WESTBOURNE PARK
PRIMARY SCHOOL

PARENT/CAREGIVER
INFORMATION BOOKLET

Telephone: 08 8271 7430
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Website: www.wbourneps.sa.edu.au
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Welcome to
Westbourne Park Primary School

Purpose of this handbook
The purpose of this handbook is to provide you with information about our school community and to outline some of the processes and practices that we have developed over the years. We welcome you to our school and look forward to developing a strong home/school partnership with you during the coming years. We hope that you and your children will enjoy a happy and successful association with the school too.

Brief History of the school
Westbourne Park Primary School was opened in 1914 and has a proud tradition of providing quality education of the children in its community. The school site is limited with tennis/netball courts and oval on the other side of Goodwood Road, facing Avenue Road. Numbers have increased over recent years with a Zone of Right established in 1994 to limit the enrolment to approximately 550 students, predominantly residing within the zone. However, the Principal may choose to accept enrolments from outside the zone under particular circumstances. In 1997 and 2010 a major upgrade of the school was under taken, resulting in the excellent facilities you see today.

Values and Vision
Westbourne Park Primary School is a positive and inclusive learning community. We Live our Fresh Values. Habit of Mind are embedded in everything we do. We equip students to be successful, confident and creative global citizens.

Our purpose is to create a learning environment, which reflects the core values of:-

Friendship: Being welcoming, kind and inclusive towards others. Solving problems in a peaceful manner. Working well with others and thinking interdependently.

Respect: Accepting others for who they are. Being proactive in situations of bullying and harassment. Using good manners and respecting others’ property.

Endeavour: Having a go and taking responsible risks. Persisting to achieve set goals. Striving for accuracy.


Honesty: Following the rules and being fair Following school and classroom Codes of Conduct Being truthful, owning up to mistakes and accepting consequences.

We believe that these values form the basis for enabling children and adults to identify and achieve a positive future for all.
Westbourne Park also infuses the 16 Habits of Mind in our classrooms, curriculum and culture. Habits of Mind are dispositions that are skillfully and mindfully employed by successful people when they are confronted with problems, the solutions to which are not immediately apparent.

**At Westbourne Park Primary School, we are working together to:**

Create a climate which celebrates effort and achievement so that we develop a sense of belonging and pride in ourselves and our school.

Create a learning environment that encourages risk taking and the achievement of personal excellence.

Create a harassment free environment so that children and adults experience a safe and secure learning environment.

Empower children and adults to work effectively to make appropriate decisions.

Develop positive links that strengthen the partnership between students, parents/caregivers and teachers.

**In our school, we see:**

Enthusiastic, happy and motivated students involved in a broad, balanced and meaningful curriculum.

Staff modelling being continuous learners and working collaboratively to provide challenging, child-centred learning experiences which enable students to achieve the outcomes as stated in the Australian Curriculum.

Parents/Caregivers activity involved in, and highly informed about, the learning of their children.

**The school's curriculum is based on the Australian Curriculum:**

- The Arts
- English
- Health and Physical Education
- Languages other than English (Italian)
- Mathematics
- Science
- Humanities & Social Sciences (HASS)
- Technologies

The Westbourne Park Primary School community feels a strong sense of pride in its school and we are confident that you will also.
General Information

• **Address:** Westbourne Park Primary School  
  2 Marlborough Road,  
  Westbourne Park 5041

• **Telephone:**  
  School 8271 7430  
  OSHC 8373 3759

• **Fax:** 8373 3057

• **Courier Address:** Mount Barker 2

• **District:** 13

• **Email:** dl.0475_info@schools.sa.edu.au

**Administration** is located on the north - eastern section of the site. This building houses the Principal, Deputy Principal, Assistant Principals and School Service Officers: Administration, Finance and Teacher Support, Print Room and the First Aid Room.  
All visitors to the school should be directed to the Administration Building to sign the appropriate logbook.

