMBLY

Each class and student leaders take a turn in hosting assemblies. The dates for these will be put into the term calendars. We hope that the children will gain confidence and develop responsibility by organising these and other similar activities. Your child will love to see you and other family members at their assembly!

INCURSIONS/EXCURSIONS

Educational incursions and excursions are regularly arranged for classes. Written advice is sent to parents for every excursion. It is desirable that every student participates in planned excursions, which are part of the teaching program. In the event of financial difficulty, please contact the office.



IN-TERM SWIMMING

Department of Education swimming classes will be available for all children in Years PP-6. The cost (TBA) will cover the pool entry and bus hire. Unless there is a medical reason, all students from PP – 6 are expected to attend.

STUDENT ABSENCES

Department of Education policy requires **all** student absences to be explained in writing, via the app, or by a phone call. Should you need to pick up your child during school hours, please call into the office to sign your child out. Exemption from school activities needs to be covered by a note or medical certificate. Letters will be sent to parents asking for an explanation for a child's absence if one is not received.

ACCIDENT OR ILLNESS

Minor injuries are treated at school but in the case of more serious accidents or illness, the school will contact you or phone the designated emergency contact. For this reason it is vital that your contact information is current.

ASTHMA FRIENDLY SCHOOL

East Hamersley Primary School is proud to support the principles of an Asthma Friendly School. If your child has an asthma condition, you are invited to call into the office to complete a Student Asthma Record form and by doing so, this helps us to be better informed of the way your child's asthma can be best managed.

PEANUT AND EGG ALLERGY

It is reality of modern-day life that an increasing number of children develop life threatening allergies to certain food products. Reactions to eating these products is known as an anaphylactic reaction, effectively meaning the airways swell to a point where breathing stops. As such, East Hamersley is aiming to be an 'Allergy Aware' zone. We will work together to ensure the safety of our students.



MEDICAL PROBLEMS AND PRESCRIBED MEDICATION POLICY

The *Student Health Care Policy* document, available on the Department of Education and Training's website, describes procedures relating to students with medical problems and students using prescribed medication.



For your information, a summary of this policy, which is reflected in our school's policy, is listed below.

- Schools are required to document all administration of medication to students, whether the medication is self-administered or teacher administered.
- Any student taking medication while at school is requested to have a Health Care Authorization (HCA) completed by a parent. This HCA, available from the office or on our website, is required for both short-term medication and long-term medication
- Medication should be in properly labelled containers showing the name of the drug, the name of the student and the appropriate dose and frequency. Unlabelled drugs **will not** be administered.
- Parents are asked to contact the school with information or procedures for dealing with emergency situations that may arise due to a child's medical condition. Parents should also notify the school promptly if their child's medical condition changes.
- This Medical Emergency Plan is to be updated annually.
- Non prescribed analgesics (e.g. aspirin and paracetamol) are not able to be administered to students by school staff without written instruction from the parent.

SCHOOL NURSE

If you wish to discuss your child's health, please contact the office for an appointment. The Community Health Nurse conducts screening of children in Pre-Primary, Year One and Year Six for hearing and vision.

SCHOOL PSYCHOLOGIST

A School Psychologist services our school on a fortnightly basis. Teachers, in consultation with parents, refer students for School Psychologist intervention. If however you would like to discuss a possible referral of your child, please contact your child's teacher. You may also wish to contact the Deputy for more information.

DENTAL THERAPY CLINIC

East Hamersley students are able to access the Greenwood Dental Therapy Clinic.

All children who register are checked and parents advised when treatment is needed. Following parental permission, the clinic may carry out all normal dental work required. For more information, please contact the clinic on 9203 5611.



COMMUNICABLE DISEASES

The danger from the presence at school of children suffering from an infectious disease, arises chiefly at two periods –

- whilst suffering from early symptoms.
- when convalescing from the disease and still retaining infection in their person or apparel.

As many parents do not know the communicability and exclusion periods, the details are set out below.

MEASLES

Notifiable

Period of communicability 4 – 5 days before rash begins until 4th day after rash appears.

