



# PARENT HANDBOOK

2024





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## ACHIEVE

Students have a better chance of reaching their full potential and are less likely to miss important content if they regularly attend school.

## RESPECT

Students develop a better relationship with their teachers as well as increasing their respect for education and learning.

## BELONG

Students have a better sense of belonging and spend more time building meaningful relationships with their peers.

## ORGANISE

Students who regularly arrive late miss out on those critical parts of the morning where they learn the routines and settle in to the day. Punctual students also have less anxiety when arriving to school.

## RESPONSIBLE

It is a legal requirement for all children in Australia to have access to schooling. If your child is enrolled, they must attend.





## WELCOME TO ARBOR GROVE PRIMARY SCHOOL

Welcome to the school community of Arbor Grove Primary School. We look forward to a long and happy association with you as we work in partnership to ensure your child's time at the school will be enjoyable and rewarding. This booklet has been compiled to provide parents and caregivers with readily accessible information about the routines and requirements for school at Arbor Grove. More information is also provided via Connect and the school website: [www.arborigroveps.wa.edu.au](http://www.arborigroveps.wa.edu.au)

### Success Statement

Our school community works together to achieve a sense of belonging. Our students are respectful, responsible, organised and strive to achieve their best at all times. They are successful learners, flexible thinkers with high expectations and aspirations.

### School Motto and Crest

The school motto is "Growing Together". The school crest depicts an Aboriginal Coolamon which is a basket for a baby to sleep in.

### School Colours

The school colours are orange and blue with white highlights.

### Building Names

Each of the teaching blocks are botanical names of Australian Plants:

*Banksia Corymbia Eremaea Galenia Westringia*

### Factions

We have four factions at the school; each faction has a colour and a name from the local area.

**Green**

**Caversham**

**Blue**

**Gnangara**

**Red**

**Henley**

**Yellow**

**Whiteman**



## School Information

Address: 50 Brookmount Drive  
ELLENBROOK WA 6069

Phone: 6497 4800

Absentee text: 0409 681 484 (Text Only)

Email: [arborgrove.ps@education.wa.edu.au](mailto:arborgrove.ps@education.wa.edu.au)

Web: [www.arborgroveps.wa.edu.au](http://www.arborgroveps.wa.edu.au)

Connect: <https://connect.det.wa.edu.au/>

Facebook: <https://facebook.com/Arbor.GrovePS/>

### School Gate Opening and Closing Times

Morning 8:15am - 9:00am (Oval and Brookmount Drive Side Gates)  
8:30am - 9:00am (Kindy and Pre Primary Gates)

Breakfast Club Days 8:00am (Front and Brookmount Drive Side Gates)

Afternoon 10 minutes prior to the end of the school day other than on assembly days (Oval, Kindy and Brookmount Drive Side Gates)

Front office gate 8:00am - 3.30pm

### School Times

#### ***WEDNESDAYS - EARLY CLOSE 2:30PM***

Breakfast Club: 8:00am - 8:20am every Tuesday & Thursday

Doors open: 8:30am

Literacy block: 8:40am - 10:55am

**Recess: 10:55am - 11:15am**

Numeracy block: 11:15am - 1:15pm

**Lunch: 1:15pm - 1:55pm**

Integrated studies: 1:55pm - 2:50pm

Pack and stack: 2:50pm - 2:55pm

### Kindergarten

There are currently two Kindergarten groups at Arbor Grove Primary School. Each group attends two full days plus an additional full day session each fortnight. This is subject to change - depending on numbers.

EC1 YELLOW and EC2 BLUE		
MONDAY	TUESDAY	WEDNESDAY Alternate weeks as per Kindy Calendars
8:30am - 2:55pm	8:30am - 2:55pm	8:30am - 2:30pm (early close)



<b>Principal:</b>	Glen Purdy
<b>Deputy Principals:</b>	Astrid Morgan Kym McCabe
<b>Manager Corporate Services:</b>	Lisa Reith

### **School Term Dates**

Please refer to the school website: <https://www.arborgroveps.wa.edu.au/parent-information/term-dates>  
or Department of Education website: [www.education.wa.edu.au/future-term-dates](http://www.education.wa.edu.au/future-term-dates)

### **School Development Days**

Throughout the year there are days set aside for the school staff to participate in professional and school development activities. Please refer to the school calendar on the website: [www.arborgroveps.wa.edu.au/calendar](http://www.arborgroveps.wa.edu.au/calendar)

## **Enrolment and Administration**

### **Enrolment Information**

All enrolments are processed by the school's Administration Office. To enrol at Arbor Grove Primary School there are a number of eligibility requirements.

### **Resident in the local intake area**

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

Families that do not reside within the catchment area are still welcome to complete an application and approval will be at the discretion of the Principal, based on class numbers.

### **Special Needs**

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

### **Overseas Students**

Students who are not Australian Citizens must present their passport and visa grant notice at the time of enrolment. Students born overseas, who are Australian Citizens, must present their passport. Some students on visas will be required to enrol through TAFE International WA (TIWA).



## **Immunisation Records**

The school must sight a recent (printed within 2 months) copy of each student's AIR History Statement (immunisation records) at the time of enrolment. A child's immunisation is expected to be up-to-date upon entry to school. These include Measles, Mumps, Rubella, Polio, Whooping Cough, Diphtheria and Tetanus. Immunisations can be obtained from your local GP or through your MYGOV Medicare online account.

## **Proof of Address**

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

## **Kindergarten Enrolment**

Children can start Kindergarten when turning four years old by 30 June of the year they attend, if they are up to date with their immunisations. Applications for enrolment in Kindergarten for 2024 are accepted according to the following criteria:

1. Children living in the intake area of the school and who will have a sibling enrolled at the school in 2024
2. Children who live in the intake area of the school but will not have a sibling at the school in 2024
3. Children who live outside the intake area of the school and who will have a sibling at the school in 2024
4. Children who live outside the intake area of the school and who won't have a sibling at the school in 2024

Kindergarten is non-compulsory schooling and the enrolment process completed for Kindergarten **only covers that year**.

