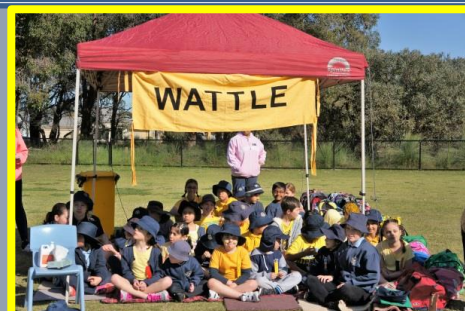




WELD SQUARE PRIMARY SCHOOL

PARENT INFORMATION BOOKLET 2017



MISSION STATEMENT:

Weld Square Primary School is committed to developing, within a caring environment, holistic education for all children enabling them to realise their potential and to become valuable members of the community.

TABLE OF CONTENTS

Table of Contents	2-3
Contact Information	4
Term Dates for Students <ul style="list-style-type: none"> - Public Holidays - Professional Development Days 	5
Morley Out of School Care Centre	6
Letter to the Community	7-8
Staff Teams	9-12
Values Through Virtues and Positive Reinforcement	13-14
Parental Participation <ul style="list-style-type: none"> - Parents and Citizens Association - Environmental Education Committee - School Council 	14-16
Voluntary Help <ul style="list-style-type: none"> - Library - Sport - Classroom Assistance 	16-17
School Excursions and Incursions	17-19
Special Programs <ul style="list-style-type: none"> - In Term Swimming Classes - Mandarin Classes - Library Resource Centre / Computing Centre - The Arts - Chess and Board Games - Sport and Physical Education - Kindergarten and Pre Primary Classes - Primary Extension & Challenge Program (PEAC) 	19-24
Other Services <ul style="list-style-type: none"> - Learning Support Team - School Psychologist - Learning Support Coordinator (LSC) - Chaplain - Mentor Program – Quinten Going ('Q') - Dental Therapy Clinic - School Nurse 	24-25

Procedural Matters <ul style="list-style-type: none"> - Absences - Late Arrival - Assemblies - School Contributions and Charges - Safety and Well Being Requirements - Bicycles/Scooters/Skateboards - Behaviour Management - Curriculum Assessment and Reporting to Parents - Lost Property - Enquiries - When A Child Leaves the School - Children Leaving School Grounds - Sign-In and Sign-Out Books - School Records - Accidents, Sickness and Administration of Medication - Working with Children Card - Parking - Newsletters - Parent/Teacher Interviews - Money and Valuables at School - Dress Code Policy - Uniforms - Hats - Shoes - Cases and Bags - Sports Uniform 	25-34
Appendix 1 – Communicable Diseases <ul style="list-style-type: none"> - Disease - Immunisation - Incubation Period - Period of Exclusion from School 	34-35
Appendix 2 – Complaints Handling Policy <ul style="list-style-type: none"> - Objectives Policy - Making a Complaint - Definitions 	36-38
Appendix 3 – Bullying Policy	38-41
Site Plan	43
National Anthem	44
School Affirmation	
School Entrance Mural	45

CONTACT INFORMATION

Address:	Dorking Place, Morley, WA, 6062
Telephone:	9276 5891
E-mail:	weldsquare.ps@education.wa.edu.au
Website:	www.weldsquareps.wa.edu.au
Department of Education Website:	http://www.det.wa.edu.au

SCHOOL HOURS

School Commences:	8.45am
Morning Recess:	10.30am-10.50am
Lunch:	12.20pm-12:55
Close*	3.00pm
(*Early closure each Thursday)	2.35pm

School Office Hours:	8.15am-3.15pm
----------------------	---------------

Parents are advised that teachers' duty of care normally commences at 8.30am each morning and ceases at 3.00pm each afternoon (except Thursday 2.35pm). If you are unable to provide care and supervision outside these hours you are asked to either enrol your child in Morley Out of School Care or make alternative arrangements.

SCHOOL TERM DATES 2017

	Students Start	Students Finish
Term 1	Wednesday 1 February	Friday 7 April
Term 2	Wednesday 26 April	Friday 30 June
Term 3	Tuesday 18 July	Friday 22 September
Term 4	Tuesday 10 October	Thursday 14 December

PUBLIC HOLIDAYS 2017

Monday 6 March – Labour Day

Tuesday 25 April – Anzac Day

Monday 5 June – West Australia Day

Monday 26 September – Queen's Birthday

PROFESSIONAL DEVELOPMENT DAYS 2017 (Pupil Free Days)

Monday 30th and Tuesday 31st January

Monday 24th April

Monday 17th July

Monday 9th October

Friday 15th December

ADMINISTRATION DAYS 2017 (Office Re-Opens)

Wednesday 25th January 2017

MORLEY OUT OF SCHOOL CARE

Dorking Place Morley 6062
(Weld Square Primary School)
92758887 – 0430180409 (Karen)



Morosh@bigpond.com

'My Time Our Place'

Before School Care: 7.00-9.00am - \$17.00

After School Care: 2.30-6.00pm - \$26.00

Vacation Care: 7.30 - 6.00pm - \$43.00

Pupil Free Day: 7.30 - 6.00pm - \$43.00

- ❖ Child Care Benefit and Child Care Rebate are available.
- ❖ We provide care for children 4 years+
- ❖ We are a non-profit organisation.
- ❖ Morning tea and afternoon snack is provided daily.



We:

- ❖ Build and maintain positive and open relationships with all children to help form an enjoyable, secure and comfortable environment.
- ❖ Offer a range of activities that reflect the ideas, interest and needs of all children.
- ❖ Provide a safe environment and protect the rights of all children so they can feel safe and secure.
- ❖ Form links with the wider community and encourage participation within the centre.
- ❖ Work in collaboration with families to provide the best care for all children while building trust and respect.

Our centre achieved exceeding in the National Quality Standards



Morley Out of School Care

LETTER TO THE COMMUNITY

Dear Parents and Weld Square Primary School Community

Welcome to Weld Square Primary School (WSPS). As a member of the school community, your involvement in your child's education is important and valued. WSPS promotes a partnership between home and school in the education of our students. Parents have both a right and responsibility to actively participate in their child's education. Under the UN Rights of the Child Convention, children also have rights to meaningfully participate in decisions impacting on their education.

We pride ourselves on the positive, caring environment that has been created by our students loyal, friendly, generous parents and dedicated and talented staff. We call this the Weld Square Primary School community. To achieve the school's mission for all children to realise their potential and to become valuable members of the community requires an active and dedicated school community. All parents and children are encouraged to participate. Parental participation is a powerful role model for children and supports the school's mission.

WSPS is a Local Public School (LPS) and has a strong community focus. We have a reputation as a caring community with active involvement from parents and our local council (City of Bayswater). WSPS is one of a select group of schools awarded the status to host a River Ranger Cadet Unit. All year 5 and 6 students are able to participate in an extensive range of cadet activities. Activities include after school environmental workshops, first aid courses and a 4 day bush camp.

It is important that, as parents, you feel comfortable in coming to the school, that you form positive relationships with your child's teachers and other staff members and that you are informed as to events, programs and activities at the school. It is important that parents feel they are listened to and that their input into their child's education is valued. Our "open door" policy enables collaboration between school and parents and the wider community for the benefit of all.

Our experienced staff provide quality programs aimed at developing a solid foundation in literacy, numeracy and all the learning areas as prescribed by the Western Australian Curriculum and Assessment Outline. This is for all students from Kindergarten to Year 10 in Western Australia. (<http://www.scsa.wa.edu.au/>) Teachers teach values through the Virtues Program and actively enforce the Anti-Bullying Policy. In terms of specific curriculum content, teachers are guided by the school's Strategic Plan. The Strategic Plan supports teachers to focus on explicit standards and targets. Formal school reports are available at the end of Semester 1 and Semester 2. Teachers conduct parent meetings early in Term 1 and encourage ongoing dialogue related to progress and achievement with all parents. Formal interviews can always be organised by making an appointment through the office.

We are fortunate to have a friendly, hard-working P&C Association generously contributing to the funding of extra teaching resources and facilities around the school. Over recent years the P&C have funded playground equipment, reading books, native gardens, playground equipment and outdoor furniture. I encourage all parents to support their P&C in whatever way they can.

Weld Square Primary School is surrounded by extensive play areas, basketball and netball courts, a large sports oval and a unique strip of natural bushland. We have a strong environmental education focus which has been recognised by Communities and Local Government, Department of Education and Department of Parks and Wildlife. Weld Square Primary School has featured in several publications and television programs and has participated in both state and international conferences.

We work towards providing the students with values that encourage them to uphold our school motto of **Friendship, Respect, Excellence and Loyalty**. The teaching of values to our children is a shared responsibility between our school and community and parents. At school we teach values through the **Virtues, PATHS** and **You Can Do It** Programs. Copies of the 'Virtues' text books are available from the library. Parents are encouraged to reinforce the Virtues Program at home.

