
PARENT INFORMATION BOOKLET 2020

Principal	Mrs Carolyn Nunn
Deputy Principal	Mrs Sharon Wyborn
School Address	16 Parker Road Parkerville 6081
Telephone Number	9295 4268
Fax	9295 4062
Email Address:	Parkerville.ps@education.wa.edu.au
Web Address:	www.parkervilleps.wa.edu.au

This booklet has been prepared to explain the workings of the school to parents and carers, particularly those who have children attending our school for the first time.

The Staff, School Board and Parents and Citizens' Association welcome you to the school. It is hoped that this booklet will encourage a close liaison between school and home and that our combined efforts will continue to make the school an outstanding educational unit.

In addition to parent interview days/times, please feel free to visit the school at mutually convenient times to discuss the progress of your child with his/her teacher. Parent involvement is strongly supported and encouraged at Parkerville.

Our school's teaching and learning program is designed to cater for each child's academic, social, creative and physical development.

Please keep this booklet for your reference during the year.

LIST OF CONTENTS

	PAGE
<u>Attendance and Punctuality</u>	
School Hours	2
Term Dates	2
Public Holidays (Related to School)	2
<u>Absences</u>	3
<u>Arrival and Departure Times</u>	
Students Leaving School Grounds	4
Before and After School Care	4
<u>Clothing and Property</u>	
Toys, Jewellery and Makeup	5
<u>School Uniforms</u>	
Uniform Shop	6
Hats	6
Footwear	7
Lost Property	7
<u>Communication</u>	
Assemblies	8
Students Leaving School	8
Removal of Students from School	8
Visits by Parents	8
Visitors	8
SMS "Message You" System	8
Newsletters	8
Schoolzine App	9
Concerns	9
<u>Finance</u>	
Contributions and Fees	10
Other Expenses	10
Money Collections	11
<u>General Organization</u>	
Lunches	12
Library	12
Factions	12
<u>Parent Involvement</u>	
P&C Association	13
Fundraising	13
School Board	14
Parent Volunteer Group	14

Safety/Health

Emergency Information	15
Car Parks	15
Bush Fire	15
Sickness	15
Infectious Diseases	15
Dental Clinic	15
School Nurse	16
School Chaplain	16
School Psychologist	16
Book Club	16
School Photos	16
Presentation Night	16
Exclusion from School Guidelines	17

ATTENDANCE AND PUNCTUALITY

SCHOOL HOURS

8.45am	Children commence school
10.45am – 11.15am	Morning Recess
1.15pm - 1.45pm	Lunch
3.00pm	Dismissal

Early Close every Thursday at 2.30pm

Term Dates (for students)

Term 1	3 Feb	-	10 April
Term 2	27 April	-	3 July
Term 3	20 July	-	25 Sept
Term 4	12 Oct	-	17 Dec

PUBLIC HOLIDAYS (RELATED TO SCHOOL)

Labour Day	Monday	2 March
Good Friday	Friday	10 April
Easter Monday	Monday	13 April
Anzac Day	Monday	27 April
WA Day	Monday	1 June
Queen's Birthday	Monday	28 September

ABSENCES

If your child does not arrive at school before 10.00am and is marked absent on our system, an auto text message will be sent to your mobile (the number listed as the primary contact) notifying you of the absence. You can ring the school and we can record the verbal reason or you can reply to the text.

If you do not reply to the text, a note must be forwarded to the office or classroom teacher as soon as possible after the absence. At Parkerville Primary School we both recognise, and are sympathetic to, the fact that legitimate illness is a valid reason for reduced attendance. However, as partners with you in the education of your child, we are obliged to point out that reduced attendance at school has a large impact on academic learning. Attendance is a precursor for learning and onward skill development.

Regular attendance at school provides children with opportunities to develop the basic skills for learning, and assists in the development of social skills including communication, self-esteem, teamwork and friendship building. There is no "safe" threshold of absence.

Attendance matters for achievement and every day counts. Children develop 'attendance careers' as early as Kindy.

The table below gives a breakdown of the amount of time missed during this year and, if maintained, how it impacts on the future education of your child.

Arriving consistently late to school has the same impact; as opportunities for social interaction, preparation for the day's learning and explicit teaching sessions are lost if children are not at school when these take place.