Exclude until well and for at least 4 days after the onset of the rash.

Exclude un-vaccinated children until 14 days after the onset of the rash in the last case.

MUMPS

Notifiable

Period of communicability – From 6 days before to 9 days after the onset of swelling.

Exclude until well and for at least 9 days after onset of symptoms.

RUBELLA

(German Measles)

Notifiable

Period of communicability – From 7 days before to at least 4 days after the onset of the rash.

Exclude until at least 4 days after onset of rash.

MENINGOCOCCAL DISEASE

Notifiable

Infectious period: Until *N. meningitidis* is no longer present in nose and throat secretions.

Exclude until well.

RING WORM

Period of communicability – As long as lesions are present and viable spores persist on contaminated materials.

Exclude until the day after treatment has commenced.

SCABIES

Period of communicability - until mites and eggs are destroyed.

Exclude until the day after treatment has commenced.

HEAD LICE & NITS

Period of communicability - While nits (eggs) and lice are live.

Exclude until the day after treatment has commenced.

HEAD LICE - NOTE

Head lice are an unfortunate and very frustrating aspect of school life. If detected at school, you will be contacted to take your child home. Your child may return once effective treatment has commenced. It is recommended that parents check their child's hair frequently. For more information, visit www.health.wa.gov.au/headlice

IMPETIGO

(School sores)

Period of communicability – Until sores are healed.

Exclude until day after antibiotic treatment has commenced.
Lesions (sores) on exposed skin surfaces must be covered with a waterproof dressing.

HAND, FOOT & MOUTH

Coxsackie A Virus

Period of communicability - Exclude until all blisters have crusted.
Faeces remain infectious for several weeks.

CONJUNCTIVITIS

Period of communicability – While eye discharge is present or, in the case of a bacterial infection, until 3 days after beginning antibiotic treatment.

Exclude until discharge from eyes has ceased or until 3 days after beginning antibiotic treatment.

CHICKEN POX

Period of communicability - 2 days before rash until all blisters have crusted.

Exclude until well and for at least 5 days after the eruption first appears and until vesicles have formed crusts.

Some remaining scabs do not justify exclusion.

PARVOVIRUS B19

Slapped Cheek

Incubation period is 1 – 2 weeks but is not infectious after the rash Syndrome appears.

Exclude until well.

**Pets**

In the interests of safety for all, please note that dogs are not permitted to be brought on to the school grounds, even if on a leash or other control device.

EAST HAMERSLEY SCHOOL BOARD

East Hamersley School Board is the elected body responsible for participating in school management issues and policy, according to the group's Constitution. East Hamersley School Board meets once per term.

EAST HAMERSLEY PARENTS & CITIZENS ASSOCIATION

East Hamersley P&C is responsible for fundraising for the school. The P&C committee meets once a term in the staff room. Dates and times are available on the Term Planner. We would love you to come along and get involved.

SCHOOL GROUNDS AND PROPERTY



We are all very proud of our wonderful school grounds and facilities. Please be vigilant and report any unwanted or suspicious out-of-hours activity to the:

Police (131444)
or
School Watch (1800 177 777).

Community and sporting groups are welcome to apply to use the facilities; please call into the office to discuss this.

BICYCLES

It is terrific that many adult family members ride to school with their children. This is particularly important for children under the age of 10, where it is recommended that they ride bikes (and scooters) to and from school only when supervised by an adult. Upon arrival, please ensure that bikes are pushed in the school grounds. Parking is available at the racks near the front office (a padlock and chain is recommended). Naturally, everyone riding a bike should be wearing a helmet.



THE FATHERING PROJECT

The Fathering Project is about the important role Fathers and father figures play in the lives of our children and school community. This is achieved by developing a network of men in the community upon whom you can turn to for support and discuss issues surrounding your children, as well as being involved in a range of fun activities that will be enjoyable for the kids. We have a champion group of Dad's called the "Jacana's", who organise these activities.

Dates for these meetings will be advertised in the Term Planner and we encourage male family members (Fathers, Grandfathers, Uncles) to attend.