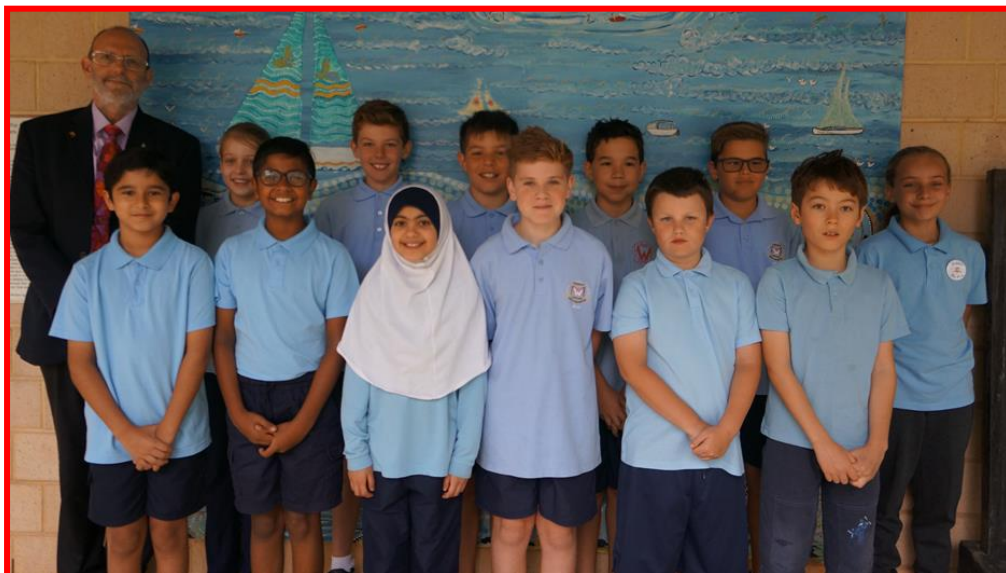
We look forward to working together with you in 2017 and to a very positive and successful year for all.

Yours sincerely

Glen Cookson

Glen Cookson
Principal

M.Ed. (Curtin), Post Grad Dip. Curriculum & Ed Tech. (Curtin), Dip. Ed. (Melb.), Dip. Business (Deakin), WAPPA MPL, THCert., TRB – 32034756, WWC – 979321



2016 STAFF TEAMS

Administration Team:

School Principal:	Glen Cookson
Associate Principal:	Maria van der Linden
Manager Corporate Services:	Jenny Lindsay
Corporate Services Officer:	Pat Snow
Corporate Services Officer:	Cathy Scafidi



Glen Cookson and Maria van der Linden are experienced administrators who have both served in a variety of schools across the State. These have included very large to small high schools, primary schools, district high schools and remote community schools located both in the metropolitan and regional Western Australia.

Glen has been an administrator for over 25 years and started his career as an Education Support teacher at Tuart Hill SHS in 1976. He has postgraduate qualifications in Education (Melbourne) and Curriculum (Curtin University). Glen completed his Master of Education by dissertation in 2015. Glen's first school (Yintarri Remote Community) as Principal was awarded national recognition for its Literacy Program during the International Year of Literacy in 1990.

Glen was nominated as Principal of the Year in 2009.







Maria has over 30 years' experience with Department of Education, has a Bachelor of Education and was one of the first teachers in WA to successfully attain a Level 3 Classroom teacher promotion in 1997. Maria's experience includes over 17 years in administration as both a principal and a deputy principal in a range of schools including remote community schools, district high schools and primary schools. She has been recognised for her achievements at both school and district level.

Jenny lives locally and has extensive experience, having worked in a range of large and small schools. All her children have been educated at local government primary and secondary schools. She has a vast knowledge of school administrative systems and local area resources. The school has received excellent audit ratings for the past 6 years from the Financial Services Directorate.

Jenny, Cathy and Pat are friendly, helpful and resourceful staff members who are often the first contact for parents and new families to our school.

JUNIOR SCHOOL TEAM – Kindergarten to Year 2

The K-3 years are critical in building a foundation for a child's education. The teacher's role is one of great importance and influence in determining a child's attitude towards and longer term success in education.

Kindergarten	LA 1	Teacher: Ms Jessie Connor (Mon,Wed,Fri)	
Pre Primary	LA 2	Teacher/s: Ms Jody Wyndham (Mon-Wed) Ms Nicky Payne (Wed-Fri)	 
Year 1	LA 3	Teacher: Ms Angela Rechichi	
Year 2	LA 5/6	Teacher: Mrs Alison Bampton Mrs Linda Doyle (Fri)	 






Our experienced teachers are committed to providing children with the best possible education and continuously update their professionalism skills through continued professional learning, including special needs training as well as many others such as the Diana Rigg Literacy Program, Jolly Phonics, Information, Communication and Technology training, First Steps Literacy, Aboriginal Education, Getting It Right Literacy and Numeracy Programs, Cooperative Learning and specialised Behaviour Management Courses. Special training has occurred in Pastoral Care.

Our whole of school curriculum focus is on Literacy, Numeracy and Science. We have an 'open' class policy and parents are encouraged to support our class learning environment. We appreciate parent help in a range of ways and we know children enjoy their parents taking part in their education.

A child's learning is enhanced through a positive partnership between school, home and the community.






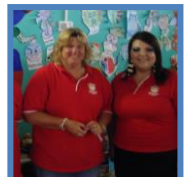
MIDDLE TO SENIOR SCHOOL TEAM – Years 3 to 6

The Middle to Senior School Team carry on from the groundwork provided in early primary, building on Literacy and Numeracy and preparing children for high school.


Years 3	LA 8	Teacher/s: Dr Karl Birkelbach	
Years 4/5	LA 4	Teacher/s: Mrs Sina Andrijich (Mon-Wed) Ms Gillian Rajasingham (Thurs & Fri)	 
Years 5/6	LA 10	Teacher/s: Mrs Maria van der Linden (Mon & Tues) Ms Joanna Mayo Morrison (Wed-Fri)	 

The Middle to Senior School Team continue to build on the foundations provided in the early primary years, developing and refining literacy and numeracy skills and understandings across all learning areas as well as preparing students for high school. Ongoing professional learning keeps our teachers up to date with 'best practice' teaching methods and curriculum requirements.

SPECIALIST/SUPPORT TEAM

LOTE		Mrs Linda Williams (Tuesday & Thursday) Ms Hujia Yan (Language Assistant)	 
The Arts (Music/Drama)		Ms Samantha Vernon (Thursday)	
Science		Mr Rick Payne (Tues-Fri)	
PEAC		Mrs Donna Wilson	
After School Care		Karen, Carlla	

SUPPORT STAFF

School Chaplain	Mrs Sandy Clifton (Mon,Wed AM,Thurs AM)	
School Psychologist	Ms Lucianna Carelli (Thurs AM)	
School Nurse	Mr Stephen Hale (Mon or Wed)	
School Librarian	Mrs Beverly Giruad (Mon and Wed)	
Education Assistants (special needs)	Mrs Annette Lovering, Mr Emile van der Linden, Mrs Kerry Kasatchow, Mrs Lee Francis, Mrs Maria Lomma, Mrs Sandra Wallis	     
Cleaning Staff & Gardener	Mr Mendel Greenberg, Mr Michael Tisseverasingh Mrs Zivka Stojkovska & Mr Darren Ireland	   
River Ranger Cadets	Mrs Lee Francis (Leader) Instructors-Mrs Maria van der Linden, Mrs Annette Lovering, Mrs Santhy Manikam, Jasmine Cookson	    
Mentors/Volunteer staff	Quentin Going (Q), John Cox, Santhy Manikam and Michelle Hughes	   

VALUES THROUGH VIRTUES AND POSITIVE REINFORCEMENT

Values are the standards or principles we care about and consider important in life. They can be different things to different people. We may value getting rich and famous, we may value being the best criminal the world has ever seen, we may value power over others, but that doesn't mean we will have good character. Also, values are culture-specific. What some families or cultures value, others don't.

Virtues are much more elemental than values. While values are culture-specific, virtues are universally valued by all cultures.

Teachers teach and reinforce one virtue each fortnight. The virtues are selected from "The Virtues Project" by Linda Kavelin Popov. The students are also taught structured lessons from the 'You Can Do It' Program. These are whole school strategies designed to complement the classroom reward schemes set up by individual teachers. On a weekly basis students are selected to receive Virtue Awards for displaying a virtue in the class or around the school. The award is then presented at the next hall assembly.

Virtues our school has chosen to teach and reinforce are:

- Loyalty
- Caring
- Assertiveness
- Consideration
- Confidence
- Cooperation
- Courage
- Courtesy
- Creativity
- Diligence
- Enthusiasm
- Excellence
- Friendliness
- Helpfulness
- Honesty
- Honour
- Kindness
- Modesty
- Patience
- Peacefulness
- Respect
- Responsibility
- Self-Discipline
- Tolerance
- Trust
- Truthfulness
- Tact
- Understanding

The children also receive Honour Certificates and Faction Tokens.



Every effort is made to interact with the school community to:

- report individual student performance.
- encourage parents to express their views about performance and operation of the school.
- be involved in decision making about issues related to their children and the school.
- ensure that parents and staff value their respective roles as partners in the education process.

To achieve this, the following organisations and processes are in place.

PARENTAL PARTICIPATION

Parents & Citizens Association

P&C Associations are an officially recognised forum where anyone interested in the welfare of students attending government schools can meet to discuss educational issues.

“The objectives of the association are to promote the interests of the school or group of schools for which it is formed through:

- a) cooperation between parents, teachers, students and members of the general community;
- b) assisting in the provision of resources, facilities and amenities for the school or schools; and
- c) the fostering of community interest in educational matters.”

(School Education Act 1999, part 3, division 8, subdivision 2, section 143(1)).

Weld Square has an active P&C Association, which provides many facilities and gives great support to the school. New members are very welcome at meetings. Meeting dates are always pre-advertised via the school newsletter, term planners and website calendar.

