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KOORANA PRIMARY SCHOOL
109 Coronata Drive, Warnbro, WA 6169
Telephone: 9593 4022
Facsimile: 9593 4027
Email: Koorana.PS@education.wa.edu.au
Principal: Ms Margaret Gold
Website: http://kooranaps.wa.edu.au/

2017 TERM DATES

| Semester 1 | Term 1       | Wednesday 1 Feb – Friday 7 April |
| Semester 2 | Term 2       | Wednesday 26 Apr - Friday 30 June |
|           | Term 3       | Tuesday 18 July - Friday 22 Sept |
|           | Term 4       | Tuesday 10 Oct - Thursday 14 Dec |

2017 PUBLIC HOLIDAYS

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<tr>
<th>Holiday</th>
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<tr>
<td>Labour Day</td>
<td>Monday 6 March</td>
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<td>Good Friday</td>
<td>Friday 14 April</td>
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<td>Easter Monday</td>
<td>Monday 17 April</td>
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<td>ANZAC Day Holiday</td>
<td>Tuesday 25 April</td>
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<td>Western Australia Day</td>
<td>Monday 5 June</td>
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<td>Queen’s Birthday</td>
<td>Monday 25 September</td>
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SCHOOL HOURS

Commence: 8.30 am
Break 1: 10.40 am – 11.00 am
Break 2: 1.00 pm – 1.30 pm
Finish: 2.30 pm

Students are requested not arrive at school before 8.15am. Early arrivals are to go to the Undercover Assembly area where they will be supervised until 8.20am.

The school premises are strictly out of bounds after school hours, during school holidays and over the weekends unless authorised by the Principal.

STUDENT INFORMATION

Please ensure that information given on enrolment is kept up-to-date.

The school should be notified immediately of any change in address, contact numbers, places of employment and emergency (contact) numbers.

This information is vital in cases of emergency (eg sickness or accident).
KOORANA PRIMARY SCHOOL PROFILE

Koorana Primary School is an Independent Public School located in Warnbro, in the City of Rockingham. We cater for children in Kindergarten to Year 6. Our staff provide students with quality education that engages students with learning through the use of cooperative strategies. Staff at Koorana Primary School strongly believe in building a positive school culture with a focus on whole school positive behaviours, promoted through and PBS (Positive Behaviour Support) and PATHS (Promoting Alternative Thinking Strategies) to support students with their social and emotional growth.

Our positive and challenging teaching programs allow all students to develop the necessary knowledge and skills to become confident independent learners. We are proud of our school and offer a diverse range of subjects including media arts, visual arts and physical education taught by specialist teachers.

Koorana Primary School's purpose is to ensure our students leave primary school well prepared for their future with the knowledge, confidence and skills to maximise their potential for success in today's world. We have a strong ethos of being a warm, caring and friendly community where every child is treated as a valued individual. Koorana Primary School enjoys outstanding support from its community through both Parents and Citizens Association and its School Board.

All classrooms are fitted with multimedia teaching facilities and equipped with the latest ICT technology. Outside, kindergarten and pre-primary students enjoy their own outdoor natures-caped play area. Netball courts, basketball courts, tennis courts, cricket nets, a large oval provide opportunities for students. The school is fully air-conditioned, providing a pleasant learning environment throughout the year.

SCHOOL VALUES

RESPECT
We accept that everyone brings something different to our learning environment and are respectful, tolerant and courteous towards everyone.

HONESTY
We are fair, trustworthy, reliable and courageous when dealing with others and ourselves.

TRUST
We build confidence and trust with others in all that we say and do.

CITIZENSHIP
We contribute to our school community by sharing our kindness and care so that everyone feels welcome, safe and valued in the place where we live and learn.

EXCELLENCE
We set high standards for ourselves at work and play so that we always do and give our best.

Our Vision

To develop INNOVATIVE students and help them ACHIEVE their best to go on to lead and INSPIRE others in the wider community.
KOORANA PRIMARY SCHOOL

This information booklet is presented to both inform and empower the parent/carer community. We hope the information contained in this booklet will enable all families to be very comfortable as they become a part of our school community.

As parents/carers you can also support the school by ensuring that your child is fully equipped both physically and emotionally. School should be seen as a happy, pleasant and enjoyable environment.

SCHOOL PURPOSE & ETHOS

- Every student is a successful student
- Every teacher is an effective teacher
- Koorana is a good school

SCHOOL DIRECTIONS

- Success for all Students
- High Quality Teaching and Leadership
- Improved Student Attendance, Engagement and Behaviour
- A Capable and Responsive Organisation
KINDERGARTEN INFORMATION

INTRODUCTION
The Kindergarten program is often the first experience for your child in an educational setting. It is the start of your child’s formal learning experiences where your child will develop important academic, social and emotional skills. The school views the Kindergarten program as the foundation and cornerstone on which future educational opportunities for your child are developed. Kindergarten is an integral part of the whole school and our K-6 approach.

BRINGING CHILDREN TO THE CLASSROOM AND COLLECTING THEM
Making sure your child is happy and safe at Kindergarten is important. This is, for most children, their first experience at a school and helping them to understand important routines is essential.
Parents/carers or a responsible person are to bring their child to the classroom each day. Parents/carers are welcome to enter the classrooms at 8.20am and enjoy an activity or puzzle with their child.