**\*ALL Kindergarten students must repeat the enrolment process for Pre-primary.\***

## **Pre-primary Enrolment**

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

## **Access Restrictions**

Parents/carers are reminded that the School Education Act 1999 obliges parents/carers to inform schools of any Family Court Orders or other orders which are applicable to their children. The school must sight the original documents and all details are treated in the strictest confidence. Any changes to orders must be provided to the school as soon as possible.





## COMMUNICATION AT ARBOR GROVE PRIMARY SCHOOL

COMMUNICATION TOOL	SCHOOL STAFF	PARENTS AND CAREGIVERS
Phone (08) 6497 4800	Used by staff to contact parents or caregivers in an emergency, as a result of sickness or injury and when important information needs to be communicated about your child, their wellbeing and academic progress.	Used by parents to communicate an urgent message to their child or contact the school for information that is not available on our school website or Connect.
SMS 0409 681 484	Used by staff to send out reminders and to notify parents of unexplained absences.	Used by parents to notify the school of a student absence.
Website Www.arborgroveps.wa.edu.au	Updated comprehensive information and documents relevant for current and prospective parents. This includes policies, enrolment forms, booklists, annual reports and upcoming events.	First place for parents to gather general school information, event updates and relevant documents/forms. If you are unable to locate what you need, please call the school directly.
Connect	Used by staff to communicate with parents and promote students' learning. Students can use this platform to create and record work.	Parents can message teachers directly with non-urgent information or questions. If it is urgent, phone the school directly. Parents can expect a response within four working days.
Facebook <a href="https://facebook.com/Arbor.GrovePS">https://facebook.com/Arbor.GrovePS</a>	Used by the school to promote events, programs and initiatives, and will often redirect people back to our website. The Facebook page will be monitored infrequently, so please contact the school directly if you have an urgent matter.	Parents can view, like and comment on upcoming and past event pages, programs and initiatives. The Facebook page will be monitored infrequently, so please phone the school directly for urgent matters. Any inappropriate comments will be deleted from the page.
Email	School staff may email community members when appropriate.	Parents can email the school with general enquiries, such as enrolments if the information is not available on the school website.  Used by parents to notify the school about changes in contacts or circumstances, to request an appointment or to communicate an urgent message to a child (please be aware that teachers are unlikely to respond during classroom time).





## **School Arrival**

We encourage students not to arrive at school prior to classrooms opening at 8:30am. Students on school grounds prior to 8:30am will need to wait in the following designated areas:

### ***Monday, Wednesday and Friday:***

Kindy to Year 1 - Galenia Alcove

Years 2 to 4 - Outside the Library

Years 5 and 6 - Eremaea Alcove

### ***Tuesdays and Thursdays (Breakfast Club days):***

ALL students are to be situated in the undercover area whether they are participating in Breakfast Club or not.

At 8:30am classroom doors are open so students can enter classes and prepare for the day. Lessons start at 8:40am.

## **Late Arrival to School**

Students arriving at school late miss critical morning routines or learning activities. The school day begins at 8:40am and students will not be considered late if they are in class by this time. Should you arrive after 8:55am, students are required to go to the front office to get a late pass. Students who arrive after 9:30am are recorded as absent for the morning session.

## **Leaving School Early**

Parents collecting their children during the school day are required to sign them out through the front office. A slip will be provided to the parent which needs to be presented to the teacher prior to the children being released from class. It is vital that when enrolling children, the names of all people authorised to pick children up from school are listed on the enrolment form.

To ensure the security of all children, you may be asked for identification at the time of pick up. In the interests of child protection, no child will be permitted to be picked up by an unauthorised person.

## **Leaving the School Grounds**

Once children have arrived at school, children will not be permitted to leave before the normal dismissal time without parental authority.

## **Absences from School**

It is compulsory for Pre-primary and Primary school aged children to attend school. In circumstances where this is not possible due to illness or appointments, a verbal or written explanation is required.



The explanation needs to include:

- The date of absence,
- The reason for the absence
- If written, signed and dated by the parent.

Full attendance is important as every day missed reduces your child's education.

How to contact the school regarding absences:

- Phone 6497 4800
- SMS 0409 681 484 (text only)
- Report an Absence Form on the School Website: [www.arborigroveps.wa.edu.au](http://www.arborigroveps.wa.edu.au)
- Write a note
- Use the tick-a-box slip available from the office
- Speak to teacher

Regular appointments should be scheduled outside of school hours wherever possible.

### **Vacations During School Terms**

We strongly discourage holidays during the school term. If you do choose to go on vacation, please contact the school in advance. The school will not provide work packages.

### **Long Illness**

If your child is recovering from an illness but can complete some school work, you can contact the teacher for a take home package.

### **Frequent Absences**

At Arbor Grove Primary School we are both highly sympathetic to and very understanding of, legitimate illness among our students.

Please support your child by advising the school of non-attendance and by ensuring that your child attends regularly.

If there are any issues that impact upon your child's attendance, please contact the school so that we are able to support you.

At Arbor Grove Primary School, we are highly passionate about our students being engaged in their learning. Attending school is an important part of our value system.





## ARBOR GROVE PRIMARY SCHOOL ATTENDANCE POLICY

*Approved by School Board*

*Last Approval: March 2023*

This policy aims at achieving high rates of attendance because this helps improve students' confidence and the building blocks for a successful life.

The following table outlines the long-term reduction in learning, frequent absences create.

Period of Absence (Years 1-10)	Rate of Attendance	Equivalent School Missed	Level of Educational Risk
Average of 5 days per term	90%	1 Year	Classified as regular attendance (but not ideal)
1 day per week	80%	2 Years	Indicated At-Risk
1.5 days per week	70%	3 Years	Moderate Risk
2 days per week	60%	4 Years	Moderate Risk
3 days per week	40%	6 Years	Severe Risk
5 weeks per term	50%	5 Years	Severe Risk

Therefore, we are committed to getting children to school as a community. A consultative model between parents, students and staff forms the basis of the following process..

