

Parent Information 2023



SUBIACO
PRIMARY
SCHOOL



Contents

WELCOME FROM THE PRINCIPAL	3
CONTACT DETAILS.....	4
Contact Us	4
Our Team	4
IMPORTANT SCHOOL HOURS & DATES.....	4
School Hours.....	4
2023 Term Dates (for students)	4
School Development Days	4
Public Holidays 2023.....	4
OUR SCHOOL	5
Curriculum.....	5
School Community	5
School Grounds	5
School Tours	5
ENROLMENT INFORMATION.....	6
Eligibility Requirements	6
TEACHING & LEARNING	7
Curriculum.....	7
Online Services	7
iPad Program for Years 4-6.....	7
Primary Extension & Challenge (PEAC).....	7
Reporting to Parents	7
Staff Expertise	7
COMMUNICATION	8
School Communication App - Compass.....	8
Parent / School Contact	8
Newsletter	8
Telephone Calls	8
PROCEDURES	9
Absences	9
Access Restrictions	9
Accidents/Sickness	9
Administration of Medication	9
Assemblies.....	10
Attendance – Every Day Counts	10
Before & After School Care	10
Bicycle & Scooter Helmets	10
Care of Money & Valuables.....	10
Chaplain	10

Communicable Diseases.....	10
Contributions & Charges	11
Dental Clinic	11
Dress Code	11
Drop Off & Collecting Students	11
Duty of Care Before & After School.....	11
Factions.....	12
Food Allergies	12
Homework	12
Immunisation History Statement	12
Insurance Cover & School Children	12
Leaving School Grounds	12
Library	13
Lost Property	13
Lunches.....	13
Medical Action Plans	13
Mobile Phones	13
Money Collection.....	13
Parents & Citizens Association	13
Parent/Carer Helpers	14
Personal Use Items List (Stationery List)	14
Positive Student Behaviour Policy.....	14
Publication of Images & Work	14
School Board.....	14
School Nurse.....	14
School Psychologist	14
School Visitors	14
Student Records/Information.....	15
SunSmart	15
Uniform.....	15
Uniform Shop	15
Vacation	15
SCHOOL CREED	16
CODE OF CONDUCT	17
BEHAVIOUR MANAGEMENT FLOWCHART	18
SCHOOL MAP	19

WELCOME FROM THE PRINCIPAL

Welcome to Subiaco Primary School.

We look forward to educating your children and seeing them grow, discover and prepare themselves for the future. Our appeal stems from a strong sense of community, a commitment to our motto, *Our Best*, and an undertaking to provide an all-rounded balanced education that addresses the academic, social, physical and emotional development of each and every child.

In 2022, Subiaco Primary was 125 years old. Our School is steeped in tradition but is always looking towards the future.

Our Business Plan 2020-2023 sets out the strategic direction. Our strategic plan outlines our yearly focus.

The Business Plan encompasses connecting minds and hearts, focussing on the following:

- Data informed teaching
- Connected curriculum
- Collaboration
- Student voice
- Resilience
- Community



If you are looking for a partnership with an Independent Public School that delivers a unique and stimulating educational environment, where your child is valued, nurtured and encouraged to reach their full potential, then we believe Subiaco Primary is the place for your family.

Dr Melinda Harris

Principal

2023

CONTACT DETAILS

Contact Us

Address	271 Bagot Road, Subiaco WA 6008
Telephone	9207 7900
Email	subiaco.ps@education.wa.edu.au
Website	www.subiaco.ps@education.wa.edu.au
P&C Email	info@subiprimarypc.com.au
Uniform Shop Email	uniform@subiprimarypc.com.au
Compass	https://subiacops-wa.compass.education/
Absenteeism	Please use Compass

Our Team

Principal	Dr Melinda Harris
Assistant Principal	Mrs Rina Foti
Assistant Principal	Mr Peter Hayward
Assistant Principal	Mr Alan Ramsey
Manager Corporate Services	Mrs Di Green
Public Relations Officer	Mrs Teresa Pimm
School Officer	Mrs Nicky Hall
School Officer	Mrs Carol Malpas

IMPORTANT SCHOOL HOURS & DATES

School Hours

Morning period	8.50am - 10.40am (First bell at 8:47am)
Recess	10.40am - 11.05am
Pre-lunch period	11.05am – 12.55pm
Lunch	12.55pm - 1.40pm
Afternoon period	1.40pm - 3.10pm

Parents/Carers are requested to ensure students do not arrive at school before 8.30am, as supervision cannot be assured before this time. Students arriving before 8.30am are required to sit on the steps outside the staffroom. **Students should be at school by 8.40am** to prepare for the day.

2023 Term Dates (for students)

Semester 1	Term 1	Wednesday 1 February	Thursday 6 April
	Term 2	Wednesday 26 April	Friday 30 June
Semester 2	Term 3	Tuesday 18 July	Friday 22 September
	Term 4	Tuesday 10 October	Thursday 14 December

School Development Days

In 2023, primary schools will be able to access six School Development days to support whole school planning and the implementation of system initiatives. Students do not attend school on these days.

