Welcome to our School

Dear Parents,

We hope that the information in this booklet gives you an overview of our school's operations and answers any questions you may have. If there is anything else you would like to know, or issues you wish to discuss, please do not hesitate to come and talk to us. We have an ‘open door’ policy and encourage your input.

The school staff work hard at making East Victoria Park Primary School a happy place, in which students can work and learn. Our staff has a high degree of expertise and experience and is a particularly committed and dedicated group of people. We do our best for your children but we need your support. Please feel free to come to the school at any time to discuss your child’s progress, assist teachers in classes and help with reading or the covering of books or to attend any of our activities. To discuss your child’s progress with teachers, please ring so that an appointment can be made.

Please make the effort to read our fortnightly newsletter to parents as it contains a great deal of information. Attending P&C meetings is another very good way to be well informed about school activities and to support our school.
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School Purpose Statement

In co-operation with parents and the wider community, we aim to maximise the development of each child’s potential in acquiring the knowledge, skills and attitudes necessary to contribute to, and participate responsibly in society.

Hours of Instruction

Kindergarten to Year 7 8.50am – 3.00pm

Student Arrival Time

Teachers are involved with lesson preparation before school and are not available for yard supervision. Therefore, it is requested that parents ensure that children do not arrive at school before 8.30am. Arrangements can be made with the Principal in special circumstances.

Enrolment Information

Please ensure that enrolment information is accurate. We must be notified immediately if there is any change in:

- address
- phone number
- emergency contact person and phone number
- custody advice (i.e. court orders, restraining orders)

Obsolete enrolment information can cause unnecessary frustration and wasted time. It is important to keep this information updated so that we can contact parents easily and quickly, especially in emergencies.

Children leaving the School grounds

Unless going home for lunch, children are not allowed to leave the school grounds during the day. If your child goes home for lunch on a regular basis, one note from you will cover the whole year. If going home occurs irregularly, a note on each occasion must be sent to the class teacher. On no account are children permitted to go to the shops during school time.

When arriving or leaving school outside of normal hours it is necessary for students to sign in or out at the office and collect a late or early release slip.

Absentees

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

Parents are required to inform the school as to the reason for an absence within three days from the time the non attendance commenced. Notification can be by letter, medical certificate, telephone or verbally to the class teacher. To be considered present a child must be in attendance for at least 2 hours of each half day session. A half a day is 9.00am – noon for the morning and noon – 3.00pm for the afternoon.

LATE: If children arrive late for school they need to go to the school office to get a late note from the Deputy Principal and take to the classroom teacher. If parents are picking children up early for appointments etc., they need to go to the office to sign the early release book and collect a ticket (yellow early release slip) to hand to the classroom teacher.
Dress Code

The rationale for having the following dress code is primarily for the safety and care of the students in our care and secondarily to develop a sense of unity and pride in our school. The wearing of the school uniform is encouraged at all times.

In addition:

- Students are required to wear the school hat, or an approved wide brimmed hat, as per our ‘no hat, no play’ policy.

Key Expectation:

Students are expected to attend school dressed neatly and cleanly.
Students are to wear covered-in footwear (no thongs).
Students are to wear appropriate clothing (no tank tops or revealing garments).
Garments with wording that would be inappropriate for school are not to be worn.
Students are expected to dress appropriately for the weather.
Long hair should be tied back.
Jewellery is limited to medic alert bracelets, watches and ear studs - this is for the safety of the children.
Students are not to wear make-up, body art or nail polish.

School Uniforms

The P&C runs a uniform shop at school offering a range of school clothing which includes new and pre-loved uniforms and faction t-shirts. The uniform shop is currently open Monday afternoons between 3.00pm – 3.30pm and Wednesday mornings between 8.30am - 9.00am.

Summer Uniform:

Girls - Royal blue pleated sports skirt or skort
          Cherry polo shirt
          Faction T-shirt (for sport)
Boys   - Royal blue shorts
          Cherry polo shirt
          Faction T-shirt (for sport)

Winter Uniform:

Girls & Boys - Cherry super fleeced zip jacket or windcheater
              Royal blue track pants

Faction Sports T-shirts:

Faction coloured T-shirts with a screen-printed logo are available at the Uniform Shop.

Hats:

Children are required to wear broad brimmed hats in the playground at all times. These are available from the Uniform Shop or Canteen. In line with our Sunsmart Policy of ‘No Hat, No Play’, children not wearing hats are restricted to the undercover area adjacent to the canteen.