### Process

1. Above the 85% attendance rate, teachers use their judgement to decide if an attendance intervention process is commenced. This process is initiated as a response to an absence connected to an unsubstantiated illness, patterns of repeated absences, or a trend of unapproved holidays.
2. Throughout the term a Deputy Principal sends an email to teachers indicating students' attendance at the below 85% point derived from the Student Information System. At the 85% attendance point, the attendance intervention commences if there are no extenuating circumstances.
3. Complete the teacher section of the "Attendance Intervention Checklist" over approximately a term. Submit all the supporting documents to the Deputy Principal at the end of this intervention.
4. When an attendance file is handed over to the Deputy Principal, steps 6-13 on the Attendance Intervention Checklist" are completed—this checklist can be found on our website: <https://www.arborgroveps.wa.edu.au/policies>
5. Teachers maintain a supportive environment for the student and the parents.
6. Any on-going attendance documentation is handed over to next year's teacher to avoid starting the process again by placing documentation into the appropriate student's file.



## Payments

Payment and permission notes for excursions, performances and class activities need to be placed in the box outside the front office. Place payments by cash in a sealed envelope or plastic bag with the child's name, the amount of money enclosed and the purpose clearly stated on it. These payments need to be paid by the due date to avoid your child missing out as late payments cannot be accepted. We accept cash, EFTPOS or direct deposit (preferred method) for payments.

## Contributions and Charges

Voluntary contributions and charges are approved by School Board. Parents are advised at least two months prior to the commencement of the school year.

Contributions collected will supplement the cost of materials used by students in the educational program for class.

There is a charge for extra cost optional components which are part of the educational program and which contributions do not cover, for example swimming, excursions and school performances. Participation in these activities is optional and students will only incur a cost when they are involved in an activity.

Students not participating will be provided with an equivalent educational outcome at school. Parents will be asked to make a payment for each activity as it approaches.

Payments can be made the following ways;

- EFTPOS
- Cash
- Direct Deposit (preferred method)

BSB: 066 040

Account: 1990 3127

Account Name: Arbor Grove Primary School

Description: Use student's full name e.g. TOM SMITH



## Excursions

Children are not permitted to attend school excursions without the written consent of parents. The school will provide details of the excursion, its link to the curriculum, the cost of the activity and a permission slip to enable parents to make an informed decision regarding their child's participation. Students must wear full school uniform on excursions unless otherwise stipulated in correspondence sent home by the school.



## Incursions

The school runs several whole school incursions. These activities are included as part of the teaching and learning program at Arbor Grove.

Upcoming Excursions and Incursions are on the school website calendar: [www.arborgroveps.wa.edu.au](http://www.arborgroveps.wa.edu.au).

## Library

Each class is timetabled to attend the library weekly. This provides children with the opportunity to borrow books and develop information skills. Please encourage your child to return their books promptly each week and to use a suitable bag to protect the books. No books will be loaned without a bag. The school will request parents to pay for any books that are lost, damaged or destroyed so that we can purchase replacement books to maintain our collection. The library is also open during the lunch period throughout the whole week.



## Reading Resources

Parents are asked to ensure books are **cared for and returned** to school each day as only limited stock is available at each year level in each series. Losses will cause an inconvenience and replacement books can be expensive. The school will request that parents pay for any books that are lost, damaged or destroyed so that we can purchase replacement books to maintain our collection.

## Head Phones

It is a requirement for all students to provide their own headsets, for the prevention of ear infections being transmitted from student to student.

## Sport

The school is supported by a Physical Education Specialist. All primary classes attend a physical education lesson each week. A parent note or doctor's certificate is required before a child can be excused. The school participates in many interschool sporting activities throughout the year. Students are expected to wear the correct uniform.

## Swimming

In-term swimming classes are conducted annually for Pre-primary to Year 6 students and all students are encouraged to attend. There is no charge for instruction but a fee is applied to cover the cost of bus transport and pool admission. School's requests for specific lesson dates and times are considered, but are ultimately determined by the In-term swimming provider.



## School Dress Code Policy

A school dress code:

- Fosters and enhances the public image of the school
- Assists in building school and community spirit
- Ensures that students are safely dressed for specific school activities
- Encourages equity among students
- Is cost effective as uniform clothing is generally cheaper to purchase than fashion clothing
- Quickly identifies visitors on the school grounds
- Will prepare students for work, as many work places have a dress and safety code

Students not following the dress code will not be able to represent their school at official school activities, which may include excursions, incursions, choir, sporting and social events.

### School Dress Code Requirements

**Hats:** Students are to ensure they have appropriate protection from the sun when outdoors. The school has a **NO HAT—NO PLAY** policy all year round. Navy wide brimmed hats are available from Lowes.

**Footwear:** Students are encouraged to wear footwear that provides appropriate protection for their feet i.e. sensible closed in shoes/sneakers they can manage independently (Velcro straps).

Uniforms are available for purchase at Lowes, Ellenbrook Central or online at: [www.lowes.com.au/schools-online.aspx](http://www.lowes.com.au/schools-online.aspx). Our Dress Code Policy requires that all students conform to the dress code and that they are clean and appropriately dressed for school activities.

### School Bag

We suggest a large carry bag or backpack that your child can manage easily. For Kindergarten students we would prefer the children not to have a suitcase style bag.

### Sun Smart

Arbor Grove Primary School is a Sun Smart school for the safety of all children. All students must wear a wide brimmed school hat when engaging with activities outside of the classroom all year round. This includes recess, lunch, physical education and other outside activities. Please ensure your child's hat is clearly labelled with your child's name. Children without hats will be supported by playing in designated shaded or undercover areas. Please also ensure your child has sunscreen on before coming to school.