P&C Association Office Bearers for 2017

Executive Committee:

President:	Michelle Hughes
Vice President:	Dana Harle
Secretary:	Renae Taylor / June Soong
Treasurer:	Kym Dabrowski
Uniform Coordinator:	Dana Harle



Fundraising Committee

Purpose: To raise funds to enrich and support the educational programs. Last year the committee was responsible for raising a significant amount of funds which directly benefited the students through improved resources and facilities.

Uniform Committee

Purpose: Enables parents to purchase uniforms at a reasonable price. Second hand clothes are also available.

P&C Voluntary Contribution

Parents may choose to make a yearly contribution of \$60 per family to support the fund raising efforts of the P&C. This option was put forward by the P&C and approved by the School Council. It is separate from the *School Contributions and Charges* made to the school as listed on the school personal items list. Where one or both parents work, it is understandable that some families would prefer to make a voluntary contribution (\$60 or whatever is affordable) in lieu of personal involvement in fundraising activities. We understand that making the necessary time commitment is difficult for busy families.



SCHOOL COUNCIL

The School Council 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 the students and that will enhance the education provided by the school.

The functions of every School Council in a government school are to take part in:

- a) establishing and reviewing the school's objectives, priorities and general policy directions;
 - financial planning to support the above;
 - evaluating the school's performance in achieving these;
 - formulating codes of conduct for students.
- b) promote the school in the community.
- c) provide advice on policy for religious education and implementation of special religious education.
- d) determine, in consultation, a dress code for students.
- e) approve:
 - charges, contributions and fees;
 - extra cost for optional components of the school's educational program;
 - items for personal use in the educational program;
 - advertising and sponsorship arrangements.

The School Council has been structured according to the Department of Education Regulations. The Committee's purpose is to ensure that the school's mission statement is implemented effectively. Membership consists of the Principal, a P&C Association nominee, two elected parents and two teachers elected by the staff of the school. All members are elected for a period of not more than three years and may be reappointed more than once. Meetings are held at regular intervals, usually once a term.

Members 2017

Mrs Michelle Hughes (Chairperson), Mrs Caprice Burrows, Mrs Evelyn Pearce (P&C Association nominee/ parent representatives), Dr Karl Birkelbach, Mr Rick Payne (staff representatives) and Mr Glen Cookson (Principal). Any vacancies will be advertised through the school newsletter.

Code of Conduct for School Council Members

1. To perform roles and responsibilities to the best of one's abilities, within the framework of the law, the limits of authority and available resources.
2. To respect the uniqueness and dignity of individuals and act in a fair, courteous and sensitive manner.
3. To accept the responsibilities arising from the trust placed in members of the Council by staff, students and the community.
4. To perform all duties with integrity, honesty and impartiality.
5. To declare conflicts of interest which may result in personal and official information.
6. To maintain appropriate confidentiality of personal and official information.
7. To be accountable for efficient and effective use of resources with which Council members are provided.
8. To undertake not to hinder the implementation of Council decisions.

VOLUNTARY HELP

There are a variety of ways in which you can assist in the education process. As a general rule you are reminded that one of the very best ways to support your child at school is to be seen by your child assisting in the day to day workings of the school. A bonus of this, of course, is that the whole process of schooling is made so much clearer to those parents who come up and help and you build relationships with teachers and staff. Some areas in which you can help are as follows:

Library

Mrs Bev Giraud is the Library Officer and works Mondays and Wednesdays. Mrs Giraud is grateful for any offers of parental assistance, particularly help offered on a regular basis.

Duties entail checking out books using our computerised system, general shelving of books and repairs. Help before school is especially useful. None of these duties are overly taxing and again, the fact that you are around the school and assisting can be a big bonus for your child.

Sport

The school has a well organised sports program and regularly participates in interschool competitions, including cricket, football, basketball, netball, cross country and athletics. Skills are developed during physical education lessons with their LA teacher. However parents with expertise in the sports we play are always welcome to come along and assist. You can be of value as a coach or an umpire.

Classroom Assistance

There are a number of areas in which you can assist in the classroom. This could be listening to children read and exchanging reading books, hands on activities in mathematics, writing activities, class computing activities and many more. You will receive details of the assistance required from your child's class teacher at the beginning of the year.

In addition, there are a number of whole school activities where your assistance would be appreciated. These may include lapathons, sports carnivals and science tabloids.

SCHOOL EXCURSIONS AND INCURSIONS

Excursions

Excursions are an integral part of the school's program. It is desirable that all students participate in them. While enjoyable these events are not just a "fun activity". Before and after each excursion there are related classroom activities. If a child does not attend an excursion the classroom work is less meaningful.

The *School Education Act 1999* requires principals and teachers to ensure the safety of students in their care. Careful planning reduces the level of risk and the principal is responsible for ensuring that plans for educational excursions address the risk factors that may exist for both staff and students.

Weld Square has developed an Excursion Policy in line with procedures and guidelines of the Department of Education. Our Excursion Policy includes the following:

Parental Information

This will show full details including date, time, venue, transport arrangements, cost, clothing and food requirements.

Student Health Form

As a precautionary measure, we require information about your child's health before each excursion. In preference to completing a form for each excursion, we require parents to complete a Student Health form at the beginning of the year.

Parents need to notify the school if there are any changes or updates.

Confidential Declaration

This must be completed by anyone who is not an employee of the Department of Education and is participating in the excursion.

A Management Plan

This will allow the teacher in charge to assess any foreseeable risks. These will be in reference to communication and supervision requirements, an emergency response plan, insurance and liability. If you should have any concerns about a particular excursion, please contact the school. Excursions are carefully costed and as such it is not always possible to refund money if your child is absent on the day.

Incursions

Incursions are learning activities conducted at the school. Every effort is made to ensure that these are at no or minimal cost to the students. However theatrical groups, individual performers and some guest speakers charge a fee and the children are expected to pay for these costs. In the main, they are significantly cheaper than excursions as they don't have travel costs factored in.

River Ranger Cadets and School Camps

Since 2014, we have run a successful River Ranger Cadet unit. The River Ranger Cadet unit is a primary school cadet program run in partnership with the Department of Local Government and Communities. It seeks to engage and educate the next generation of children to help protect our riverpark and surrounding environment. Specifically, the project seeks to reinforce the importance of protecting the Swan Canning Riverpark among primary school students and helps cadets gain a positive and practical understanding of the local environment. The program allows students to actively investigate local issues and design, evaluate and share the results of their projects with other schools and the wider community. The program consists of some in school programs (projects and incursions) and out of school activities including excursions and camps. See <https://swanrivertrust.dpaw.wa.gov.au> for more information.

The River Ranger Cadet (RRC) program also promotes environmental awareness and regularly initiates and provides for waste audits, battery collections and recycling bins in the classrooms, as well as maintaining nature-themed projects such as the frog pond. This also extends to the care of the bushland area surrounding the school and a program that gives children the skills to grow and care for native plants. Support and approval from the City of Bayswater Council will ensure that the program remains active throughout the year in caring for the bushland surrounding our school. Our school also subscribes to a 'nature play' ethos and encourages children to both conserve and enjoy their natural environment during play time. In 2013 the school became involved in rehabilitating the waterways that feed into the Swan River through a major initiative funded by the City of Bayswater. The group have already met with representatives from the City of Bayswater and the Swan River Trust (Ribbons of Blue). Students from the John Forrest Secondary College Bush Ranger Cadets are also involved in conserving our bushlands. The RRC will also be actively working on preserving the surrounding bushland. The Cadets are regularly represented at both local and interstate conferences.

As well as regular environmental incursions, students from Weld Square have represented our State at the International River Health Conference in Canberra (2007), Melbourne (2013), Youth Environment Conference in Perth (2008) and Mandurah (2014). Weld Square Primary School is a regular participant at the Ribbons of Blue Water Catchment Activity Days.

Furthermore, the school was invited by FOTE (Friends of the Environment) to display their environmental program/project(s) at the Perth Royal Show in 2010 - 2012.

Since 2014 extended overnight RRC camps have been conducted at Ern Halliday Sport and Recreation Camp, Forest Edge Camp (Waroona), Boshack Outback (Bolgart), Mandurah and Bickley Outdoor Recreation.

School contact staff: Mrs Lee Francis (RRC Leader) or Mr Glen Cookson (Principal).



Year 6 Activity Day

During term 4 an activity day may be organised for our Year 6 students. A blend of educational and social events makes this activity educational and memorable for our senior graduating students.



SPECIAL PROGRAMS

In-Term Swimming

These will be held at the Bayswater Waves over a period of two weeks (10 lessons) in weeks 1/2 of Term 4 for children from Pre Primary to Year 6. Parents will be required to pay the cost of bus and pool entry. Lessons are provided at no cost by the Department of Education.

The cost is approximately \$45.00 per student. Exact prices are given to parents towards the end of Term 3 depending on pool entry and bus hire prices.

LOTE (Mandarin) Classes

All children in Years PP to 6 learn Mandarin as a second language. Classes are conducted by a teacher from the Department of Education. Mrs Linda Williams is the teacher in charge of the program. Weld Square Primary School is supported by the Confucius Institute based at the University of Western Australia. Each year the Confucius Institute supply WSPS with a visiting Language (Mandarin) Assistant Teacher. The Confucius Teacher works in all LOTE classes and is a valuable resource when teaching students about Chinese language and culture.

Library Resource Centre/Computing Centre

The fully automated Library Resource Centre is the hub of our school. It provides search facilities, information and access to the Internet. It is open from 8.30am Mondays and Wednesdays for children to borrow, return, renew and reserve books. During morning and afternoon school hours, class teachers may bring their class or smaller groups to use the resources. Nominated lunchtime library sessions commence at 12.30pm and continue until 12.50pm offering games and other activities.