Term 1	Monday 30 January and Tuesday 31 January (before students commence)
Term 2	Monday 24 April
Term 3	Monday 17 July (first day of Term)
Term 4	Monday 9 October (first day of Term)
Term 4	Friday 15 December (after students finish)

Public Holidays 2023

Labour Day	Monday 6 March
Good Friday	Friday 7 April
ANZAC Day	Tuesday 25 April
Western Australia Day	Monday 5 June

OUR SCHOOL

We respectfully acknowledge the past and present traditional custodians of this land on which we live, the Whadjuk people. We acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the education of all children and people in this country we all live in and share together.

Curriculum

We place a strong emphasis on the key curriculum areas of literacy, numeracy, science, humanities and higher order thinking skills. All students are offered a well-rounded curriculum experience based on the *Australian Curriculum*, *Western Australian Curriculum & Assessment Outline* and the *Early Years Learning Framework*.

School Community

Subiaco Primary School community consists of families from a wide range of backgrounds who hold an extremely strong sense of ownership and pride towards their school. Staff and the local community work closely together to ensure the school delivers the best of contemporary educational practices. School staff, families, and the wider community work together to achieve an outstanding learning environment designed to achieve success for all students.

Community involvement and support at Subiaco Primary School is characterised by:

- A shared responsibility for the educational outcomes of the students between parents, staff and the wider educational community
- Positive relationships between staff and the community and open channels of communication
- An engaged School Board
- An active P&C that is inclusive of, and accessible to, all parents/carers
- Parents/carers and community members volunteering assistance in classrooms

School Grounds

Subiaco Primary School is a historic Western Australian building built in 1897. Many of the classrooms are housed in the original buildings. The school has a library resource centre, music room, art room, French room, science lab and learning support room.

On site facilities include a large, covered assembly area, tennis/basketball courts and a six lane, 17 metre swimming pool which is maintained by our P&C.

In 2013, a natural playground was built amongst the 100-year-old established Moreton Bay fig trees. It is now a magnificent area for students to engage in creative and imaginative play whilst interacting with nature. In 2022, as part of Subiaco Primary School's 125th anniversary, the nature playground was named 'Dandjoo', the Noongar word for together. In 2014, our Library was completely refurbished and is now a colourful and engaging space for our students to enjoy. In 2018 the new Early Childhood block was opened which houses the four Pre-primary classes, and a classroom was converted into a fully functional Science Lab.

School Tours

The Principal is happy to offer school tours to prospective students and their families. Tours are arranged on an individual basis, please contact the school office to schedule a suitable time.

ENROLMENT INFORMATION

Eligibility Requirements

Reside in the Local Intake Area

The School Education Act 1999 guarantees a place for every child in the compulsory years of schooling (Pre-primary to Year 6) in their local school. Subiaco Primary School is designated as a Local Intake School. The school has places for students in years PP – Year 6, whose usual place of residence is within the boundaries of our local intake area as has been determined by the Department of Education. We require parents/carers to provide documentary evidence of the enrollee's legal name, age, proof of address, immunisation history and current Family Court Orders, if applicable, at the time of enrolment.

Age

A Birth Certificate, extract of birth or passport must be presented at enrolment. Students will be placed in the year of study corresponding to their age group. Children must be enrolled under their legal surname, the name as stated on their Birth Certificate. If there has been a name change, the original Name Change Certificate must be sighted.

Proof of Address

A current utility bill (i.e gas, water or electricity) as well as either, a lease agreement (with a minimum of 6 months' tenancy from date of enrolment), or rates notice must be provided as evidence of current residential address in our local intake area.

Immunisation Records

We require a student's Australian Immunisation Register (AIR) History Statement, printed within 2 months of enrolment. A child's immunisation is expected to be *up-to-date* upon entry to school. Kindergarten enrolments must have an *up-to-date* AIR History Statement.

Special Needs

Parents/carers of students with special needs are asked to contact the school, at the time of enrolment, to discuss their child's individual learning needs and requirements. This will ensure that the most appropriate program is put in place to meet the needs of their child.

Overseas Students

Students who are not Australian Citizens must present their passport and visa grant notice at the time of enrolment. Students born overseas, who are Australian Citizens, must present their passport.

Kindergarten Enrolment

Children can start Kindergarten when turning four years old by 30 June 2023. Applications for Enrolment in Kindergarten for 2023 are accepted and prioritised as follows:

1. Children living in the intake area of the school and who will have a sibling enrolled at the school in 2023.
2. Children who live in the intake area of the school but will not have a sibling at the school in 2023.
3. Children who live outside the intake area of the school and who will have a sibling at the school in 2023.
4. Children who live outside the intake area of the school and who will not have a sibling at the school in 2023.

Kindergarten is non-compulsory schooling, and the enrolment process completed for Kindergarten only covers that year. All Kindergarten students must repeat the enrolment process for Pre Primary.

Pre Primary

Pre Primary is the first compulsory year of schooling and children attend five full days per week. Children commence Pre Primary when turning five years old by 30 June 2023.

TEACHING & LEARNING

Curriculum

The Western Australian Curriculum & Assessment Outline sets out the curriculum and guiding principles for teaching, learning and assessment in the areas of English, Maths, Science, Humanities and Social Science (HASS), Health and Physical Education, Technologies, Arts and Language.

