

ALWAYS OUR BEST

We are committed to providing a welcoming,
inclusive,
community-orientated school that embraces
high standards and empowers staff and
students to achieve their personal best.



**Parkerville Primary School
Kindergarten and Pre-Primary**

2022 Parent Information Booklet



Parkerville Primary School Contact Details



**16 Parker Road
Parkerville WA 6081**



**Phone
9252 2900**



**Email address
Parkerville.PS@education.wa.edu.au**



**Facebook
[Parkerville Primary School](#)**



**Website
parkervilles.wa.edu.au**

Early Childhood Staff



Principal: Mrs Carolyn Nunn carolyn.nunn@education.wa.edu.au

Deputy Principal: Mrs Sharon Wyborn sharon.wyborn@education.wa.edu.au

Corporate Services Manager: Mrs Carrie Stuart carrie.stuart@education.wa.edu.au

School Officer: Mrs Katie Loughton katherine.loughton@education.wa.edu.wa.edu

Early Childhood Teacher/ Room 1- Mrs Danielle Sangston danielle.sangston@education.wa.edu.au

Early Childhood Teacher/ Room 2- Miss Jaimey Legg jaimey.legg@education.wa.edu.au

Early Childhood Teacher/ Room 3– Miss Kat Bavcevic katarina.bavcevic@education.wa.edu.au

Education Assistants

Miss Leonie Woods

Mrs Fran Cockrell

Mrs Di Sturgeon

On Friday in Kindergarten

Mrs Fiona Routley

Art Teacher– Mrs Fiona Barty

Physical Education Teacher– Mr Samuel Paulin

Music Teacher– Mr Paul Borbas

Kindergarten



Parkerville Primary School offers its Kindergarten children 15 hours of contact a week over the two semesters. Our Kindergarten sessions will run on alternate 'full day' sessions either **Monday/Wednesday** or **Tuesday/Thursday** and **alternate Fridays**.

Our Kindergarten full day starts at 8.45am and ends at 2.55pm.

Please note: Thursday is an early close day—
2.25pm pick up.



Pre- Primary

Our Pre Primary students attend five days a week from 8.30am until 3pm except for early close on Thursdays at—2.30pm.



Arriving at school....



All Kindergarten and Pre Primary children must be dropped off and collected from their classroom (or with staff at the *kiss and drive* in the mornings) by a parent or authorised adult.

At the beginning of each session, please wait outside with your child until a staff member opens the door at the 8.30am starting time for morning sessions.

Please accompany your child into their classroom and ensure that he/she is left with a staff member.

Young children starting Kindergarten and Pre Primary may take a little while to settle until they become comfortable with the new routine.

Parents are welcome to spend some time in the classroom each morning with their child, complete some table activities, read a book or complete a puzzle with them.

At **8.45am**, a bell is rung and the class will begin.



Leaving school.....

When collecting your child, please wait outside the classroom door before your child is dismissed.

If there is any change to your child's normal arrangements for going home, please notify the staff or telephone the school. We will be able to help you with completing the Student Pick up Form, if another adult is picking up your child. Please try to be prompt when collecting your child as young

children can quickly become anxious if left waiting.

If, for whatever reason, you are not present at pick-up time, we will attempt to contact you via phone call. If we cannot reach you we will start calling alternative numbers, including emergency contacts that you have provided upon enrolment.



What to bring to school.....



*A “Sun Smart” hat (with child’s name) for outdoor play. All Kindy students will have received a complementary hat from the P&C.

School hats are available for purchase from the front office.

*A healthy packed lunch. It is helpful to have containers that can be managed independently. Please make sure that your child’s lunch container and lid are identified with their name.

*A large bag that can easily hold a lunch box, a hat, large paintings, box construction and a drink bottle.

*A drink bottle (filled with water ONLY) each day.

*Spare clothes and underwear in case of emergency. Please store these in a clearly-labelled plastic bag.



*Please make sure that all
these above items are
clearly labelled!*

What to wear to school.....



Dress Code and Uniform Policy

The School Board and School Staff
believe that uniforms:

- Foster self and school pride
- Ensure students are appropriately dressed for specific school activities
- Encourage equity amongst students
- Foster and enhance the public image of the school
- Assist in building school and team spirit in line with our values:

Always our best
Caring for all
Everyone can achieve

GENERAL

Students must be correctly attired to participate in sporting activities, excursions, social events, choir performances and when representing the school.

