

Please note that some information in this Handbook may not apply due to COVID-19 restrictions.  
Please refer to the school website and the Skoolbag App for updates on these restrictions.



# Applecross Primary School

## Parent Information Handbook

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# WELCOME

## MESSAGE FROM OUR PRINCIPAL

Our story below indicates we have a long history of educating children who live within the Applecross locality. Over the course of our more than 115 year history we have grown and evolved into a school that serves a diverse but empowered community that takes great interest in students both as individuals and as a collective. We have an established reputation as a school where students achieve high academic outcomes whilst at the same time are supported in their social and emotional growth. As a new or continuing member of our community I am confident you will enjoy the experience of being a part of the "Applecross Primary School Family".

This booklet contains information about the general operation of our school. Its primary function is as a quick reference/guide to ascertain how the school operates and what key routine functions are carried out during the course of the school year. Hopefully you will find consistency throughout the handbook as it applies across our school from Kindy to Year 6. It reflects our culture and "The Applecross Way" that has developed over our extensive lifetime of educating children in this location.

The dissemination of information about our school is very important to us and the key to strong school community relations. To support the information in this booklet we also provide detailed information related to specific school functions in our Parent Information Pack available through the front office. Please don't hesitate to ask for one of these if you don't have one or access our other channels of communication such as our school website and school App.

Kind regards

**Kim Guelfi**

## ABOUT OUR SCHOOL

Applecross Primary School is where historical settings meet a contemporary, innovative learning environment. The heritage listed buildings provide a rich background to the students who connect with the days of yesteryear yet embrace the future with 21st Century learning skills.

Established in 1905, Applecross Primary School has evolved as the community has developed. Our school enrolment is drawn from our local intake area for students from Kindergarten to Year 6. We embrace our diversity, with many families coming from overseas and students leading a well-travelled life. Our motto of "Excellence in the Community" means our students aspire to reach their full potential, both within our school and in the community in which they live. Connecting with the rich Aboriginal history of the Applecross area, our school has restored the bushland that surrounds the outside and highlights the scar trees that are within the grounds. In addition, and to enhance our recognition of the local indigenous people's (Whadjuk People) place in our school community, we have a "seasons garden" that highlights plants used by Aboriginal people. Working closely with Aboriginal Elders and academics from surrounding universities, the school acknowledges the strong ties to the land and the significant contribution Aboriginal people have made to the area.

Applecross Primary School has a strong sense of community, where everyone works together to achieve and build success across a range of domains. The caring staff, the friendly students and supportive community all work together to build a powerful learning environment, which is held in high regard across the local and wider community.

We look forward to your involvement with Applecross Primary School and trust that a close and effective working relationship between the school and home can be established in order to ensure the satisfactory and continual educational development of all children. Regular updates on the school website and the Skoolbag App will describe any necessary changes and keep parents informed of school activities, its organisation and procedures.



## Our Motto

Our school motto is "Excellence in the Community" and it is by this motto that we set our standards.

## Our Vision

To provide an innovative learning community of excellence where we work together to help each child achieve full potential.

## Our Purpose

We will strive for excellence in all that we do and embrace strategic and visionary thinking. We innovate and apply exemplary practice, research and planning to best support each child's learning experience and achievements.

## Our Values

### Integrity

We act with respect, honesty, care and compassion.

### Diversity

We welcome and celebrate our variety of backgrounds, abilities, needs and talents.

### Achievement

We inspire all children to do their best through discovery, opportunity and challenge.

### Growth

We nurture our students to become confident, happy, responsible, active citizens capable of making quality decisions now and in the future.

INTEGRITY	DIVERSITY	ACHIEVEMENT	GROWTH
 <ul style="list-style-type: none"> <li>Follow school and class rules</li> <li>Treat others as you would like to be treated</li> <li>Value yourself and others</li> </ul>	 <ul style="list-style-type: none"> <li>Accept things you wish were different without complaint</li> <li>Accept others who look, speak and act differently</li> <li>Reach out in friendliness</li> </ul>	 <ul style="list-style-type: none"> <li>Complete tasks to the best of your ability</li> <li>Set goals and work to achieve them</li> <li>Be a good friend</li> </ul>	 <ul style="list-style-type: none"> <li>Take your agreements seriously</li> <li>Admit mistakes without excuses</li> <li>Be willing to do your part</li> </ul>
 <ul style="list-style-type: none"> <li>Be trustworthy and reliable in class and the playground</li> <li>Be truthful and admit to your mistakes</li> </ul>	 <ul style="list-style-type: none"> <li>Value each other and appreciate sharing</li> <li>Be a good listener and follow steps to help others solve problems</li> </ul>	 <ul style="list-style-type: none"> <li>Focus your attention on tasks</li> <li>Resist distractions</li> <li>Ask for help when needed</li> </ul>	 <ul style="list-style-type: none"> <li>Know you are valued whether you succeed or fail</li> <li>Be willing to try new things</li> <li>Trust yourself to handle whatever happens</li> </ul>
 <ul style="list-style-type: none"> <li>Help others</li> <li>Give your best effort</li> <li>Care for our earth and all living things</li> <li>Reduce, reuse and recycle waste</li> </ul>	 <ul style="list-style-type: none"> <li>Forgive others and yourself when mistakes are made</li> <li>Focus attention and think clearly</li> <li>Consider others and their feelings</li> </ul>	 <ul style="list-style-type: none"> <li>Display a positive attitude</li> <li>Give your full effort</li> <li>Believe in yourself and have confidence in your ability</li> </ul>	 <ul style="list-style-type: none"> <li>Help and share ideas</li> <li>Show kindness even when you disagree</li> <li>Follow the rules</li> </ul>
 <ul style="list-style-type: none"> <li>Demonstrate kindness to others who may be hurt or troubled</li> <li>Help others</li> </ul>	 <ul style="list-style-type: none"> <li>Spend quiet moments to practice being calm</li> <li>Speak gently and use peaceful words</li> <li>Be fair to yourself and others to help solve problems</li> </ul>	 <ul style="list-style-type: none"> <li>Maintain a steady pace and complete tasks</li> <li>Be a loyal friend in good times and bad</li> <li>Make good decisions and stick to them</li> </ul>	 <ul style="list-style-type: none"> <li>Dare to have big dreams that make a difference</li> <li>Trust that tomorrow can be better than today</li> <li>Take action to make your dreams come true</li> </ul>

## THE CULTURE OF OUR SCHOOL

Applecross Primary School strives to encourage children in the development of academic excellence, the main function of schools. The staff and administration are dedicated to the attainment of this goal so far as it is possible in each child, through discipline, through praise for solid achievement, and through that growth in self-esteem which results from the practice of clearly laid down patterns of work.

Simultaneously, within this framework, children's social, emotional and physical development is fostered enthusiastically. We believe we are here to serve both children and parents and we regularly assess our performance against this belief. To help us in our tasks, we are fortunate to have an excellent P&C Association and a most effective School Board.



Our committed, progressive, award winning teachers and support staff will work with you and your child to achieve personal excellence. Our staff has high expectations and adopts a wide range of effective teaching methodologies. Students who progress through our school will develop into successful learners who are confident and creative individuals.

**We accomplish this by:**

- 🏆 Having well trained and innovative staff engaging in evidence based research and planning.
- 🏆 Supporting each child's progress towards clear expectations and targets set for each year level.
- 🏆 Providing services that are valued and respected.
- 🏆 Maintaining a safe, caring and flexible learning environment for all of our students.
- 🏆 Monitoring the progress of each child to help them perform at their best.