- Kindy to Year 3 may borrow one book for up to one week.
- Years 4-6 may borrow two books for up to one week (renewing as necessary), pamphlets for up to one week, and one cassette for overnight only.
- Teachers may also take out bulk loans for their class use.

In order to protect our stock from damage, all children are expected to have a library bag. (These are available for purchase from the school office.)

The Arts

Through a combination of LA teacher programs, incursions, excursions and after school activities the Arts program can cover music, performance, dance, drawing, painting and craft.

Students with musical aptitude are identified through a test at the end of Year 5 which opens up new learning opportunities for music classes and free music tuition at John Forrest Secondary College.

Specialist dance and drama is also feature in the Arts program. In Term 3 students will be participating in a 9 week Edu-Dance program. At the conclusion of the program a Community Arts Exhibition and Performance evening (Week 10) will allow the students to showcase their range of Arts talents.



Chess & Board Games

Game club is a teacher-supervised program which operates during Monday lunch time in the school library and provides a venue for both friendly and tournament-style competition play. The games played at the club are best suited for Years 3 and up, but all students are welcome to attend. Students can learn and play chess along with a variety of other strategy, dexterity and luck-based games. These games provide excellent math consolidation, requiring students to predict outcomes, make meaningful decisions which affect outcomes, assess risks and use problem-solving strategies to succeed. Occasionally interschool competitions will be arranged if there is enough interest and these will possibly require participating students to attend outside of school hours. In such cases notices will be sent out to parents and carers for permission.



Sport & Physical Education

In keeping with national trends, a comprehensive Sport, Physical Education and Fitness program is offered at our school. The students play all major sports in their season and a time is allocated to this in the timetable. Fitness also plays an important part in the lives of the children at the school. All children take part in these activities. If a child is unable to participate due to illness, please inform the teacher by note.

Permanent or long-term exemption from these activities is not given unless there is a satisfactory reason and evidenced usually by way of a medical certificate.

Since 2011 Weld Square has participated in interschool sports against West Morley, Ashfield, Embleton, North Morley and Morley Primary Schools. These are schools with similar student numbers. The school also conducts a Cross Country Carnival and participates in the Interschool Cross Country Carnival. Specialist sport training seminars, e.g. basketball, volleyball, soccer etc. are also conducted as they become available. Swimming lessons are in Term 4.



KINDERGARTEN AND PRE PRIMARY (K/PP) CLASSES

Kindergarten students work with PP students on Monday and Wednesday and every second Friday. One of the many benefits for our Kindergarten children is nine years of uninterrupted learning at Weld Square Primary School.

Our Pre Primary centre is a fulltime centre, located in a purpose built building.

Enrolment for these classes is coordinated by the Manager of Corporate Services (Mrs Jenny Lindsay) who is contactable at the school office. Applications for enrolment are called for early in Term 2. Even if your child is currently enrolled in Kindergarten, parents will need to re-enrol for Pre Primary in the following year.

Arrival and Departure of Children

In accordance with the Department of Education's Duty of Care Policy, there is a "hand over" policy in place. Please deliver your child directly into the **teacher's** care and collect your child directly from the **teacher**.

Please make sure that anyone delivering your child is aware of this requirement. If your child is to be collected by anyone other than the regular carer, please advise us in writing. Children will not be permitted to leave with older siblings from the school, unless prior arrangements have been made with the school principal.

Please collect your child promptly. Children become anxious if they are not picked up at the same time as other students.

What Children Need to Bring Each Day:

- One (1) piece of fruit to eat at recess time.
- Water bottle.
- School Bag (check with teacher if unsure).
- Hat – must be wide brimmed or have flaps. (Baseball caps are unacceptable as they do not provide sufficient protection.)
- Apron/art shirt to cover clothes.
- Lunch – we would encourage you to provide a healthy and nutritious lunch. Please eliminate all products which contain nuts from school lunches as they may cause a serious reaction (anaphylactic shock) in other students.

NB: Please label all belongings clearly with your child's name.

Birthdays

On their birthdays, children may bring along cupcakes to share with their classmates. Please check with the teacher beforehand for the current class size.

KINDERGARTEN

Attendance Times

In accordance with government policy children attend Kindergarten for 15 hours per week. They will attend Kindergarten two and a half days per week – Monday and Wednesday and every second Friday, commencing Wednesday 1 February 2017. Attendance times are from 8.45am to 3.00pm on Monday and Wednesday and every second Friday.

PRE PRIMARY

Students commence Wednesday 1 February 2017.

Attendance Times

Monday, Tuesday, Wednesday and Friday - 8.45am - 3.00pm
Thursday (early closure) - 8.45am - 2.35pm
(The Morley Out of School Centre is open at this time if required.)

Special Programs

As well as the usual programs, the children have the opportunity to participate in a number of special programs. These include:

- Library borrowing.
- Buddy class activities.
- Physical Education program (Fundamental Motor Skills).
- Whole school excursions, incursions and activities.
- Introduction to Virtues and You Can Do It (YCDI) programs
- Edudance (Term 3)
- Computer activities.
- Reading Books: During the year students will begin to take home reading books. They will need a reading book bag.

Library Borrowing

Children will be borrowing books from the school library on a weekly basis. Children will need a LIBRARY BAG to carry books in. This is separate from their Kindy and Pre Primary bag. If you wish to purchase one, they are available from the school office.

Parent Roster in Kindergarten and Pre Primary

Having extra adults in the classroom allows for greater verbal interaction with students and closer supervision of activities. Your child will enjoy the special attention and it will give you an insight into the learning that occurs in the classroom. If you would like to be involved in your child's learning then you are encouraged to consult with the Learning Area teacher and put your name down on the parent roster.

If you are able to come into the classroom but have not been able to find a carer for a younger child, we welcome you both into the classroom. However, the younger children may find the routines and structure of the classroom to be inhibiting and they may become disruptive. Parents, younger children are your responsibility while they are in the classroom. In the educational interest of all the children please remove them if they are having difficulties coping with the rules and limits of the classroom.

Requirements for Volunteering/Helping in all classrooms

Please Note: Family members (eg Grandparents) other than the child's legal guardian will need a current Working With Children Check (WWCC) card if volunteering in the classroom.

PRIMARY EXTENSION & CHALLENGE PROGRAM (PEAC)

Students identified through a group test, administered to all Year 4 students in second term, are offered special courses in Year 5-6 run by teachers from the North Metropolitan Education Office at centres around the region.

Once selected it is expected that a child will attend all PEAC lessons.

In the event of illness, parents are responsible for informing the PEAC teacher.

Parents are responsible for transporting their children to and from the courses and students are released from the school timetable to attend these classes. These children are expected to find out the work missed during this time and catch up when required. Arrangements should be reached with class teachers to ensure this does occur.

OTHER SERVICES

The Student Services Team

Coordinator – Mrs Maria van der Linden

Coordinates the Learning Support Team, other staff and personnel as required. Parents will be involved at all stages of the process where support is required for their individual child. In order to assist children to realise their full potential a number of support services are used. These include:

School Psychologist – Ms Luciana Carelli

A fully accredited psychologist is available to support children. Allocation of her time is based on school numbers and as such, this staff member is available Wednesday mornings only. You may refer your child to the psychologist in consultation with your child's teacher. The Student's Service Coordinator will facilitate this process.

Learning Support Coordinator (LSC) – Mrs Maria van der Linden

This is an important position in the school and involves supporting classroom teachers to implement inclusive classroom strategies. The LSC is able to support staff and to develop and implement effective teaching strategies for students requiring teaching and learning adjustments. The LSC is also responsible for making application for extra support for students with special needs.

Chaplain – Sandy Clifton

The chaplain's role will be as follows:

- Provision of pastoral care to students, staff and parents.
- Provision of individual support for students with family and domestic relationship issues, behavioural problems, mental health problems and bereavement.
- Assist in responding to critical incidences.
- Assist with the programs of students at educational risk.
- Provision of guidance for students to explore issues of diversity of religions.
- Participation in excursions, incursions and cultural events.
- Provision of personal and leadership skill programs.

Parents and students can request individual interviews via the school office.

Mentor Program – Quinten Going ('Q')

'Q' works closely with students from Years 5-6, providing opportunities for selected groups of students from the senior classes to develop their leadership qualities and potential. The program is highly valued by the students, staff and parents. In 2017 the program will be scheduled for Semester 1 Tuesday afternoons.

Dental Therapy Clinic

This is located in the grounds of Hampton Park Primary School in Hamersley Avenue, Morley. Children are screened on a rotational basis and appointment cards are issued through the school. Parents are responsible for transporting children to and from the clinic. The phone number is 9275 1648.

School Nurse – Stephen Hales Steven.Hale@health.wa.gov.au

The school has a regular visit from a school nurse from the Swan Health Service. The following screening program is carried out:

- Kindergarten (with follow up in Pre Primary) – health appraisal (vision, hearing and other health issues on request).
- Year 1: A health appraisal if not done previously is offered.
- Year 6: Vision screening.

If there are any concerns arising from the screening parents will be contacted by the school nurse. The nurse is also available to discuss any health concerns that parents may have.

Referrals from teachers and parents who may wish their child to be seen are also dealt with on a needs basis.

The nurse also participates in the delivery of Health Education programs and Health Promotion matters.

Mural promoting healthy eating:
Funded by Healthways.