School Councillors, Faction Leaders and Peer Mediators are expected to wear school uniform at all times.

Parkerville's Dress Code Policy will be reviewed by the School Board at the end of every year.

GIRLS

Summer

- Blue and white check dress with white collar and cuff
- Navy blue shorts
- Navy blue skorts
- Parkerville blue polo or faction polo shirt

Winter

- Parkerville blue polo or faction polo shirt
- Navy blue pants
- Royal blue zip jacket
- PLAIN black/navy blue leggings may be worn under navy blue skorts or shorts

Sport

- Parkerville faction polo shirts
- Navy blue skorts or shorts

YEAR 6's UNIFORM

As above but includes LEADERS shirts, jackets with leader's logo.

BOYS

Summer

- Parkerville blue polo shirt or faction polo shirt
- Navy blue shorts

Winter

- Navy blue pants
- Parkerville blue polo shirt or faction polo shirt
- Royal blue zip jacket

Sport

- Parkerville faction polo shirt
- Navy blue shorts

YEAR 6's UNIFORM

As above but includes LEADERS shirts, jackets with leader's logo.



HATS and SUN PROTECTION

The school supports a year round "no hat, no play in the sun" policy.

Royal/Navy blue wide brimmed or bucket hats are preferred.

Sun screen is highly recommended in Summer.

OTHER

Sneakers, shoes or sandals only

Long hair needs to be tied back (boys and girls)

Jewellery is discouraged except for small watches, Medic Alert bracelets, small studs or sleepers for earrings.

No responsibility will be taken for lost jewellery or personal items.

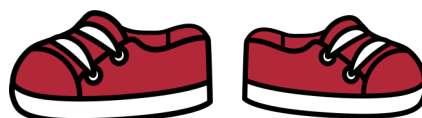


Parkerville Primary School
Independent Public School

16 Parker Road
Parkerville
WA 6081

T 08 9295 4268 • F 08 9295 4062
E parkerville.ps@education.wa.edu.au
www.parkervilleps.det.wa.edu.au

We ask that children wear sneakers at all times when they are school.



Our uniform.....



For our Kindergarten students, we do ask for simple pull on and pull off style shorts, skorts/skirts and pants as listed above to help develop independence with self-help skills and toileting.

We do ask that jeans, tutus and gumboots/croc like shoes not to be not worn to school.

On your child's first day.....



Come inside and meet the staff. Your child will be given a name tag to wear and a bag hook (outside classroom) on which to hang his/her bag.

Please help your child put their water bottle in the water bottle container/trolley.

Settle your child in the puzzle/book corner or read them a story before leaving. There will also be a selection of fine motor activities for you all to join in with.

Make sure you say goodbye and reassure your child that you will be returning. A bell will ring indicating to parents that it is time to leave.

What to do if your child cries.....

Do not be concerned as tears are very common in the early days. Take your child to a staff member and say goodbye. It's best if you do not linger as some children are not used to a parent leaving and find the initial parting difficult. Children only cry for a few minutes and, when they see you have definitely gone, they soon settle with a hug and go onto joining in tasks.

If this is not the case, we will phone you and discuss the situation.

If you are worried or anxious please feel free to make arrangements with your child's teacher so you can both create a family communication strategy.

Parent and Family Volunteer sessions....

A parent and special people roster will be available for you to put your name down. Joining the roster will allow you to spend some time at school with your child. We encourage someone special in your child's life to join in the Kindergarten and Pre Primary Sessions.

Children love to share their experiences with their own special person.



Crunch and Sip



Our school is committed to improving children's health through education and by supporting the Australian Government's Crunch & Sip® Initiative.

Crunch & Sip® is a set break for students to eat **fruit or salad vegetables only** and drink water in the classroom.



We invite you to support your child to participate in Crunch & Sip® by providing a clean water bottle to sit on the desk and a piece of fruit or vegetable each day.

Research has shown that drinking water and eating fruit and vegetables is essential for good health and can help concentration throughout the day.

You may also like to visit the Crunch & Sip® website at: www.crunchandsip.com.au



Mindful and Rest Time

After lunch time, the children will be given a rest period. This is necessary to calm the children's energy levels down and to cool down during the hotter months.