**Marlborough** is located on the western side of the site. Our Reception/Year 1 and Year 4/5 classes occupy this area and Languages are in M5. Toilets are located inside the Marlborough building for use by Junior Primary students and OSHC students. There is a separate Disabled Toilet which doubles as a staff toilet.

**Jacaranda** is the transportable building on the southern side which houses our Year 1 to Year 4 students.

**Carlisle** is the double storey building which houses our Year 2, 3, 5, 6 and 7 students.

**Poolside** on the northern side of the school is our **Music Suite**.

**Marlborough and Carlisle** have wet areas, viewing areas, Science/Technology areas, PE equipment storage places and computer hubs for use by all classes within the area.

**The Resource Centre** is located on the northern side of the site and houses the student, staff and parent libraries, librarian’s office/work room and a teacher preparation room.

**The Staff Lounge** is situated on the eastern end of the Resource Centre. After hours meetings are held in here or in the Resource Centre.
General Information (Cont.)

Our Oval, Netball/Tennis Courts are located on the western side of Goodwood Road, not on the school site. Students from Year 2 – Year 7 are rostered to go to the oval to attend Italian and PE.

Our School Yard is divided into 3 sections -Yards A, B and C

Yard A
Play area  R/1
Equipment  R/1

Yard B
Play area  R-7
Equipment  2-7

Yard C
Play area  R-7

Lunch breaks. Each lunchtime students from Year 2 to 7 are rostered to go to the oval, further down Goodwood Road, thereby eliminating some of the congestion in the yards.

School Times: The yard is supervised from 8:30a.m until 3:30p.m. Children should not be in the grounds before 8:30a.m.

Bell times:
8.30a.m  Classrooms open
8:50a.m  Classes begin
10:50a.m to 11:10a.m  Recess time
1:00p.m  Eating lunch with supervision
1:10p.m  Playtime
1:50p.m  Classes begin
3:10p.m  Dismissal

If parents/caregivers are unable to pick up their children by 3:30p.m, they should be booked into the Out of School Hours Care Program.

Students remaining in the yard at 3:30p.m will be taken to O.S.H.C. by the teacher on after school duty. Their parents/caregivers will be billed for time in supervised care.

Admission Policy
If your child turns 5 before May 1st they will start school on the first day of Term 1 in that year.
If your child turns 5 on or after May 1st, they will start school on the first day of Term 1 the following year.
This means all children will have 4 Terms of Reception.
Transition to School for Reception Children
To support the successful transition of new reception students to school we have a process covering their first 3 weeks at school. The schedule is as follows:

**Week 1**
Mon 1/2 day
Tues, Wed full days
Thurs and Fri 1/2 days

**Week 2**
Mon, Tues, Wed full days
Thursday Friday 1/2 days

**Week 3**
Mon – Thurs full days
Fri 1/2 day

**Week 4**
Mon – Fri Full days

Banking
The Commonwealth Bank sponsors our whole school values awards and they give a commission to the school for every banking transaction. Banking day is MONDAY with the Commonwealth Bank. Enrolment forms are available at the Front Office. If you would prefer to bank with Bank SA, their banking day is also Monday.

Camps/Sleepovers/Excursion
Parents/Caregivers will be given ample prior notice of an intended camp, sleepover or excursion. Objectives and itineraries will be supplied by the teacher. Keeping costs to a minimum is a major consideration at all times. If you experience difficulty in meeting these costs, please consider paying in instalments or speaking to the Principal. Consent forms must be signed by the parent/carer before a child is allowed to attend a camp or excursion. Children not attending camps or excursions with their class groups must attend school. They will be relocated to an appropriate class for that period of time.

Car Parking
There is no car parking available on site for parents/caregivers. Please note that the car parks are not a drop off zone. Parents/Caregivers are asked to observe the parking restrictions in the adjacent streets, as Mitcham Council Inspectors may impose traffic fines on those parking illegally. Please observe these restrictions, as the safety of our students is paramount.
Early Dismissal/School Closures
This school dismisses at 3:10pm every day. On the last day of each school term, dismissal is at 2:10pm.
The school is closed four times during the year. Three of these days are dedicated to staff for professional training and development; whilst the fourth is a closure in response to events of special significance.
Parents/Caregivers are advised well in advance of pupil free and school closure days. Out of School Hours Care programs are conducted on these days.