**As a staff we:**

- 🏆 Will show compassion, be generous, caring, thoughtful, thankful, wise, inquisitive, have a love of life and an interest in learning.
- 🏆 Create an environment that encourages the development of the whole child.
- 🏆 Will apply best practice to our teaching and learning so students can achieve their maximum potential.

## ADMINISTRATION

<b>Principal</b>	Mr Kim Guelfi
<b>Deputy Principals</b>	Miss Judith James Mr Louis Shepherd
<b>Manager of Corporate Services</b>	Mrs Lisa Mackay
<b>School Officers</b>	Ms Lesley Black Mrs Andrea Pannell Mrs Sally Spiers
<b>Telephone Number</b>	08 6274 1850
<b>Office Hours</b>	8:30am – 3:30pm
<b>Email</b>	applecross.ps@education.wa.edu.au
<b>Website</b>	www.applecrossps.wa.edu.au



# SCHOOL INFORMATION (A-Z)

## ALLERGIES

We are concerned about the safety and well-being of all our students. Many of you will know someone who is affected by anaphylaxis, a life-threatening allergic reaction.

Our school does its best to be an allergy aware school. Staff have had training in severe allergy management and we have implemented lots of strategies to help keep students at risk of anaphylaxis as safe as we can.

We have many students who live with the risk of anaphylaxis to foods (including peanuts, treenuts, eggs, fish, soy, dairy and sesame) and bee stings. Whilst these children are being taught to care for themselves at an age appropriate level, we ask that you help us **educate your child on the importance of not sharing food with others, washing their hands after eating, and calling out to an adult if they think their friend with allergies is sick.** With increased awareness and understanding of anaphylaxis, we can all help protect those around us.

Please consider the child with food allergies when packing your child's lunch or when sending in food for any occasion. In particular tuna and egg sandwiches should be avoided for younger children as they can be messy to eat tidily. Staff will ask children with foods that are considered a risk to sit together on a mat that can easily be cleaned. All children will be asked to wash their hands after eating.

Students learn about "**How to be a Mate**" to their schoolmates that have allergies. To learn more about anaphylaxis and food allergies, go to [www.allergyfacts.org.au](http://www.allergyfacts.org.au) and [www.allergy.org.au](http://www.allergy.org.au).



## ANIMALS ARE NOT PERMITTED ON SCHOOL PREMISES

Parents are advised that the Schools Education Act 1999 indicates that a person cannot bring any animal on to school premises without permission of the Principal. **"Animals, including pets, are not allowed on school grounds unless they are part of an organised school event, or are an authorised assistance animal."**

Parents please do **NOT** bring your dog onto school grounds when dropping off or picking up your children, whether on a leash or not, nor tie them up to the school gates/entrance ways. Please make every effort to avoid family pets following children to school.

## ASSEMBLIES

Student orientated and conducted assemblies are held in the school undercover area. Dates of assemblies are published on the school's website [calendar](#). Assemblies commence at 8.45am on alternate Thursdays. A list of all students nominated to receive an Honour Certificate at the next Assembly will be announced on the App and the website a week prior to the fortnightly assemblies. Parents and friends are always welcome to attend.

## ATTENDANCE

Punctuality and regular attendance assist in individual and class progress. If it is necessary for a child to be absent, a brief explanation is required. Notification can be given via the Absentee Form on the App, by calling the front office, or by written explanation, with the following information:

- date of absence;
- child's name and class;
- reason for absence.

**Please Note:** The only acceptable excuse for a child missing school is illness or other unavoidable occurrences.

## Planned Absence

Parents are expected to take family vacations during school holidays. Under the Education Act 1999 parents are required to have children attend school each day of term, unless authorised leave has been approved on compassionate grounds. Absences where families choose to remove students from school for periods of time cause significant disruption to the class and teachers concerned. Family holidays are not a legitimate and sanctioned reason for absence.

**Please Note:** All instances of vacation that occur inside school terms are classified as 'unauthorised absence'.

## BEFORE AND AFTER SCHOOL CARE

OSHClub provides an Outside School Hours Care program at Applecross Primary School. OSHClub provide a range of activities for all ages including arts and crafts, games, sports, drama, board games, dress ups, cooking activities and fun social time with friends. On request from parents, children can also participate in Homework Club. The service provides breakfast at Before School Care and afternoon tea at After School care.

An online enrolment form must be completed via [oshclub.com.au](http://oshclub.com.au) prior to your child's first attendance. Once enrolled with OSHClub, you will be required to manage your bookings and cancellations online by logging into your OSHClub account.



## BICYCLES

Please note that the National Safety Council recommend children not ride a bike to school until they are nine (9) or ten (10) years of age. Until this age, children have not developed sufficient peripheral vision for road safety. Children who ride bikes are required by law to wear safety helmets.

**Bicycles must be walked in and out of the school grounds.** There are two secure bike sheds for children who ride to school. Children must park their bicycles neatly in the bike racks provided inside the bike sheds (behind the Library off Kishorn Road entrance and next to the staff carpark off Kintail Road entrance at the front of the school). The bike sheds are locked at 9am and unlocked again at the end of the school day. No responsibility can be taken by the school for removal of, or damage to, bikes.



## BUSES

Transperth buses travel from Kintail Road via Matheson Road to Canning Highway. When coming to school please do not send children on buses before 8.00am as their safety crossing Kintail Road cannot be guaranteed by the presence of the Crosswalk Attendant. The fare is that of a normal bus for children.

## BUSINESS PLAN

Applecross Primary School is a happy and productive place where students, staff and the community work closely together to maintain a vibrant place of learning. We have a strong tradition of high achievement that is actively pursued by all who are involved in the school. The indigenous heritage of the area on which the school stands is recognised and honoured. The school community acknowledges the strong ties to the land and the significant contribution Aboriginal people have made to the area.

Our strategic direction and intent is driven by our underlying culture of Excellence in the Community. Our Motto, Purpose and Values reflect our efforts to provide outstanding educational opportunities for the children and families that choose to become part of the Applecross Community. Our Business Plan documents our strong commitment to delivering these opportunities.

A copy of our three year Business Plan can be downloaded from our website [www.applecrossps.wa.edu.au](http://www.applecrossps.wa.edu.au).

## CALENDAR (See COMMUNICATION FROM THE SCHOOL)



## CAMPS

School camps are run at the discretion of teachers, and parents are informed well in advance so that any costs involved for the camps can be budgeted for by families. We feel camps are beneficial to both the educational and social development of all students.



## CHAPLAIN

Applecross Primary School has a Chaplain, Bec Thomas, who works at the school two days each week. Bec is an important part of our pastoral program and is available to support students, parents and teachers in the following roles:

- Social:** The Chaplain offers strategic support and training to develop leadership and citizenship skills for groups of students.
- Emotional:** Provide pastoral care through conversations with individuals and groups experiencing personal or social difficulties, enabling them to work through their difficulties and adjust to change.
- Spiritual:** Help students to formulate their own beliefs and value systems, and work with staff to incorporate aspects of the core values into the school's programs.
- Mental:** Offer self-esteem and social skill enhancing programs for specific groups of students, enabling them to participate more confidently and effectively.