We will be implementing a variety of programs and strategies that support the students to develop their own strategies for mindfulness and rest.

Strategies and programs for mindful and rest will be chosen based on the needs of the students on a daily basis.



Parent—Teacher Communication



Parkerville Primary School has a strong family focus and we welcome not only your child but you also to our community.

It is important to us that parents and guardians feel comfortable communicating with teachers and staff at school. By working together, we can provide an enhanced social and educational environment to foster your child's growth.

Communication is a critical factor in the partnership between parents and school. We communicate with each other in a respectful, fair, honest and open manner. Please help us to provide the best environment for your child by bringing concerns or queries to us as they arise.

Your child's teacher should be the first point of contact for any queries or concerns.

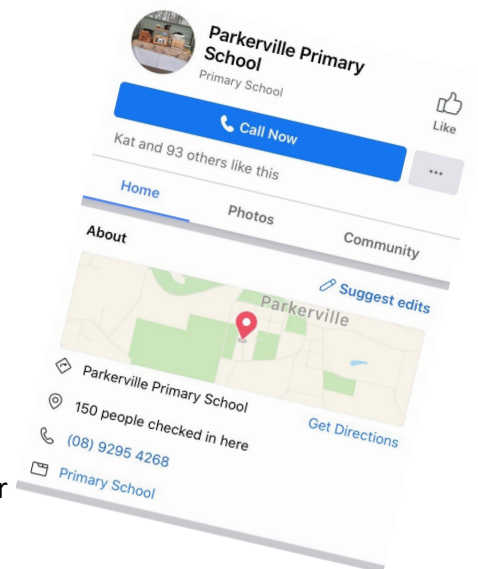
If the issue is not resolved, or affects the wider community, please contact the Deputy Principal or Principal to make an appointment.

The sooner we contact each other about a concern, the sooner we can work together to help resolve it.

Communication Strategies

At Parkerville PS we keep in contact with parents and guardians through a variety of regular communications including:

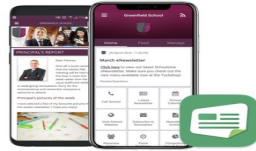
- Kindy Family interviews prior to commencement
- Parent Information sessions at the start of Term 1
- 3-Way conferences in Term 1
- 'What's On?' weekly information published to SZAPP every Sunday
- SZAPP information published periodically as needed
- Each class teacher has an online information platform- SeeSaw or Connect
- Reporting to Parents occurs twice a year in Term 2 and Term 4



School Communication—SZapp



INSTALLING SZapp

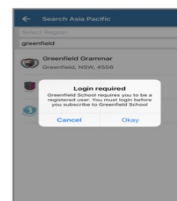
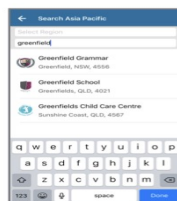
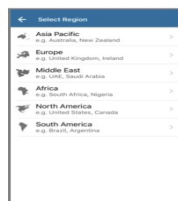


Apple devices:

1. On your device, open the App Store.
2. Search the App Store for SZapp.
3. Download and install SZapp.

Android devices:

1. On your device, open the Play Store.
2. Search the Play Store for SZapp.
3. Download and install SZapp.

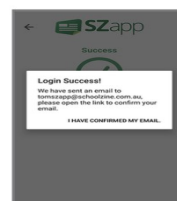
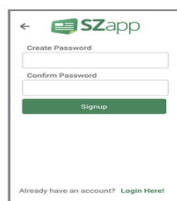
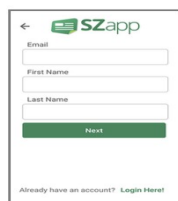


1. FIND YOUR ORGANISATION

Select your organisation's region.
Search for and select your organisation.

2. REGISTER A USER

Before you can add your school, you will need to register.

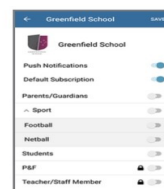
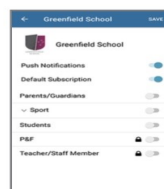
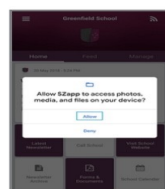
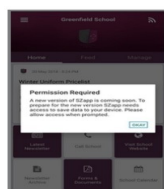


3. REGISTER A USER

Enter your email and name and then create a password.