PROCEDURAL MATTERS

Absences

An explanation is required for each absence – this is a **legal** requirement. This should be directed to the class teacher - written form is preferred. It is imperative that this note be supplied immediately upon the child's return. All absences will be recorded on the end of semester reports to parents.

Late Arrival

If the student arrives to school after the siren which is rung at 8.45am daily they will need to proceed to the office, where they will be given a late slip, which is to be given to their classroom teacher.

Assemblies

A whole school assembly conducted by the students is held fortnightly on Thursday morning at 8.45am. Merit and other awards are presented with a nominated class presenting an item approximately once a month.

Some assemblies feature presentations of outstanding work completed by a particular class. This serves to showcase work and provides a benchmark on work standards.

Special assemblies are called for special events such as Anzac Day and these assemblies are advertised in the school newsletter.

A special end of year Graduation Assembly is held in the last week of the year. This focuses on the Year 6s and features awards for excellence and citizenship.

All parents are welcome to attend our assemblies.

School Contributions and Charges

Voluntary Contributions

In order to enrich the opportunities available to your child in the school for libraries, sporting facilities, incidental materials etc. you are asked to pay a voluntary contribution of \$60.00 per student at your earliest convenience to assist with budgeting.

This amount was set by the School Council in 2002, the maximum set in the School Education Regulations 2000. The Council conducts an annual review of the contributions and charges.

Money collected will be used to supplement school expenditure in the areas listed below. The actual costs per child are shown in the table below. While contributions are voluntary, the quality of our teaching and learning program will be maximised when each family makes its contribution, supplementing funding gained from other sources including the State and Commonwealth governments.

This money is important for maintaining a number of extra curriculum programs which we run for the children at Weld Square Primary School.

Charges for Extra Cost Optional Components

A breakdown of estimated charges for your child's participation in incursions, excursions, activities etc. for 2017 has been included in the schedule below. Students will only incur costs when they are involved in a particular activity. The amounts indicated on the schedule represent the maximum charged for scheduled activities in 2017. As in the past, you will be asked to make payment for each activity as it approaches. Parents are always welcome to discuss progressive payment options on a confidential basis with the principal or Manager Corporate Services.



WELD SQUARE PRIMARY SCHOOLSCHEDULE OF CONTRIBUTIONS & CHARGES 2017

DESCRIPTION	K	PP	1	2	3	4	5	6
Voluntary Contributions	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60
Personal Items List	\$83	\$93	\$93	\$86	\$89	\$81	\$93	\$90
Charges / Extra Cost Options – Costs such as Incursions/Excursions are estimated maximum costs. Payment will be requested during the school year when final costs and participation by students is confirmed.								
Swimming	-	\$55	\$55	\$55	\$55	\$55	\$55	\$55
Interschool Sport	-	-	\$25	\$25	\$30	\$60	\$80	\$80
Incursions & Excursions	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Special Excursions (eg camps/conferences) Years 4-5-6	-	-	-	-	-	\$200	\$500	\$500
Dance (cost to be subsidised by the School)	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30
Year 6 T-Shirt and Graduation	-	-	-	-	-	-	-	\$140
PEAC (depending on course undertaken)	-	-	\$10	\$10	\$10	\$40	\$300	\$300
SCITECH – After school science			\$60	\$60	\$60	\$60	\$60	\$60
TOTAL – This amount would only be payable if your child participated in every activity.	\$273	\$338	\$433	\$426	\$434	\$686	\$1278	\$1415

NB: Amounts shown are Maximum Limits

- The above contributions and charges have been approved by the School Council.
- Voluntary Contributions** are \$60.00 per child and used to supplement school expenditure in the following areas:
 - Health/Physical Education – Teaching Resources - \$10.00
 - English – Teaching Resources - \$10.00
 - Mathematics – Teaching Resources - \$10.00
 - History & Social Science – Teaching Resources - \$10.00
 - Science/Technology & Enterprise – Teaching Resources- \$10.00
 - The Arts – Teaching Resources - \$5.00
 - LOTE – Teaching Resources - \$5.00

\$60.00

3. "Personal Items" are required by students for personal use in education programs. The items can be purchased through Campion our school supplier for 2017 **OR** from a supplier of your own choice. Some items such as headsets, calculators, pencil cases, files, rulers and scissors can be used over a period of several years. Other items may need replacing during 2017.
4. The **Charges/Extra Cost Options** schedule includes costs associated with:
 - specific learning activities available to **all** students, **but conditional on a payment being made**, eg incursions, excursions, swimming, etc.
 - specific learning activities are available to **selected** students, **but conditional on a payment being made**. For example Year 5-6 activities, PEAC, Interschool Sport etc.
 - other activities are available to students, **but conditional on a payment being made**, e.g. school graduation ceremony.
5. Year 6s have extra-cost activities such as Graduation costs & "Leaver" school shirts.
6. **Payment will be requested as events take place during the school year. Parents are always welcome to discuss progressive payment options on a confidential basis with the principal or manager corporate services.**

SAFETY AND WELL BEING REQUIREMENTS

The following procedures are required for the safety and well-being of everyone in the school:

1. Children arriving prior to 8.30am need to assemble and stay by the sea mural outside the library.
2. Children are only permitted to be in a learning area when a staff member is present.
3. Children leaving the premises during school hours can only do so with a parent/carer. It is the parent/carer's responsibility to 'sign out' students in the book located in the front office before they collect their child. They need to deliver the permission slip to the class teacher when they collect their child.
4. Toilets are NOT play areas. Running or shouting is not permitted.
5. Trees and shrubs are not to be interfered with in any way. The west bush area and council oval are out of bounds unless teacher supervised.
6. During the early part of the lunch period (12.20-12.30pm) children have their lunch in the covered assembly area or on the basketball court, under supervision. They will be dismissed by the supervising teachers when they finish eating their lunch.
7. Walking is expected on designated sealed surfaces.
8. Mobile phones must be left at the main office on arrival at school and collected at the end of the day.
9. Make-up is not to be worn at school.
10. The gates to the oval and netball courts are locked at 9.15am every morning and reopened at 2.35pm (except Thursday at 2.20pm)

Teachers also have their own individual classroom rules and incentives to follow

Bicycles/Scooters/Skateboards

Racks are provided for children who ride bicycles to school. Children are not permitted to ride bicycles in the school grounds. All bicycles **should have a locking device** as the racks are exposed to the public. Bicycle helmets are compulsory.

The use of scooters as a means of transport has increased since they are portable and, as such, can be easily removed from the bicycle rack. Children are expected to attach a suitable locking device.

Behaviour Management in School

Each year, children working with their teachers, draw up a Classroom Behaviour Plan. This contains rewards and consequences. From time to time some students may need to be placed on an Individual Behaviour Management Plan.

Parents/Carers will be invited to the school to discuss the plan. This will entail contact by either mail or telephone and a request to come to the school for an interview. Further details on our approach to Behaviour Management are available on request. Information for parents on bullying is contained in Appendix 4.

Curriculum Assessment and Reporting to Parents

Students will be coming home with samples of work from their day-to-day classes to demonstrate what they have accomplished and the standard of work that they produce. Student Personal Records Book will be available for viewing and discussion on request to the teacher. Listed below are formal reporting structures, however, we encourage parents to arrange interviews and meetings at regular times through the year whenever they feel the need to discuss any aspect of their child's education.

Term One: Kindergarten to Year 6: Regular feedback will be given to parents in regard to their child's literacy and numeracy progress, including an outline of attitude, behaviour, social and emotional development. Individual parent/teacher interviews will be available on request. At the end of term one parents will receive an Interim Report.

Term Two: Kindergarten to Year 6: Students will receive a Semester 1 formal report at the end of term. All parents will be invited to a 2 or 3 way conference with their child's teacher. It is planned that a special day will be set aside for these interviews. School will conclude at 11.45am on this day. Individual interview times will be available from 12.30-6.00pm. Teachers may request parent interviews to be held in Term 3. Parents are welcome to arrange a further meeting if they have concerns. Out of school care will be available for those students who usually attend out of school care.

Term Three: Ongoing feedback to parents as required.

Term Four: Kindergarten to Year 6 will receive Semester 2 formal reports at the end of the year.

Lost Property

All property should be clearly labelled. Lost clothing is stored in plastic containers outside the uniform shop in the covered assembly area.

Enquiries

These should be directed to the manager corporate services who will then direct them to the staff member concerned. Except for routine matters, visitors are required to check with the office before visiting classrooms.

When A Child Leaves and Transfers to Another School

Please try to inform the class teacher and the manager corporate services in advance of the child's last date of attendance. This allows for the preparation and transfer of information for the new school, thus assisting the child to make a smooth transition to their new class.

Children Leaving School Grounds

Children are not permitted to leave the school grounds during school time without the permission of either the principal or associate principal. For all other occasions, a written request from the parent/guardian is necessary.

Sign-In and Sign-Out Books

Parents who need to take their children out of school for medical appointments, etc are asked to 'sign' their children out in a book provided for this purpose located in the office *before collecting their child from class*. Parents will be given a note confirming their child has been 'signed out' which must then be handed to the class teacher. A 'sign in' book should be signed upon the child's return to school and is also located in the office.

School Records – Immediate Updated Information Required

To assist us in keeping our records up to date, please let us know when you change your circumstances in any way, eg marital status, address, telephone number, medical, doctor, place of employment and telephone number of spouse and a person to contact in an emergency if you are not available.

It is imperative to tell the class teacher, and include on the school enrolment form, any medical condition from which your child suffers.