Our Chaplain also works in classes, attends camps and organises lunchtime activities for students.

## CHARGES AND VOLUNTARY CONTRIBUTIONS

Each year the School Board reviews our school charges and voluntary contributions. The maximum amount parents and carers are asked to pay for voluntary contributions is set in the *School Education Regulations 2000*. Money collected will be used to supplement school expenditure for the core curriculum areas.

While contributions are voluntary, the quality of our teaching and learning programs will be maximised when each family makes its contribution to supplement funding gained from other sources, including the State and Commonwealth Governments. Our School Charges and Voluntary Contributions Schedule is available on our website and is sent home in Term 4 each year/on enrolment. This schedule indicates a breakdown of the **estimated charges** for your child's participation in anticipated class and school activities during the year.

Your financial support will be greatly appreciated, and we are hopeful for an excellent response from all families.

### Payment can be made by:

Direct deposit via bank transfer (school account details below); credit card (over the phone or in the School Office); or cash.

## Bank Account Details

**ANZ, BSB 016 267, ACCOUNT 3408 67399**

**Please include your FAMILY NAME and ROOM NUMBER as reference, and then email the details of what the payment is for to [applecross.ps@education.wa.edu.au](mailto:applecross.ps@education.wa.edu.au).**

## Charges for Incursions and Excursions

An upfront payment for classroom or whole school incursions/excursions is requested at the start of the year. **Pay as You Go** costs for other events eg Edu-Dance, In-Term Swimming, Choir festivals, sporting events etc (as set out in the Schedule of School Charges and Voluntary Contributions) will be requested as these events take place through the year. Student participation is conditional on consent forms and payment being received (before advised deadline). Parents can opt to pay the total maximum estimated costs for the year per child per year level, as indicated on the Schedule.

## Refunds of Extra Cost Optional Components

In the event of your child being sick or absent on the day of an event and payment has been made, a refund will be automatically allocated to your child's unallocated credit on our RM Billing system. This can then be used towards another event or you can request a refund at any time. **Charges for bus hire on excursions are non-refundable** and this portion will be deducted per event from your total charge.

Please come in to the School Office, or email the school on [applecross.ps@education.wa.edu.au](mailto:applecross.ps@education.wa.edu.au) to request a refund. All refunds will be paid via electronic funds transfer (EFT) to your nominated bank.

## Balance of Unallocated Credit

Payments are processed and receipted for each individual student on our system as events occur through the year. Students often have a credit balance that is unallocated or surplus. When your child leaves the school this surplus can be transferred to a sibling, donated to the school, refunded by EFT into your nominated bank account, or any unused portion of your child's school voluntary contribution can be transferred to another State Public School upon request.

## CLASSROOM PLACEMENTS

Class placement is a confidential process undertaken by teachers making the best possible decision for the children in their care.

Applecross Primary School has a very professional and highly experienced staff who access a broad range of appropriate learning programs to address the curriculum and social requirements of all students. As such, class placements are primarily based on the professional judgment of the child's educational needs. Issues of gender balance, a range of ability, behaviour and student numbers are also factors considered in the final composition of classes. Classes are not to be streamed. No class should have a disproportionate share of high or low achieving children or children with performance related issues. Where children obviously do not get on together, separation is considered. The child's social network will be considered if, in the teacher's opinion, academic performance may be affected.

Parent input regarding their child's educational needs will be considered, however this will not include requests in relation to the choice of teacher. Parents have the opportunity to make the school aware of their child's educational needs that may be considered by teachers. Parents wishing to make such requests are requested to put them in writing to their child's class teacher when advised that the process is underway. Please do not write directly to the principal or deputy principals with information. The principal has the discretion to place children where most appropriate.

## COMMUNICATION FROM THE SCHOOL

The school has many ways of sharing what is happening at school with our families.



## SKOOLBAG APP

The Skoolbag App is the most reliable way to stay up to date with school life as this is our main channel of communicating with you. We ask all parents to install the App to ensure that all alerts (including advice on events that may have to be cancelled or postponed) are received instantly. The App is frequently updated with bug fixes and improvements, so we recommend enabling automatic updates.

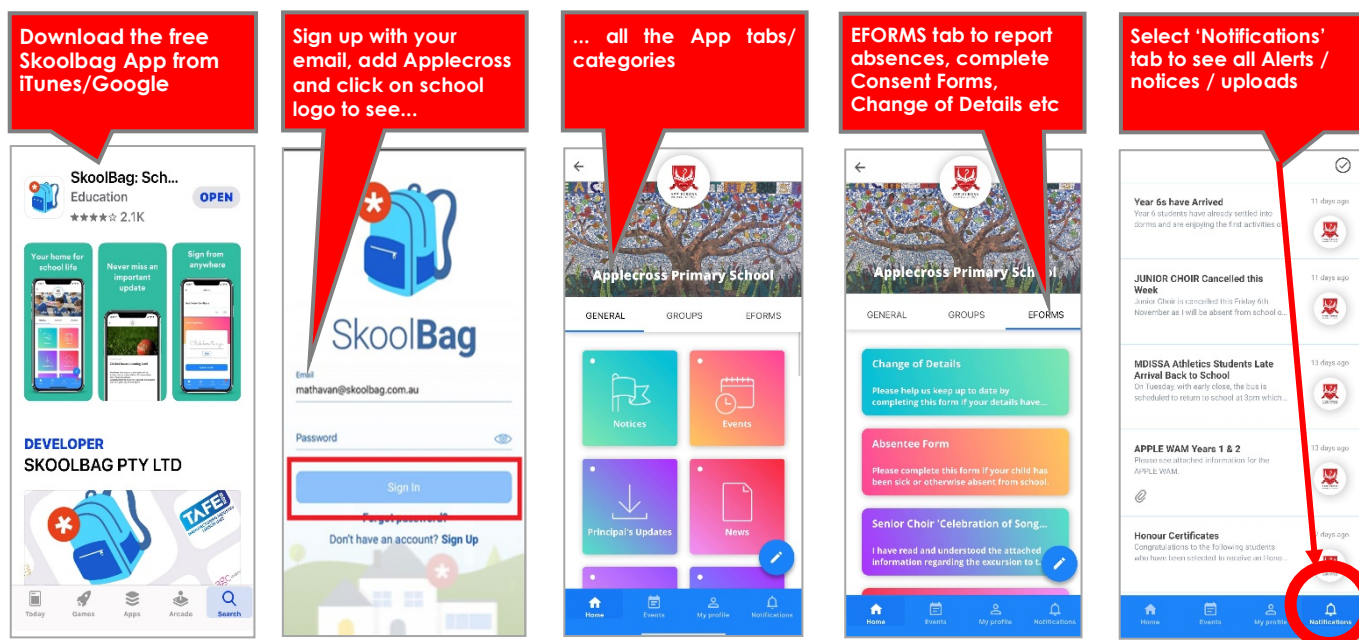
News and photographs of past and future events, incursion/excursion information, parent permission and payment forms (eForms) etc are posted on the App.

Additionally, the App allows parents to advise the school if a child is absent, update contact details and, where possible, return an 'eForm' - consent form - via your mobile device.

The names of those students nominated to receive an Honour Certificate at our Assembly are published on both the website and the Skoolbag App one week prior to the fortnightly Thursday morning Assembly.



Please follow these instructions to download the App, to ensure that you receive ALL communications from us.