Online Services

On enrolment, parents are required to give permission for children to have access to Department of Education online services and Third Party services. Department of Education online services permission is included on the Enrolment form and a link to the Third Party online services permission form will be emailed to parents on enrolment.

At Subiaco Primary, the Department of Education service we primarily use is controlled access to the internet, whether it be directly through the Departments monitored and filtered servers, or in an application that connects to the internet. Staff and students also use a range of Apps and online software on both MacBook computers and iPad tablets. Many hours have been spent vetting the integrity of the applications and software that we use and the Department has completed a risk assessment on each application and has deemed them appropriate to use in school with varying permission levels.

iPad Program for Years 4-6

The Year 4-6 1-1 iPad program commenced at our school in 2015. Year 4-6 parents can choose to use an iPad you already have, or purchase or lease an iPad for children to bring to school daily.

Primary Extension & Challenge (PEAC)

PEAC provides opportunities for selected students in Years 5 and 6. Selection is based on results from assessment tests completed in Year 4 and other relevant information. PEAC students are given the opportunity to learn alongside their like-minded peers at PEAC, usually one morning or afternoon each week, during school time. PEAC is held at various locations and it is the parent's responsibility to transport their child to and from sessions.

Reporting to Parents

At Subiaco Primary School, we believe assessment of learning is integral to the achievement of high quality learning outcomes. Reporting for K – Year 6 includes:

- Semester Reports uploaded to the student page on Compass (look for Reports tab)
- Pre-primary On Entry Assessment
- NAPLAN (National Assessment Program Literacy and Numeracy) reports issued in Term 3 for Years 3 and 5 uploaded to the student page on Compass (look for Reports tab)

Other methods of reporting will be used on a needs basis. They could be:

- Information Sessions about the teaching & learning program
- Parent/teacher meetings that may include three way conferences in which the children participate
- Telephone calls, informal encounters and conversations between parents and teachers
- Open Night in Term 3
- Parent Interviews at the end of Term 1
- Parent Information Sessions in Term 1, Weeks 2 – 4
- Curriculum Letter at the start of each term
- Letters, emails etc from teachers and other school personnel to advise parents about successes or concerns
- Child directed reporting, in which children show how their knowledge, skills and understandings have developed through discussions or presentations of key achievements

Staff Expertise

The staff composition at Subiaco Primary School reflects a wide range of experience, skills and interests. In addition to classroom teachers, Subiaco Primary has Learning Area specialist teachers in Music, Art, Languages (French), Health and Physical Education, Digital Technologies and Science.

COMMUNICATION

School Communication App - Compass

It is important that all parents/carers subscribe to this communication tool. Compass is a web based system accessible on a web browser, or by using the downloadable Compass School Manager app. Compass can be accessed on a computer at www.subiacops-wa.compass.education/ or through our website under *Quicklinks*.

To log in, the school will provide you with your unique parent/guardian username and password.

The home screen provides you with relevant alerts, school event reminders and news, as well as quick access to your child's profile. Compass allows you to:

- Enter an explanation for absence or lateness and monitor your child's attendance
- Communicate with your child's teachers
- View school and class news feeds
- Download and view your child's academic reports
- View the school calendar and school documentation
- Book parent-teacher conferences
- Provide consent and pay for events

School Documentation

View curriculum letters, iPad app lists, school policies, information booklets, and links to the school newsletters and website

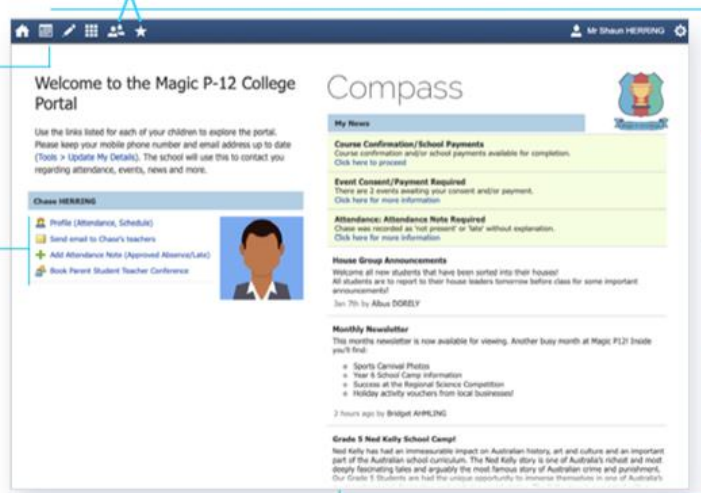
School Calendar

View details of upcoming events, your child's timetable and other relevant school-wide activities.

Your Children

Provides you with a quick summary of available options and highlights a summary of upcoming and overdue tasks.

To access more information click on the relevant quick link or select Profile to access detailed information about your child.



Main Menu

Allows you to access other Compass and school resources. The Tools icon allows you to update your contact details and change your password.

Alerts

Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, survey, and student report availability.

News

Recent school news items and information relevant to you. This may include newsletters, details of upcoming events.