Emergency Contact Details
Each student brings home a Student Information form for completion at the beginning of each year. Please ensure this is returned to school promptly.
It is important that parents/caregivers inform the school of any changes during the year to the emergency contact information that is on the Student Information form.

Dental Care
Free dental care is available from the Clapham School Dental Clinic. Enrolment forms are sent home with new students, or can be obtained from the Front Office.
The clinic is situated at:-
Clapham Primary School, Barretts Road, Clapham. Telephone 8374 2053

Hot Weather Policy
The school doesn’t close early on hot days as all our classrooms are air conditioned

- If forecast is 36 - 37° students go outside from 1:10pm - 1:30pm
- If the forecast is 38° or over then no-one goes outside.
- If the forecast is between 34 - 36° no students go to the oval.
- If the forecast is 34 or over, after school sports practices are automatically cancelled

All hot weather scenarios are subject to the Leadership Team checking the current weather at 12:30pm
Class Parents/Caregivers Reps
Each class has one or two designated volunteer parents/caregivers who are the contact between the class teacher and parents/caregivers when required. Regular liaison between the parent/caregiver and the teacher is recommended. The Class Reps are invited to meet with a member of the Leadership team on occasions during the year. Class parents/caregivers will often organise class dinners, picnics and get togethers and liaise with the fundraising committee for our end of year school function.

Homework
This school community sees homework as a supportive activity for student learning and also as a bridge for building home-school links.

Its key benefits are the provision of opportunities for-
• sharing with parents/caregivers and reinforcing learning that is occurring in the classroom
• extending or supplementing classroom learning
• broadening understanding by applying learning in real life situations
• Learning and applying time management, personal organisation and other independent working skills.

Homework can be –
- Short term, as in an activity to be achieved overnight for the next school day e.g. Collecting information / cutting out pictures / illustrating a piece of learning.
- Weekly, as in a contract to be completed by the end of the week, e.g. word building exercises on a weekly list of spelling words.
- A contract over a period ranging from one to five weeks, as appropriate to children’s ages and maturity e.g. a research project, literature study, technology project.

Usually, homework should be an activity for a ‘school night’ i.e. Monday through to Thursday. However, older students may use the flexibility of the weekend to work in bigger ‘chunks of time’ on long-term projects.

The following are guidelines to the amount of time that would be reasonable to spend on homework nightly:
- For Rec to Year 1: 10 – 15 minutes
- For Years 2 and 3: 10 – 20 minutes
- For Years 4 and 5: 15 – 30 minutes
- For Years 6 and 7: 20 – 45 minutes
While family commitments will influence when homework can be done, preference should be given to the time before the evening meal, rather than after it. By then, children are physically and mentally tired and wanting to relax in the time left before bed. However, families also need homework to be flexible, so that it can fit into children’s and families’ other commitments. Wherever possible, the time line for completion of homework should provide some flexibility re deadlines and/or understanding that it may not always be completed due to conflicting priorities.

As the scope of homework options and the nature of tasks are extremely broad, parents/carers should not expect -
- That all homework will be marked on the day it is due.
- That teachers will always check that homework has been done punctually.

Often, homework is linked to an ongoing unit of work, particularly for older students. Failure to complete aspects of it at home may result in poorer outcomes; these would be reflected in the overall assessment of the unit of work, rather than be reported on specifically as a homework issue.

