



Celebrating Diversity

Welcoming All, Attaining Excellence

**PARENT
INFORMATION BOOK**

OUR SCHOOL VALUES

Care – Organised – Respect - Engaged

SCHOOL DETAILS

Principal:	Mr Tony Matheson
Deputy Principal:	Mrs Julie Brewer
Manager, Corporate Services	Mrs Lynda Fenton
School Officers:	Mrs Grace Moir Mrs Sandi Ward
Telephone:	6228 0700
School website:	www.eastvictoriaparkps.wa.edu.au
Email:	eastvictoriapark.ps@education.wa.edu.au
Facebook:	Search: East Victoria Park Primary School
School App:	TheSmartLink (East Victoria Park PS)
School:	30 Beatty Avenue East Victoria Park WA 6101
Office Hours:	8.30am – 3.30pm
School Watch:	9264 4771
School Hours:	
• School starts	- 8.50am
• Recess	- 10.40am - 11.10am
• Lunch	- 12.50pm - 1.20pm
• School finishes	- 3.00pm

SCHOOL HOURS

Students are encouraged to arrive at school between 8:30am- 8.50am, to allow them to prepare for the day. Teachers are involved with professional duties before this time. Students arriving after 8.50am should go to the school office for a late note.

EAST VICTORIA PARK PRIMARY SCHOOL APP

Download the free app **TheSmartLink (East Victoria Park PS)** to your smartphone for the latest information regarding the school. This app enables you to view the school newsletter, term planner and upcoming events.

ABSENCES

The Education Act allows for students to be absent from school for illness, religious/cultural ceremonies and any other reason considered acceptable by the Principal.

If your child is to be absent from school, please inform the school on the day either by phone, through the notification form on the school website or on the school app **TheSmartLink (East Victoria Park PS)**.

If your child will be absent from school to attend vacation outside of school holiday periods, approval must be granted by the Principal. All applications for absence are to be in writing.

ASSEMBLIES

Assemblies are held throughout the term on a Friday at 8.55am in the covered assembly area. These involve all years and are run by individual classes on a rotational basis. Please check your Term Planner for dates. Parents are encouraged to attend Assemblies.

BEHAVIOUR MANAGEMENT

East Victoria Park Primary School has a comprehensive Behaviour Management Policy which is designed to assist the promotion of appropriate student behaviour and the prevention and management of inappropriate behaviour.

BICYCLES, SCOOTERS AND SKATEBOARDS

We encourage students to ride to school and a compound is available for storing bikes, scooters and skateboards. All bikes should have a locking device as protection against theft. Bicycles, scooters and skateboards are not to be ridden on school grounds at any time and the wearing of an approved bicycle helmet is compulsory by law.

CONTACT DETAILS

It is essential that parents/carers advise the school immediately if there are changes of address, telephone number, emergency contacts or medical details to ensure students' welfare receives the highest priority, especially in times of an emergency. Also inform the school if there are changes to visa details or custody arrangements.

It is important to have an up to date email address for Semester 1 & 2 reports to be sent to.

CUSTODY AND LEGAL MATTERS

The school requires copies of any Family Court orders or other legal matters concerning students.

DENTAL CLINIC

The Carlisle Dental Therapy Centre
C/- Carlisle Primary School
271 Orrong Road
Kewdale W A 6105 Tel 9362 2950

DOGS ON SCHOOL PREMISES

For health and safety reasons, dogs are prohibited on school grounds.

DRESS CODE

Students are required to wear school uniform at all times. Uniforms can be purchased from the Uniform shop or by completing an order form available in the school office or website. Please label uniform items with your child's name. Students should wear covered-in footwear. Long hair should be tied back and jewellery is limited to medical alert bracelets, watches and ear studs. Students are not to wear make-up, body art or nail polish.

FACEBOOK PAGE

As a way of communicating and sharing positive stories about our school – Search: East Victoria Park Primary School.

IMMUNISATIONS

Student's immunisation history schedule must be provided to the school. Children who are not fully immunised for their age may be excluded from school during outbreaks of some vaccine-preventable diseases such as measles.

IN-TERM SWIMMING

Swimming lessons for pre-primary to year 6 students are conducted annually as part of the school curriculum and all students are expected to attend.

LANGUAGES OTHER THAN ENGLISH

East Victoria Park Primary School has an established Japanese Language programme which caters for students from years 1 to 6.

LEAVING THE SCHOOL

When students move to a new school, parents need to notify the student's teacher and School Officer beforehand to enable them to collate records for the new school. Parents can assist by making sure all East Victoria Park Primary School library books and school owned resources are returned before their children leave.

LEAVING SCHOOL GROUNDS

Children are not permitted to leave school grounds during school time unless collected by a parent/guardian or emergency contact, the details of which have been provided earlier. Persons collecting children during the day are required to go to the office first to sign the child out before collecting them from the classroom. They will be issued a leave pass which is to be given to the teacher prior to collecting the child. Photo identification may sometimes be requested. Please note, if parents arrange for alternative family / friends to pick up their child during school time, the school will need to be informed of this arrangement prior.