## **Instrumental Music**

Selected students from year 3 to year 6 are provided the opportunity to learn a musical instrument through the School of Instrumental Music (SIM). Musical aptitude tests are conducted to assist in the selection of students. Lessons are held at Ellenbrook Secondary College, and it is the responsibility of the parent to transport their child to and from lessons.

## **P.E.A.C. (Primary Extension & Academic Challenge) / Early Years Extension**

Special interest and extension classes are offered to students who are identified in Pre-Primary and Year 4 through testing. Courses are run off-site and administered by the North Metropolitan Education Region. Parents will be notified in writing if their child is invited to participate in one of the off-site courses.

## **Science**

Our goal is to have students develop an interest in Science as a means of expanding their curiosity and willingness to explore, ask questions about and speculate on the changing world in which they live; develop an ability to solve problems and make informed decisions as well as developing an understanding of how the Australian Aboriginal people used their knowledge of Science concepts to live off the land. Further, creating a solid foundation of knowledge of the Biological, Chemical, Physical, Earth and Space Sciences. We will work in partnership with the community to develop and deliver innovative Science, Technology, Engineering and Mathematics (STEM) programs.

## **Performing Arts**

Our Performing Arts department provides our students with a wide range of quality experiences including Music, Drama, Choir and more. Together these disciplines provide opportunities for students to learn and develop their creativity, design, presentation and communication skills and to share their individual ideas, emotions, observations and experiences. Students will also have the opportunity to showcase their talents and creativity in a range of events and activities.

## **Physical Education**

Our Physical Education program aims to develop movement skills, concepts and strategies to equip students to confidently, competently and creatively participate in a range of physical activities and events. Students learn how the body moves, how to assess and overcome challenges and the benefits of physical activity to themselves, their families and community.

## **Languages - Noongar**

Learning languages enables students to communicate proficiently in a language other than English by providing students with essential communication skills in that language, an intercultural capability and an understanding of the role language and culture play in human communication. Learning Noongar, the language of Aboriginal people of WA's south-west provides students with the opportunity to develop a respect and understanding for Aboriginal language and culture.





### **Personal Items Lists (Booklists)**

These are issued each November for the following year. We endeavour to keep the cost to a minimum and some items can be carried forward from year to year, e.g. pencil cases. These items are essential for day-to-day classroom learning and we ask that all children have them. Pencils and pens will need to be replaced during the year. Please ensure all items are clearly labelled with your child's name. We encourage students to cover their books and pads.

### **Pets**

To ensure the safety of all members of the Arbor Grove Primary School community, we require that dogs and other pets do not enter school grounds, with the exception of service dogs or dogs visiting as part of education programs with approval by the Principal. We thank all of our parents and community members in advance for respecting these guidelines. The Ranger is advised of all dogs on school grounds and the adjacent courts and oval.

### **Bicycles, Scooters, Skateboards and Rollerblades**

Students are **not** permitted to bring skateboards or rollerblades to school. This policy has been established for safety reasons and to prevent theft and damage of personal property. **Students riding bicycles and scooters to school must wear a helmet.** Chains and locks must be used to secure bikes and scooters to one of the bike racks available in the school. Storage of scooters in classrooms is not permitted. On school grounds students are to dismount and walk their bike or scooter into the school.

### **Lost Property**

An enormous quantity of clothing and lunch containers are lost and unclaimed each year. To assist with the return of items to their owners it is strongly advised that all children's property and clothing be clearly labelled.

Lost property may be viewed throughout the year by visiting Eremaea block. All articles are displayed at the end of each term and unclaimed items are donated to local charitable organisations.

### **Valuables/Toys**

Children are not permitted to bring toys to school. It is recommended that children only bring this type of item to school under special circumstances and with prior arrangement with the class teacher, and only if the toy is to be used for a specific class activity.

Sometimes children take a fancy to something that belongs to the school or another child – they take it home, and often think up wonderful reasons for having it. At this stage young children are still learning about personal and shared possessions, so if anything comes home that doesn't belong to your child please return it to us the next day. We promise not to fuss so don't be embarrassed.



## Change of Details

It is vital that the school has the most up-to-date contact information for students, particularly when an emergency arises. Please inform the school immediately of any changes to the following:

- Residential address
- Landline
- Mobile
- Email (*this is particularly important as student reports are emailed home*)
- Work details
- Emergency contacts

Change of Details Forms can be found at: [www.arborgroveps.wa.edu.au](http://www.arborgroveps.wa.edu.au)

## Changing Schools

Parents of children changing schools are asked to advise the school as soon as possible so that various records can be collected including library books and reading books. Families moving interstate or overseas are requested to advise the Principal in writing of the intended new school. 'Are you leaving Arbor Grove Primary School' form can be found on the school website: [www.arborgroveps.wa.edu.au](http://www.arborgroveps.wa.edu.au)

## Use of Photos of Students

In order to comply with the Department of Education Information Privacy and Security Policy the school is requested to gain parental/guardian permission before using visual images of students or their work such as photographs and video outside the school environment. Please ensure you have completed the permission form either at enrolment or on your child's first day. You are able to withdraw your consent at any time by contacting the school in writing.

## Class Meetings

Class Meetings involving parents and teachers are held in Term 1 and will be announced early in the year.

Teachers or a member of the Leadership Team may request an interview when circumstances of attendance, progress or behaviour warrant it.

Parents are encouraged to meet class teachers and conduct interviews at mutually convenient times. Important or private matters should be discussed with the teacher during a formal meeting rather than just before class starts or just as school lessons have finished.

## Messages

Parents may forward messages to teachers through Connect, email or in note form. Telephone messages to children during the school day should be requested on an **emergency** basis only. Please ensure you discuss pick up arrangements with your child before school to save confusion and distress at the end of the day.