CLOTHING
Please see pages Dress Code Policy of the information booklet regarding general appearance and uniforms. *Students who don’t wear a hat will be expected to play in the shade.*

BELONGINGS
Please provide a bag for notices and children’s artwork. Please write your child's name on the bag so that it is easy to see and identify.
- **WATER BOTTLE** – labelled with your child’s name on.
- **SPARE CLOTHING** (for everyone) - Bring everyday in the school bag - underpants, socks, shirt, shorts/trousers in case of accidents and when children are involved in water play activities.
- **LIBRARY BAG** is needed to allow children to borrow books. This bag should be approximately 35 x 35cm, with drawstring or Velcro fastening.

LABELLING ITEMS
All of the items listed below need to be labelled with your child’s name clearly visible: *lunch box, water bottle, school bag, hat, library bag and clothing.*

PARENT/CARER INVOLVEMENT
Koorana Primary School welcomes parents/carers to volunteer as a parent helper. Please discuss this with your child’s kindergarten teacher.

PERSONAL ITEMS LIST
Each year parents/carers are requested to purchase a small number of items, such as pencils, textas, markers etc. This small list of items supports the classroom’s programs and supplements the resources that the school provides.
SCHOOL INFORMATION

ASSEMBLIES
These are held throughout the year and take place in the undercover assembly area, usually each fortnight. Each class organises and presents at least one assembly per year. The assemblies commence at 8.40am and last approximately for half an hour. We encourage parents/carers to attend assemblies whenever possible. Your attendance shows the children that you value what they do and is an opportunity to experience displays and items of work from all classes. Toddlers are welcome to attend but parents/carers are requested to ensure that they are closely supervised and are quiet out of respect to the class presenting the item. Parents/carers and family members attending school assemblies are also asked to respect the children and teaching staff by turning off their mobile phones for the duration of the assembly and not talking during the assembly.

ATTENDANCE/ABSENCES
It is a legal requirement that all children attend school. A text message (0437 803 706), note or verbal explanation to the school is required explaining all absences. A medical certificate may be required to explain prolonged absences. (See Appendix 3.)

CARE OF MONEY/VALUABLES
• Money
Children should not bring large sums of money or valuables to school. Children who find money are instructed to take it to the office and children losing money should inform their teacher. The school cannot take responsibility for lost or stolen money or valuables.

• Games and Electronic Equipment (e.g. mobile phones, iPods etc)
Children should not bring toys and games to school as teachers cannot accept responsibility for the loss or damage to personal property. If items are required for ‘news’ they must be given to the teacher until required and collected at the end of the day.

• Mobile phones and iPods are discouraged at school. However if parents/carers feel that a mobile phone is necessary, the phone (and iPods) must be left with their teacher during the day for security. Phones need to be SWITCHED OFF or to silent mode. No responsibility is accepted for loss of mobile phones, iPods or for any expensive items brought to school by students.

CHILDREN LEAVING SCHOOL GROUNDS
Children are not permitted to leave the school grounds once they have arrived at school. Parents/carers should be aware that children are in the school’s care and are the school’s responsibility during school hours.

If a child needs to leave the school grounds for any reason during the day they must have permission from the Principal (school). The school requires notification from a parent/carer if a child will be being picked up early or leaving the school for any reason. The child must be signed out from the school office and signed back in if they return to school to finish the day.

CLASS STRUCTURE
a) Schools are organised within the constraints of staffing available but with the intentions of maximising the possibilities for all children.

b) Schools are staffed according to a budget and not provided with staff to enable ‘straight’ classes for each year level. For example, 40 Year One children are highly unlikely to be formed into two Year One groups.

In a school where there are, for example,

| Year One | 40 children |
| Year Two | 32 children |

a probable class plan may look like the following:

| Year 1 | 24 children |
| Year 1/2 | 16/8 children |
| Year 2 | 24 children |

Current class sizes are a recommended limit but not a mandated limit.

Children are placed in classes according to the school’s Class Placement Policy (See Appendix 1.)
COLLECTING CHILDREN PROMPTLY: 2.30PM
It is important that parents/carers either collect their children promptly at 2.30pm, or have made
arrangements for their collection. If parents/carers have a problem collecting their children promptly at
2.30pm, they must make alternative arrangements for their child(ren) to be picked up from school on
time. Students are requested to leave the school grounds straight after school. Students should not be
on the school premises after classes unless participating in supervised after school activities.

COMMUNICATIONS TO PARENTS/CARERS
Keeping parents/carers informed on the progress of their children is an important objective for the
school. Maximising the potential of all children is very much a partnership between the home and the
school. Parents/carers are encouraged to communicate with the classroom teacher about their child.
This ongoing and open communication is vital for children’s success at school.

Parents/carers will receive information through a variety of ways from the school:

- **Classroom information meetings (Term 1):** within the first weeks of term one of a new school
  year, parents/carers will be invited to attend a general information meeting about their child’s
  classroom. This meeting is conducted by the classroom teacher. It is not a time for discussion
  about individual students. At this meeting the classroom teacher will outline classroom
  organisation and any other issues to do with children and the classroom. These meetings are also
  a time for parents/carers to ask questions about the classroom or have any general concerns
  addressed.