**Daily Expectations for all students, Reception to Year 7**
When specific tasks have not been set for homework, all students, Reception to Year 7, would benefit from -
- **Reading**
  (From a variety of material: readers, novels, picture books, magazines, newspapers, TV guides, instructions, recipes, etc) e.g. reading aloud to a parent/carer/sibling/dog/teddy bear, reading silently to oneself, be read to (no child is too old to be read to!)
- **Practising Maths Skills**
  e.g. pen and paper/oral tests of basic addition and subtraction of number facts to 10, 20, etc pen and paper/oral tests of multiplication and division table facts
- **Playing Skills Reinforcing Games**
  e.g. Snap, Ludo, Snakes and Ladders, Boggle, Junior Monopoly, Junior Scrabble
- **Constructing / Drawing.**

Time spent in this way leads to the development of effective study habits. It also enables:
• parents/caregivers to know what is being learned at school
• children to utilise their time effectively
• the reinforcement of learning done in the classroom, whereby students practise and revise their knowledge, skills and processes
• students to develop effective study habits before transitioning to High schools.
The quantity and nature of homework is at the discretion of each teacher, as it is an extension of the classroom program.
Instrumental Music

DECD Instrumental music tuition is available to a small number of Year 5 to 7 students in brass and woodwind (trumpet, trombone, saxophone, flute, and clarinet). Lessons are at Westbourne Park Primary School for all instruments. Tuition is free. A hire fee applies to all instruments. Private Guitar, piano, drum and percussion lessons are held at our school for students from Year 2-7. For further information please see the Front Office.

Lost Property
Lost property cupboards are located in the foyer of the Marlborough building. Articles are removed each term, and, if unlabelled, given to a deserving charity, added to the pool of spare clothing in the First Aid room, or thrown out.

Money
Whenever money is required by the school, written notification is forwarded to parents/caregivers beforehand. Money, which is sent to school for any reason e.g. school fees, excursions, etc., should be placed in an envelope and clearly labelled with your child’s name, the class teacher’s name and the purpose of the payment.

• If the payment is less than $5-00 cash, a cheque or credit card mail authorisation slip, the envelope can be placed in the class money box, which is taken to administration by 9:10am each morning.
• Amounts of $5-00 or more should be handed directly to administrative staff.

Payment by cheque/credit card is preferred. Children should not be given the responsibility of safeguarding large cash sums. Receipts are issued for all monies received. Credit card facilities are available (Visa/MasterCard) for amounts over $10-00. Payments can also be paid over the internet, just log on to our web site.
http://www.wbourneps.sa.edu.au

Skoolbag App
Our school has an app for communicating with our families. The app can be found by searching (either the App Store or Google Play) for 'Westbourne Park Primary Skoolbag' and installing this app onto your mobile phone or tablet. The app is free.

**School Facebook Page**
Our school has a Facebook page. Please find us at [https://www.facebook.com/westbourneparkps](https://www.facebook.com/westbourneparkps) and 'like' us to receive updates.

**Technology**
Our school has a BYO iPad program in our senior school and some classes in Year 4-5 are also hosting a BYO iPad program. Our classes (except in our senior school) all have eight school iPads for students to use. We also have a computing hub for whole class activities and our inquiry program in the Library has 15 iPads to support student learning.

**Newsletters**
Newsletters are emailed and sent home via Skoolbag fortnightly on Thursdays in odd weeks during term time. The Newsletter is also available on our website and we do have a few hard copies available at the front office. Please check your child’s bag regularly for other notices, as this is the most suitable method of keeping you informed.

**Library Resource Centre**

The Library Resource Centre is managed by the Teacher Librarian, with the assistance of School Service Officers and parent/carer help.

The Teacher Librarian is actively involved in developing all children’s learning, thinking and information skills, working closely with teachers and students in a variety of ways - class groups, small research groups and individual, Reception to Year 7.

Working co-operatively with staff, our aims are to:-
- Encourage a love of literature.
- Offer literature enrichment and enjoyment.
- Support resource based learning programs and to develop Mindful Units of Work.
- Assist children in locating and using resources.
- Develop independent research skills.
- Work with community libraries.
The Library Resource Centre is open before school and after school for borrowing books and at lunch times for games, reading and studying. Parents/Caregivers are invited to share borrowing times with their children and to assist the children in book selections. Parents/Caregivers are welcome to borrow books as well.