### Skoolbag App Tips:

- Take a quick tour of the app to see what it looks like by just clicking on the "Quick Tour".
- After taking a "Quick tour" of the app, enter your email address and choose a password and Click on > **Sign In**;
- After confirming your email address and your password and Click on > **Next**;
- Enter your full name select if you are a parent or teacher etc. Afterwards, Click on > **Sign up**;
- Follow the prompt to check your email and confirm your account;
- Confirm your Registration - **Please check your emails to find the confirmation link**. If it didn't work, check out this article on [SkoolBag app Account Login Troubleshooting](#). (It is possible to change your email address or username at any time. Click [here](#) for more support)

## WEBSITE [www.applecrossps.wa.edu.au](http://www.applecrossps.wa.edu.au)

Our website houses school organisation and procedures information, including our school policies, handbooks, enrolment information and application forms for new families, school activities Calendar of upcoming events, information on our School Board and P&C Association as well as useful links for both parents and students.



## CALENDAR

Please see the school [CALENDAR](#) under the [School Activities](#) tab on our website for events and term dates scheduled for the rest of the year.

Information and Parent Consent Form / Parent Permission and Payment forms that are sent home (and uploaded on the Skoolbag App) can also be found and downloaded from the Calendar (as these become available) by clicking on the event.

## CONNECT

**CONNECT** is an integrated online environment developed by the Department of Education WA for staff, students and parents in public schools. **CONNECT** is totally free and, because it is provided by the Department of Education, very safe. As well as being able to log in to **CONNECT** on any internet-enabled device, you may also receive notices from **CONNECT** that will be sent to you as either an email or a notification on your phone. Parents are given their own secure login to **CONNECT**. If you have multiple children you only need one login – even if your children attend different public schools.

Pre Primary to Year 6 reports are distributed via this secure online platform. If both parents would like to have access to student reports, please provide a separate email for each parent. **CONNECT** is also used by teachers to create online classes and groups to distribute notices to students and parents. Students use their school login and are shown how to use this safely in class.

**Please ensure that the school office has your updated email address.**



## COMMUNICATION WITH THE SCHOOL

An essential component of our school culture is the fostering of sound home/school relationships. In some cases, parents discuss what they feel are problems with other parents and choose not to notify the school. No problem can be solved if the school is not aware of it.

Meetings to discuss student progress or problems can be instigated by parents or teachers and are best organised in advance, for before or after school, or in teachers *Duties Other Than Teaching* (DOTT) time. Contact with your child's teacher can be made by emailing the school [applecross.ps@education.wa.edu.au](mailto:applecross.ps@education.wa.edu.au), or by leaving a message for them with the office **6274 1850**. If the concern is not resolved, parents or community members may choose to raise their concern formally through the process outlined in our "Raising a Concern with Us" Policy and Procedure document available from the 'Parent Info' – 'School Policies' tab on our website.

## COMMUNITY USE OF SCHOOL FACILITIES (see Policies)

Applecross Primary School prides itself on being an integral part of the Applecross community. As such there are legitimate occasions where community groups will require a suitable venue in which to offer their services to members of the school community and also the wider Applecross community. It is reasonable to assume that the facilities of Applecross Primary School may suit the requirements of such groups and that it is incumbent on the leadership of the school to consider any requests for the use of specific facilities that suit their requirements.

***It is government policy that school facilities and resources are made available for community use. Applications must be approved by the principal and formalised by an agreement signed by the principal and a representative of the user group – Community Use of School Facilities and resources in Public Schools, November 2008***

In the case of Applecross Primary School, the principal may choose to seek the advice of the School Board where an application could result in community concern. In these cases, the principal is not bound by the Boards' advice but should take this into account when making a decision on an application for the use of school facilities.

Our 'Community Use of School Facilities' Policy can be found on our Website under 'Parent Info' – 'School Policies'.

## CONFIDENTIAL DECLARATION FORM

The Confidential Declaration Form is for persons who are not Department of Education employees, but who require access to a school and who will be with or near the students, for example parents and volunteers assisting with students at schools or on excursions. A Confidential Declaration Form can be obtained from the school office, the school [website](#), or your child's teacher.

## CURRICULUM

Educational programs are designed and delivered to meet the needs of our students. Teachers plan lessons to teach the content and skills of The Western Australian Curriculum. Pre Primary to Year 6 has eight learning areas, seven general capabilities and three cross curricular priorities. Kindergarten has curriculum guidelines in line with the Early Years Learning Framework.

At Applecross Primary we have a whole school approach to the delivery of the Curriculum. This is achieved through the use of documentation provided by the School Curriculum and Standards Authority; the Authority's materials and resources support our teachers in their work. We have developed our own Scope and Sequence documents to assist us with this whole school approach to implementing the Western Australian Curriculum. We aim to establish a culture focussed on inquiry and cooperative learning that provides experiences for children to develop skills including resilience, problem solving, creative and critical thinking skills. Students have the opportunity to extend and enrich their learning through a range of extra and cross curricular programs. The school's long and short-term targets, initiatives and priorities are defined in more detail in the school's business and operational planning documentation. Documented plans are prepared for students at educational risk and shared with parents.



## Specialist Programs

Applecross Primary School offers specialist programs in **Art** (Years 1-6), **Music** (Years 1-6), **French** (Years 3 to 6), **HASS** (Years 1 and 2), and **PhysEd** (Pre Primary to Year 6).

## DENTAL HEALTH SERVICE

The School Dental Service (SDS) provides free dental care to students from the age of 5 (to 16) who attend a Department of Education recognised school. The **Mount Henry Dental Clinic** in Como is the SDS for Applecross Primary School. There are no charges for inspection and simple level of operations, however we must have a consent form from parents before children can participate. Parents are responsible for transporting children to and from the clinic. All enquiries should be directed to the Dental Clinic on **9313 0552**.

## EMAIL

Applecross.ps@education.wa.edu.au

## EMERGENCIES

Whole school emergency alerts will be sent out on the School App where possible. Every attempt will be made to contact parents in the event of an emergency regarding their child, however parents are requested to ensure that the emergency address and mobile numbers registered on their child's Enrolment Form is up to date. If this is done, unnecessary delays for medical attention will be averted. Working parents are requested to keep the school informed of their employment address and contact number. **It can be necessary for the school to call for an ambulance to attend to your child in an emergency. Please ensure that you have sufficient cover for this.**

## ENROLMENT

All enrolments are carried out in the School Office. Applications are not complete until proof of residential address (signed lease agreement or utilities bill), Birth Certificate or Extract of Birth Entry, Passport and Visa (if applicable) and Australian Immunisation Register (AIR) Immunisation History Statement have been sighted at the school office. Children must be enrolled under their legal surname (ie the name on their birth certificate) or, if changed, the deed poll must be sighted. Further information and Enrolment Forms can be found under the **'PARENT INFO' – 'ENROLLING YOUR CHILD'** tab on our school website.

Applecross Primary School has been gazetted as a local intake school. This means that places are available for Pre Primary to Year 6 children residing [within our gazetted boundaries](#). Of course, should there be vacancies, every consideration will be given to enrolling out of area students. Each case will be considered on its merits. For further information, please contact the school office on **6274 1850**.

Kindy students must have an AIR Immunisation History Statement from the AIR that is 'up to date' and not more than two months old when applying to enrol your child; or an AIR Immunisation History Form that shows a catch up schedule and is not more than six months old; or a valid immunisation certificate issued by the Chief Health Officer.