Parent / School Contact

Any parent/carer who wishes to discuss their child's progress or any other aspect of their schooling is invited to discuss the matter with the class teacher, Assistant Principal or Principal. Please adopt the following procedures:

- **Discussion with Class Teacher** - To avoid interrupting class teaching routines please arrange an appointment by telephone, email or note. Teachers have specific non-teaching times in which appointments can be held.
- **Discussion with the Assistant Principal or Principal** - If you wish to discuss your child's progress with an Assistant Principal or the Principal, please telephone or email to make an appointment. As a courtesy, please try to resolve the issue with the class teacher first.

Refer to the *Communication Guidelines for Parents* on our website and Compass.

Newsletter

Newsletters are an important way of communicating with all parents/carers on matters concerning the school. Newsletters are emailed every Friday fortnight and provide up to date information on school, P&C and community activities. The deadline for articles to be included is by 10.00am on the Wednesday prior to publication. Parents/carers can also view the newsletter via our school website or Compass.

Telephone Calls

Only urgent telephone messages can be given to students. Students are discouraged from using the school telephone.

PROCEDURES

Absences

All absences must be explained to the school. If a student will be absent for an entire day, a parent/carers must enter an Attendance Note in Compass. For students who arrive late to school or are absent for only part of the school day, parents/carers must enter this absence in the Compass Kiosk in the school office.

Absences will be followed up by an email if no reason is given for the absence.

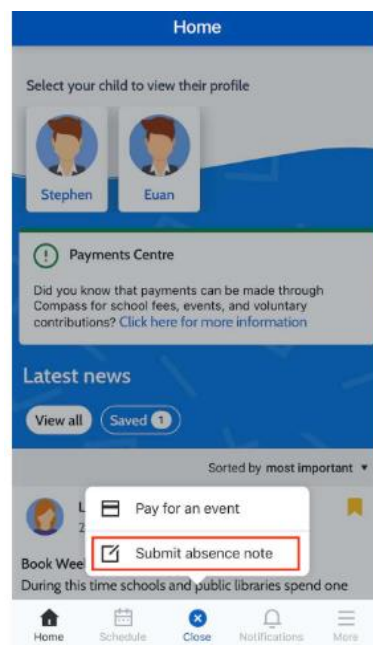
To notify absences via Compass, from the Compass home screen, click the 'Submit absence note' item accessed from the Shortcut button, then on the pop-up window:

- Select the Reason from the drop down list
- Enter a brief description of the absence in Details/Comment
- Select the start and finish date/time
- Click the 'Save' button

Where possible, Attendance Notes should be entered prior to the absence occurring.

The screenshot shows the 'Attendance Note Editor' for a student named Chase HERRING. It includes a sidebar with options like 'Profile (Attendance, Schedule, Reports)', 'Send email to Chase's teachers', 'Add Attendance Note (Approved Absence/Late)', and 'View Academic Reports'. The main area is titled 'What is an Attendance Note?' and explains its purpose. Below this, there's a 'Note Details' section with fields for 'Person' (Chase HERRING), 'Reason' (Illness/Medical), and 'Details/Comment' (Feeling unwell). There's also an 'Important Notice' section with legal disclaimer text. At the bottom, there are 'Start' and 'Finish' date/time pickers. A 'Potentially Affected Sessions' table is also visible, showing sessions for 05GEN_06A.

Activity	Start	Finish
05GEN_06A (Yr 6 Ge...	26/04/2019 09:00 AM	26/04/2019 12:00 PM
05GEN_06A (Yr 6 Ge...	26/04/2019 12:30 PM	26/04/2019 03:30 PM



Access Restrictions

Parents/carers are reminded that the School Education Act 1999 obliges parents/carers to inform schools of any Family Court Orders or other orders which are applicable to their children. Parents/carers are to provide the school with a copy of any Family Court Orders. All details are treated in the strictest confidence. Any changes to orders must be provided to the school as soon as possible.

Accidents/Sickness

If your child is involved in an accident or becomes sick at school, every effort will be made to contact parents/carers and to arrange medical attention. In some cases, children need to go home. For this reason, it is essential the school is kept up to date with changes in address, telephone numbers (both home and work), place of employment and an emergency contact person. Please ensure that there are three contacts for your child with different phone numbers.

In exceptional circumstances immediate outside medical help will be sought and the carer contacted as quickly as possible. The cost of an ambulance, if needed, will be the parents' responsibility.

Administration of Medication

Administration of medication prescribed by a doctor for short-term illness requires documentation to be completed. If your child needs to take medication at school (including antibiotics) please ensure medication is clearly labelled, not out of date, and in original packaging to enable correct administration procedures. Students capable of administering their own prescribed medication will be supported following authorisation from parents/carers, eg. asthma puffers. Appropriate storage will be arranged by the school. *Do not leave medication in school bags.*

Assemblies

Assemblies are held every second Thursday, commencing at 8.50am sharp at the Subi Church Auditorium. Assembly details can be found on the Compass Calendar, the school website and in the school newsletter. Teachers will endeavour to make parents/carers aware of presentations which involve their child. All community members attending school assemblies are reminded not to take food or drinks (including coffee) into the church auditorium, out of respect for the church.