- **Teacher Contact (ongoing)** - this is most important. Parents/carers should ensure they have
  clear communication with their child’s teacher, either by visiting the school, by phone contact,
  email or a note. Teachers are also available to meet with parents/carer at different times
  throughout the school week. Please contact the classroom teacher or the school if you wish to
  arrange a meeting time.

- **Written reports** are sent home twice a year. At the end of Term 2 and Term 4, a formal report is
  sent to all parents/carers. These reports are a written record of a child’s learning and achievement
  in all curriculum areas as well as attitude, behaviour and effort. This format is a standardised
  format used by all schools. The contents of a child’s report should not be a surprise to any
  parent/carer as it is hoped that two way communication between the school and parent/carers has
  been ongoing up to this point.

- **Interviews** – at the end of Term 2, all parents/carers are invited to meet with the class teachers to
  discuss Semester One progress after the reports have been distributed.

COMMUNICATIONS via ELECTRONIC DEVICES

- **SMS Messaging:** SMS Messaging is used to notify parents/caregivers if your child has an
  unexplained absence at school. It is also used as a communication tool to receive alerts and or
  notifications.

- **Skoolbag App:** Our School has our own Skoolbag iPhone and Android App to help us
  communicate more effectively with our Parent/Student community. We are asking
  parents/students to install our Skoolbag School App. To install it, just search for our school
  name Koorana Primary School in either the Apple App Store or Google Play Store.

- **Website:** visit our website for school information, newsletters, term planner, photos and other

COMPLAINTS - SUGGESTIONS
If you feel you have cause to complain or wish to make a suggestion regarding an organisational
aspect of the school, please speak with the Principal or a member of the administration team. If other
parents/carers complain to you about anything to do with the school, please tell them to come in and
speak with one of the team. Problems cannot be solved if the school does not know about it. We ask
that parents/carers respect teachers’ right to privacy and arrange an interview during school hours if
you wish to discuss your children’s progress.
The West Australian Curriculum encompasses the Australian Curriculum, setting out the knowledge, understandings, skills, values and attitudes that students are expected to acquire. The curriculum has a twenty-first century focus which includes three cross-curriculum priorities and seven general capabilities. The West Australian Curriculum comprises:

1. The Early Years Learning Framework
2. Kindergarten Curriculum Guidelines
3. Pre-primary to Year 10 Curriculum

Given the phased development of the Australian Curriculum, we will be teaching some learning areas from the Australian Curriculum supplemented by learning areas described in the former West Australian Curriculum Framework. As the West Australian Curriculum is a developed, it will gradually replace the Curriculum Framework in Western Australia.

DENTAL CLINIC
This free service is operating at Koorana Primary School. Its purpose is to provide a continuous preventive dental service for each enrolled child. Telephone 9593 4821 (8.30am - 4.00pm). You will be notified when your children’s appointments have been made. The centre is supervised by a Dental Officer of the Public Health Department’s Dental Health Service and is staffed by dental therapists.

Each enrolled child is taught proper care of teeth and gums and routine preventive therapy is applied. Any treatment required (fillings or extractions) is carried out at the centre with parent/carer permission.

DOGS
Animals are not permitted on the school premises at any time unless permission is given by the Principal. This includes bringing a dog on a lead to drop off or pick up children from school.

Dogs which follow children to school and remain around the buildings during the day are a nuisance and a cause for concern. The Rockingham City Ranger will be contacted to remove any dogs which venture on to the school site.

DRESS CODE POLICY
The School Board in consultation with staff, parents/carers, students and the community has established a dress code for all enrolled students.

The School Board endorsed that the dress code -
• fosters self and school pride
• ensures students are dressed safely for specific school activities
• encourages equity amongst students
• fosters and enhances the public image of the school
• assists in building school and team spirit

DRESS CODE REQUIREMENTS
School Uniform
• Black shorts (mid thigh and loose fitting walk short), sports skirt, black pants or skort;
• Koorana tee shirt, polo shirt or faction shirt;
• Koorana jacket or black windcheater;
• Hat or cap;
• Footwear appropriate and safe for the activity, excursion or incursion;
• Hair is to be worn neat, clean and tied off face (long hair should be tied back);
• Parkas or coats may be worn for protection but must be taken off in class;
• Small stud earrings or small sleepers, watches and medic-alert bracelets/necklaces are acceptable.

Cont.
Non-appropriate apparel
- Singlets tops;
- Board shorts;
- Leggings/jeggings and leg hugging pants
- Clothing with hoods, advertising logos, obscenities or graphics;
- Additional decorative jewellery and hair accessories;
- Thongs, shoes with high heels/platforms or slip on shoes without a back;
- Cosmetics, make up or nail polish;
- Tattoos or body paint;
- Coloured hairspray unless for a special occasion;
- Additional, obvious piercing and ear expanders
- Denim Items

Excluded
- Denim items are totally excluded from all dress codes in ALL PUBLIC SCHOOLS

Students who don’t wear a hat will be expected to play in the shade.

All children are required to wear school uniform on excursions, unless other arrangements are approved by the school. Details will be provided to parents/carers in the excursion information provided by the class teacher.

Acceptance of enrolment at the school is deemed as an agreement between the parent/carer enrolling the student and the school, including an acceptance that the student will dress within the guidelines of the school dress code.

EARLY ARRIVALS
Children arriving before 8.20am must sit in the undercover assembly area, where they will be supervised from 8.10 am until 8.20am. All children from Kindy – Year 6 must wait in the undercover area if they arrive at school before 8.20am – parents/carers are welcome to wait with their children.