LOST PROPERTY

Articles of clothing etc, left around the school are placed in the lost property box outside the staff room. Items unclaimed each semester are donated to a suitable charity or re-sold through the second hand uniform shop. Parents can help by ensuring that all items of clothing are clearly marked with the student's name.

LUNCH

We do not have a school canteen, therefore parents/carers are to provide the children's lunches each day.

MEDICATION

If it is necessary for your child to be administered any form of medication (short term) during school hours an Administration of Medication form must be completed by the parent. All serious medical conditions (students at medical risk) require a detailed Student Health Care Plan to be completed by the family doctor and returned to the school office. These forms are available at the school office. Please advise the school of any changes regarding your child's medication.

MONEY AND VALUABLES

Responsibility is not accepted for money, toys or valuables that are stolen, lost or broken. Objects of value are not to be brought to school.

MOBILE PHONES & TABLETS

Students may bring mobile phones and tablets to the school. They may be used before and after school but must not be used during class time, between classes or during recess and lunch. Students who are deemed to be using their phone or tablet inappropriately will have it confiscated and parents will be required to collect the device from the office.

MUSIC

Classroom Music is taught to all students from year 1 – 6 by a Specialist Music Teacher. Students participate in one music class per week.

East Victoria Park has several ensembles. Vocal Ensemble (Choir) is open to students from year 4-6. Junior Choir is open to students from years 2 and 3. Instrumental Ensemble (Concert Band) is open to students from year 5 and 6 who are currently learning a band instrument. This includes brass, woodwind, percussion and bass guitar.

Instrumental tuition is offered at East Victoria Park Primary School through Instrumental Music School Services (IMSS). Students are assessed late in year 4 and offered instrumental tuition in year 5 depending on their suitability for the program. Music lessons are run by Instrumental Music School Services (IMSS) teachers.

NEWSLETTER

The school newsletter is available on the school website and app each Friday when assemblies are held.

www.eastvictoriaparkps.wa.edu.au

OUT OF SCHOOL CARE

The school provides on-site before and after school care through the “Outside School Hours Care Program” (OSHClub). If you wish to use this service please contact OSHClub directly on 9261 3200.

PARENT / TEACHER COMMUNICATION

If you would like to discuss any aspect of your child’s progress or any concerns, please contact your child’s teacher to arrange a convenient time for an interview. All matters are strictly confidential and only issues that concern your child will be discussed.

PARENTS & CITIZENS ASSOCIATION

East Victoria Park Primary School has an active Parents and Citizens’ association which welcomes all interested parents, carers and citizens. Activities of the P&C within the school include running the Uniform Shop, fundraising, organising school and community events and supporting the school’s educational aims. Meetings are held monthly. Check the Term Planner for dates.

All parents are welcome to join the P&C Facebook page: [@EastVicParkPandC](https://www.facebook.com/EastVicParkPandC) to stay up to date with what is happening.

PARENT VOLUNTEERS & ‘VISITORS TO THE SCHOOL’

Volunteers are always welcome at the school to assist in the classroom working with small groups, attending excursions, assisting sports events and helping in the canteen, uniform shop and other areas as required. Please discuss how you can help with your child’s teacher or the school office. All visitors to the school, including parent volunteers, are required to sign in and out of the school at the office.

PARKING

A 'Kiss n Ride' zone is available on Beatty Avenue for dropping off and collection of students, please do not leave your car in this zone. Further parking is available on Beatty Avenue and on the school site entering off Mint Street.

The staff car park is for staff use only and is not to be used for dropping off and collection of students at any time.

PAYMENT OF MONIES

The school accepts payments by either cash, EFTPOS or by Direct Deposit.

Our bank details are as follows: BSB: 066-040 A/C No: 19901906 Ref: Student Name.

School money collection envelopes can be placed in the box in the office along with any relevant forms. Please enclose the correct money.

REPORTING TO PARENTS

Formal reports – Years PP – 6 are issued at the end of Term 2 and 4

Parent/Teacher interviews are conducted in Term 2.

SCHOOL BOARD

The EVPPS School Board is a forum to oversee school decisions and contribute to the improvement of the school and its community. Decisions are focused on improving whole school strategies to enable all students to reach their potential. Meetings are scheduled at least once per term. At least one meeting per year is open to the whole school community. The Board operates according to the Terms of Reference and members are comprised of parents, staff and community members. See the school website for current members and contact details.

SCHOOL REQUIREMENTS - STATIONERY

School Requirements Lists are issued to all students for the following year toward the end of term 4. Items may be purchased on-line through the supplier or purchased directly at any supplier of choice. It is the parent's responsibility to ensure each student has the required stationery for the new school year.

TERM DATES

Term dates are available on term planner on the school website www.eastvictoriaparkps.wa.edu.au or the Department of Education Website: www.education.wa.edu.au

VOLUNTARY CONTRIBUTIONS AND CHARGES

Each parent will receive a letter outlining *Charges and Contributions* in accordance with Department of Education Policy. Activity Charges for planned events will be requested before the planned time of the event and may be paid at the office by either cash, EFTPOS or in the money collection envelopes. Monies can also be paid by Direct Deposit.

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