Attendance – Every Day Counts

As a WA Government school, Subiaco Primary School must monitor and manage student attendance in order to maximise the opportunities of all students to learn. Subiaco Primary School expects students to attend every school day and to participate fully to gain maximum benefit from schooling. Students are expected to be at school by 8:45am each day.

For more information, please read the *Attendance Policy* on the school website or under School Documentation on Compass.

Before & After School Care

The privately operated out of school hours care (OSHC) service at Subiaco Primary School is run by Subiaco Children's Centre. They may be contacted directly at subicc@iinet.net.au or on 0413 170 223.

Alternative OSHC providers who offer drop off and collection services for students from Subiaco Primary School are Gowrie Early Learning in Nedlands and Kidsco, Loftus Recreation Centre in Leederville.

Bicycle & Scooter Helmets

Students cycling or scooting to school must wear a helmet. We recommend students under 10 years of age do not ride to school unsupervised. Bicycles and scooters must be walked through the school grounds by parents/carers and students.

Care of Money & Valuables

Children should not bring valuables, toys or unnecessary money to school.

Chaplain

The School Chaplain's role is to focus on the wellbeing of students, parents/cares and staff in WA school communities, to make a real difference to educational outcomes. The Chaplain empowers people to grow, gives hope and helps students develop resilience to work through challenges. The Chaplain respects all religious views and affiliations and is approachable by students and families of all faiths. The position of Chaplain at Subiaco Primary School is currently vacant, and we are working with providers to source a suitable candidate for this role.

Communicable Diseases

Information on the exclusion periods for communicable diseases are provided by the Health Department and are available on the school website. *Parents/carers are asked to notify school immediately their doctor has confirmed a diagnosis of the following diseases:*

- Chicken Pox – exclude until all blisters have crusted, usually about 5 days.
- Conjunctivitis – exclude until discharge from eyes has stopped.
- Measles – exclude for 4 days after the onset of rash. Non-immunised students are to be excluded for 13 days following contact with infected students in their class, unless they are vaccinated within 72 hours of contact.
- Mumps – exclude 5 days after swollen glands.
- School Sores (Impetigo) – exclude until after antibiotic treatment has commenced. Sores must be covered with a waterproof dressing.
- Head Lice/Nits – exclude until hair is treated and head is free from eggs and lice.
- Rubella (German Measles) – return to school once symptoms have subsided, usually at least 4 days after start of rash.
- Whooping Cough (Pertussis) – exclude for 5 days after commencing an appropriate antibiotic treatment, or for 21 days from the onset of coughing.

Contributions & Charges

Details on Charges and Contributions for 2023 are made available to parents/carers and are available on the school website. These compliment the school's funding provided by the Department of Education.

Dental Clinic

A Dental Clinic in a mobile caravan operates periodically from the school grounds. All children who have been registered are checked and parents/carers are advised when treatment is necessary. The clinic carries out all normal dental work. The Dental Clinic can be contacted on 0417 180 553.

Dress Code

Subiaco Primary School has established a Dress Code which has been endorsed by the School Board. A School Dress Code:

- Assists in building a school identity.
- Promotes school and team spirit.
- Encourages equity between students by reducing peer pressure.
- Contributes to student safety, comfort and well-being.

Logistics

- All uniform items including school and sports clothing, bags, hats, chair bags and library bags are available from the Uniform Shop.
- Second hand clothing may be purchased from the Uniform Shop when available.

Considerations

- Parents/carers and staff should provide ongoing support and encouragement to children to adhere to the dress code.
- The procedure for children who do not follow the dress code will entail a discussion between the Principal and family on an individual basis.
- There will be Free Dress Days during the year, advertised in Compass and the newsletter.
- There is an expectation that children from K – Year 6 will follow the School Dress Code.

General

- All items should be named.
- All long hair is to be tied back for health and safety reasons.
- Faction T-shirts are available but optional for wearing on Fridays and Carnival Days.
- Special Year 6 polo uniform shirts are optional.
- A Year 6 Leaver Shirt is available as a memento and can be worn on specific days.
- The Principal approves variation to the Dress Code to enable religious beliefs to be met.

Drop Off & Collecting Students

Students crossing Bagot Road are encouraged to use the crosswalk attendant. For safety reasons, parents/carers are NOT permitted to use the Staff Car Park at any time, between 7.00am and 5.00pm. Parking restrictions apply to areas around the school and parents/carers need to ensure that they have parked legally and safely.

Duty of Care Before & After School

Parents/carers have duty of care for students before and after school. This means it is the parent's/carer's responsibility to ensure their child travels safely to and from school. Schools are responsible for duty of care of students once classroom doors open at 8.30am. At our school, students are asked to arrive at school from 8.30am when a teacher is on duty. If students arrive at school prior to 8.30am, they must sit on the steps outside the staffroom until a teacher commences duty. After school, it is expected that students make their way home straight away, unless they are under the supervision of parents/carers. If students remain on school grounds with their parents, direct supervision by parents is expected. The school will not take responsibility for students who are at school after 3.30pm.

Factions

Students will be allocated to one of three factions at enrolment. Our Factions are:

Julius – Gold

Klein – White

Llewellyn – Maroon

Faction T-shirts are available for purchase through the Uniform Shop. Students can wear their faction shirts on Fridays and Sports Days.