EARLY YEARS LEARNING FRAMEWORK
The Early Years Learning Framework describes childhood as a time of belonging, being and becoming.
- Belonging is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.
- Being is about living here and now. Children is a special time in life and children need time to just ‘be’- time to play, try new things and have fun.
- Becoming is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

It is well known that children learn best when they have secure relationships with caring adults. When children from a very early age develop trusting relationships they feel more confident and able to explore and learn.
In early childhood settings, when children feel emotionally secure they learn through play to develop the skills and understandings they need to interact positively with others and gradually learn to take responsibility.

Through the Framework's five learning goals educators will assist your child to develop:
- A strong sense of their identity
- Connections with their world
- A strong sense of wellbeing
- Confidence and involvement in their learning; and
- Effective communication skills.

By working together parents and educators can enhance a child’s learning and wellbeing. As the most important person in your child’s life you can make a difference by talking regularly with your child’s early childhood educator and asking about spend together in the early childhood setting.
ENROLMENT AND TRANSFERS
It is necessary to present a birth certificate or extract along with immunisation records when enrolling children in Kindergarten, Pre-primary or Primary School. A proof of address document is required when enrolling eg; utilities bill, rental agreement.

Children in Kindergarten must turn 4 and Pre-primary must turn 5 before June 30th. Children will be enrolled in Kindergarten providing a vacancy is available. Pre-primary is the first year of compulsory schooling. An application must be completed and signed by a parent/carer. It is essential that the school has an alternative contact number for your child in the event of an accident or illness. All enrolments are handled by the School Officer at the school’s front office.

Please advise your child’s teacher or the office staff in advance if you are leaving Koorana Primary School. This will allow for the collection of your child’s belongings, class work etc. Student records are forwarded by Koorana Primary School upon notification from the new school of your child’s enrolment.

HEALTH CARE NEEDS
To ensure the health, safety and welfare of all children in the school, staff work closely with parents/carers to ensure appropriate health care for our students.

When a parent/carer informs the school office that their child has a medical condition:
1. They will be requested to complete a **Health Care Authorisation** which is available at the office and then arrange for their doctor to fill out the appropriate section of this form and return it to the office. Parents/carers will then be provided with a copy of the document which will be **current for one school year**.
2. If changes are required to the agreed health care procedures during the current year parents/carers must inform the school and make the required changes to the **Health Care Authorisation**. This is then communicated to the child’s teacher by a member of the administration team.
3. All instructions for giving medication must be recorded as a part of a student’s health care authorisation.

**PLEASE NOTE:**
- All medication must be brought up to the school office and given to one of the School Officer’s. Medication is not to be kept in a child’s bag. This includes over the counter painkillers such as Panadol or Nurofen.
- All medication must be in clearly labeled containers showing the name of the student, name of the drug and the appropriate dose and frequency.
- Medication which is not labeled correctly will not be accepted for use.

INFECTIOUS DISEASES
If your child contracts any of the following diseases, you must notify the school office and they must be excluded from school as listed below:

- **Chicken Pox** - Exclude from school - WHERE NO MEDICAL CERTIFICATE OF RECOVERY is available - re-admit seven days from appearance of pimples with watery blobs - IF WELL.
- **Measles** - Exclude from school - WHERE NO MEDICAL CERTIFICATE OF RECOVERY is available, re-admit seven days from appearance of spots - IF WELL. **Children who have not been immunised must be excluded from school for two weeks.**
- **Mumps** - as for Measles. Fourteen days exclusion.
- **Ringworm** - exclude from school until the day after treatment has commenced. Contacts need not be excluded. Ointment is available from Chemist.
- **Rubella** - exclude from school. WHERE NO MEDICAL CERTIFICATE OF RECOVERY is available, re-admit on subsidence of symptoms.
- **Scarlet Fever** - exclude from school. Re-admit on MEDICAL CERTIFICATE OF RECOVERY NOT LESS THAN TEN DAYS FROM ONSET.
- **Scabies** - exclude from school until cured.

Cont.
• **Head Lice (Pediculosis)** – the Health Department recommends that long hair (boys and girls) should be tied back to help combat head lice.
  
  Contacts are not excluded but should also be treated as a precautionary measure as should all sheets, pillows etc.
  
  If an outbreak of head lice occurs, students will be given a letter informing the community of the outbreak and measures parents/carers should take.
  
  Parents/carers are encouraged to check their child's hair regularly and carry out treatment as required.

• **Impetigo** - school sores - exclude from school while medical treatment is being undertaken.

• **Hepatitis A** - re-admit on medical certificate of recovery or on subsidence of symptoms but not before seven days after onset of jaundice.

• **Whooping Cough** - re-admit on medical certificate of recovery.

Children should be fully immunised before starting school. On enrolling your child, you must present your child's immunisation record.

*For further information please contact Australian Childhood Immunisation Register on 1800 653 809.*

*For up-to-date online immunisation records go to:*

www.medicareaustralia.gov.au

**HOMEWORK – HOME READING**

Homework may be given by individual classroom teachers.

Children in the early years are usually provided with **home reading** each night and for these children this constitutes homework. Home reading is a time for parents/carers to share reading with their child.