## Reporting to Parents

Parents are advised of the teaching program and their child's progress in a number of ways throughout the year including:

- Class information sessions - conducted by teachers early in the school year.
- Case conferences - conducted throughout the year with parents of children identified as at educational risk.
- Parent-teacher interviews - these can be conducted at your request or teachers at any time during the year.
- Open night - an opportunity for you to view your child's work and tour the school in a social atmosphere will be provided at a date to be advised.
- Student summative reports - these are distributed at the end of Terms 2 and 4 via email and Connect.
- System reports - eg. NAPLAN, on entry assessment (for applicable years).
- Parents are always welcome to make an appointment to discuss their child's progress.

## Student Health Information

You are requested to contact the office if your child is required to take medication during school hours. If your child is on medicine three times per day you can usually give this before and after school and at bedtime. Each request will require a Medication Request form to be completed by the parent before medication can be administered. The administration of prescribed medication and analgesics will require a Health Care Authorisation form to be completed by the doctor prescribing the medication. The medication must be in the original packaging as provided by the pharmacy detailing the patient script information.

## Health Conditions

Parents of students with particular medical conditions e.g. epilepsy, allergies, asthma will be invited to assist in developing a Health Care Plan for their child. Please speak with a Deputy regarding any medical conditions and allergies that may require a plan being developed.

## Minor Injuries

Students with minor injuries are given first aid and sent back to class. If necessary, parents will be contacted. Parents are always contacted when a student has received any knocks to the head.

## Sick Children

It is advisable for children with colds, sore throats, coughs and ear infections to be kept at home - even if they feel well and want to come. This will prevent infecting other children and avoid your child becoming distressed unnecessarily.





## Medical Emergencies

Every effort will be made to contact parents if a medical emergency arises. However, in the case of a medical emergency, children will be treated by staff and, if necessary, an ambulance will be called. The ambulance service will invoice the family.

Please ensure that all data pertaining to HEALTH, EMERGENCY CONTACTS, and the name and telephone number of your MEDICAL PRACTITIONER on your child's ENROLMENT FORM is up to date.

## Head Lice

Head lice are tiny insects that live in human hair. The eggs look like grains of salt stuck to the hair and are most often found behind the ears and along the forehead and temples. If your child gets head lice, do not be alarmed, as they are quite common in schools and are annoying but not harmful. Your child will come home with a form requiring treatment of nits. This needs to be signed and returned with your child to show that treatment has commenced.

**Children cannot return until treatment has commenced.**

Head lice can be treated effectively following the 10 day hair conditioner treatment recommended by the Health Department of WA. Alternatively, a recommended insecticide shampoo or lotion can be used. All treatments must be followed by regular combing and removal of the eggs.

Contact your child's teacher or the school office for more information on this.

## Toileting

A small number of students, who are not Special Needs, sometimes have problems of either wetting or soiling themselves on a regular basis. This concern must be addressed by the parents to ensure that their child is toilet trained. Students can become socially isolated from their peers if they cannot toilet themselves like other students in their class as well as being a hygiene concern.

If toileting becomes an issue at school, your child's teacher will discuss with you the importance of training your child at home and will advise you to seek medical help from your GP, paediatrician or community health nurse, who have the expertise to assist you. A meeting may be arranged with a member of the administration team, school nurse and school psychologist if the problem persists.

It is expected that children attending Kindergarten are toilet trained. Naturally some students will have 'accidents'. Please pack a change of clothes for your child that is suitable for the current weather.

## Spare Clothes

Please ensure there is a change of clothing in your child's school bag. Accidents do happen from time to time and it is far more comforting for your child to have a change of clothes. There is also the odd occasion when clothes are wet through water play or art even though we take every care to avoid this. Please mark all items of clothing with your child's full name eg. John Smith.



## Allergies

Arbor Grove Primary School is a Nut Aware School. We acknowledge that due to food processing practices, it is impractical to eliminate nuts or nut products entirely from an environment where there is food. Therefore, we have adopted to be 'Nut Aware' which means:

- Please do not send nuts or nut products to school for your child's recess or lunch.
- Staff will supervise students eating at recess and lunch time. Students will be encouraged NOT to share food.
- Staff have participated in training for understanding and dealing with Anaphylaxis.
- All staff are made aware of specific students via their Medical Plans including photographs, emergency response planning and medication advice.

Please alert the school to any allergies that your child/children may have on enrolment so we can implement the appropriate plan to support them.

## Communicable Diseases

The Communicable Disease Guidelines provided by the Western Australian Health Department state that the following common ailments require exclusion from school:

DISEASE	LENGTH OF EXCLUSION
Chicken Pox	At least 5 days after vesicles (rash) appear and until they have formed crusts.
Conjunctivitis	Until discharge from eyes has ceased.
Hand, foot and Mouth Disease	Until vesicles have formed crusts that are dry.
Head Lice	Until lice and eggs (nits) are killed and hair is clean.
Impetigo (School sores)	For 24 hours after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
Influenza	Until symptoms are resolved.
Mumps	For 9 days after the onset of salivary gland swelling.
Ringworm	Until persons have received anti-fungal treatment for 24 hours.
Rubella (German Measles)	For 4 days after onset of rash.
Scabies	Until the day after treatment has commenced.

Parents will be asked to collect their children if they are suspected of having an infectious disease and to seek medical advice. The school may request a medical certificate confirming the child is safe to return to school.



## Support Services

Several services are available through the school and we encourage parents to ask for assistance. See your child's teacher in the first instance.

### School Nurse

The school nurse visits the school on a regular basis. A vision check will be conducted in Kindergarten or if missed, followed up in Pre-Primary. Other students will be seen on a referral basis. Referral forms are for use after discussing the issue with the class teacher. A copy of the results are given to the parent and teacher. Health information is available from the school nurse on request.

### School Psychologist

A school psychologist is available to assist and advise staff and parents when a concern or problem arises with a child. To get a referral to the psychologist, please contact the class teacher. Parental permission is required before any child can be referred.

### School Chaplain

A school chaplain is available to provide non-religious pastoral care to students, you can request this service through your class teacher.