Copies of court orders should be held in the school office.

Accidents, Sickness and the Administration of Medication

Where children are very sick or are involved in accidents at school, it is sometimes necessary to send them home or to a doctor. We would urge parents to keep the emergency contacts on our records up to date so that we can deal with sick and injured children quickly to relieve their distress. Ideally at least 3 people should be listed.

While staff members are required to comply with reasonable requests for assistance in administering medication, self-administering of medication by your child is preferable. If your child requires any prescription medication on either a short term or regular basis, you will be required to complete both a Student Health Care Summary form and Administration of Medication form. Please see the school office for the necessary documentation.

Medication, once handed in with the above forms, will be stored as required and administered as requested. A record of medicine administered will be kept by the school.

If your child is bringing in any medicine to self-administer at school it is also necessary to inform the school and complete the above forms.

PLEASE NOTE THAT WE HAVE NO FACILITIES FOR SICK CHILDREN. IF CHILDREN ARE NOT WELL, PLEASE ARRANGE FOR THEM TO STAY HOME.

Working with Children Card

Required by the Department for Child Protection, the Working with Children (Criminal Record Checking) Act 2004 aims to protect children from harm by introducing a high standard of compulsory national criminal record checking for people wishing to do paid or volunteer work with children in Western Australia. Application forms for a Working with Children Check are available at Australia Post outlets, so that proof of identity can be checked and a photograph taken.

Please check with the school office if you are unsure as to whether you are required to have a Working with Children Card. Alternatively, more information can be accessed at www.checkwwc.wa.gov.au.

Parking

Entry is **one way** from Dorking Place. **No child is permitted to walk unaccompanied in the parking area.** Parents are asked to observe any traffic directions or restrictions displayed in the parking area.

You will note that there is a clearly marked **2 minute parking only pick up and set down area**. This is to be used strictly for this purpose as incorrect parking in this area causes a serious build-up of traffic and the potential of an accident.

Parents are also advised that the south side of the car park has been set aside for staff.

Regular patrols by the City of Bayswater Parking Rangers occur to monitor parking issues. They have on occasions issued infringement notices.

Please keep our children safe and follow the parking signs.

Fortnightly Newsletters

As mentioned earlier, communication between school and the community is of vital importance. Every effort is made to keep you informed on all aspects of school life. Every fortnight on a Wednesday (except for weeks shortened by holidays or professional development days) the school newsletter will be emailed out to families. Spare copies will be available from the office. It can also be viewed on the school website: <http://www.weldsquareps.wa.edu.au/page/59/Newsletters>

Parent/Teacher Interviews

We would like to encourage parents to have close contact with their child's teacher. However, if you do visit the school to check on your child's progress, or there is another matter you wish to discuss with the teacher, we ask that you contact the school office so that the manager corporate services can coordinate an appointment time.

Money and Valuables at School

Children bring money to school for many purposes – lunch, excursions, etc. It should not be left in school bags or desk trays but given to the class teacher to mind. If it is for a school related collection, eg excursion or incursion, it should be placed in an envelope clearly marked to show your child's name, learning area number and reason for collection. Unless otherwise advised, all money for excursions/incursions goes to the class teacher. This is for audit purposes. Voluntary Contributions should be paid at the office.

Children are not permitted to bring any valuables, toys or pieces of electronic equipment to school. No responsibility will be accepted for loss or damage to such property. If they need to bring mobile phones, they must be handed in to the school office for storing during the day.

Dress Code Policy

Introduction

The School Council of Weld Square Primary School has established a dress code for all students attending the school.

We believe a school dress code:

- Fosters and enhances the public image of the school.
- Assists in building school and team spirit.
- Ensures students are safely dressed for specific school activities.
- Encourages equity among students.
- Prepares students for work, as many work places have dress and safety codes.

We encourage the wearing of the uniform through the presentation of a class award at Monday morning assemblies.

Advice to Students on the Dress Code

Students should ensure that they take appropriate protection from the sun when outdoors. It is compulsory to wear a broad brimmed hat, bucket hat or a legionnaires hat when outside (hats should not be worn inside). Caps **are not** permissible.

Availability of Dress Code Items

- Items in the designated school colours may be purchased from the school uniform shop or any clothing or department store.
- Second hand school clothes will be available at the school.

Modifications to the Dress Code

Students, who for religious or health reasons, may wish to modify the school dress code are required to make an appointment with the principal or designated staff member. Staff will be informed of any student granted a modification to the dress code.

Consequences for Non-Compliance

1. Students will receive counselling from a designated staff member on the benefits of a dress code.
2. Letter to parents seeking explanation for non-compliance with the dress code.
3. Students not following the dress code may be denied the opportunity to represent the school at official school activities, including sporting and social events.

Uniforms

The school's Dress Code for Students meets Department of Education policy and has been endorsed by the School Council.

Students are expected to be neatly and appropriately dressed at all times in the following:

- navy blue pants, shorts, single box pleated skirt or skorts and a mid blue t-shirt.
- dresses, shorts, skirts or skorts need to be no shorter than mid thigh.
- navy windcheater or navy tracksuit for cooler months.
- sandals or shoes and mid blue socks.

Hats

Hats are available for purchase from the uniform shop which is open Thursday mornings from 9.00-10.00am in the covered assembly area. Bucket/slouch hats (blue) are available for \$12.00 each through the uniform shop. Uniform prices are subject to change.

Uniform items may be ordered through the school. Ordering dates are advised through the newsletter. Uniform sales are organised by the P&C Association. Orders are taken on a regular basis. A small stock of new uniforms is held in the uniform shop. Second-hand uniforms are also available.

The sale of new school uniforms is coordinated through the P&C Association by Mrs Dana Harle (volunteer parent) who may be contacted via the school office.

Shoes

All children should wear appropriate footwear. For example, on days when your child has timetabled sport, physical education or training for an upcoming event, please provide joggers or sneakers. **Children are not permitted to wear thongs or scuffs to school.**

Cases and Bags

Children are required to place school cases/bags in a neat and orderly fashion outside their rooms on the hooks and shelves provided.

Sports Uniform

Factions (all children are allocated a faction upon enrolment).

WATTLE: Gold

HOVEA: Blue

BANKSIA: Red

These factions help children to identify with a particular group and are used to encourage healthy competition both in the academic and sporting areas.

Sports Uniform

- Navy blue sports shorts and faction colour t-shirt (this is not provided by the school).

Interschool Sports Uniform

- Navy blue shorts and mid blue t-shirt with the school emblem. Children will be provided with a t-shirt when taking part in an interschool competition.



APPENDIX 1 – COMMUNICABLE DISEASES

School Exclusion Table for Vaccine Preventable Diseases

Disease	Children who catch the disease are excluded from school as follows:	During an outbreak children who are contacts and are not immunised are:
Chickenpox	At least 5 days after the rash appears and until vesicles have formed crusts.	Immunisation may prevent chickenpox in contacts if given with 5 days of exposure.
Measles	Until at least 5 days from the appearance of the rash or until a medical certificate of recovery is produced.	Excluded for 14 days unless immunised within 72 hours from last contact or given immunoglobulin within 7 days from last contact.
Mumps	Until 9 days after onset date and fully recovered.	Not excluded.
Rubella	Until at least 4 days after onset of rash.	Not excluded.
Pertussis (Whooping Cough)	Until 5 days after starting antibiotic treatment or until at least 14 days from onset.	Excluded for 21 days if not immunised or 5 days after prophylactic immunisation.

*Please return a photocopy of your child's current immunisation statement to the school office as soon as possible if you have not already done so.

Immunisation

The Department of Health and Department of Education are required to record the immunisation history of your child at school entry enrolment.

The purpose of this is to help protect the health and wellbeing of your child, and all children in the school community.

You can access your child's immunisation records by:

- Phoning the Australian Childhood Immunisation Register – Freecall 1800 653 809.
- Accessing the website www.medicareaustralia.gov.au

Due to Privacy Laws only parents/guardians can access this information. You will need your Medicare number to access the records.

If your child has received four year old vaccinations since initial enrolment we request that you provide an updated immunisation record to the school office.

Please note the Department of Health does not accept homoeopathic immunisation as a substitute for vaccination.

In the case of Measles or Pertussis occurring, Western Australian schools are required to exclude students who have not received appropriate immunisation.

Guidelines for Other Communicable Diseases

Disease	Incubation Period	Period of Exclusion from School
Conjunctivitis	1-3 days	Exclude from school until discharge from eyes has ceased. Do not exclude contacts.
Glandular Fever	4-6 weeks	Do not exclude.
Head Lice	7-10 days	Exclude until the day after treatment has commenced.
Hepatitis A	15-50 days (usually 28-30 days)	Exclude for 14 days after onset of illness (if not jaundiced) or 7 days after jaundice appears.
Hepatitis B	45-180 days (average 60-90 days)	Do not exclude.
Impetigo (School Sores)	4-10 days	Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
Ringworm	Varies with the site of infection.	Exclude until person has received antibiotic treatment for 24 hours.
Tetanus	1 day to several months (usually 3-21 days).	Do not exclude.

APPENDIX 2 – COMPLAINTS HANDLING POLICY

Objectives

- To ensure that complaints lodged at this school are resolved in a prompt and efficient manner.
- To promote the highest standard of professionalism in dealing with our community.

Policy

- Staff at this school are responsible for managing the resolution of disputes and complaints lodged with us.
- We will make every effort to promptly resolve disputes and complaints lodged with us according to the principles of procedural fairness.
- Where we cannot resolve a complaint, the complainant, principal or District Director can forward through the Principal to the District Director.