Books that are sent home with the children to read in the home environment should be books children are able to read successfully and should not create stress or tension in the home during this practice and consolidation time. If your child is struggling with their home reader – please speak with the classroom teacher to ensure the child is taking home a book that is most suitable for them.

**INSTRUMENTAL MUSIC**

The school participates in the Department of Education's instrumental music program to identify children who are considered to have very high musical ability.

Testing is carried out by the school's specialist at the end of Year 5. The selection process consists of test results, student's aptitude for music, classroom teacher recommendation and instrumental teacher's ratification for a particular instrument.

At the beginning of Year 6, selected children are offered a place in the **brass program** learning either trumpet or trombone or **classical guitar**. These lessons are provided free of charge by the Department of Education and students attend once a week until the end of Year 6. It is an expectation that students will commit to practice regularly between lessons.

Lessons are conducted at school and instruments are either hired or purchased by the parents/carers. The participating children then have the option at the end of Year 6 to continue music studies at a nominated secondary school either with their current instrument or they may be permitted to select another instrument.

**INSURANCE COVER AND SCHOOL CHILDREN**

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

1. The Department of Education does not insure children against injury at school or on excursions, camps, visits, etc. This is considered to be the responsibility of the parent/carer. School children's accident insurance cover is available from various insurance companies. Parents/carers are advised to ring the Insurance Council of Australia to find an appropriate company if they are interested in taking out a policy.
2. The Department of Education does have a public liability insurance policy that covers their liability in case of accidents caused through defects in school buildings, equipment or playgrounds, or through negligence on the part of an employee of the Department.

3. On school excursions, camps, swimming, etc., whether children travel by bus or private car, they are covered while travelling by the normal third party insurance cover, the premium for which is part of both car and bus licence fees.

4. Some bus companies do carry an additional public liability policy, but again it would only cover negligence on the part of the company.

**LATE ARRIVALS**

Students who are not in class by the required time, 8.30am, will be marked as LATE on the attendance register.

Any child (Kindergarten – Year 6) who arrives after **8.30am** is required to obtain a late notice from the front office.

Patterns of LATENESS will be noted and a meeting with parents/carers will be arranged to discuss strategies to assist students and families with their punctuality.

**LIBRARY**

Our Library is an area for students to read, relax and borrow books.

**LOST PROPERTY**

An area containing lost property is located in the undercover area. All lost clothing, shoes, lunchboxes and drink bottles will be placed in the Lost Property Box and parents/carers wishing to look for lost property should look in the box for lost items. At the end of term all unclaimed “lost property” will be donated to a charitable institution.

**LUNCH PERIOD**

There is a compulsory lunch period of ten (10) minutes during which all children must sit and wait, even if they have finished eating their lunch.

**MANAGING STUDENT BEHAVIOUR**

Koorana is a PBS school. Positive Behaviour Support (PBS).

Students, members of the community and staff were involved in a highly consultative process to develop expectations and the behaviour matrix that guides the behaviour curriculum.

These are:

- I am Safe
- I am Motivated to Achieve
- I am Respectful
- I am Trustworthy

Koorana students are SMART students.

At Koorana we acknowledge students come from many different backgrounds and cultures that view ‘behaviour’ differently thus we cannot assume that students know how to behave appropriately when at school. Furthermore, some students make poor choices when confronted with a conflict. Consequently, we teach our students how to behave at school to ensure that they do make better choices. PBS views inappropriate behaviour in the same manner that problems in reading or math are viewed...as a skill deficit. When a skill deficit exists, we must teach the appropriate skill.

PBS is a collaborative (team based), educative, proactive and functional process to developing effective interventions for inappropriate behaviour. The *positive* refers to a change in focus from reactive (focusing on what students do wrong) to proactive (teaching and recognizing what students do right). It refers to an overall change in the school climate to a learning environment where students and teachers feel appreciated, safe and respected.
PBS does not ignore inappropriate behaviour. PBS views appropriate consequences as those that are effective in changing the student’s inappropriate behaviour.

Using a reward system is not bribing a student to behave appropriately. A bribe occurs when something is offered to a person before the behaviour to get them to behave in a specific way. PBS acknowledges and rewards students for following school-wide expectations and rules after the behaviour occurs. Thus, rewards are earned, not offered as payoff in exchange for good behaviour. (See Appendix 2.)

MONEY COLLECTIONS
At times it will be necessary to ask parent/carers for additional money for such things as swimming pool entrance, bus fares, excursion expenses, etc. It is school procedure to minimise expenses to parents/carers as far as is possible. These charges are carefully considered, set and documented before parents/carers are asked to contribute to additional costs. All money collections should be handed to the class teacher unless otherwise advised.

NEWSLETTERS
It is the school’s objective to keep parents/carers fully informed of school activities and items of interest. Newsletter distribution is one of the main ways the school achieves this. Newsletters are available fortnightly each Friday on even weeks. The newsletter is available on our website. A printed copy of the newsletter is available from the office if required.

OSH CLUB – BEFORE & AFTER SCHOOL CARE
OSH Club provide a before and after school care program onsite. This is an independently run business which offers professional and quality programs by qualified staff. You can find further information by visiting their website www.oshclub.com.au and following the links to enrol.

QUALITY ASSURANCE
As per the Education Act (1999) and School Regulations 2000, Koorana Primary School reports annually via an Annual Report endorsed by the School Board. Annual Reports are placed online via Central Office.