Immunisations are expected to be 'up to date' upon entry to Pre Primary and above. These include measles, mumps, rubella, polio, whooping cough, diphtheria and tetanus. Further information on obtaining the necessary Immunisation History Statement can be found under 'Immunisations'. For further information see ['Immunisation'](#) on next page.

## EMERGENCY / EVACUATION PLANS

School Emergency and Critical Incident Management Plans are regularly updated to ensure that procedures for a speedy evacuation or lockdown of the buildings in the event of a critical threat, fire or similar emergency situation are in place.

## HEAD LICE

Unfortunately, we do have outbreaks of head lice in the school. Parents are urged to carefully check their children's hair for lice at least weekly. If lice are found, parents can obtain appropriate treatment from the chemist and are asked to advise the school immediately. Children may return to school after appropriate treatment. Long hair should be tied back.

A useful fact sheet from the Health Department can be found at [https://healthywa.wa.gov.au/Articles/F\\_I/Head-lice](https://healthywa.wa.gov.au/Articles/F_I/Head-lice).

## HEALTH CARE PLANS

Parents are required to notify the school **as early as possible**, when a child has a medical condition eg allergies (from mild to anaphylaxis), diabetes, epilepsy, asthma, seizures etc, to ensure that your child receives the appropriate medical attention and support should the need arise.

Please:

- complete and return any health care forms the school may require **as soon as possible**,
- provide us with any individualised Action Plan eg Anaphylaxis Plan, Minor to Moderate Allergy Plan, Asthma Plan, as well as any preventative strategies that can be put in place, and
- supply the necessary medication eg epipen, antihistamines, asthma medication etc, and ensure it is clearly labelled.
- be clear about which foods, insect bites or stings, or other allergens that trigger an allergic reaction in your child.
- check and record expiry dates of all medications, and replace prior to expiry.
- provide the child with a lunchbox of safe food that is clearly labelled and remind them not to swap/ share food with friends.

Further information on the administration of medication at school can be found under [Medication](#).

## HOMEWORK

The setting of homework for primary students is the responsibility of the classroom teacher who is aware of the individual needs of the children in their charge. Parents are advised to contact the classroom teacher early in the year if homework is causing concern. A [Homework Policy](#), developed by the School Board, is available on our website and discussed at parent meetings.

## ICT

At Applecross Primary we recognise that student and staff access to the Internet is a valuable resource in the location and manipulation of information. Access to the internet is provided at school to support student learning and is governed by our student Code of Conduct which we are pleased to report they respect and understand. The Code is an essential tool for guiding their behaviours and understandings of appropriate online conduct.

The school's BYOD (iPad) program, which begins in Year 4, is consistent with our Business Plan; students are exposed to an enquiry based approach that encourages them to investigate, design, produce, evaluate and collaborate across curricula areas through the use of iPads.

Critical to the success of our 1:1 Bring Your Own Device Program is the pedagogy used to support an environment that accommodates diverse student needs. We acknowledge that the successful implementation of any technology program is reliant on quality professional learning linked to the Australian Professional Standards for Teachers. We continue to ensure that the implementation of BYOD iPads will provide a strong focus on pedagogy first, technology second. Information on the BYOD program can be found on our website under the 'CURRICULUM' – 'TECHNOLOGIES'

## IMMUNISATION

Children enrolling in Kindergarten must be up to date with all the scheduled immunisations for their age to be able to attend school. You will need to show your child's Australian Immunisation Register (AIR) Immunisation History Statement as proof of immunisation.



Immunisations are expected to be 'up to date' upon entry to Pre Primary and above. These include measles, mumps, rubella, polio, whooping cough, diphtheria and tetanus. To ensure the immunisation record presented to school is up to date, parents should obtain a current copy of the Immunisation History Statement prior to enrolment. Parents can request an Immunisation History Statement at any time by:

- Phoning the AIR enquiries line on 1800 653 809 (free call from landline);
- Accessing their Medicare online account through myGov (<https://my.gov.au/>);
- Using the Express Plus Medicare mobile app: ([www.humanservices.gov.au/customer/services/express-plus-mobile-apps#medicare](http://www.humanservices.gov.au/customer/services/express-plus-mobile-apps#medicare)); or
- Visiting their local community health centre.

## INFECTIOUS DISEASES – Exclusion from School

Many childhood infectious diseases require students/staff to be excluded from school for a recommended period of time. Below is a list of communicable diseases indicating whether or not exclusion is required and, if so, the periods of exclusion for contacts and cases with infectious diseases.

Condition	Exclusion
Chickenpox	Exclude until all vesicles have crusted, approximately 5 days
Conjunctivitis	Exclude until discharge from eyes has ceased
Diarrhoea	Exclude until diarrhoea has ceased for 24 hours. For high risk groups (hew, food handler, child care staff) exclude for 48 hours after symptoms cease
Hand, Foot and Mouth disease	Exclude until vesicles have crusted/dry
Hepatitis A	Exclude until 14 days after onset of illness or 7 days after jaundice appears
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.
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
Measles	Exclude for 4 days after the onset of rash
Meningococcal infection	Exclude until after treatment completed
Molluscum contagiosum	Do not exclude
Mumps	2 days prior, to 5 days after parotitis (swollen salivary glands)
Parvovirus (B19 erythema infectiosum, fifth disease)	Exclusion not necessary
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
Rubella (german measles)	Exclude for 4 days after onset of rash
Streptococcal infection (including scarlet fever)	Exclude until person has received antibiotic for 24 hours
Whooping cough	Exclude until 5 days after an appropriate antibiotic treatment or for 21 days from the onset of coughing
Worms (intestinal)	Exclude until diarrhoea has ceased

## INSURANCE

The Department of Education carries no insurance for students both at school and when participating in educational activities away from the school site (except for excursions involving an overnight stay). It is the responsibility of parents to ensure that their children are adequately covered by insurance for accidents that are not caused through defects or negligence on the part of an employee of the Department.

## KISS AND DRIVE (see Parking)

## LATE ARRIVAL

If your child is late for school, kindly report to the School Office to sign them in and get a late arrival card for your child to hand to their teacher.

## LEAVE PASS DURING SCHOOL HOURS

Permission to leave the school grounds will not be generally granted unless written advice has been received from a parent. In the event of illness or accidents at school, parents will be contacted to care for their child.

Parents taking students to appointments during the day must visit the office, sign their child out and then present the official leave pass to their child's teacher. When returning children to school, parents then sign their child back in at the office. Teachers will not release students during lesson times unless they receive official notification from the school office. This cannot be done in advance.

## LIBRARY

Please encourage your child to become a regular Library user as this will have a big influence on the child's all-round educational development. Books borrowed may be kept for two weeks but children should change them as soon as they have read them to support the development of regular reading habits. To protect their library books, all children are required to carry them to and from school in a waterproof bag. These are available for a small charge from the Uniform Shop. Please give your child a protective carry bag until a waterproof library bag is obtained so that books are protected from drinks, fruit etc carried in school bags.

Parents can assist the school by checking on the books brought home and ensuring their prompt return in good order. Damaged or lost books will have to be replaced at the parents' expense. Please ensure that all books are returned before a child transfers from the school.

Parents are welcome if they wish to drop in to the Library and anyone interested in volunteering for Library duty should contact the Library Officer via the office on **6274 1850**. Help is always needed and much appreciated.