Food Allergies

There are several students attending Subiaco Primary School who have life threatening allergic reactions to nuts, eggs and dairy products. A child can suffer from anaphylaxis simply through skin contact or the smell of nuts. If your child consumes nut, egg or dairy products before school, thorough hand washing and teeth brushing is recommended before drop off.

Minimising Risk

We request you **do not send nut products to school, including peanut butter and Nutella, as well as no egg sandwiches** as we endeavour to keep all children safe while in our care. As a school, we minimise the risk by ensuring that:

- Students do not share food, utensils or food containers.
- Students with allergies only eat food that is prepared at home.
- All food and drink containers are clearly labelled with students' names to avoid confusion of ownership.
- Food that contains nuts and/or traces of nuts where possible is avoided.

Homework

The School Board has ratified a Homework Policy, a copy of which is available on the website.

Immunisation History Statement

Kindergarten children must be *up to date* with all scheduled immunisations for their age to be able to enrol. To enrol in Kindergarten, a child must have one of the following documents:

- an Australian Immunisation Register (AIR) Immunisation History Statement that is *up to date* and not more than two months old.
- an AIR Immunisation History Form that shows a catch up schedule and is no more than six months old.
- a valid immunisation certificate issued by the Chief Health Officer.

All children, Pre-primary to Year 6, are able to enrol regardless of their immunisation status; however, they must supply an AIR Immunisation History Statement dated within two months of enrolment.

Insurance Cover & School Children

The Department does not provide, nor broker, personal accident insurance for students while they are at school. Parents/carers may obtain this insurance from a private insurer of their choice. The Department of Education has general liability insurance covering their legal liability to pay compensation for third party injury, loss or damage caused by the proven negligence of the Department.

On school excursions, student travel is covered by normal third party insurance, the premium for which is part of both car and bus registration fees. Some bus companies do carry an additional general liability policy, but it would only cover negligence on the part of the company or company employee.

The Department of Education's insurance does not provide cover for the P&C. They are a separate legal entity and as such, have their own comprehensive insurance.

Leaving School Grounds

In the interest of safety and the school's duty of care, you are required to sign your child out of school during school hours. There is a sign out/sign in Kiosk kept in the front office. Once you have signed your child out, you will be issued with a Leave Pass to give to your child's teacher. When your child returns to school, or is late arriving to school, you will need to sign them in. This is also a requirement for children who attend PEAC.

Library

We have a fully automated library with a wide range of books and resources available to both students and staff, along with access to up to date computer equipment with Internet facilities. Students wishing to borrow a book from the library, must provide a waterproof library bag. Books and resources are borrowed and may be renewed after the allocated time. Parents are asked to pay the replacement cost for any damaged or lost items. Please contact the school library if you are able to assist with book covering and shelving of returned items.

Lost Property

Please clearly label all of your child's belongings. Labelled belongings are returned to students and any unmarked items are placed in Lost Property located in the Lower Hall corridor, outside L1.

Lunches

There is no onsite canteen facility at school. Students are required to bring their own packed lunch, recess snack and drink to school. On Monday and Friday, Year 1 – 6 students have the opportunity to pre order lunches through an online system: www.schoolonline.com.au.

The school has a Nut Minimisation Policy in place. Check the website for more information.

Medical Action Plans

Department of Education policy requires parents advise the school of students who require treatment for illness such as asthma, diabetes or allergies. Long term administration of medication requires the completion of detailed documentation by parents and doctors. This matter should be discussed with the class teacher and the Principal or Assistant Principals to ensure we are able to assist. In such cases an appropriate form must be completed. Administration of medication prescribed by a doctor for short-term illness also requires documentation to be completed.

Mobile Phones

On school grounds, student mobile phones and smart watches must be switched off and stored safely in their school bag, ie. *off and away all day*, unless the student has been granted an exemption. For more information, please see the Mobile Phone Policy on the school website or under School Documentation on Compass.

Money Collection

A comprehensive schedule will be published through the school website, Compass and newsletter, outlining Charges and Contributions for 2023 in accordance with Department of Education policy. Activity charges for planned events will be requested each school term through 'Events' or 'Course Confirmation' on Compass. The preferred method of payment is through Compass. Book Club money will only be accepted on the date specified on the order forms.

Parents & Citizens Association

The P&C provides an opportunity for parents/carers, teachers and community members to support the learning and infrastructure of the school. Meetings are held once each term. Subcommittees and the Executive Committee meet more regularly to progress the work at hand.

The AGM is held in the school library in February. Dates of meetings are published in the school newsletter and on the Compass calendar.

The P&C contributes significantly to funding programs and facilities within the school. This is made possible by the collection of P&C Voluntary Contributions of \$100 for Pre-primary to Year 6 students and \$50 for Kindergarten students, plus \$50 for infrastructure and grounds projects, and from a variety of fundraising initiatives coordinated by each class group.