PARENTS/CARERS AND CITIZENS’ ASSOCIATION
The Koorana Parents and Citizens Association (Inc.) is the body which represents the parents of the schools. The Association’s main role is to support the schools for the benefit of all students. Meetings are held at the school and meeting times are advertised in the school newsletter. We encourage parents/carers of students in the early years of our school to become involved to ensure a broad spread across the school and to allow for succession planning as students move through and leave our school.

Parents and Citizens’ Associations are directed under the Education Act toward two major aims -
1. To promote the interests of the school by working to bring about a close cooperation between parents/carers, other citizens and teachers.
2. The provisions of facilities and amenities and other educational needs not provided directly by Government.

PARENT/CARER HELPERS
Parents are encouraged to become involved in all aspects of their children’s school lives and are heavily relied on for voluntary help in running various programs in the school. Some of the ways in which you can help are Classroom Activities, Oral Reading, P&C, excursion helper and sporting activities.
PARENTS/CARERS VISITING THE SCHOOL SITE
All visitors, including parents/carers, are required to report to the front office when coming into the school, for any reason, during the normal hours of instruction. Visitors to the site are required to sign a visitors’ book as a formal record of their presence in the school. The perimeter gates to the school are usually locked during the regular school hours and parents/carers are to enter the school by the main entrance on Coronata Drive.

Parents/carers are not permitted to collect children from classrooms during hours of instruction without first visiting the office and signing the child/ren out. Parents/carers will then be given an “early release” card which is then given to the classroom teacher. Children will not be released to parents/carers without this process being followed and the receipt of the release card.

PARKING AND PICKING UP/SETTING DOWN CHILDREN
Coronata Drive, Royal Palm Drive and Juania Place are very hazardous before school in the morning and when school finishes in the afternoon. Please take care and exercise courtesy when moving off from the school after pick-up or set-down. Please observe the mandated 40 kmh speed limit in these streets from 7.30 am – 9.00 am and 2.30 pm-4.00 pm.

THE STAFF CAR PARK IS NOT TO BE USED FOR PARKING BY PARENTS/CARERS AT ANYTIME OR AS A PICK-UP AND DROP-OFF POINT FOR CHILDREN.

Please use the parking areas in Coronata Drive, Royal Palm Drive and Juania Place.

PATHS
The PATHS (Promoting Alternative Thinking Strategies) program is a program that supports the school’s Values and Behaviour Management and Improvement philosophy.

The program provides a consistent whole school approach to support students’ social and emotional development. PATHS lessons are taught in all classes. The three main components of PATHS are:
- Self control
- Emotional understanding
- Building self esteem.

PEAC
Each year the children in Year Four are tested by the Department of Education to identify children who are ‘gifted and talented’. These children are offered the opportunity to attend specially designed learning activities for half a day per week at the PEAC Centre. The children who are identified as PEAC (from testing results) in Year 4 are able to participate in the program through Years 5 - 6.

PHYSICAL EDUCATION
The school places a high priority on supporting children to be fit and participate in sport. As part of its specialist programs, the school has a Physical Education teacher. The school aims to create an awareness of physical activity by offering a balanced program to all students.

Government policy requires all children to participate in at least two (2) hours of physical activity each week.
ROAD SAFETY
Children riding bicycles to school need parent/carer guidance and training regarding road safety. This will be reinforced at school, but the parental role is vital. Parents/carers are reminded that the wearing of bike helmets is compulsory by law. Children under 10 should not be riding to school on their own and without adult supervision.
Children are not permitted to ride their bicycles on the school grounds at any time. Bicycles are to be secured with a bike lock in the bike racks. The school is not responsible for theft or loss in regard to bicycles. There is also a scooter storage rack where students scooters can be secured.

SCHOOL BOARD
The School Board is formed 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 will enhance the education provided by the school.

The Board has the following functions:

To take part in:

a) establishing and reviewing from time to time, the school’s objectives, priorities and general policy directions
b) the planning of financial arrangements necessary to fund those objectives, priorities and directions
c) evaluating the school’s performance in achieving them and
d) formulating codes of conduct for students at the school.

With the approval of the Director General to:

a) take part in the selection of, but not the appointment of, the school principal or any other member of the teaching staff.

To approve:

a) of a charge or contribution determined by the principal for the provision of certain materials, services and facilities
b) of the costs determined by the principal to be paid for participation in an extra cost optional component of the school’s educational program
c) of the items determined by the principal to be supplied by a student for the student’s personal use in the school’s educational program and
d) of an agreement or arrangement for advertising or sponsorship in relation to a government school.

To determine in consultation with students, their parents and staff a dress code for students when they are attending or representing the school.

To promote the school in the community.

SCHOOL FACTIONS
Koorana Primary School is divided into 3 factions. All students will be placed into a faction. Where possible, members of a family are placed in the same faction.

Faction Colours:  
Red - Meerloo
Gold - Ngolika
Blue - Balcara

SCHOOL SECURITY
To create a safer and more secure school environment all visitors, contractors and volunteers are required to use the “Sign In” book located at the front office. This ensures that during an evacuation – EVERYONE is accounted for.
SETTING WORK FOR ABSENT STUDENTS
There are times when students cannot attend school due to illness or a family emergency and can extend over a number of days. Teachers will do their best to provide guidance about what school work the students should do at these times and this may include sending home some work that has been done in class during the student’s absence.