### Dental Therapy

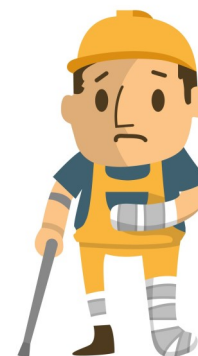
The School Dental Service provides a free dental service for school children, commencing the year the child turns 5 years, and continuing through until the end of Year 11. Treatment provided may include permanent or temporary fillings, fluoride treatment, fissure sealants, x-rays, extractions and clearing of teeth. Any specialist treatment required is not covered by this service. In these instances referrals will be issued to parents. The service is located in the purpose-built Dental Therapy Centre on the school site. If you have any enquiries, phone: **9296 7388**.

### Visitors to the School

All visitors to the school need to sign in through the front office for safety reasons. An identification sticker will be issued and you may be required to sign a confidentially agreement form or produce a Working With Children Check.

### Accident Insurance

The school does not carry an insurance policy against accidents. While there are teachers on duty during recess and lunch breaks, on occasions, accidents do occur.





## After Hours, Weekends and School Holidays

Children must stay away from the school property out of school hours to avoid being the first suspects in the event of any vandalism occurring. **The school is out of bounds on school holidays, weekends and after hours.**

## Homework

Homework for primary school children should consider the child's context, so a balance of play, rest, exercise and consolidation of learnt knowledge and skills can be achieved. In the early years, homework should largely be informal and quick activities that consolidate learning.



Refer to the Homework Policy on the school website for more information.

## Taking Work Home

School is an exciting and enjoyable learning experience for your child. Please offer your child positive comments about work they bring home, but don't insist your child bring a painting, drawing or gluing every day. They may have been involved in different activities or the work may have been saved to put on display boards. The children will be looking towards you, as parents, for approval and encouragement. Kindergarten children's notes and work will be placed in a take home box with your child's name on it. Please check the box each day your child attends Kindergarten.

## Writing - Early Childhood

At Arbor Grove PS we model and encourage correct pencil hold and printing from the left hand side of the paper to encourage awareness that print reads from left to right. Parents sometimes show concern when their child writes backwards or upside down. This is not a worry but shows that the child has not understood or yet learnt to follow print from left to right. If you are modelling to your child how to write his/her name **please avoid block letters.**

## Parent Helpers Roster

Teachers may request assistance in the class throughout the year. When you attend on a roster day you may find yourself doing different things. For example, reading to children, helping with puzzles and assisting with activities.

To ensure both of you get the most from your participation, we ask that younger children be looked after by a relative or friend. If you would like to assist but are unable to attend the class then please see your class teacher as there are other ways you can help.



## Crunch and Sip®

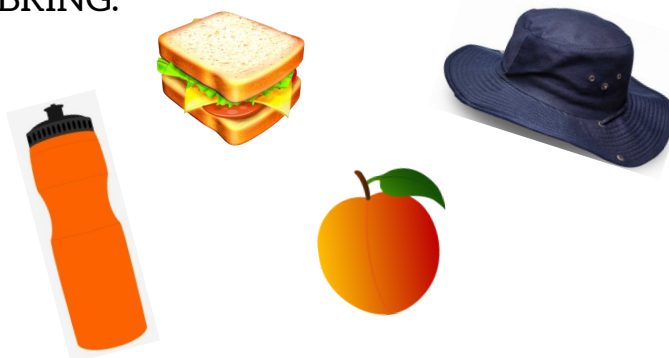
Students are encouraged to bring plain water to drink and fruit or vegetables into class to eat during Crunch and Sip® time in class. No processed foods allowed.

## Lunch and Recess

As the children are attending school all day they will need to bring a **water bottle**, a **piece of fruit** for Crunch and Sip (preferably cut), **recess** and **lunch**.

EVERY DAY YOUR CHILD NEEDS TO BRING:

- A hat (wide-brimmed)
- Water bottle
- A piece of fruit cut for ease
- Recess
- Lunch



## Birthdays

Whilst teachers at Arbor Grove are happy to celebrate the birthdays of students in the classroom we must do so in the most inclusive, practical and appropriate way.

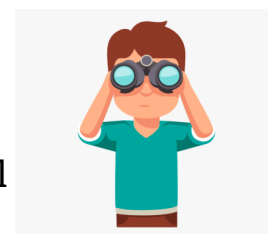
We ask that parents do not send students with cupcakes, lolly bags or other unhealthy options for students to share with their classmates to celebrate their birthday due to the prevalence of food allergies and the risk this poses to the safety of these children. Should a student arrive with such items teachers will no longer hand out items during school time, instead returning them with the student at the end of the day.

We acknowledge that this may not be a universally popular decision, however it does avoid the risk of a child suffering a potentially life threatening health issue that may arise should they ingest an item they are allergic to, and supports the School and Education Department focus on healthy food choices for students.

## School Watch

Parents and community members are asked to report any suspicious activity at the school to the School Watch hotline on 9264 4771 or 9264 4632, Police 131 444.

Remember, children are not permitted at the school out of school hours.



## Assemblies

Assemblies are held on Wednesday afternoons several times a term in the undercover area. Dates for assemblies are included on the school website calendar.

Parents and friends are most welcome to attend.





## Walking and Cycling to School

It is recommended that children under 10 years of age should not walk or ride to school independently, as they cannot accurately judge traffic speed and distance.

- Cyclists must wear a helmet to and from school. **THIS IS THE LAW.** This includes students who use scooters.
- Riders must walk their bikes/scooters once on school grounds.
- Riding of bikes/scooters on school grounds is strictly prohibited.
- Children on bikes/scooters must give way to pedestrians at all times.
- Children walking to school are requested to keep to the footpaths at all times.
- Pedestrians are not to take shortcuts through the staff car park or other parking areas. This is for their safety and to avoid collisions with vehicles.
- Encourage children to look **RIGHT, LEFT**, and then **RIGHT** again before crossing a road.