The interests and activities of the P&C Association are diverse. Listed below are some of the Sub Committees – all of which welcome input from parents/carers:

- Swimming Pool
- Healthy Hub
- Fundraising and Events
- Building Fund

Parent/Carer Helpers

Parent/carers assistance in classrooms and with school activities is always very welcome. Class Liaison Parents contact parents/carers on a regular basis asking for assistance with class activities and events. Contact your child's classroom teacher or watch for items on Compass and in the school newsletter requesting assistance with special school events.

Parents/carers working with children in the classroom, or assisting with excursions, are required to complete a **Department of Education Confidential Declaration**, which is available from the school office. In some cases, there may be a need to obtain a Working with Children Card (WWCC). Information on these requirements is also available from the school office.

Personal Use Items List (Stationery List)

A Personal Items List is sent home with each child towards the end of the year, or provided to new parents/carers when they become available. All stationery items should be clearly named and books covered where possible. It may be necessary to replace some items such as pencils throughout the year.

Positive Student Behaviour Policy

A *Positive Student Behaviour Policy* operates in this school and encourages students to take responsibility for their own behaviour. It is reviewed on a regular basis. The Policy is available on our website and under School Documentation on Compass.

Publication of Images & Work

The Department of Education's *Information Privacy and Security Policy* requires schools to gain parental/guardian permission before using visual images of students, such as photographs, outside the school environment. Our school regularly uses images of students in a variety of ways to recognise excellent achievement, inform parents/carers and the local community of school matters, publicise events and to promote the school. From time to time we may also be asked to contribute photos of students and/or their work to Department of Education media. In addition to this, the publication of our Newsletter on our school's website may result in your child's image potentially being accessed worldwide through the Internet. Permission of parents/carers for the use of images is through the signed official Enrolment form. Please advise the school in writing if the permission status is to change.

School Board

The Subiaco Primary School Board consists of parent representatives, community representatives, staff representatives and the Principal. The Board meets regularly throughout the year. *Responsibilities of an IPS School Board:*

- Work within the Department of Education's relevant legislation and regulations
- Sign the school's Delivery and Performance Agreement (DPA)
- Monitor the progress of the School's Business Plan
- Endorse and review the Annual Budget
- Assist with the formulation of Codes of Conduct
- Participate in a review of the performance of the school
- Approve fees, charges, contributions and items of personal use (booklists)
- Liaise with other committees within the school eg. the P&C

School Nurse

A Community Nurse visits the school on a regular basis to deal with routine matters and special referrals. Health checks for vision and hearing are conducted on children in Kindergarten. Any new Pre-primary or Year 1 students will be followed up and parents advised if any specific health problems are detected.

School Psychologist

The School Psychologist usually attends the school for two days per week. The School Psychologist is available to assist students identified by the class teacher. Appointments with the School Psychologist are made via the Assistant Principal.

School Visitors

All visitors to the school, including parents helping with class activities, are to come through the office on arrival. They are required to sign in and sign out when leaving the school site on the Kiosk at the front office. This does not include daily pick-up and drop off of students or attending school assemblies.

Student Records/Information

It is important that parents/carers advise the school immediately if there are changes of address, telephone number, emergency contacts or medical details. This will ensure that the welfare of all students is given the highest priority, especially in times of urgency.

SunSmart

Subiaco Primary School's SunSmart Policy is intended to provide students, staff, parents and visitors with the opportunity to protect themselves in an environment that minimizes UV exposure and encourages sun safe protective behaviours. Students are required to wear a broadbrimmed hat for outdoor activities and staff promote the 'No hat, play in the shade' message.

Uniform

Years 1 - 6

- Gold polo uniform shirt, long or short sleeved with school logo
- Maroon uniform shorts, skirt, or maroon leggings and tights
- Uniform dress
- Maroon uniform tracksuit pants
- Maroon polar-fleece zip jacket with embroidered school logo
- Broad brimmed uniform hat. **'NO HAT, PLAY IN THE SHADE' rule applies all year.**
- Sports shoes, fitted sandals with low heels and back straps, or school shoes or boots

Kindergarten & Pre-primary

- Polo uniform shirt in blue, red and green with school logo
- Uniform zip jacket in blue or red with school logo
- Broad brimmed uniform hat
- Sandals or sneakers (with socks) with Velcro fasteners, if possible

Cosmetics/Jewellery – All Years

- No cosmetics, including nail polish
- No jewellery other than earrings – sleepers or studs and watches

Uniform Shop

Parents/carers can purchase uniform items using credit/debit card or a PayPal account from the online Uniform Shop <https://shop.subiprimarypc.com.au/>. Items ordered online are delivered to the classroom (not picked up at the Uniform Shop). Alternatively, the Uniform shop is open each week:

Location: Storeroom at the rear of M Block

Open: Tuesdays & Thursdays 8.30-10.30am (additional times will be advertised on Compass)

Limited second hand uniforms may be available.

Vacation

It is an Education Department directive that parents/carers who wish to take their children on a vacation during school time seek permission from the school Principal in advance. Email direct to subiaco.ps@education.wa.edu.au, marked for the attention of Dr Melinda Harris.