There is no requirement for teachers to provide work packages for students taken out of school for family vacations. At the beginning of the year each teacher will outline their specific homework requirements at their parent/teacher meeting.

SICKNESS AND ACCIDENTS
The school’s capacity to care for children who are unwell is very limited. The school requests that parents/carers keep their children at home if they are sick. The school will contact parents/carers when children become sick during school hours and need to go home.

All parents/carers are asked to make sure that the school has current contact details including phone numbers and address. We also require at least one current emergency contact number in the event that parents/carers cannot be contacted.

Please contact the school office when information requires updating.

SMOKING/DRUGS ON THE SCHOOL GROUNDS
Parents/carers are reminded that drinking alcohol, smoking and drug use are not permitted at any time within or around the school’s grounds. This is in the best interest of the health for all stakeholders. Parents/carers are requested to refrain from smoking near the entrance gates or inside the grounds – this includes the car parking areas.

STATIONERY LISTS
Koorana Primary School’s finance committee each year allocates an amount of funds towards class budget’s to supply some of the student requirements in their classrooms. However, parents/carers are required to provide stationery items as indicated for each year level.

These stationery items will need to be replaced during the year as they are consumable items.

Separate lists of the requirements for each class are issued. Additional copies of these lists will be available at school for those who miss the original issue or are available on our website.

Each year the school organises for a stationery supplier to provide the recommended list of items. Parents/carers are provided with this list and prices in Term 4 and are encouraged to take advantage of this service. Prices from the contracted supplier are competitive with the open market.

All items should be clearly labeled with the child’s name.

STUDENTS EARLY RELEASE
Should a parent wish to collect their child before 2.30pm they are asked to complete a “Student Release Request” slip at the office before going to the classroom. Identification is required.

STUDENT SERVICES

SCHOOL PSYCHOLOGIST
The School Psychologist is at our school once a week to deal with routine matters as well as special referrals. Children with learning, behavioural or social/emotional difficulties may, with parent/carer approval, be assessed by the school psychologist. Parents/carers will be fully informed and involved at all times. The school psychologist does not provide a counselling service but may refer parents/carers and families to outside agencies and services.

SCHOOL NURSE
Under normal circumstances your child will receive a vision and hearing assessment in Kindergarten and Pre Primary. However, if you have some specific concern you may request that the nurse assess your child. In all cases parents/carers will be advised of any issues or if further investigation is required. The School Nurse visits the school on request.
SWIMMING
Swimming lessons are considered to be an important part of each child’s education. Lessons for students from Pre-Primary to Year 6 are conducted at the Warnbro Aqua Jetty during the school term.

Ten lessons will be conducted over a two week period during the school year.

UNIFORM SHOP
Uniforms are available from the uniform shop which is run by the P&C Association.
The Uniform Shop is open every Thursday 8.20am – 9.15am in the undercover area opposite the canteen. Alternatively uniforms can be ordered through the front office.

EFTPOS Facilities are available at the school reception for your convenience.
(MARKING OF CLOTHING - All articles of clothing must be clearly marked with the child’s name).

VOLUNTARY CONTRIBUTIONS & CHARGES
Kindergarten to Year 6
In order to enrich the opportunities available to your child in the school, Department of Education regulations provide that a Principal may establish funds for libraries, sporting facilities, incidental materials, etc.

It would be in the interest of the school if all parents/carers contributed the following amounts -

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>One child</td>
<td>$50.00</td>
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<tr>
<td>Two children</td>
<td>$40.00 per child</td>
</tr>
<tr>
<td>Three or more children</td>
<td>$30.00 per child</td>
</tr>
</tbody>
</table>

It is the Department of Education’s intention that the contribution be reduced where more than one member of a family attends school, or where hardship exists. Please see the Registrar if you have any queries regarding these contributions.

Parents/carers are urged to forward this money to the school office during the first weeks of school. For the convenience of parents/carers, the school has EFTPOS facilities for your convenience.

WHOLE BODY LISTENING
This is a strategy where students are explicitly taught what effective listening is by using 5 parts of their bodies. Ears are used to listen as well as eyes for looking at the person speaking, mouth by not speaking when someone else is, hands by not fidgeting and keeping feet still so you can concentrate on what the person is saying. Children then ‘switch on their brain’ or for older students, use their emotions to connect with the speaker.
KOORANA SCHOOL SONG

Chorus
K-(double)O-R-A-N-A-
We care for each other; it’s the only way.
The teachers are cool and the kids are great.
K-(double)O-R-A-N-A

Verse 1
Yeah! We work together; we work real hard.
We have fun playing in our schoolyard.
Care is what we do’ It is our creed.
Together we’re building a community.

Chorus
K-(double)O-R-A-N-A-
We care for each other; it’s the only way.
The teachers are cool and the kids are great.
K-(double)O-R-A-N-A

Verse 2
It is our place: it’s where we want to be.
There’s plenty of friends for you and me.
Just one look and it’s plain to see
We’re gonna go down in history.

Chorus
K-(double)O-R-A-N-A-
We care for each other; it’s the only way.
The teachers are cool and the kids are great.
K-(double)O-R-A-N-A
PURPOSE/BELIEFS
Individual class placements will be decided on considerations that maximises a child’s educational development and learning potential.

