



# 2024 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, we 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".

We 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

James Baker





# SCHOOL ETHOS

## CARING

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

- The individuality of students, staff and parents is recognised 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.





## 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.





## 2024 TERM DATES FOR STUDENTS

### Semester One

Term 1 Wednesday 31 January - Thursday 28 March

Term 2 Monday 15 April – Friday 28 June

### Semester Two

Term 3 Monday 15 July - Fri 20 September

Term 4 Mon 7 October – Thu 12 December

## PUBLIC HOLIDAYS

Labour Day Monday 4 March

ANZAC Day Holiday Thursday 25 April

WA Day Monday 3 June

School will be closed for the above holidays - all other public holidays occur during school term breaks  
Please note: All dates were correct at the time of printing

## SCHOOL HOURS - MONDAY TO FRIDAY

School Starts 8:50am

Recess 11am - 11:20am

Lunch 12:50pm - 1:30pm

School Finishes 3pm

\*\* 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 outside their class \*\*

\*\* All students are expected to have vacated the school by 3:30pm \*\*

## ACCIDENT / 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.



## 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 must be wearing a helmet.



## 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.

COMMUNICABLE DISEASE	PERIOD OF COMMUNICABILITY / EXCLUSION
<b>MEASLES</b> <b>(NOTIFIABLE)</b>	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.
<b>MUMPS</b> <b>(NOTIFIABLE)</b>	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.
<b>RUBELLA (GERMAN MEASLES)</b> <b>(NOTIFIABLE)</b>	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.
<b>MENINGOCOCCAL DISEASE</b> <b>(NOTIFIABLE)</b>	Infectious period: Until Neisseria meningitides bacteria are no longer present in nose and throat secretions. Exclude until well.
<b>RING WORM</b>	Period of communicability - As long as lesions are present and viable spores persist on contaminated materials. Exclude until the day after treatment has commenced.
<b>SCABIES</b>	Period of communicability - Until mites and eggs are destroyed. Exclude until the day after treatment has commenced.
<b>HEAD LICE &amp; NITS</b>	Period of communicability - While nits (eggs) and lice are live. Exclude until the day after treatment has commenced.
<b>HEAD LICE</b> <b>(EMAIL)</b>	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 <a href="http://www.health.wa.gov.au/headlice">www.health.wa.gov.au/headlice</a>
<b>IMPETIGO (SCHOOL SORES)</b>	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.
<b>HAND, FOOT &amp; MOUTH</b> <b>(COXSACKIE A VIRUS)</b>	Period of communicability - Exclude until all blisters have crusted. Faeces remain infectious for several weeks.
<b>CONJUNCTIVITIS</b>	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.
<b>CHICKEN POX</b>	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.
<b>PARVOVIRUS B19</b> <b>(SLAPPED CHEEK)</b>	Incubation period is 1 - 2 weeks but is not infectious after the rash Syndrome appears. Exclude until well.

## 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 or [greenwooddtc@dental.health.wa.gov.au](mailto:greenwooddtc@dental.health.wa.gov.au).

## DOGS

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



## DRESS CODE

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

This dress code is consistent with the Department of Education's Dress Requirements 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 amongst students; and
- Prepares students for work, as many places have dress and safety codes.



East Hamersley is a "SUN SMART" school. The "No sun protective hat, play in the shade" policy applies.

Hair below the shoulders should be fully tied back. The wearing of makeup is not permitted. Jewellery is discouraged, the exception being sleepers, studs, watches and medic alerts.

**PURCHASING SCHOOL UNIFORMS** - East Hamersley school uniform items are available for purchase from admin on Tuesdays only between 8:30am - 3:30pm. Orders may be placed outside these times using a blue order form (credit card details must be supplied to use this service). Uniforms may then be collected from the next Tuesday onwards. All orders will incur a \$3 charge for a reusable EHPS Eco Bag.



## 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 WA. This is known as a Working With Children's Check (WWCC). To find out more about this, and how this will work in the education sector, you can visit the WCC site [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au)

## **INCURSIONS / EXCURSIONS**

Educational incursions and excursions are regularly arranged for classes. Electronic advices are 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 LESSONS**

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



## **LOST PROPERTY**

Please ensure that all of your child's clothing and belongings are clearly marked with their name so that items can be returned to your child. The lost property is situated in the undercover area.

## **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. This policy is available to parents on request. 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".