A Parent/Carer Library is located in the foyer of the Resource Centre. We celebrate Book Week each August.

**Infectious Diseases**
Parents/Caregivers are asked to contact the class teacher and/or office in cases where children contract communicable diseases. Recommended minimum exclusion periods from school are as follows:-

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>EXCLUSION PERIOD</th>
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<tbody>
<tr>
<td>Chicken Pox</td>
<td>5 days from onset of rash</td>
</tr>
<tr>
<td>Measles</td>
<td>7 days from onset of rash</td>
</tr>
<tr>
<td>Mumps</td>
<td>10 days from onset of symptoms</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>5 days from onset of rash</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>Until treatment is effective and a medical certificate of recovery is produced</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>4 weeks, unless a medical certificate</td>
</tr>
<tr>
<td>of recovery is produced</td>
<td>Until a medical certificate is produced</td>
</tr>
<tr>
<td>Infectious hepatitis</td>
<td>Until there is no discharge from the eyes</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until blisters are dry (4-6 days)</td>
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<tr>
<td>Foot and Mouth</td>
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<tr>
<td>Common Skin Infections</td>
<td></td>
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<tr>
<td>Impetigo (School Sores)</td>
<td>Until effective medical treatment has been carried out</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until effective medical treatment has been carried out</td>
</tr>
<tr>
<td>Insect Infestations</td>
<td></td>
</tr>
<tr>
<td>Head Lice</td>
<td>Until effective medical treatment has been carried out</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until effective medical treatment has been carried out</td>
</tr>
</tbody>
</table>

For further information about infectious conditions, please contact the school office, your doctor or the Public Health Department.

**Work Health Safety**
The Principal and staff endeavour to provide a safe environment for students, staff, parents/caregivers and visitors. You are encouraged to report potential hazards via the Front Office.
Out Of School Hours Care
Outside School Hours Care program was established to provide parents/caregivers with convenient child-care facilities for students attending Westbourne Park Primary School. Before & After School Hours Care is provided in our Marlborough Building and operates Mondays to Fridays and also on pupil-free and school closure days.

**Before School Care:**
7:00am – 8:40am

**After School Care**
3:10pm – 6:00pm

**Pupil Free and School Closure Days**
7:00am – 6:00pm (Full day)

Additional fees may be charged for pupil free and school closure days to cover the cost of excursions or special activities.

A late pick up fee applies. The After School Care staff provide afternoon tea and supervised activities.

Bookings can be arranged on either a permanent full-time, permanent part-time or occasional basis.

**BOOKINGS ARE ESSENTIAL**
For more information please contact the Director, who can be contacted on 8373 3759.

**Vacation Care**
Camp Australia independently runs a Vacation Care Program here at our school. You will need to login on their website to enrol your child/ren.

Placement - Progression
Children who come from South Australian schools will be placed according to the year level at their last school.

Children who come from interstate or overseas will be placed according to: his/her age, the level of work already achieved in the formal subjects as can be seen in work samples and or reports, their general ability level.

Generally, children proceed from one level to the next with the following factors being taken into consideration: age, level of achievement, level of ability, maturity and social development.

When, in the opinion of a class teacher and/or the Principal, a child does not appear to be ready to proceed to the next year level, or whose progress is elevated to such a degree that the child by-passes a year level, full consultation occurs between the staff and the student’s parents/caregivers before a decision is made. Advice may also be sought from supporting agents such as guidance officers and special education teachers.

**Record of Student Attendance**

All children are under compulsion to attend school after they turn 6 years of age. Parents/Caregivers must provide the school with a reason for absence when a child does not attend. You may do this before the child is absent if you have made an appointment with the doctor, etc. or if there is a family commitment which your child is to attend. This can be done through the child’s diary, speaking to the teacher or the front office, Skoolbag app, in person or by phone or by providing a brief signed note including the necessary details.