## LOCAL INTAKE AREA

Applecross Primary School has been gazetted as a local intake school. This means that places are available for Pre Primary to Year 6 children residing [within our gazetted boundaries](#). Of course, should there be vacancies, every consideration will be given to enrolling out of area students. Each case will be considered on its merits. For further information, please contact the school office on **6274 1850**.

## LOST PROPERTY and Marking of ALL Personal Property

A collection of lost property items can be found in the breezeway between Rooms 14 and 15. Much time is lost in attempts to trace owners of lost property. Please ensure that names are clearly marked on all items of personal property, including every item of clothing, books etc. The school cannot accept responsibility for losses.

At the end of each term lost property items will be cleared by forwarding the unclaimed items (including school uniform items) to a worthwhile charity. No responsibility can be taken by the school for damage or theft of items such as personal sporting equipment, special toys etc that children bring to school. For this reason, children are requested to leave these personal items at home.

## LUNCHES

A healthy packed lunch box provides children with the sustenance to concentrate and engage in a busy day at school. Fruit is recommended for a quick snack for morning recess. There are many websites with ideas for healthy lunchbox ideas. An icepack in the lunchbox during warmer weather is a good idea. Please be aware of our **Nut and Soy Minimisation Guidelines** and **Healthy Eating Guidelines** (available on the school's website).

Eating Recess and Lunch at school is a social occasion, sitting with friends. It is also an opportunity to consider how we manage waste – what can be recycled, what can be reused, can we reduce waste? Ensure any containers are manageable by the child and clearly labelled with their name.

## MEDIA CONSENT

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. Images of students are published online on our school app, school website, in school brochures/handbooks, to recognise student work, inform parents school matters, and to publicise events. From time to time we may also be asked to contribute to Department of Education materials such as educational videos and the School Matters newspaper. Permission of parents/caregivers for the use of images is sought at the time of enrolment.

## MEDICATION

**Parents are obliged to advise the school if their child has a medical problem.**

**Long term medication and/or support:** If your child suffers from a medical condition requiring support and/or medication during school hours eg allergies (from mild to anaphylaxis), diabetes, epilepsy, asthma, seizures etc you are required to complete the necessary medical forms for your child (updated annually), and provide the necessary medication (if required). Based on the information given, processes will be established for safe storage, recording and administration of the medication. The information is used to ensure your child receives the appropriate medical attention should the need arise. A list of students with specific medical needs is available to all staff and medication and emergency care plans are taken on excursions in the event of a medical emergency away from the school.

**Parents need to ensure that medication stored at school has not exceeded the expiry date. This is the parent or guardian's responsibility.**

**Short term medication:** Some students require medication during school hours following an illness or injury. Schools require medical authorisation to administer any medication to students (including over-the-counter medications such as paracetamol or alternative medicines). If this is required, kindly complete the appropriate Administration of Medication Plan which can be obtained from the School Office, or downloaded from our website. It is the responsibility of the parent/child to collect medicines at the end of the day.

## MOBILE PHONES

All public schools are required to ban the use of mobile phones for students from the time they arrive at school until the end of the school day – including before school and at break times. **The ban restricts the use of mobile phones, smart watches, earbuds, tablets and headphones unless students are under the instruction of a staff member.** Students from Kindergarten to Year 6 are not permitted to have mobile phones in their possession during the school day.

Exemptions to the policy will be made for students with special circumstances, for example where a student needs to monitor a health condition, when under the direct instruction of a teacher for educational purposes, or with teacher permission for a specified purpose.

## MUSIC TUITION

The school is fortunate to have the services of four teachers from the Department of Education's Instrumental Music School Services (IMSS). Clarinet and guitar are taught to students in Years 5 and 6. Students are selected in Year 4 based on musical aptitude, attitude and suitability for the instrument.

This is a two-year program conducted by IMSS which should lead to the playing of music in high school. Clarinets are hired in the first year but must be purchased in the second year. This is a brilliant program with marvellous opportunities and results for those who practise. Consequently, it should be undertaken only if the student is prepared to put music first and occasionally miss other school events.

An additional IMSS string program is also offered to students commencing in Year 3 (violin) and Year 4 (cello). Again, this is based on an aptitude test conducted in Year 2 and Year 3. Tuition continues through to the end of Year 6. Once a student has begun tuition in any instrument, there is no possibility of a student being able to change instruments, eg if violin is taken in Year 3 the student cannot change to another instrument in Year 6. It is also expected that students will perform in the appropriate ensemble for their instrument, ie Applecross Primary School String / Applecross Senior High School String/Guitar Ensemble or Applecross Senior High School Junior Concert Band.



## P&C (PARENTS AND CITIZENS ASSOCIATION)

The P&C Association is the representative body of the parents of all children who attend Applecross Primary School, particularly in the liaison between families and the school and the Department of Education on all major issues which affect the school. Whilst the Association seeks to represent the parent body as a whole, it does not wish to prevent any contact between individual families and the school or any of its staff on particular matters specifically concerning your children. Parents are encouraged to deal directly with the principal or teachers on those issues.

The P&C is a properly constituted and incorporated association with a constitution based on the model recommended by WACSSO (Western Australian Council of State School Associations) with whom all P&C Associations are affiliated.

In the long history of the school, the vast majority of major developments have been brought about by parents working with staff for the benefit of the school, whether in relation to facilities or opportunities for students. In fact, the school was formed in 1905 only after agitation by local parents for the establishment of a primary school in Applecross.

Membership of the Association is open to all parents for the princely sum of \$1.00 per year. Meetings are held in the evenings approximately twice a term at the school and are well published in all school materials. Even if you are not a financial member you are welcome to come to any meeting. You can also read the Constitution or the [Minutes of our Meetings](#) at any time.

The Association is the controlling body of the many interests and associated groups of the school including the Uniform Shop, Canteen and Fundraising Committees. Your assistance in joining any of these groups is appreciated and results in a great deal of personal satisfaction, providing a positive contribution to the time your children spend at Applecross Primary School.

The Association is also the group which coordinates fundraising activities for the school. These activities usually consist of a range of events and promotions throughout the school year. In our experience, involvement in all of these activities is extremely rewarding personally and produces a friendly environment for all of our children. As in the past, the development of the school, both in terms of the construction of facilities and the provision of an education to our children which is the equal to any in Western Australia, is greatly assisted by the contribution of interested and energetic parents and a vital P&C Association.

The Association looks forward to welcoming all parents to any of its meetings and invites you to become a part of its activities. Contact details of [current committee members](#) and [classroom parent representatives](#) are published on the school's App and Website. Information about social and fundraising events are also published on the school's App, on the school's [website](#) ([www.applecrossps.wa.edu.au](http://www.applecrossps.wa.edu.au)) and the P&C Association's own [Facebook](#) page.

## P&C CLASS PARENT REPRESENTATIVES

A system where parents volunteer to liaise between the home and school has been operating successfully for some time. Details of the Class Parent initiative and the selection process will be included in agendas at the start of the school year class meetings.

Class Parents liaise with the P&C Association. Please note that classroom family contact details given to the Class Parents at the start of the year are not recorded by the school. Additional information on the role of the P&C Class Parent Representative is available on the Skoolbag App and our website.