Making a Complaint – Complaints can be made:

- Verbally, by letter, or by e-mail.

Help is available at the school to support complainants to formulate, write and lodge a complaint. Complaints can be lodged with the school using any of the contact methods listed above. Written complaints should be addressed:

“PRIVATE AND CONFIDENTIAL”

The Principal
Weld Square Primary School
Dorking Place
MORLEY WA 6062

or e-mail

Glen.Cookson@education.wa.edu.au

Minimum Information When Making a Complaint

You should provide the following information when making a complaint:

- Your name and contact details.
- Copies of any relevant correspondence or documents relating directly to the complaint.
- The nature of the complaint.
- What you consider is needed to resolve the complaint.

In the case of a verbal complaint, where you do not want to be identified or to lodge the complaint in writing, we will endeavour to work directly with you to resolve the matter.

Responsiveness

We will acknowledge written complaints within 5 school days. We seek to resolve local complaints within 14 days. If because of the serious nature of the complaint, it is deemed necessary to forward it on to another section of the Department we will do this without delay. In all cases you will be kept informed of the progress of your complaint.

Enquiring on a Complaint's Progress

You may enquire as to the progress of your complaint at any time by directly contacting the appropriate person. At the time of lodging a verbal complaint, or in the acknowledgement letter for a written complaint, this person will be identified for you.

Outcome of a Complaint

We will advise you verbally or in writing of the outcome of the complaint. The outcome of all written complaints will be provided to you in writing.

When a Complainant is Unhappy with the Outcome of a Complaint

If you are unsatisfied with our attempts to resolve your complaint, you may wish to express your concerns to the Regional Executive Director. To do so contact:

Mr James Webb
North Metropolitan Education Regional Office
PO Box 1126
INNALOO CITY WA 6918
or
Level 2, 1 Puccini Court
STIRLING WA 6021
Telephone (08) 9285 3600
Facsimile (08) 9285 3730

While this request can be made verbally, it is preferable that it is made in writing. Help in making this request will be provided by us, or the regional office, upon your request.

Rejecting a Complaint

Complaints judged to be vexatious, trivial or without substance, or where it is judged to not warrant further action, will not be progressed. You will be advised of this decision in writing.

Definitions

Complaint

The expression of dissatisfaction with any aspect of government education. It may be general in nature or relate to particular staff, a part of the organisation, a policy or a decision. Any person may lodge a complaint; however staff employed by the Department of Education cannot use this process if they are acting in an official capacity. A complaint must contain sufficient detail to enable it to be addressed and recorded.

Locally Managed Complaint

A verbal or written complaint made in relation to a school or staff member, and managed by the school.

Centrally Managed Complaint

A complaint lodged in writing with the Director General of the Department of Education, and managed at Central Office. Such complaints may be redirected to the local level to be managed if it is deemed appropriate.

Complainant

A person or persons lodging a complaint.

As outlined in the Australian Standard AS 4269-1995, our complaints handling policy demonstrates:

Commitment - We recognise your right to complain and to have your complaint dealt with seriously.

Fairness – We understand the need to be fair in our complaints handling processes.

Resources – We have adequate resources for effective handling of complaints.

Visibility – Our complaints handling processes are available from the school office.

Access – We accept complaints lodged by phone, in writing and via e-mail.

Assistance – Upon request, we will provide a complainant with the support needed to formulate and lodge a complaint.

Responsiveness – Complaints will be dealt with quickly and efficiently.

Charges – There will be no charge to the complainant for the raising of a complaint with us.

Remedies – Where a complaint results in the identification of changes that should be made to our processes, those changes will be made.

Data Collection – Data about complaints lodged with our school is collected and recorded.

Systemic and Recurring Problems – Complaints are regularly analysed for the identification and addressing of systemic and recurring problems.

APPENDIX 3 – BULLYING POLICY

Our School Community

The school has a vision statement that challenges us to create a positive learning community. Each person is recognised as a unique individual bringing special qualities and gifts to share and so we all have a right to be respected and a responsibility to respect each other.

We aim to establish a community in which everybody feels valued, respected and safe, and where individual differences are appreciated, understood and accepted. We affirm that adults are models for children's behaviour. Everybody has a right to enjoy their time at school.

Therefore, we do not tolerate bullying, bystander behaviour or harassment in any form.

Rights

- To feel safe
- To learn.
- To be respected.
- To be valued.

Responsibilities

- To respect yourself.
- To respect others.
- To use common sense.
- To support others.

Policy is subject to review annually by staff and the School Council.

Bullying is:

- Repeated, unjustifiable and harmful behaviour that may be physical, verbal and/or psychological.
- Intended to cause fear, distress or harm to another.
- Conducted by a more powerful individual or group.
- Against a less powerful individual who is unable to effectively resist.

Types of Bullying (Core Behaviours)

	Direct	Indirect
Physical	<ul style="list-style-type: none">- Hitting, slapping, punching.- Kicking.- Pushing, strangling.- Spitting, biting.- Pinching, scratching.- Throwing things, honkey nuts, stones etc.	<ul style="list-style-type: none">- Getting another person to harm someone.
Non-Physical	<ul style="list-style-type: none">- Mean and hurtful name calling.- Hurtful teasing.- Spreading rumours.- Demanding money or possessions.- Forcing another to do homework or commit offences such as stealing.	<ul style="list-style-type: none">- Trying to get other students to not like someone.
Non-Verbal	<ul style="list-style-type: none">- Threatening and/or obscene gestures.- Internet and cyber bullying (using face book, twitter, text messages, photos, etc.).	<ul style="list-style-type: none">- Deliberate exclusion from a group of activity.- Removing and hiding and/or damaging others' belongings.

What a Student Can Do About Bullying and Harassment

Students should not retaliate by physical or verbal bullying. Simply knowing that you can do something about it makes a difference.

You Can

- Confront the person bullying you. Tell them that their actions are unwarranted and are against school policy.
- Ignore it. Show that it does not upset you. The bully is not encouraged and it may stop.
- Do not continue to ignore bullying if it does not stop. DO something, SAY something. IT'S OK TO TELL!
- Share your feelings with others. Talk about it with friends, parents, a teacher or someone you think can help.
- Go to a safe place or see a teacher.

What a Parent Can Do

- Be aware of the signs of distress in your child, eg unwillingness to attend school, a pattern of illness, missing equipment, requests for extra money, damaged equipment or clothing.
- Take an active interest in your child's social life and acquaintances.
- Assist your child to discuss any incidence of bullying with a teacher. If possible, allow your child to report and deal with the situation. Your child can gain respect and confidence through taking the initiative and dealing with the problem without direct parental involvement.
- If your child is being bullied, discourage any planned retaliation, either physical or verbal, by discussing positive strategies they can use.
- Be positive about your child's qualities and encourage your child to be tolerant and caring.
- Be willing to attend interviews if your child is involved in an incident of bullying, and work cooperatively with the school.
- Be willing to inform the school of any cases of suspected bullying even if your child is not directly involved or affected.
- Discuss the school's expectations about behaviour and how best to deal with bullying.
- **Do not deal directly with the other children or their parents but work through and with the school.**

If Your Child Is Bullying Others

Make it clear that bullying because of revenge, for annoyance or fun is unacceptable behaviour.

- Help your child understand the difference between assertive and aggressive behaviour.
- Make it clear that hurting or distressing another person unable to defend himself/herself is a form of weakness and proves nothing.
- Explore the possibility that your child is seeking attention and love. Are there home or school situations contributing to your child feeling alone or lacking confidence?
- Sensitive discussion may indicate that the bully is also a 'victim'. This is a delicate situation and requires sensitive and empathetic handling.



- Explore the need for the development of self-confidence and success in an area to counter poor self-esteem.
- Talk with other parents, friends and teachers and share ideas and experiences.

School Strategies

Bullying can be a complicated problem, which takes time and patience to resolve properly. Using this approach, we are committed to the safety and wellbeing of all students.

- Use Restorative Practice*
- Adopt positive classroom management strategies and incorporate anti-bullying messages in the curriculum.
- Including whole school programs such as Virtues, PATHS and You Can Do It. (See Behaviour Management Strategies Whole School.)
- Provide positive role models for students.
- Actively counteract bullying behaviour.
- Respond appropriately to any reported incidents of bullying.
- Be obviously present during recess and lunch times when you are on duty, as a deterrent to possible incidents of bullying.
- Encourage all students to take a positive stand against bullying.

***Restorative Practice**

Weld Square Primary School is committed to incorporating Restorative Practice into our school. This means resolving disciplinary matters by enabling those involved to repair the harm done to people and relationships.



What does cyberbullying look like?

Cyber bullying can occur in many ways, including:

- abusive texts and emails
- hurtful messages, images or videos
- imitating others online
- excluding others online
- humiliating others online
- nasty online gossip and chat.

I am being cyberbullied—how do I stop it?

- talk to someone you trust straight away—like a parent, sibling, uncle/aunt, teacher or friend, or contact [Kids Helpline](#)
- **don't retaliate or respond**—they might use it against you
- block the bully and change your privacy settings
- report the abuse to the service and get others to as well
- collect the evidence—keep mobile phone messages, take screen shots and print emails or social networking conversations
- do something you enjoy—catch-up with friends, listen to good music, watch a good show or chat online to people you can trust
- **remember you didn't ask for this**—nobody deserves to be bullied and you will get through this.