4. CONFIRMING YOUR EMAIL ADDRESS

Once registered you will be sent an email to confirm your email address. Open your mail program and click/tap the URL to confirm. Upon completion, you will then be shown a confirmation screen.



5. ALLOWING PERMISSIONS

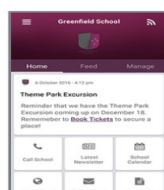
Upon installation of the update, you will be asked to allow access to storage on your device. This is required to ensure that SZapp can access the necessary files to store crucial data on your device.

Please click the affirmative options on each pop-up.

Note: The pop-up message you see may differ depending on your device.

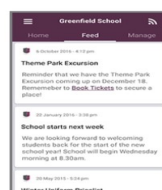
6. MANAGING NOTIFICATIONS

Choose which group/s you would like to receive notifications from. Groups with arrows indicate that there are sub-groups which you can join.



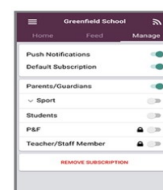
HOME

The Home tab displays the most recent news item and links to important school information and tools.



FEED

The Feed tab shows a summary view of all news items which you have subscribed to.



MANAGE

The Manage tab allows you to customise what information shows in your news feed and what push notifications you will receive.

Parent and Citizen Association (P&C)



The Parkerville P&C association is made up of a group of energetic and passionate parents. A group of both mums and dads, who love to see the school benefit from their volunteer work that raises funds for the improvement of our resources and facilities, conduct fundraising events over the year.

Meetings are held throughout the year with the AGM scheduled at the start of the year. You do not have to put your hand up to take on an office bearer position and just attending and sharing your ideas will be a great contribution.

New parents interested in attending P & C meetings will be most welcome – this is a great way to get to know people and be a part of the school community.

Parent Assemblies

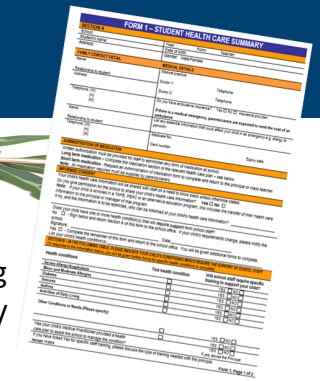
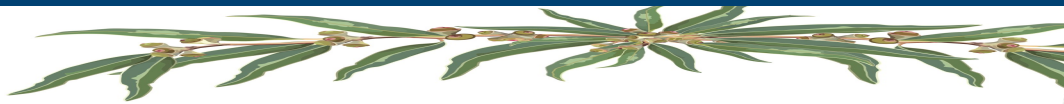
School assemblies are conducted throughout the year, and occur, usually, three times per term.

Assembly is on Thursday afternoons commencing at 1.45pm and dates are included on the Term Planner.

If your student is to receive an Honour Certificate, we will make sure you are given notice to help with making arrangements so you can come to your child's special day.



Health and Wellbeing



Please do not send your child to school if he/she is unwell. If your child is feeling unwell during the school day, we will make contact with the listed parent/guardian to request they are collected from school.

If you can not be contacted, the emergency contact person listed on your child's enrolment information will be called.

In the mean time, your child will be kept as comfortable as possible.

MEDICAL ABSENCE: If your child will be absent due to illness, please telephone the school office on 9252-2900. Your child's class teacher will then be informed and the absence recorded on the system.

MEDICAL CONDITIONS: If your child has a medical condition which requires ongoing attention or a Medical Emergency Response Plan, please notify the school and your child's class teacher. An Action Plan will be developed to respond to any medical episode. All medical conditions must be confirmed by a medical practitioner.

MEDICATION: If your child needs medication please come and see the front office for the procedure. Staff are unable to administer any medication (including non prescription) without prior, written notification.

It is of great importance that we are informed of any changes of address, phone numbers, doctor's name or children's medical conditions.

Appendix 4 Exclusion from School 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
Chickenpox	Exclude until all vesicles have crusted, approximately 5 days	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 (hca, 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 unit staff
Herpes simplex 'Cold Sores'	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing where possible.	Do not exclude
Impetigo	Exclude until after antibiotic treatment has commenced Lesions on exposed skin surfaces should be covered with a waterproof dressing. Young children unable to comply with good hygiene practice should be excluded until sores are dry	Exclude until 24 hours after completing treatment

Condition	Exclusion	Exclusion of contacts
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 unit staff
Meningococcal infection	Exclude until after treatment completed	Do not exclude. Discuss with public health unit staff
Molluscum contagiosum	Do not exclude	Do not exclude
Mumps	2 days prior, to 5 days after parotitis (swollen salivary glands)	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 unit 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 unit staff
Worms (Intestinal)	Exclude until diarrhoea has ceased	Do not exclude

Attendance



Attending school each day is compulsory from Pre Primary.