Period of Absence (years 1-10)	Number of days missed per year	Rate of Attendance	Equivalent amount of school missed if the Percentage Rate is maintained between Year 1-10
0 – 2.5 days missed per term	10	95%-100%	0-6 months
Average of 5 days missed per term	20	90%	1 year
1 day missed per week	40	80%	2 years
1.5 days missed per week	60	70%	3 years
2 days missed per week	80	60%	4 years
2.5 days missed per week	100	50%	5 years
3 days missed per week	120	40%	6 years

ARRIVAL and DEPARTURE TIMES

Children are encouraged to begin arriving at school as of 8.30am. This means they can be in their classrooms with time to organise themselves before the bell goes at 8.45am. School begins promptly at 8.45 and late comers will miss the important teaching time that commences as soon as the bell goes.

A READING CLUB (all year round) and a RUNNING CLUB (Terms 2 and 3) are conducted every morning from 8.10 – 8.30am.

Students who arrive early to school MUST attend one of these clubs.

The Reading Club is held in the library and children meet on the oval for the Running club.

A sports skills club runs under the supervision of our PE teacher and is subject to his availability (Mon, Wed, Fri).

Students are expected to depart from the school grounds promptly after the 3.00pm bell unless under adult supervision. It is expected that students should be collected by 3.15pm and not return to the school unless participating in an organised activity.

Students Leaving the School Grounds

Students must not leave the school grounds without permission or supervision. Requests for permission must be made in writing by the parent or carer. Parents are asked to sign students out at the front office.

Before and After School Care

CAMP AUSTRALIA is situated on the school grounds and offers a before and after school care programme.

We have brochures in the front office or visit www.campastralia.com.au to find out hours, fees and charges. Please be aware that Camp Australia operates as a separate entity.

CLOTHING AND PROPERTY

Toys, Jewellery, Makeup and Phones

Students are not encouraged to bring toys to school unless they wish to use them as news items. These will be kept safe by the teacher until they are needed.

Mobile phones are to be handed into the front office each day and collected in the afternoon.

No responsibility can be taken by the school for loss of items (including toys and phones) brought from home.

At times, we may allow certain items (e.g. Pokémon cards) to be brought to school. We understand the learning capacity in a social setting that some of these toys/games enable. We are keen to ensure that our students have a voice in these decisions and that they understand the rules and personal responsibilities this brings. However, if we feel that the conflict is too great and impacting on school harmony, we may “ban” these items indefinitely.

Make-up is not acceptable at school.

Jewellery is discouraged; except for small watches, small studs or sleepers for earrings or Medi-Alert bracelets, as it can be a hazard in the playground.

SCHOOL UNIFORMS

We would urge parents to support the efforts of Staff, School Board and the Parents & Citizens Association to instil school tone and pride through the wearing of the school uniform. Uniforms are also encouraged for their practical nature, economy and neatness.

BOYS

Summer: Parkerville royal blue and navy school polo shirt and navy blue shorts

Winter: Navy blue pants, Parkerville royal blue and navy polo shirt

Parkerville royal blue and navy school zip jacket

Sport: Parkerville faction polo shirt and navy blue shorts

GIRLS

Summer: Blue and white check dress with white collar and cuff or navy blue shorts or skorts and Parkerville royal blue and navy polo

Winter: Navy blue shorts or skorts and Parkerville royal blue and navy polo shirt. Parkerville royal blue and navy school zip jacket

PLAIN black/navy blue leggings worn under skorts/shorts

Sport: Parkerville faction polo shirts

Navy blue skorts or shorts

Short, denim shorts are not practical or acceptable as school uniform.

Uniform Shop

To purchase any of our uniform items we have the convenience of an online shop. Go online, place your order and then pick-up at the front office – www.quickcliq.com.au.

Hats

Parkerville PS staff and the School Board have considered our policy on uniforms and decided, given all the information available to us, that we have an important role in reducing sun exposure because:

- Schools have a duty of care to protect students and staff from harm;
- The crucial period for sustaining damage from sun exposure occurs during the school years;
- Children are at school and at recess and lunch during peak UV radiation times five days a week;
- Schools can influence sun protection behaviours through education;
- Sun protection policies can be included in existing health policies.

The school supports a year round 'no hat, no play' policy. School Uniform hat is any hat that meets the 'sunsmart' criteria – bucket, broad-brimmed or legionnaires.

The school uniform shop sells a bucket hat that conforms to the sun safe requirements, is good quality and easy to wear. These can be ordered through the online shop.

Footwear

For purposes of health and safety, thongs and bare feet are not allowed. Given the nature of our playgrounds and surrounding bushland, shoes and sneakers are preferred as they protect from sharp twigs and branches and also the wildlife that inhabits the area. It is also a requirement that students participate in daily fitness activities and sneakers are essential for these lessons.

If your child needs to wear thongs for an injury they must provide a note to their teacher.

Lost Property

All students' property and clothing should be clearly marked. Lost property is accumulated in the office area. After a reasonable time (each term), unclaimed items are donated to a suitable charity.