School support

Most schools have policies in place to address cyberbullying and should be able to provide support to you and other students, no matter whether the bullying is from a student at your school or not. Talk to a teacher or counsellor you like and trust.

<https://www.esafety.gov.au/esafety-information/esafety-issues/cyberbullying>



KidsHelpline
1800 55 1800

Click to start a live WebChat

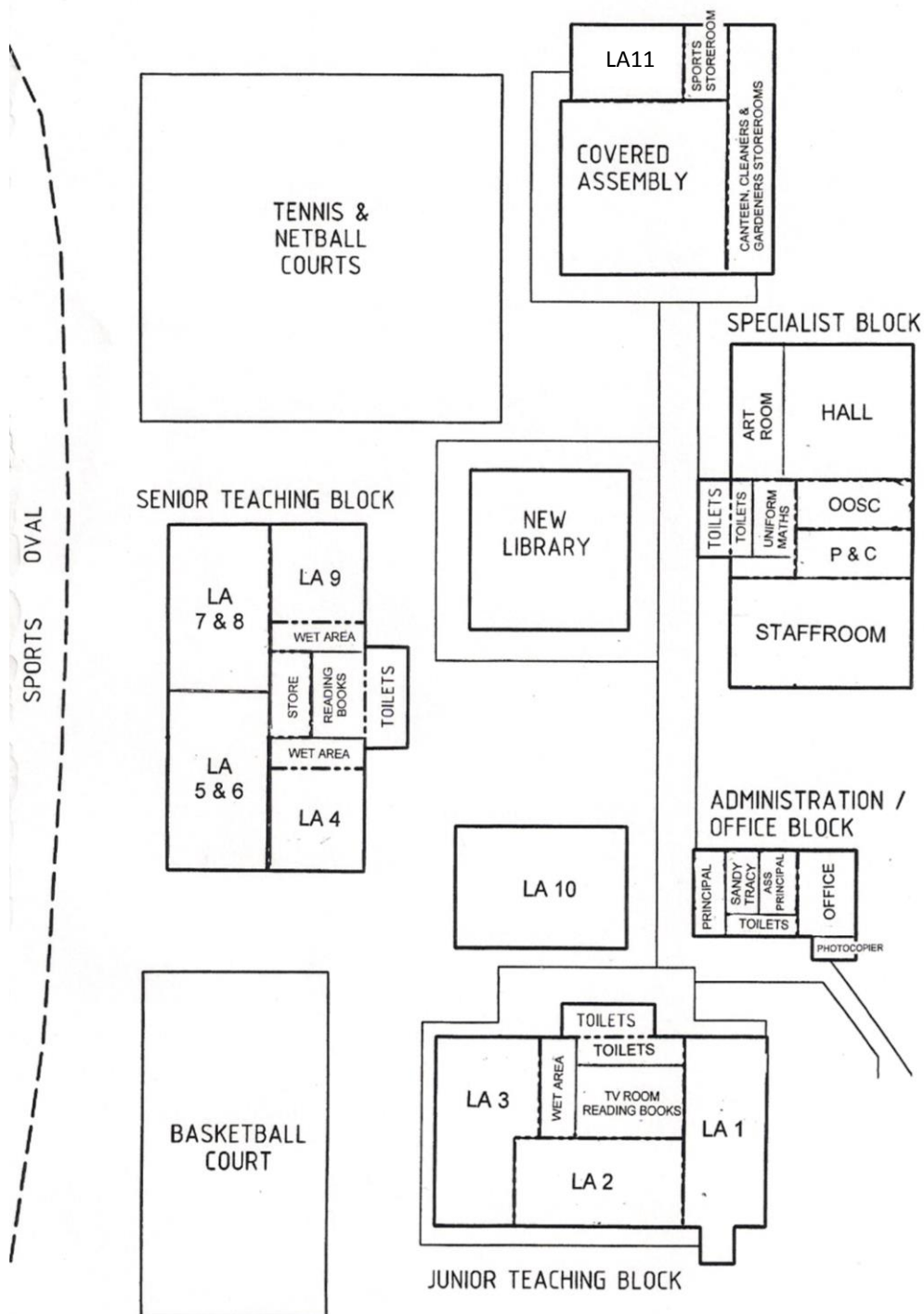
FOR KIDS (5–12)

FOR TEENS (13–25)

**Free, confidential counselling and support.
24 hours a day, seven days a week,
for ages 5–25. FREECALL 1800 55 1800.**



WELD SQUARE PRIMARY SCHOOL SITE PLAN & LEARNING AREA NUMBERS



KEY:

- LA 1 – Kindy
- LA 2 – Pre Primary
- LA 3 – Year 1
- LA 4 – 4/5
- LA 5 – Year 2
- LA 8 – Year 3
- LA 9 – Science
- LA 10 – Year 5/6
- LA 11 – LOTE

SCHOOL AFFIRMATION

At Weld Square Primary School we are proud of our school.

We affirm that we will respect ourselves and each other.

We affirm that we will respect our families, staff and the environment.

We will offer loyalty and friendship to one another.

We will work hard to reach our potential.

And be satisfied that we have done our best.



NATIONAL ANTHEM

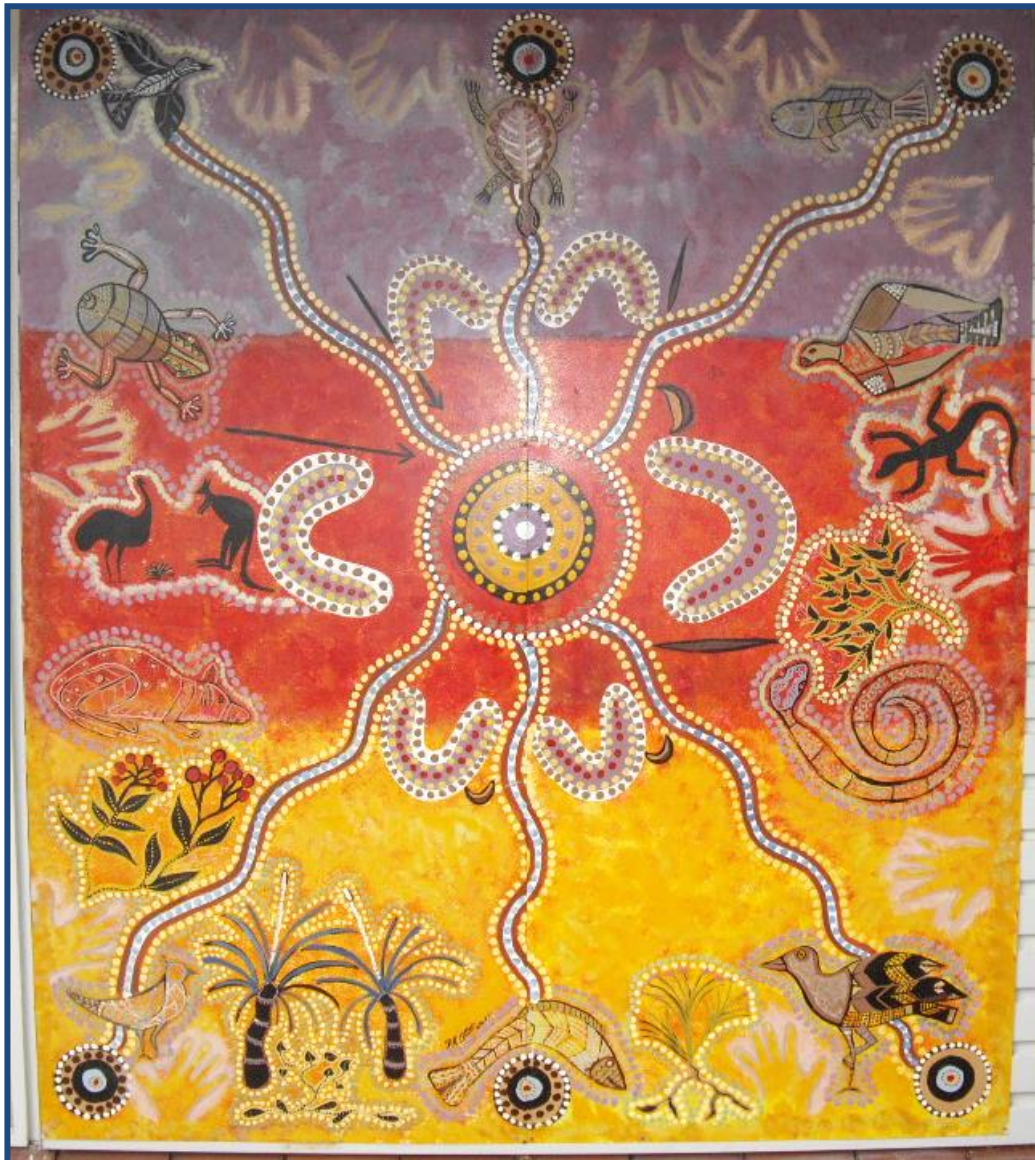
Advance Australia Fair

Words and Music by P D McCormick

Australians all let us rejoice,
For we are young and free,
We've golden soil and wealth for toil,
Our home is girt by sea;
Our land abounds in nature's gifts,
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair,
In joyful strains then let us sing
Advance Australia Fair.

Beneath our radiant Southern Cross,
We'll toil with hearts and hands,
To make this Commonwealth of ours,
Renowned of all the lands;
For those who've come across the seas,
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair,
In joyful strains then let us sing
Advance Australia Fair.





SCHOOL ENTRANCE MURAL

The mural is based on the 'Noongar Six Seasons' story by Deborah R Cotter.