Helmets:

Our school embraces the legislation which requires children to wear helmets when cycling to and from school; however, this is a parental responsibility.
Behaviour Management

East Victoria Park Primary School has a comprehensive Behaviour Management Policy developed by teachers, parents and district psychologists and copies are available for parents, on request. Its basic premise is that:

- Every child has the right to feel safe at school
- Every child has the right to learn, and
- Every teacher has the right to teach without disruption

Those children who follow the rules are rewarded and children are made aware of the rules and consequences for breaching school rules. Parent support is a necessary component of the policy.

This year a committee consisting of parents and staff will review the Behaviour Management Policy. This committee will develop a draft policy which will be made available to all parents for feedback before finalising the policy.

Reading/Library Books

Our school library welcomes all members of the school community - students, parents and carers. You are most welcome to borrow by yourself or with your children. Our resources include fiction and non-fiction books, videos, computer CDs, audio tapes and a range of books on parenting skills. Opening times for borrowing will be posted on the library door early in the year and amended as changes occur. Classes are timetabled each week for students borrowing with teachers. Students need a protective library bag when taking resources home.

In-Term Swimming

In-term swimming for will take place in Term 1 for pre primary to year 7 students at the Aqualife Centre in Somerset Street, East Victoria Park. Swimming represents a large part of our physical education programme and as such all children are expected to attend.

Sport

The school actively encourages children’s participation in fitness, physical education and sport. At all times the emphasis is on participation and developing the attitude that physical activity is an essential component of a healthy lifestyle. If a child cannot participate in sport because of illness or injury, a note to that effect should be sent to the child’s teacher.

Children are expected to be appropriately dressed for sport and are frequently reminded by staff to this effect. Children will engage in sport, physical education or fitness on a daily basis. A broad brimmed hat is required for all activities.

Music

A wide range of musical experiences are provided, including lessons on recorders, brass, woodwind and percussion instruments, as well as appreciation of music and elementary theory.

The school has a choir with students from years 4 to 7 encouraged to participate.
Band

East Victoria Park Primary School is renowned for its school band program which was established over 30 years ago. Currently we have two bands, a concert band for students who have been learning for a minimum of one year, and a training band for beginners.

Musical instruments are available for hire and lessons are given by SIM (School of Instrumental Music) teachers. The band is popular with the local community and is often invited to perform at various functions.

Parent/Teacher Interviews

Parents are always welcome to visit the school. If you would like to discuss any aspect of your child’s progress, please contact your child’s teacher to arrange a convenient time for an interview. On some occasions, teachers may request that you visit the school to enable them to discuss your child’s progress with you. Please avoid interrupting teachers when they are teaching a class or a group of students.

Roadwise Policy

This has been developed by the parents and in conjunction with the Town of Victoria Park, the Main Roads Department and Roadwise personnel.

It was developed for only one reason - the safety of our students. Please adhere strictly to the policy. A little inconvenience cannot outweigh the safety of our children. Copies of the current policy are available from the school. A summary of the points that parents need to follow are:

- Preferred traffic flow is from Miller Street to Mint Street. Please avoid doing U-turns in Beatty Avenue as this causes congestion and potential danger to children.

- Staff, and only those vehicles with approved access, are to use the car park in front of the school.

- Parents please park on the school side of Beatty Avenue, as far down as Miller Street and as far over Mint Street, as is necessary. The school carpark off Mint Street is also available for parent parking.

Please observe these rules so that student safety can be maximised.

Head Lice

We understand that head lice, especially if your child keeps being reinfected, is highly inconvenient, time and cost consuming. However, we request that you support the school in our endeavours to minimise school infections.

Our school policy was developed with the P&C and states the following:

- Children found with live head lice will be excluded from class until they have been treated,

- Children found with only eggs will not be excluded from class but a note will be sent home requesting treatment before the child returns to school.


**Infectious Diseases**

The following diseases require exclusion from school:

- Chicken Pox
- Influenza
- Mumps
- Rubella
- Measles
- Trachoma
- Whooping Cough
- Ringworm
- School Sores

Check with the Principal for the length of exclusion. If in doubt, consult your doctor. Children suspected of having an infectious disease will be sent home. This is done for the protection of all children.

**Immunisations**

Immunisations should be kept up to date. We strongly recommend this for the benefit of all children.

The Town of Victoria Park conducts immunisation clinics at the school during the year. The school will advise you of these dates.