COMMUNICATION

Assemblies

Parent Assemblies are held on a regular basis on a Thursday afternoon. Parents are invited to attend. Notification of classes performing items and class reports will be made in the newsletter and the term planner. Small, general assemblies are held almost every Thursday afternoon for dissemination of information and presentation of canteen tokens.

Students Leaving School

When transferring to another school, we would appreciate advance notice so that interim reports can be prepared and pupil's belongings collected. These will be forwarded to the new school.

Removal of Students from School

Parents who wish to take their child during lesson time are asked to forward a note in advance to the class teacher.

In emergency situations parents are asked to telephone the school so the teacher can be informed.

Parents picking up students are asked to sign students out at the office before removing them from school. This is a security precaution to ensure the school knows the whereabouts of all its students.

Visits by Parents

Parents are very welcome to visit the school to discuss matters regarding their children with staff members. This can often be to the mutual advantage of parents, children and teachers. To save disruption to the normal class routine however, parents are asked to make an appointment. It is generally more convenient for staff to speak to parents in the afternoons in preference to mornings, when they are often busy preparing for the day.

Visitors

Visitors and Parent Helpers are asked to 'sign in' at the school office and wear a visitor's badge during their stay. They are asked to 'sign out' when leaving. This ensures the school knows who is on the premises at any time in case of emergencies. We have a digital pastab system which will require WWC if necessary.

SMS "Message You" System

Parkerville Primary School has an SMS system to be able to communicate with parents and guardians about emergency procedures and absences that might be in place for bush fires etc. Please keep the school updated with relevant phone numbers.

Newsletters

Newsletters will be issued once a term. The newsletter is sent out by email and is available on the school website and the school app. You may collect a hard copy of the newsletter from the school office if one is required.

Schoolzine App

Parkerville Primary School uses the Schoolzine App to communicate with parents.

Apple Device:

- On your Apple device, open the App Store;
- Search the App Store for Schoolzine
- Download and install the Schoolzine App

Android devices:

- On your Android device, open the Play Store;
- Search the Play Store for Schoolzine
- Download and install the Schoolzine App

Once downloaded, launch the app, Select "Western Australia", search for "Parkerville Primary School". On the group selection page turn notifications to on.

Concerns

If, at any time, you have any matter you feel you need to discuss, please contact the class teacher primarily then the Principal. In some cases, parents discuss what they feel are concerns with other parents and neglect to notify the school.

It is difficult to resolve issues if the school is unaware of them. Students may perceive incidents differently from the way they have actually occurred. Please clarify any problems with the school.

FINANCE

Contributions and Fees

In order to enrich the opportunities available to your child in the school, Department of Education Regulations provide that a School Board may establish funds for Libraries, Sporting Facilities, incidental materials, educational tours, etc.

The School Board has maintained the School fee (including Pre Primary) at: -

\$40.00 per child
\$40.00 per child in Kindergarten

The contribution is less than the maximum level that may be set by legislation. All parents are asked to forward the contribution by week 3 of term one. Parkerville Primary School's policy is to keep booklist costs to a minimum, however, this relies on all parents paying voluntary contributions in order for the school to provide all essential equipment necessary for all students.

At all times it is the intention of the school that the burden on parents be lightened where more than one member of a family attends a school or where hardship exists. Parents may wish to discuss this matter with the Principal.

Other Expenses

From time to time, teachers may boost the educational experiences of students through excursions, school visits by troupes, swimming lessons, camps, trips, overnight stays and the like. Parents will be given notice in advance of any expenses that may occur. In cases of hardship or difficulty please do not hesitate to contact the teacher or principal to discuss this.

A schedule of fees and charges indicating maximum expenses will be circulated at the end of the year with a view to providing information for the following year.

Money Collections

Parents are asked to clearly indicate the following on a sealed envelope for all money collections;

- The student's name/s.
- The purpose of the collection.
- The correct money or cheque.

(Cheques are to be made payable to "Parkerville Primary School")

For Example:

	Vol Con.	Swimming
Jill Brown	\$40.00	\$15.00
Bill Brown	\$40.00	\$15.00.
Total enclosed = \$90.00		

Students are to give the envelopes to the front office.

Eftpos facilities are also available at the front office and direct deposit transfers can be made to the school's bank account:

Bendigo Bank BSB 633-000 Account: 156 838 237 using the students name in the description.

GENERAL ORGANISATION

Lunches

The canteen is operated each Monday. It is run as a voluntary activity and requires parent help to function. Alternatively, it is open on other days if there is a carnival or another activity that may affect the running of the canteen.