## **MEDICAL CONDITIONS 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 conditions 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 Form 3: Administration of Medication form completed by a parent. This form is available from the office and 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.

## **MOBILE PHONES**

Students are 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 handed into in the front office during their time on the school property.



## **MONEY, VALUABLES AND TOYS**

All money should be sent in a secure manner, preferably in a labelled envelope. 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! The school is not liable for lost money or broken toys.



## NEWSLETTER

Our Newsletter is sent out via email and the "Audiri/SkoolBag" mobile phone app on Tuesdays in weeks 3, 5, 7 and 9 as well as being posted on the school website: [www.easthamersley.ps@education.wa.edu.au](mailto:www.easthamersley.ps@education.wa.edu.au). Our Newsletter is a very important way of communicating with families, so please download this app to your phone. (Instructions are included in the Finance & Communication Booklet which is also available on the website.)



## PARENTS AND CITIZENS ASSOCIATION (P&C)

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.



## 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 send an email to the school or directly to the teacher via the Seesaw app.

## PARKING

In the interest 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 or Earn Place to set down and pick up students. Please also be mindful not to obstruct driveways or the footpath because parents with prams use this.

## 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.



## PHOTO PERMISSION

Photos of the students may be taken during assemblies, incursions, excursions, sports carnivals and other special events and fundraising activities. The enrolment form includes a section for parents to give approval for their child's image to be published by the school. Examples of this include promotional posters or handouts (such as this information booklet); the school newsletter (sent to all families via email, on the SkoolBag app, and also appears online on the school website); and the TV slideshow in admin. **Consent is given for all or none of the above.** You are of course at liberty to withdraw your consent at any time by contacting the school in writing. We recommend you advise your child if you have not given consent so that they may try to avoid their photo being taken. Photos with students who have not given consent are often rendered unusable which is not fair to other parents who wish to see their child featured.

## READING & LIBRARY BOOKS

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



## 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.

## SCHOOL DEVELOPMENT DAYS

There are usually around 4 school development days (pupil free days) throughout 2024 when the students do not attend school.

These days are scheduled at the beginning of each year but are subject to change. We will notify the school community of the dates in the Term Planners, which come out at the start of each term.

## SCHOOL GROUNDS & 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 (131 444) or School Watch (1800 177 777). Community and sporting groups may apply to use the school's oval or undercover area; please call into the office to discuss this.



## SCHOOL NURSE

If you wish to discuss your child's health, please contact the office via phone or email, and they will send an email request to the nurse on your behalf. The Community Health Nurse conducts screening of children in Kindy, Pre-Primary and Year 6 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.

## STUDENT ABSENCE

Department of Education policy requires all student absences to be explained in writing, via the Skoolbag app or by email to [easthamersley.ps@education.wa.edu.au](mailto:easthamersley.ps@education.wa.edu.au). Should you need to pick up your child during school hours, please call into the office to sign your child out and collect a pass. Exemption from school activities needs to be covered by a note or medical certificate. An email or letter will be sent to parents asking for an explanation for a child's absence if one is not received.

Research clearly shows the need to engage students and establish positive attendance behaviors in the early years of schooling. To raise parent and community awareness of the fact that, where academic achievement is concerned, every day counts, parents/carers taking children out of school in term outside of school holiday periods for a family vacation, I asked to contact the Principal in writing advising of the intended vacation and dates for the absence. Vacations within school terms are not supported by the Department of Education due to the impact it may have on a child's learning. Absences due to a vacation during a school term may be recorded as an *'unauthorised vacation'* against the child's attendance record. During the period of absence the school is not obliged to provide work for the child to complete whilst on vacation.



## STUDENT CONTRIBUTIONS

EHPS requests a Voluntary Contribution of \$60 per child. The payment of these contributions maximises the quality of teaching and learning programs and assists the school in purchasing up-to-date resources for the teachers and students.

## TUESDAY VALUES ASSEMBLY

Every Tuesday morning there is an assembly for Years PP-6. This is a brief assembly for talking to students about the week ahead, and giving messages, faction point updates, values certificates and prizes. Parents do not normally attend these assemblies.

## VISITORS

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

You will need to come into the school admin office to sign your child **in/out** if they arrive late or if you are taking them out of school during the day for any reason. This is done using the iPad in admin, and students are then given a LATE, LEAVE or RETURN pass to give to their teacher.

All visitors to East Hamersley are required to register at the school office.

## 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!







Inspiring a culture of excellence in  
all that we do