Many parents/caregivers directly inform the office of the reason for absence by phone or through the Skoolbag app. Information provided to the front office is recorded on the school’s data base and the teacher is informed of the child’s absence internally. The Administration Office will contact parents/caregivers during the morning for an explanation if no reason for absence has been provided.

If your child comes to school, and then is collected by you to be taken to an appointment, he/she must be signed out at the front office before leaving the school. If the child returns during the day, or if the child is late to school, he/she must be signed in on arrival.

All students absent for a day or more for family holidays must complete an exemption form which is available from the Front Office.
School Captains are chosen, for the following year, by the Principal, Year 6 students and staff in December of each year, following consideration of all Year 6 children against the following criteria:

1. Leadership: - responsibility, reliability, initiative, self confidence, respect by peers.
2. Example: - appropriate behaviour, common-sense, courtesy, wearing school uniform.
4. Relationships: - relates well to children of all ages and adults.
5. The potential benefit of the experience to the individual.

School captains are expected to:
- Provide leadership in student matters
  - School assemblies
  - Student Executive
  - Senior student social activities
  - Charity support
- Exemplify the behaviours and qualities expected of all students
- To welcome and thank visitors and guests at school and student functions or other public occasions.
- Act as tour guides during Principal tours

School Captains need:
- Ongoing staff support and guidance
- Understanding support from their parents/caregivers
- Acceptance by their parents/caregivers that they will need to attend occasional functions out of school hours.

School Care
The School Council has a large property to maintain. A grounds person is employed part-time to do essential tasks, and personnel from Services SA attend the school for urgent minor repairs. It is therefore necessary to periodically conduct working bees to keep the school looking at its best. Parents/Caregivers are encouraged to support the School Council’s efforts and to encourage a pride in the school surroundings. The dates of these working bees are announced in the school newsletter.
School Council
The role of the School Council is to oversee the wellbeing of the school.

The School Council is a valued link between parents/caregivers and school staff. School Councillors are appointed for a two year term at the Annual General Meeting held each March. However, the 2 staff (teacher) representatives are decided at the beginning of the year, and their term lasts for that year. The staff representatives provide the link between the staff and School Council.

It is the responsibility of the School Council to advise the Principal of the aspirations of the community in educational policy, expenditure of school funds and upgrading of facilities and equipment. The Council supports and co-ordinates such activities as fundraising, parent/caregiver education, sporting teams etc.

To effectively fulfil its responsibilities, the Council sub-committees are Education, Finance/ Facilities, Fundraising, Information Technology, Out of School Hours Care, Sport and Fresh Bites Cafe. Staff members are often invited to volunteer for membership to a sub-committee. The school's Business Manager is automatically a member of the Finance Advisory Group.

School Fees
This fee is now known as a “Materials and Services” fee. The school does not send out a booklist, but asks parents/caregivers for an encompassing fee. This fee is used together with Government grants, to provide your child with text books, educational materials, apparatus and equipment in all subjects during the course of study at the school. Stationery and duplicating materials will also be provided throughout the year. (Parents/caregivers are advised that text books and all other materials issued to students remain the property of the school).

For new students, invoices covering the rest of the year will go out in the term that they start school. It would be appreciated if all fees could be paid as soon as possible to the school Business Manager. If you have any difficulties in meeting this commitment, please discuss the matter with the Principal as alternative arrangements (e.g. payment by instalments) can be made. Direct Debit Application Forms are available from the Business Manager.

You may qualify for Government assistance through the School Card Scheme if your income is low or you have a Social Security card (e.g. single parent/carer, health) please ask for further information from administrative staff.
School Security
The school is fully alarmed and is frequently surveyed at night, weekends and holidays by police patrols and Police Security. We encourage neighbours and members of the community to report suspicious incidents/people by phoning police attendance on 131 444 or Sturt Police Station on 8207 4700. Please also report the matter to the Principal when possible.