GENERAL PRINCIPLES
- The decision making is collaborative and participative and allows for teacher involvement in the placement of individual students.
- There is a clearly understood set of educational guidelines, which are used to place individual students in classes.
  - Academic performance
  - Behaviour
  - Social Development
  - Social network
  - Previous class placements
  - Gender balance
  - Special Needs eg: twins, family situation, extra ordinary circumstances
  - School Psychologist recommendations
  - Written parent submissions regarding a student’s educational needs
- Responsibility for ensuring that the appropriate process is followed, determining the overall combination of classes and the placement of individual students, rests with the Principal.

GENERAL GUIDELINES FOR CLASS PLACEMENT
1. Every attempt is made to provide a gender balance in each class.
2. Unless a parent/carer makes a specific request in writing, or class groupings make it impossible, siblings will be placed in different classes.
3. Behavioral concerns and peer groups will be taken into consideration when forming classes. Friendship groups are not a consideration.
4. Only written requests addressed to ‘The Principal’ from parents/carers regarding student placement for the following school year will be considered. Parents/carers must cite sound educational reasons and not social/group preferences.
### Behaviour Expectations

<table>
<thead>
<tr>
<th></th>
<th>I am Safe</th>
<th>I am Motivated to Achieve</th>
<th>I am Respectful</th>
<th>I am Trustworthy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Whole school</strong></td>
<td>I am aware of others and move around the school safely.</td>
<td>I have a go and try my best at everything.</td>
<td>I am proud of our efforts.</td>
<td>When things go wrong I talk about it truthfully.</td>
</tr>
<tr>
<td></td>
<td>I respond quickly to signals and instructions.</td>
<td>I follow instructions responsibly.</td>
<td>I am kind and caring towards others.</td>
<td>I am where I am expected to be.</td>
</tr>
<tr>
<td></td>
<td>I hold and use equipment appropriately.</td>
<td>I am proud of my efforts.</td>
<td>I proudly wear my uniform.</td>
<td>I return equipment to the right place in the same condition.</td>
</tr>
<tr>
<td><strong>Classroom and Learning Areas</strong></td>
<td>I use all class equipment carefully &amp; safely.</td>
<td>I am on time.</td>
<td>I listen attentively to others.</td>
<td>I model good behaviour without direct supervision.</td>
</tr>
<tr>
<td></td>
<td>I follow instructions.</td>
<td>I complete my work.</td>
<td>I speak nicely to others.</td>
<td>I own my actions.</td>
</tr>
<tr>
<td></td>
<td>I walk in the classroom.</td>
<td>I set goals and work to achieve them.</td>
<td>I follow rules fairly.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I take care of others.</td>
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</tr>
<tr>
<td><strong>Play Areas</strong></td>
<td>I walk on pathways and in the undercover area.</td>
<td>I follow game rules and play fairly.</td>
<td>If I see any rubbish, I place it in the bin.</td>
<td>I play and eat in the designated areas.</td>
</tr>
<tr>
<td></td>
<td>I am sun smart.</td>
<td>I listen to and follow instructions.</td>
<td>I speak politely to all others.</td>
<td>I respond to whistles and sirens quickly and correctly</td>
</tr>
<tr>
<td></td>
<td>I report anything unsafe.</td>
<td>I use my break times to get a drink and go to the toilet.</td>
<td>I value, respect and care for others and property.</td>
<td>I take responsibility for my own behaviour</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>I invite others to play.</td>
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</table>
Koorana Primary School

Attendance Action Plan.

Classroom Teachers will mark the attendance of students using Integris, twice daily, clearly following roll-marking procedures outlined in the policy.

SMS message to parents dispatched

Unexplained absences will be followed up by the classroom teacher, who will send a note home to the parents/guardians, to request an explanation for absences.

If the absence remains unexplained, or unsatisfactory, Classroom Teacher will contact Parents to discuss absence and seek explanation. (School Officer will send home absence letters twice per term.)

Classroom Teacher will report the unexplained absence to Deputy Principal.

A standardised letter will be sent home from the Deputy Principal, and a copy will be kept in the students file, in the office.

When the number of days exceeds 20 ½ days a letter to the parent requesting an interview to discuss a plan to improve the student’s attendance at school.

The Deputy will arrange a Case Conference with Classroom Teacher, Deputy Principal and Parents to formalize an Action Plan with Improvement Targets in place. Review dates will be set, and attendance reviewed.

Where attendance continues to show no improvement, the Deputy Principal will report the matter to the Principal with all supporting evidence.

**KEY ROLES & RESPONSIBILITIES**

- **Classroom Teacher**
- **Deputy Principal**
- **Principal**

**NOTE:** Use the Integris Absence Explanation Proforma

**NOTE:** Please record on Integris Activity Statement.

**NOTE:** Letter to include pamphlet

1st Interview- informal discussion to voice concerns and target improvement. Record details on Attendance Interview Sheet

**NOTE:** Recorded on Attendance Action Plan, copies to all stakeholders

Deputy sends report to Regional Office, use: Referral to School Attendance Officer.

Deputy to advise the Regional Attendance Coordinatior the date and time of Case Conference, to seek further recommendations if necessary.

The Principal will review the case, and report to Regional Office recommending that a Responsible Parenting Agreement be established.