An assortment of healthy food is sold at morning recess. The canteen is conducted by the P&C Association and voluntary helpers. It is run as a service to the school community and is one of the main fundraising activities of the P&C. From time to time, special canteen days are run by groups within the school to raise funds for various activities.

Lunch order bags are available from the classrooms. Lunch orders are sent in each Monday morning with the money and placed in the Lunch Order Basket in the classroom. Lunch orders can also be ordered through www.quickcliq.com.au.

Library

Children have weekly visits to the library to borrow books. Parents are asked to ensure that care is taken of these books when at home and returned when due. Children need a bag to be able to borrow books and library bags can be purchased from the Uniform Shop. In case of books becoming lost or damaged, parents may be asked to pay for repair or replacement of the resource.

Factions

Our school has three factions, Towle (Red); Schoch (Gold) and Jones (Green). Students are placed into factions shortly after arrival. Siblings are placed in the same faction as other family members. The factions are named after former teachers at Parkerville School. Below is a brief history of each. Faction shirts are available from the P&C Uniform Shop.

Towle (Red)

Miss Bertha Towle taught a small group of students privately in a room attached to the shop in 1897. When the first Parkerville Primary School opened in January 1899 she was appointed as the only teacher. She married Mr. C. Schaefer in 1901 and continued as a relief teacher until the end of 1902.

Schoch (Gold)

Mr Fred Schoch came to Parkerville School (in Riley Road) as Head Teacher in 1934 and stayed until 1954, when he retired. He was very active in the community, helping to start football and hockey clubs, playing tennis, writing for the West Australian, running a farm and helping organise the Parkerville Agricultural Show in the 1940's.

Jones (Green)

Miss Ivy Jones taught the Infants and Grades 1, 2 and 3 from 1932 until she retired in 1963. She is remembered by many as a strict teacher but was widely recognised as an excellent teacher of reading.

PARENT INVOLVEMENT

Parent or carer involvement is valued within the school. As a school serving its local community, Parkerville encourages involvement at many levels. Formal involvement includes:

Parents and Citizens' Association

Parkerville P&C Association Inc. is a very active body that fulfils an important school function. The Association aims to promote the interests of the school through:

- cooperation between parents, teachers, students and members of the general community;
- assisting in the provision of resources, facilities and amenities for the school; and,
- the fostering of community interest in educational matters.

Key responsibilities of the P&C include running:

- the school canteen,
- uniform shop; and,
- Student Safety Week.

These are all run on an entirely voluntary basis and the P&C is always appreciative when people come and help.

Fundraising

Another very important P&C activity is fundraising to help provide essential facilities and equipment for the school.

Over the past three years the P&C has contributed towards:

- Information, Communications and Technology items including Smart Boards and speakers (all rooms plus the library now have Smart Boards installed),
- maths construction materials for each classroom,
- literacy – home readers, reading books and big books for Early Childhood,
- the Sound Waves phonics program
- a portable sound system
- school I-Pads
- a concrete slab to make the sports shed more secure.

P&C meetings are usually held in the school administration building from 6pm to 7.30pm. Parents are notified of P&C meetings via the school app. Child care is provided in the school library.

All are welcome!

School Board

The function of the School Board is to set broad policy directions for the school via the School Business Plan. It currently consists of 4 staff and 5 parent representatives. They provide input towards the purpose, expectations and priorities of the School. Terms run for three years.

Parent Volunteer Group

Our parent volunteers assist with the delivery of specialised programs such as support-a-reader and CAST (comprehension and semantic talking). Parents are trained up in these areas and support teachers and students for better outcomes.

SAFETY/HEALTH

Emergency Information

At the time of enrolment, parents are asked to complete details of their work address and an emergency contact in the event that parents cannot be contacted. It is essential that you advise the school immediately of any change of this information.

Car Parks

The school has car parks off both Windoo and Parker Roads. Parents may choose that which best suits their needs but are encouraged to use caution when doing so. Parents are encouraged to 'reverse park' to increase levels of safety in the car parks. It is important that parents and guardians observe nominated speed limits and exercise patience – parking is at a premium on site. The oval is open at the end of the day for parking in an effort to ease congestion.

Please be mindful of the bus parking on the carpark off Parker Rd. The bus is unable to negotiate the roundabout with cars parked on the circle.

ACROD parking is provided at the front of the Early Childhood area.

The 'roundabouts' at both Windoo Road and Parker Road entries are for drop off only. Please do not park in these areas.

Please do not use the staff car park, behind Room 6 and the student toilets. This is a confined area with many "blind" spots.

Bush Fire

A bush fire evacuation policy is in place in the school, as well as our emergency SMS System. Our Bushfire Safety Information flyer is **attached**.