## PARENT CONTACT INFORMATION

**PLEASE ENSURE THAT THE SCHOOL IS KEPT INFORMED OF ANY CHANGE OF ADDRESS, PARENT EMAIL ADDRESS, TELEPHONE NUMBERS, FAMILY DOCTOR, EMERGENCY CONTACTS, PLACE OF EMPLOYMENT, CHILDREN'S ALLERGIES ETC.**

During the course of a student's enrolment at Applecross Primary School, changes may well occur to the information originally placed on Enrolment Forms. It is important that you **advise the school as soon as possible of any changes of address, telephone number, emergency contacts or medical details**. There have been a number of instances in past years when urgent contact with parents could not be made due to incorrect or out-dated information on our school records. Your continued cooperation and consideration in this area will help to ensure that your child's welfare will receive the highest priority, especially in times of emergency.

## PARENT INVOLVEMENT

Your involvement in the school means a lot to your child. Parents are encouraged to help in class, and across the school with P&C and whole school events. Requests for help will be circulated by Class Parent Representatives and announced on the App. Further information on joining the school P&C Association is available on under the P&C info in this Handbook and on our school website under 'PARTNERSHIPS' – P&C'.

All family members (eg grandparents, aunts, uncles) are welcome to help out. A [Confidential Declaration](#) must be completed by all parents and volunteers assisting with students at school or on excursions. Copies are available from the school office, school [website](#), or your child's class teacher.

## PARKING and KISS AND DRIVE

A Kiss and Drive is provided in Glenelg Street for the purpose of setting down and picking up children only. This is clearly signposted. It is anticipated that parents will respect the school's request to encourage vehicle parking around the school on the school boundary side only. Parents may also park in the St George's Church car park.

Parents/carers using the Kiss and Drive are to complete an anticlockwise lap of the school if their child is not waiting to be collected when they reach the head of the Kiss and Drive queue. This will keep the cars flowing and ensures the Kiss and Drive is a "quick drive through." The anticlockwise flow of traffic around the school for pick up and set down will enhance student safety. **Under no circumstances should double or triple row parking be attempted.**

**The staff car park is for the use of STAFF ONLY.** Parents, please take our School Traffic Management instructions seriously - they are literally a matter of life and death for children! **Please note that vehicles are not to be driven into the school grounds unless for after-hours meetings.**

**NB:** The traffic policy of 40km/h around schools between 7.30am to 9.00am and 2.30pm to 4.00pm compliments the rules that have been outlined above. The school driveway and staff parking area are out of bounds for anybody who is not employed by the Department of Education. **Parents are requested not to turn into the drive as this creates a safety hazard which could lead to a serious accident.**

## Angled Parking in Kishorn Road

The Kindergarten and Pre Primary operate from Kishorn Road. There are angled car bays along the verge in Kishorn Road and we ask Kindy and Pre Primary parents to use these bays, walk children in to the Early Childhood Centre and pass the duty of care to the teacher. Motorists using the Kishorn Road parking bays are to please note the following requests:

- Travel in an anticlockwise direction around the school.
- **Return promptly to your car once you have dropped your child off, so that others can use the car bay after you.**
- Avoid parking in the "disabled bay".
- Only use the designated car parks.

These simple steps will greatly increase the safety for all cyclists and motorists in this part of the school. Thank you for your cooperation.

## PEAC - PRIMARY EXTENSION AND CHALLENGE

Primary Extension and Challenge (PEAC) is a centrally supported supplementary part-time program for public school children in Year 5 and Year 6. Children are tested in Year 4 for eligibility, although classroom teachers have the final say as to whether children attend PEAC. The school does offer enrichment classes in various learning areas from time to time. It must be stated that teachers do, and always have, extended children as part of their normal class instruction. To do otherwise is to treat the class as a bland median group rather than as individuals.

However, to cater for the top 3% - 5% of talented children revealed by specific Language, Maths and Problem Solving tests, there is a District PEAC Centre at Bull Creek Primary School, Hardy Street, Bull Creek (Phone 9310 8553). Children are withdrawn from regular class to attend PEAC programs and transportation must be organised by the parent.

## PHYSICAL EDUCATION

Physical Education is a compulsory subject. Under Department of Education Policy, all students are to have a minimum of two hours per week of physical activity. At Applecross Primary this typically includes morning fitness, one skill lesson and sport (from Years 3 to 6). A wide range of sporting activities are programmed during the course of the year. All students are expected to participate in Physical Education skill lessons and faction sport, where relevant. The school has a 'no sun safe hat, no play' policy, endorsed by the School Board. During Physical Education activities students are to wear appropriate clothing including a sun safe hat.

Generally, children who are too sick to take part in Physical Education are too sick to be at school. Children who wish to be excused from Physical Education must bring a note signed by a parent or guardian. A medical certificate must accompany any request for permanent or long term exclusion. Upon enrolment children are placed in one of our four factions:



**Freeman House: BLUE (Common Dampiera)**

**Named after 400m Olympic gold medallist Cathy Freeman**



**Strickland House: RED (Scarlett Runner)**

**Named after champion sprinter Shirley Strickland**



**Elliott House: GOLD (Firewood Banksia)**

**Named after 1500m Olympic gold medal runner Herb Elliott**



**Fearnley House: GREEN (Kangaroo Paw)**

**Named after Paralympic champion Kurt Fearnley**

Children new to the school will be advised of their faction house shortly after arrival. Students remain in the same faction house from year to year. All members of a family are placed in the same house.

## PICK-UP AND DROP-OFF (see PARKING and KISS AND DRIVE)

If you collect your child by car, please make sure you clearly establish exactly where you will pick your child up and please always be on time. Parking is a problem around the school and parents are asked to be patient and courteous to other road users and students. A 40km/h limit applies around the school in the mornings and afternoons on school days. Please read the information under the 'Parking and Kiss and Drive' section in this Handbook for further information on our traffic management procedures. See 'School Hours' for open/close/early close/lunch/recess times.

## POLICIES

School Policies can be found on our Website under the 'PARENT INFO' – 'SCHOOL POLICIES' tab:

## PROTECTIVE BEHAVIOURS

By teaching protective behaviours with our children, we will be helping to develop lifelong skills of assertiveness, self-confidence, problem solving, communication, resilience and seeking help.

The protective behaviours program is based on two themes:

- **We all have the right to feel safe at all times**
- **We can talk with someone about anything, no matter what it is**

Protective Behaviours is a life skills program which teaches students to:-

- **Identify and deal with potentially unsafe situations.**
- **Develop practical skills to help keep themselves feeling safe.**
- **Recognise their own personal early warning signs when they are not feeling safe.**
- **Develop a close network of people with whom they can talk to when not feeling safe.**
- **Develop assertiveness together with communication, relations and problem solving skills.**

Information will be shared at parent information sessions and electronically with parents.



## REPORTING TO PARENTS

The reporting methods for the school will be as follows:

**TERM 1** Class Meeting

**TERM 2** Report available via Connect

**TERM 4** Report available via Connect

A reflection of children's work will go home throughout the course of the year to illustrate progress across the range of learning areas. Parents are welcome to make an appointment with their child's teacher to discuss any issue at a time convenient to both.

## SCHOOL BOARD

The purpose of our School Board is to provide parents and the wider community an opportunity to take part in the shaping and monitoring of the school's objectives, priorities and general policy directions. Parent Representative Members form the majority of the Board. All parents will be advised when nominations are invited to fill Board vacancies. The Board meets once a term and other times as deemed necessary. A fortnight's notice is given of the School Board Annual Open Meeting which generally occurs in the second term. Information on the Board and your [School Board Representatives](#) can be found on the website and the App.