SCHOOL CREED

This is our school
In these rooms and on the playing fields
We will fit ourselves for the future
Let us not throw away these precious years
But gain from them all we can
Let us always remember
That a school is not a building
But a gathering of minds and hearts
And a place of friendly guidance and help
This is our school





CODE OF CONDUCT

Respect yourself, others & the environment

INSIDE

Students are respectful and keep themselves safe by:

- Listening respectfully and following teacher instructions
- Raising our hand to speak in class
- Allowing peers to share their ideas
- Using appropriate language, voice and tone
- Politely and quietly communicating
- Always using manners
- Allowing others to learn without disruption
- Wearing our school uniform with pride
- Quietly and respectfully using the assembly halls and inside spaces
- Responsibly using the schools and other student's property

Excluding, teasing, name calling and being unkind is never ok!

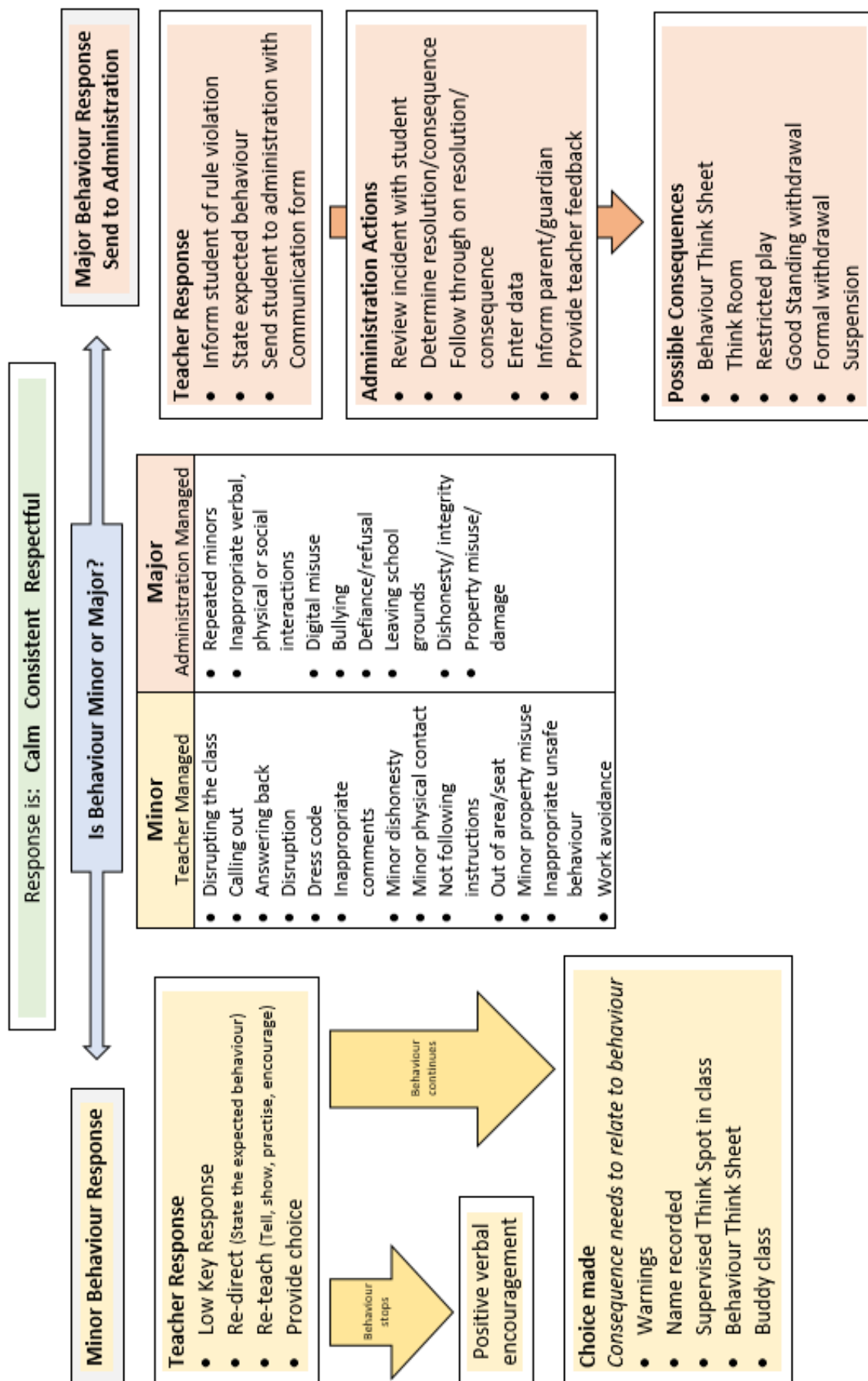
OUTSIDE

Students are respectful and keep themselves safe by:

- Walking safely around the school, especially on the bricks and pathways
- Waiting on the staffroom steps before school until 8:30am
- Walking bikes and scooters through the school grounds
- Being sun safe by wearing hats and sunscreen outside
- Remaining seated while eating recess and lunch
- Keeping all spaces litter free
- Moving quietly and respectfully around the school between lessons
- Including others in games, and sharing equipment and play spaces
- Playing and interacting respectfully by keeping hands and feet to ourselves

Pushing, hitting or kicking is never ok!

BEHAVIOUR MANAGEMENT FLOWCHART



SCHOOL MAP