## Parking Safety

To reduce the risk of incidents around our school all parents are encouraged to adhere to the following guidelines. It is also important that other people who may take your child to and from school (e.g. grandparents or babysitters) are made aware of this information.

- Always drive slowly and watch for children crossing
- Be courteous and patient with other road users
- Please be aware of the 40km per hour speed limit on the streets surrounding the school on school days between 7:30am – 9:00am and 2:30pm – 4:00pm.
- Parents with an ACROD permit can access all disabled parking bays. An infringement notice can be issued by Council Rangers for incorrect use of these bays.
- Parking is prohibited in the Staff carpark, Canteen and Dental Therapy carpark and designated bus bays.
- U-Turns are unsafe where children are walking and cycling.
- No parking in driveways, on footpaths or verges.
- Do not double park.
- Take particular care when reversing.





## **Student Council**

The Arbor Grove Primary School Student Council is comprised of elected Year 6 students. Each faction has an elected captain and vice-captain. The Council provides important leadership opportunities for our students. The Student Council conducts one fundraising event per term for a worthy cause or charity.

## **Parents and Citizens Association Information**

The P&C is a great opportunity for parents, teachers and community members to support the learning and infrastructure of the school. Meetings are generally held on school grounds and usually in weeks 3 and 7 of each term with the Annual General Meeting held in Term 1. Funds raised by the P&C contribute to the funding of programs and facilities within the school, which makes for a better educational experience for our kids!

The P&C holds several events throughout the year to ensure both children and families enjoy their experience at Arbor Grove PS whilst also raising funds to improve facilities and support our school.

The P&C can be contacted via email:

President: [agpsp-cpresident@outlook.com.au](mailto:agpsp-cpresident@outlook.com.au)

Secretary: [agpsp-csecretary@outlook.com.au](mailto:agpsp-csecretary@outlook.com.au)

Fundraising Coordinator: [agpsp-cfundraising@outlook.com.au](mailto:agpsp-cfundraising@outlook.com.au)

All parents and caregivers are encouraged to become active members of the P&C. It's also a good way to meet other parents, form new friendships and children love seeing their family members helping at school.

## **School Board**

The School Board works with the school community to achieve the best outcomes for students. It plays an important role in contributing to quality school governance and that the community expectations and the school's priorities reflect the needs of the students.

The functions of boards are covered by legislation and include both approval and advisory roles. Some of the matters boards may make decisions on include fees and charges, book lists, sponsorship and dress codes. Boards make these decisions with the Principal who ensures the decisions adhere to legislative and policy requirements. Principals also seek the advice of boards so as to understand local community views. The council/board does not intervene in the control or management of the school. This is the role of the Principal. If you are interested in becoming a board member, please contact the school.



## **Mobile Phones and Smart Device Policy**

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose. It is important to note that it is not a requirement at Arbor Grove Primary School for students to have a mobile phone at school. Whilst we accept that an increasing number of parents/carers who for safety, security and/or emergency purposes wish to provide their children with mobile phones, parents are reminded that when their child is at school, all communication must come through the office to ensure that the child receives the message in an appropriate and timely manner.

## **Smoke Free School**

Parents and visitors are asked to adhere to the Department of Education Policy prohibiting smoking on school grounds or near school gates.

**Smoking is not permitted** in any Department school premises, as follows:

- The land area up to the boundaries within five metres of any Department building entrance
- Within 10 metres of any air intake for ventilation equipment; or
- In any other Department building or vehicle

## **Complaints**

If you feel you have cause for concern about any aspect of the school's activities, please let the teacher, Deputy Principal or Principal know about it. If other parents talk to you about anything to do with the school that they are not happy about, tell them to come in and let us know. No problem can be solved if we don't know of its existence. Early knowledge of concerns can often resolve problems quickly.

What can you do if you have a concern?

- Try to identify the issue clearly before contacting the school. Prepare a list if there is more than one area of concern.
- Decide whether your thoughts are a compliment, a concern, a query or a complaint.
- Make an appointment to talk to the teacher. This can be arranged through the school office.
- Contact a Deputy or Principal if the concern is not resolved through your discussion with your child's teacher.
- Try to stay calm. Even if you don't feel it, being calm will help to get your concerns across more clearly than if you are upset or angry.



## **Code of Conduct: Parents/Carers and Other Visitors to School**

At Arbor Grove Primary School, we are very fortunate to have supportive and friendly parents. Our parents recognise that educating children is a process that involves partnerships between home and school and understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we welcome and encourage parents/carers to participate fully in the life of our school.

The purpose of this policy is to provide a reminder to all parents and visitors to our school about the expected conducts so that we can work together to ensure a safe and positive school environment for our children.

In order to support a peaceful and safe school environment, the school cannot tolerate:

- Disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of the school grounds;
- Using loud and/or offensive language or displaying temper;
- Threatening harm or the use of physical aggression towards another adult or child. This includes approaching someone else's child in order to discuss or chastise them and physical punishment against your own child on school premises (some actions may constitute an assault with legal consequences);
- Damaging or destroying school property; being on the school property after hours;
- Abusive or threatening emails, phone or social network messages;
- Smoking and consumption of alcohol or other drugs or accessing the school site whilst intoxicated

The above behaviours on school premises will be reported to the appropriate authorities and the Principal may prohibit an offending adult from entering the school grounds to safeguard our school community.

We trust that parents and carers will assist our school with the implementation of this policy and thank you for your continuing support.



Department of  
Education

**Shaping the future**

# Connect and Respect

**Every student, staff member, parent or carer has the right to feel safe and be safe in our schools.**

We all share a responsibility for providing a safe, supportive and productive environment, free from bullying, harassment, discrimination and violence.

## What we can all expect:



mutual  
respect



good  
behaviour



open  
communication



respect for each  
other's time

## We will not tolerate:



offensive, insulting  
or aggressive  
language



malicious or  
judgemental  
gossip



using  
social media  
disrespectfully



any form  
of violence

**Shared and respectful expectations and values will enable us to work together in the best interests of our children.**



## Positive Behaviour Support

Positive Behaviour Support is a framework that supports the explicit teaching of expected behaviours represented through our five values Achieve, Respect, Belong, Organise and Responsible.