In essence, the role of The School Board is one of setting the long term future for the school and maintaining oversight (not management) of the school's operation. It is about providing additional expertise to help the school achieve the best outcomes for the students.

A copy of our Business Plan can be obtained from our website, [www.applecrossps.wa.edu.au](http://www.applecrossps.wa.edu.au).

## SCHOOL EMAIL ADDRESS

We have a school email address for all official communication with the school, including for contact with individual teachers. Email us at [applecross.ps@education.wa.edu.au](mailto:applecross.ps@education.wa.edu.au) with any queries or requests for interviews with staff members etc.

## SCHOOL HOURS

YEAR	Monday, Wednesday, Thursday, Friday	Tuesday Early Close
KINDY	8.45am – 2.50pm	8.30am – 2.35pm
PRE PRIMARY to YEAR 6	8.45am – 3.05pm	8.45am – 2.35pm
<b>Classes Commence:</b>	8:45am	8:45am
<b>Morning Recess:</b>	10:45 - 11:05am	10:45 - 11:05am
<b>Lunch:</b>	12:35 - 1:15pm	12:35 - 1:15pm
<b>Dismissed:</b>	3:05pm	<b>2:35pm</b>

### Pre Primary to Year 6 Students

Staff are busy about the school before the first siren sounds at 8:45am. Prior to that time, adequate supervision of children cannot be reasonably guaranteed, so parents are asked to be aware of this and not allow children to arrive at school prior to 8:30am. Where children do arrive before this time, they are to remain seated on the veranda outside classes until 8:30am. The playground is out of bounds and sport equipment is not to be used before school.

### Kindergarten and Pre Primary Students

Kindergarten and Pre Primary children are not to be left unattended before school commences and must be collected promptly at the conclusion of each day. No child will be permitted to leave unaccompanied or with a person other than the legal guardian unless written permission is given, or the teacher is notified accordingly. Kindergarten groups attend a five day fortnight. Days and times are provided to parents on a custom made calendar at the Parent Information session prior to the start of the year. Further information specific to Kindy and Pre Primary students can be found in the Kindy and Pre Primary Information Booklet under the 'Parent Info' tab on our website [applecrossps.wa.edu.au](http://applecrossps.wa.edu.au).

## SCHOOL NURSE

A Community Health Nurse will visit our school to carry out periodic medical checks on children in Pre Primary and Year 6 throughout the school year. If your child has any particular problem, you will be notified. We are able to contact the nurse on your behalf for information regarding child development following on from the Community Nurse Services used for 0-4 aged children.

## SCHOOL PSYCHOLOGIST

A School Psychologist is available to the school. Referrals are usually made through the principal or deputy principal following discussions with class teachers and/or parents. Parental permission is always required prior to Psychologist contact with students or the commencement of any individual testing procedures.

## SCHOOL RULES AND EXPECTATIONS

We believe that the students, staff and parents have the right to work together in a safe and caring environment, showing courtesy, cooperation and consideration towards others. Our positive student behaviour procedures are framed around the belief that student behaviour is predominantly positive, self-regulatory and that good behaviour needs to be reinforced and acknowledged. We believe that behaviour management is a joint responsibility of all members of our school community.

We also believe that in the context of positive student behaviour, inclusivity principles will ultimately require us to consider the specific and individual needs of some members of our student population. Our school values underlay everything that we do and are an integral part of our efforts to model positive behaviour. These values promote inclusivity of all of our students. Our 'Developing Positive Student Behaviour' Policy can be found on our Website under the 'Parent Info' – 'School Policies' tab.

## SCHOOL SECURITY

The school is connected to the Department of Education's central security system. This ensures that all the internal areas of the building are under surveillance at all times when it is not occupied. We have a beautiful school that can be kept that way if it is not vandalised. Please do your bit to protect and look after our school. **If you see any form of vandalism taking place, please report it by calling Ed Security on 9264 4632 or 9264 4771.**

## SMOKE FREE ZONE

Parents are advised that no smoking is permitted within any Government school grounds or Department of Education building. This directive from the Department of Education recognises its obligations under the Occupational Health, Safety and Welfare Act, 1987. We thank parents for their continued cooperation with this health issue.

## SUN SMART POLICY

Applecross Primary School has a Sun Smart Policy that requires all students to wear sun protective clothing when outdoors. There are large containers of sunscreen available in classrooms, however it is a good idea to send your child to school with sunscreen already applied.

It is essential that children wear hats when they are playing outside. The school policy is 'no sun-safe hat' then 'no playground' – children will be asked to play in the undercover area or on the veranda of the school. Hats are worn throughout the entire school year.

## SWIMMING LESSONS

The Department of Education conducts swimming lessons during school time for students in Pre Primary to Year 6. There are no charges for instruction, although bus transport and pool admission have to be paid for by children. All eligible children are expected to participate.

## TOYS AND PERSONAL EFFECTS

Students should **not** be encouraged to bring toys, jewellery or valuables to school.

## TRANSFER TO OTHER SCHOOLS

When children leave Applecross Primary, the School Office should be advised in writing beforehand to ensure that all belongings are taken by the child and all library books are returned.

Please notify the School Office as soon as possible of the date on which your child will leave. This can also be done via the eForm on our App (*Student not returning to Applecross Primary Advice Notice*). Early notification allows all outstanding matters to be dealt with, eg:

- Payment of outstanding contributions
- Return of borrowed books
- The collection of personal workbooks and effects
- Refund of any unallocated credit.

The child's new school (if in WA) will notify us as soon as enrolment is completed.

## UNIFORM AND DRESS CODE

The school has a dress code endorsed by the School Board that requires all children to wear school uniform or to seek an exemption through the principal. Sanctions can be applied when students regularly choose not to wear full school uniform.

All uniform items, including a school hat, are available to be purchased from the school's (on site) Uniform Shop. Please ensure that ALL uniform items are clearly labelled (see Lost Property). The Uniform Shoe is open on Wednesday and Friday mornings from 8:15am to 10:15am. An [Order Form](#) and further information about the dress code can be found online at <http://www.applecrossps.wa.edu.au>.

## WALKING HOME FROM SCHOOL

If your child is to walk home from school, please ensure that they know the precise route to take. It is helpful if the parent and child walk the route several times together as this helps to reassure the child and provides opportunities to stress safety rules and road crossing requirements.

There is a Crosswalk Attendant on duty before and after school (8:00am to 9:00am and 2:55pm to 3:55pm (2:20pm to 3:20pm on Tuesdays) to assist children in crossing Kintail Road. Children must obey crossing instructions.

Children riding bikes **must dismount before crossing under the Crosswalk Attendant's control.**

## WEATHER

On occasion it is necessary to implement a school wide **extreme weather policy** to guard against inclement weather before school, at recess and lunch. Extreme weather may include (but is not limited to) heavy rain, wind, temperature, cyclone, earthquake, etc. The nature of an extreme weather event will require extra adjustment and vigilance from what is part of the school's normal understandings and operations. During an extreme weather occasion the school's normal operations may be suspended due to a range of unpredictable and potentially unsafe conditions resulting in the children having to remain inside classrooms for an extended period.





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