Although not compulsory, research shows that a child's attendance history is strongly influenced by their Kindergarten attendance so we strongly encourage regular attendance.

Regular Attendance at school is vital to ensure your child meets their educational targets. The Department of Education recommends that children attend school for at least 90% of the school year. This equates to 5 days off a term (for sickness). Research also shows a direct link between children's attendance at school and academic development.

If your child is not at school when attendance is taken, an absence is recorded in our system. If your child is still absent by 10.00am, an automated SMS will be sent to your phone, notifying you of the absence. You can reply to the SMS and offer an explanation which will be recorded in the system.

If your child is away from school for whatever reason a written explanation is required.

If your child misses just one day a fortnight, they will have missed one year of schooling by the time they are in Year 9

If you arrive late.....

Please be at school **before** 8.45am. Our doors open at 8.30am to allow for settling in time. This provides time for your child to unpack their bag, greet their friends and be ready to start learning when the bell rings.

A **Late Note** must be obtained by a parent or guardian from the front office and handed to your child's teacher, if you arrive after 8.50am.

If you need to take your child early....

Children are not permitted to leave the school grounds during the day (this includes before school). We will not send children home unaccompanied.

If your child needs to leave the school grounds with a parent or guardian through the school day, you will need to sign your child out through the front office.



Miscellaneous.....

PAYMENTS:

The school has a Schedule of Fees and Charges that has been ratified by the School Board and is an estimation of the amount of monies that may be required to be paid throughout the school year.

Direct Debit Payment through internet banking is available for all monies requested by the school. Please contact the front office for more information.

If you need to pay by cash, we ask that you :

- place it in a sealed and clearly labelled envelope with your child's name, how much money is included and what the money is for

- please ensure that the correct amount is included as we can not guarantee we will have change.

- please deliver the money envelope to the front office

TEACHING STAFF:

All Teachers are entitled to DOTT (Duties Other Than Teaching) time each week to assist with planning and preparing for the Kindergarten and Pre Primary week. When your child's teacher is taking their DOTT time another teacher will take the class.

If your child's teacher is unwell, a relief teacher will be employed for the day to take the class.

PLAYGROUND EQUIPMENT:

The play areas and equipment are designed to be used by students with adequate adult supervision.

There will not be supervision provided for students before 8.30 am and the school cannot accept responsibility for students delivered to school prior to that time.

The collection of students at the end of the school day by the parents will result in those parents or others collecting the students assuming responsibility for supervising them while on the school grounds or while using the play ground equipment.

INCURSIONS & EXCURSIONS:

Sometimes we may have visitors to our centre to present experiences that contribute to our educational program. These may include drama, musical, animal experiences. Sometimes, we may attend excursions in the local and wider community. When these excursions are planned, you will receive a note with all the information and provision to give your child permission to attend. A fee may also be charged.

BIRTHDAYS

We are more than happy to join in with celebrating your child's special day. You are welcome to send along small cakes/cupcakes for the class to share.

FAMILY COURT MATTERS

A copy of Family Court Orders must be supplied to the school so staff members are aware of family arrangements, restricted access etc.

IN-TERM SWIMMING

This occurs in Term 4 for junior students from Pre Primary-Year 2. Dates will be announced and costs published in the schedule of fees and Charges for the school year.

Miscellaneous cont'.....

COLLAGE MATERIALS

At school, we find many materials useful for learning. We love using 'junk materials' when engaging in activities on our collage/Mr Maker table, maths and science activities.

If you have any of the listed that you are willing to donate, could you please send then school and we will put them to good use.