School Uniform
Westbourne Park Primary School uniform currently consists of several unisex items for summer and winter.
• Royal blue wind-cheater with school emblem
• Navy blue track pants
• Navy cargo pants
• Royal blue T-Shirt with school emblem
• Royal blue ‘rugby-knit’ shorts
• Striped Rugby top
• Royal blue slouch hats with school emblem
• Royal blue legonnaire hats with school emblem
• Royal blue school bag with school emblem
All the above uniform items are available from DZ Australia, Shop 5/503 Goodwood Road, Colonel Light Gardens.

Student Assessment and Reporting to Parents/Caregivers

Assessment
Children are continually assessed by teachers so as to monitor and report progress and to assist in the reaching of their full potential.
Various methods can be used to assess and record progress including
• regular testing, e.g. Running Records for Reading
• recording of work covered, of knowledge, skills and attitudes developed
• Collection of samples and artefacts
• teacher observation/anecdotes
• report writing
• oral/visual presentations
• NAPLAN results for Year 3, 5 and 7 and above
• Australian Curriculum Achievements Standards
• PAT Maths and PAT Reading tests Year 2 - 7

Reporting to Parents/Caregivers
Parents/Caregivers are always most welcome to discuss student progress with class teachers and/or a member of the Leadership Team. Formal occasions exist for a combination of written and verbal reporting to parents/caregivers and the timetable for these is as follows:-
Term 1  Acquaintance Night / Getting to know you chats
(Week 2/3) and class information booklets given out to
parents/caregivers.
3 Way Conferences
(Times to be advised)

Term 2  Written Reports

Term 3  Open night
(Times to be advised)

Term 4  Written Reports

Student Voice
As part of our commitment to involve students in the school from Year 1–7 decisions
that affect them, every class conducts regular class meetings. Each class elects two
members to be on the Student Executive that meets fortnightly to discuss issues
relevant to the student body. Agreed decisions are taken to the appropriate group or
people for action.

Swimming
Year R-5 students learn to swim at Thebarton Swimming Pool and upper Carlisle
students participate in an Aquatics program at one of the DECD centres. Primary
students (Years 3-7) are entitled to 10 x 45 minute lessons (450 minutes) per year
while children in Junior Primary (Years R-2) have 5 x 45 minute lessons (225
minutes) each year.

For each block of swimming, all parents/caregivers will receive new information
sheets, timetables, medical information form and swimming consent form, for
completion before program begins.

R-2 Parents/Caregivers can assist in the program by being a safety watch observer
at the pool during any session. Rosters for this will appear on noticeboards outside
classrooms.

Travel Arrangements
Children involved in school activities travel by public or private transport.
Where bus transport is used, the Principal is responsible for ensuring its suitability.
Where private motor vehicles are used the following guidelines apply:
• the consent of parents/caregivers is given expressly for travel in a private vehicle
• the vehicle must be registered and roadworthy
• the parent/carer must have comprehensive insurance
• no driver with “L” or “P” plates can carry children as passengers
• the number of passengers must not exceed the legal limit
• All children must be provided with and use seat-belts.
• The parent/carer must have a current Relevant Criminal History Clearance. (Please see the office for these forms.)

We ask that all parents/caregivers volunteering to transport children note the above guidelines.

Canteen
FRESH BITES Café will be open at recess and lunch for students. Lunches can be ordered each day using bags provided to each room. When lunch bags are needed, please put a note in the lunch box requesting more. Children may also use an envelope to order, though this is not preferred. Each room has its own lunch crate which is delivered to the FRESH BITES café before 9:15am. Monitors collect the orders, ready for lunch, at 1.00pm
Our Café follows the Healthy Food Policy Guidelines and once or twice a term there are special lunches offered to students.
Volunteers Working in our School
Volunteers are integral to the school’s ability to provide students with a wide range of opportunities and experiences. Staff and School Council have developed a policy to guide the work of volunteers in the school.

All volunteers must apply for a Criminal History Screening. Forms are available from the front office, to be returned when completed. When approval is granted, the screening unit will send a letter to the applicant, and the school needs a copy of this for our records. Cost of this screening is paid by the school.