### ACHIEVE

To achieve is to constantly strive to do the best you can. If you want to achieve you need to set goals and work towards them with perseverance and determination. People who achieve never give up.

### RESPECT

To show respect means to consider the rights and feelings of other people before we speak or act. You can show respect by being polite, well-mannered and thoughtful.

### BELONG

To belong is to feel like you are important, safe and cared for. It is important to feel like we belong because it means we are happy, friendly and connected.

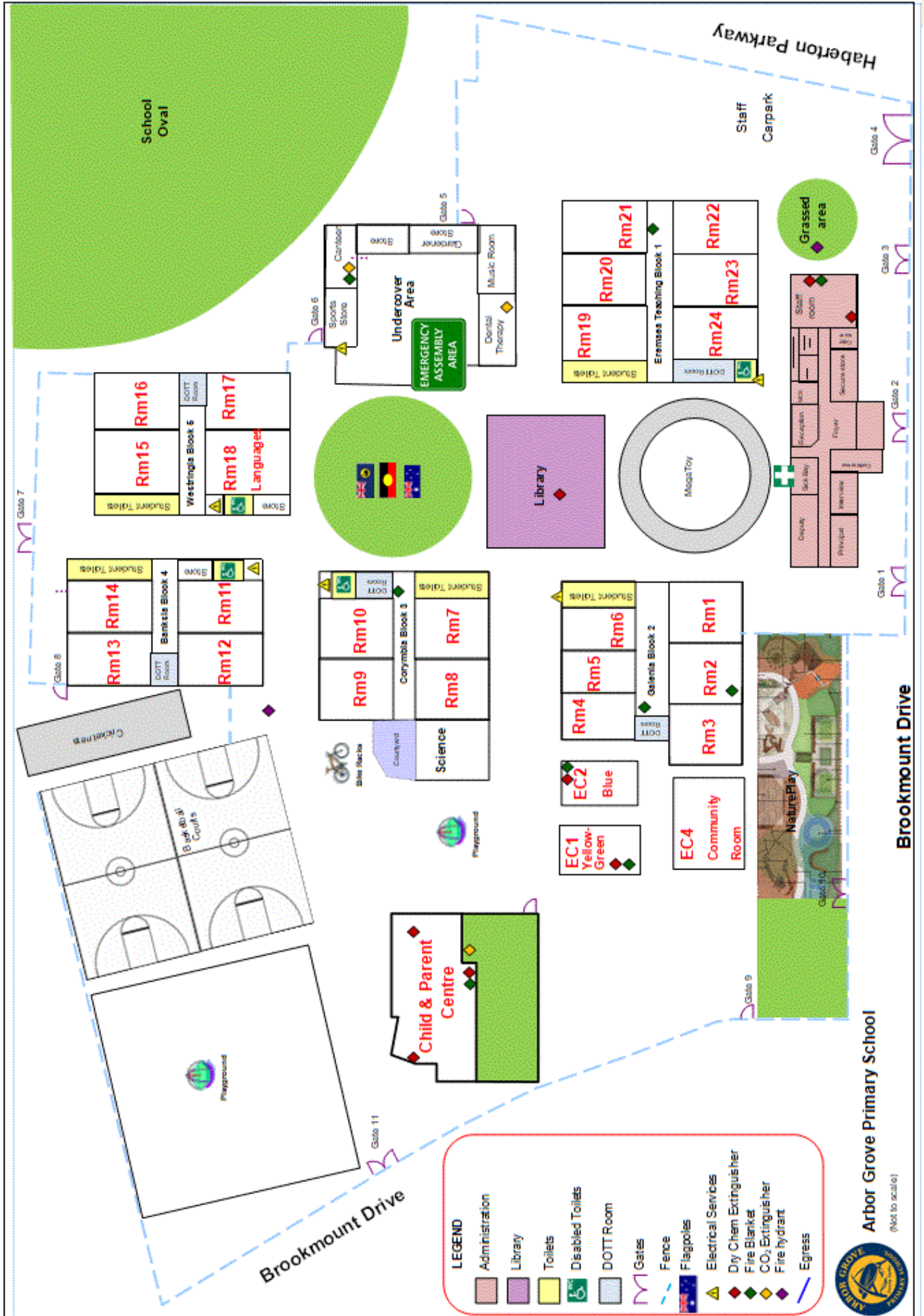
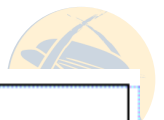
### ORGANISE

To be organised means you are prepared and you make sure you have everything you need for the day. Organisation means you are tidy, you know where your belongings are you look after your belongings and your surroundings.

### RESPONSIBLE

To be responsible means you are a safe, trustworthy and thoughtful person. A responsible person thinks about the consequences of their actions and makes positive choices.

Rewards (for demonstrating the ARBOR way)	Negative Consequences (for poor behaviour choices)
<ul style="list-style-type: none"> <li>◆ Value Certificates</li> <li>◆ ARBOR points</li> <li>◆ Whole school incentives</li> <li>◆ Curriculum awards</li> <li>◆ Classroom awards</li> <li>◆ Visit the Principal or Deputy Principals</li> </ul>	<ul style="list-style-type: none"> <li>◆ Verbal reminders</li> <li>◆ Classroom timeout</li> <li>◆ Playground timeout with duty teachers, loss of privileges (e.g. use of equipment)</li> <li>◆ Referral to admin, parental contact and consequences consistent with the Education Department policy and procedures.</li> </ul>



**LEGEND**

- Administration
- Library
- Toilets
- Disabled Toilets
- DOTT Room
- Gates
- Fence
- Flagpoles
- Electrical Services
- Dry Chem Extinguisher
- Fire Blanket
- CO<sub>2</sub> Extinguisher
- Fire hydrant
- Egress



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