Useful items include

Boxes, bottle tops, plastic tubs, ice cream containers, plastic bowls, string, ribbons, stamps, buttons, shells, straws, pipe cleaners, corks, thread spools, cord, catalogues, magazines



DENTAL THERAPY VAN

A Dental Therapy Centre rotates through the Hills schools. The centre offers a free and continuing bi-annual dental service for students from Pre -Primary to Year 11. The Centre is staffed by Dental Therapists and supervised by a Dentist from the Dental Health Service. **Information will be provided through the year as to when dental checks will commence.**



SCHOOL HEALTH NURSE

A Health Department Nurse provides a visiting service to Kindergarten and Pre Primary students once per year. Routine testing is carried out, with parental consent, for Kindergarten student's hearing, vision and general development. A permission form will be sent out at a later date.

SUNSMART HATS—No hat No play in the sun

Our school operates a NO HAT, PLAY IN THE SHADE and Sun Safe policy. Wearing of broad brim hats is expected. Any child not wearing a hat in the playground will be directed to play in the shade. It is recommended that the children wear broad brimmed or legionnaire hats.

Generally hats are sent home at the end of the school term, for laundering. It is recommended that your child leave his/her hat at school so it is accessible at all times.

SCHOOL CHAPLAIN

YouthCARE Chaplains are non-proselytising support workers, employed on a part-time basis to work within the school as a caring adult as part of a professional student services team. They can provide counselling and conflict resolution as well as support in the classroom to teachers.

SCHOOL PSYCHOLOGIST

The School Psychologist visits the school on a negotiated, part time basis. Students are normally referred to the Psychologist through teachers, but parents may also request referral by approaching the class teacher. Access to the School Psychologist is prioritised on a 'needs' basis and may call for quite a lengthy waiting time. All referrals will go through the Deputy Principal and or Principal.

Library and Home Readers



Classes in Kindergarten to Year 6 spend a scheduled time each week in the Library. The children are given the opportunity to borrow from our collection .

A considerable amount of school funds is allocated to ensuring that our learning programs are well resourced. We all ensure that the highest quality resources are provided for our students. It is therefore very important that any resource, including library and home reading books are looked after.

Please ensure that food or drink do not spoil the books or that younger children do not draw or scribble in them. Parents will be provided with an invoice to cover cost of damaged or lost books if this does occur.

Please keep your library and reading books in your library bags/folders.



Bookclub

Children will be given the opportunity to purchase books through the Scholastic Book Club throughout the year. Order forms are sent home with the children for the desired books to be marked off. The Order Form and payment should be returned to the front office in a sealed envelope. Please make sure that your envelope is clearly marked with your child's name and year level.

There is also an option of online ordering and payment. Please check the 'Loop' option on your order form.

Handwriting and Font Style

If your child is interested in writing their name, you can assist them by using the correct lettering. Uppercase letters are easier to write but should be only used to start a name with the other letters being in lower case.

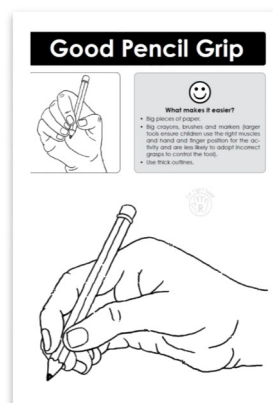
Down below is a copy of the South Australian font, which we help children use.

Whenever you write something for your child, it would help if you could use this style of writing.

It is also important that children are helped to hold writing tools correctly whenever they draw or write. Please see us if you are unsure about the correct grip/hold.

Please check your Parkerville Primary School

Welcome Pack for more resources for letter and number formation.



Emergency Contact Details:



To assist us in keeping these records up to date, please let us know if any of the following details have changed:

- Parent/s home phone number
- Parent/s mobile number
- Parent/s work phone number
- Address
- Emergency contact names and phone numbers
- Medical details such as allergies
- Doctor's phone number



Parking and Road Safety

Our school has two drop-off and pick-up points situated on Parker Rd and Windoo Rd. A “Kiss and Drive” (K&D) is operational at each entrance.

The Parker Rd entrance leads to the Early Childhood parking area. This area is relatively small so it relies on parents to park appropriately and move out quickly once they have their children. Please do not park behind someone unless arranged prior.

The Parker Rd K&D needs to be kept parked-car free to allow for the morning and afternoon bus service to access the area.

The oval is open to parking every afternoon.

This is a school zone and children can be unpredictable—so please stick to the posted speed limit of 15km per hour and check behind your car before reversing.



Our School Layout:

PARKERVILLE PRIMARY SCHOOL –SITE EVACUATION PLAN