**Medication**

Parents may send medication to school only if it is long term, absolutely necessary and consultation has occurred with school administration staff. A standard authorisation form is available from the office and must be completed before school staff can be involved in the administration of any medication. Short term medication (e.g. cough mixture, antibiotics for tonsillitis) cannot be administered by school staff and should not be sent to school.

**Dental and other appointments**

Please try to make these out of school hours or as late in the afternoon as possible. Carlisle Dental Therapy Centre can be contacted on 9362 2950.

**Money and Valuables**

Responsibility is not accepted for money, toys or valuables that are stolen, lost or broken. No money is to be left in student bags or trays. Objects of value should not be brought to school. Children are frequently reminded of this policy.

**School Canteen & Canteen Roster**

The school canteen provides inexpensive lunch and recess food for your children. It is run on a ‘no profit/no loss’ basis and is managed by the P&C. Apart from the part-time paid supervisors, parent volunteers do all the daily lunch-making.

We request each family volunteer one adult for one day each term. A parent letter is sent home each year requesting you to volunteer or you can contact the canteen direct on 9361 3408. This is a great opportunity for new parents to feel part of and contribute to our school community.
Lunch Ordering

To order lunch for your child, please:

- Obtain some lunch order bags and a menu from the canteen or classroom and clearly write your child’s name, LA (class) number, order details (from the menu) and the total amount of money on the lunch order bag.
- Put the required amount of money inside the bag and fold it so that the money won’t fall out.
- Place the lunch order bag in the lunch order box outside the canteen before 9.00am. Please do not order from the canteen before school.
- The lunch will be delivered to the classroom just prior to lunchtime.

Parent Help

This may include covering books, working with small groups or attending excursions. Any assistance you can give will be greatly appreciated. Please discuss how you can help with your child’s teacher.

School Staff Meetings

Regular staff meetings are held to facilitate the planning of our education programme. These meetings are held outside normal school hours.

P&C Association

East Victoria Park Primary School has interested and supportive parents. P&C meetings are relaxed and reasonably informal. If you have an interest in fundraising, supporting our school, road safety, the canteen, etc., please come along. It is a good way of meeting parents and learning more about the school.

It is only one dollar to become a member of the P&C and a couple of hours of your time each month.

Meetings

General meetings are usually held in the staffroom at 7.30pm on the last Monday of every month. The Annual General Meeting (AGM) is part of the February general meeting. Committee members are set by each committee.

P&C Committees

Members of committees can be elected at general meetings, but mainly at the February AGM. The committees listed are those that are current. When a new requirement comes along, then a committee may be formed to meet that need. When the matter is finalised, then that committee may be disbanded. Current committees are:

Executive Committee:
Manages the P&C’s activities and finances. Also directly co-ordinates P&C projects not undertaken by any of the other committees. Normally has ten members.

Fundraising Committee:
The Fundraising Committee is responsible for instigating, co-ordinating and monitoring specific fundraising projects. It normally has at least three members and is supported by parents for the various fundraising projects.
The School Council

Are you interested in education? Would you like to have a say in school policies? Would you like to participate in the formulation of the annual School Development Plan? Would you like to represent the parents of our school? Are you interested in promoting our school in the community? If the answers to these questions are yes, please read on as you may be highly qualified to be a member of our School Council.

The School Council is made up of the Principal, elected staff and parent representatives. The School Council operates under its own constitution and meets approximately once per school term.

We call for nominations for parent representatives through the school newsletter. Feel free to talk to administration staff if you want to find out more about the operations of the School Council. You don’t need to be skilled or qualified in any particular area. All you need is to be interested.

Parent Complaint Procedure

From time to time you may have a school related concern or complaint. It is important that we are able to resolve such issues so that we maximise the benefit you and your children gain from being part of our school community.

The following procedure supports the Department of Education and Training’s policy on disputes and complaints and is outlined to assist you:

**Stage One:** Discuss the issue with the relevant staff members. It is wise to make an appointment so that you can have as much time as you need.

**Stage Two:** If the issue is not resolved at Stage One, please contact the Principal, preferably in writing, to give the details of your complaint. The complaint will be fully investigated and every attempt will be made to resolve the issue.

**Stage Three:** If resolution is not reached at Stage Two, or involves the Principal, then a written or verbal complaint is to be lodged with the Manager of District Operations at Canning District Education Office (phone 9311 0500).

**Stage Four:** In those exceptional circumstances where a complaint is not resolved at Stage Three, then a formal complaint should be forwarded to:

> Private and Confidential  
> Director General  
> Department of Education and Training  
> 151 Royal Street  
> East Perth WA 6004