Sickness

When a student becomes ill at school, parents will be notified and asked to take the child home. Students who are not well should not be at school. Please be sure your child is sufficiently recovered before he/she returns to school.

Infectious Diseases

If your child contracts any of the diseases listed in the EODH Fact Sheet attached, you must notify the school office and they must be excluded from school as outlined in the Fact Sheet.

Dental Clinic

A preventative Dentistry Centre visits the school and is manned by Dental Therapists. **The telephone number is 0407 594 254**. They operate independently of the school. Treatment is free and is available to all school children.

School Nurse

The school nurse visits the school several times each term. She has a regime of screening and health checks as per the government schedule. She is usually not available for individual appointments but will respond to staff requests to investigate concerns. She also provides assistance to the school on policy regarding infectious diseases.

School Chaplain

We are fortunate to have the services of Mrs Rachelle Zarb as our school Chaplain for two days a week. She works with individuals and groups of children for social/emotional support. Parents are able to request individual counselling or the teacher may request your permission for your child to access this service. This is a non-denominational counselling service funded by the state and federal Governments.

School Psychologist

Children may be referred for assessment after consultation with the parents, or parents can seek a consultation with the Psychologist by approaching the Class Teacher. This valuable service may assist with providing support and advice for students with a wide range of social/emotional and academic issues.

Book Club

Scholastic Book Club is co-ordinated by a volunteer through the school. There are approximately 6 releases of books per year and the school receives points to purchase library books and resources from the sales.

When making out cheques for the Book Club, please make them payable to "Parkerville Primary School P&C".

School Photos

Individual, class and family photos are taken annually of all students. Parents will be notified through the newsletter. Photos will need to be purchased through the company providing the service, however the school facilitates this process.

Presentation Night

An Awards Presentation evening is held late in Term 4. The evening is a celebration of the year. Each class teacher nominates 2 students for awards and these are presented by the staff. The Year 6 leavers are also recognised with a variety of subject and social awards and special guests are invited to sponsor and present those awards. Each class presents an item for the entertainment of the PPS community.

Exclusion from School Guidelines

Recommended minimum periods of exclusion from school, pre-school and child care centres for contacts of and cases with infectious diseases

Condition	Exclusion	Exclusion of contacts
Chicken pox	Exclude until all vesicles have crusted	Refer any immunosuppressed children (e.g. leukaemia patients) to their doctor. Do not exclude other contacts
Conjunctivitis	Exclude until discharge from eyes has ceased	Do not exclude
Diarrhoea	Exclude until diarrhoea has ceased for 24 hours. For high risk groups (hccw, food handler, child care staff) exclude for 48 hours after symptoms cease	Do not exclude
Hand, Foot and Mouth disease	Exclude until vesicles have crusted/dry	Do not exclude
Hepatitis A	Exclude until 14 days after onset of illness or 7 days after jaundice appears	Do not exclude. Contact management will be coordinated by Public Health staff
Herpes simplex "Cold Sores"	Young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping	Do not exclude
Impetigo	Exclude until after antibiotic treatment has commenced Lesions on exposed skin surfaces should be covered with a waterproof dressing	Exclude until 24 hours after completing treatment
Measles	Exclude for 4 days after the onset of rash	Do not exclude vaccinated or previously infected contacts. All other contacts should be excluded until 14 days after the onset of the rash in the last case. If susceptible contacts are vaccinated within 72 hours of their first contact with the first case they may return to school following vaccination. Contact management will be coordinated by Public Health staff
Meningococcal infection	Exclude until after treatment has been completed	Do not exclude. Discuss with Public Health staff
Molluscum contagiosum	Do not exclude	Do not exclude
Mumps	Exclude for 9 days after onset of symptoms	Do not exclude
Parvovirus (B19 erythema infectiosum, fifth disease)	Exclusion not necessary	Pregnant women who have been exposed to parvovirus B19 should consult their doctor
Ringworm, scabies, pediculosis (lice), trachoma	Exclude until person has received antifungal treatment for 24 hours. For head lice exclude until hair is treated, lice removed. For scabies, trachoma, exclude until person has received treatment	Do not exclude
Rubella (german measles)	Exclude for 4 days after onset of rash	Do not exclude. Refer pregnant contacts to their doctor. Discuss with Public Health staff
Streptococcal infection (including scarlet fever)	Exclude until person has received antibiotic for 24 hours	Do not exclude
Whooping cough	Exclude until 5 days after an appropriate antibiotic treatment or for 21 days from the onset of coughing	Contact management will be coordinated by Public Health staff
Worms (intestinal)	Exclude until diarrhoea has ceased	Do not exclude