Volunteers are also required to complete a 2 hour Responding to Abuse and Neglect training (RAN) session.

Below are some pertinent facts that will support your work with volunteers.

The School's Responsibilities to Volunteers
- A staff member will be allocated to supervise a volunteer in each of the areas he/she works.
- Volunteers will be provided with an induction – deemed appropriate by the Principal.
- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status.
- Changes to a volunteer’s area of work or time commitment will be made with full consultation.
- Supervising staff members will be available to discuss volunteers’ concerns as they arise.
- Supervising teachers will meet their duty of care to students by not leaving a volunteer to work unsupervised with students.

Volunteers’ Responsibilities
- The volunteer’s most important responsibility relates to his/her duty of care to children. Students are a vulnerable group generally, due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they experience emotional or physical neglect.
- A volunteer must not be affected by drugs or alcohol.
- Respecting the rights of children means volunteers must not:
  - Work unsupervised with students
  - Be involved in toileting students or assisting with change rooms/sickrooms
  - Have unsupervised contact with students during break times
  - Encourage affection from or dependency in students e.g. by giving presents
  - Have intentional physical contact with students (the supervising teacher will provide comfort/first aid to a distressed student)
  - Display bullying or intimidating behaviours towards students.

Volunteers must:
- Follow the authorised instructions from supervising staff member.
• Refer all student concerns or behaviour issues to the supervising staff member.
• Refer all requests to access school files to the supervising teacher.
• Maintain appropriate levels of confidentiality as described in their induction.
• Sign the time book for volunteers on arrival and departure.
• Wear the provided name badge at all times.
• Notify the school as early as possible if they are unable to fulfil their volunteer commitment.
• It is desirable for parents/caregivers who regularly support in classes to gain a Criminal History Clearance and participate in Responding to Abuse and Neglect training (RAN)

Welfare of Students
Under the terms of the Education Act, staff members have the right and responsibility to take any and all necessary action to ensure the well-being of students. To this end every effort is made to contact parents/caregivers in the event of illness or accident. In all cases the school will take any action deemed necessary to ensure the student’s welfare.

School Behaviour Code
As a State Government school, it is binding upon us to implement the DECD Policy, “School Discipline: The Management of Student Behaviour”. In this policy, it is clearly stated that schools must
• encourage responsible behaviour in students
• manage student behaviour both in classrooms and in the school environment generally
• support responsible behaviour through school programs and policies
• develop a consistent approach to discipline across the school community
• recognise and celebrate responsible behaviour in students

Responsible behaviour is that behaviour which protects the rights of all students to learn and all teachers to teach. Behaviour which threatens the physical or emotional safety of any person in our school is not acceptable and is subject to logical consequences which relate to each instance. For example, physical violence by students will result in the exclusion of students from the activity that they are involved in. They will be referred to a supervised area where they spend time reflecting on their behaviour and planning appropriate ways of dealing with similar incidents in the future. Dropping paper, on the other hand, would result in the student being asked to pick the paper up and place it in a bin, and to collect some others as well.
Our yard has clearly defined rules and our classroom codes of conducts have been developed collaboratively.

In general, we ask that parents/caregivers support our efforts by:
• discussing with their children the value of having rules in group situations.
• actively supporting the school rules and procedures for their management.
• speaking calmly with their children about ways that they can approach situations more successfully when problems are being experienced in the yard or classrooms.
• seeking additional information on our policy if needed.
• Providing feedback about the progress of the policy.

Please feel free to contact us at any time for further information regarding our School Behaviour Code development.

**Grievances**

At Westbourne Park Primary School we work in partnership with our community to provide a learning program which aims to cater for the needs of all students. It is only natural that, at times, problems may occur. Our ‘Guidelines for Dealing with Issues at WPPS’ document, can be found on our school website.

Once again, welcome to our school. Should you need further information on our policies and practices, please feel free to speak to your child’s class teacher, Front Office staff or a member of the Leadership Team.