



Independent Public School

Parent Information Booklet

Phone: 9305 1800 Email: Clarkson.ps@education.wa.edu.au Fax: 9305 1858
Address: Aldersea Circle, Clarkson WA 6030 www.clarksonprimaryschool.com.au

Dear Parents/Caregivers,

I would like to welcome you to the Clarkson Primary School Community and provide a brief outline of the school. The school was officially opened on 26th October 1994 to cater for students from Clarkson and surrounding suburbs. In 2015 the school was successful in its application for Independent Public School (IPS) status. At Clarkson Primary School we are committed to the development of a community built upon caring for each other. We care about the social, physical and emotional needs of students, their families, our staff and the community. We view all members of the Clarkson Primary School Community as lifelong learners who are ethically contributing to the development of a tolerant and progressive society. We value and seek best practice through innovation and risk taking. We foster and value honesty, commitment and professionalism as we strive to provide a safe, secure and supportive environment where all members are appreciated and respected.

The school is supported by a Chaplain, Aboriginal Indigenous Education Officer and Psychologist. Newly established Early Start Programs for 3 years olds and their parents helps prepare students and families for the start of school. Programs and activities run at the school include Support-A-Reader, Whole School Positive Behaviours, Rugby League, organised lunch time activities, sporting competitions, gardening clubs, choir, art club, sporting opportunities and many more. All these activities help promote a positive school environment and engage students in their learning.

Classrooms are fitted with interactive whiteboards, computers and iPads. Teachers remain current with learning technologies and teaching practices by attending regular training sessions and courses. The grounds contain five separate playgrounds, including a nature play space, and three basketball/netball playing courts.

There is an active P&C which can be credited to the positive community spirit of the school. The School Board plays a major governance role in the school embracing and supporting the student centred approach on which the school bases its operations.

This booklet aims to provide you with as much information as possible about how our school operates. Please contact the school office or class teacher if you have any questions that have not been answered in this booklet.

I look forward to working in partnership with you in gaining the best possible experiences and education during your child's primary years.

Yours sincerely,

Anthony Shields

Principal

GENERAL

INDEPENDENT PUBLIC SCHOOL

Clarkson Primary School is an Independent Public School (IPS). IPS schools are diverse and include primary, secondary, district high and education support schools, metropolitan and country schools, schools from low and high socioeconomic communities and clusters of schools. These schools have more ownership of overall school direction, teacher selection, finance and school assets. Principals and staff have more authority and freedom from central policies, procedures and compliances.

An Independent Public School remains part of the public school system and is able to access the associated benefits. Independent Public Schools comply with all legislation, industrial agreements and whole of Government policies and initiative that apply to all public schools.

SCHOOL TIMES AND ROUTINES

NORMAL SCHOOL HOURS

Classes Open	8:30am
Students Start	8:45am
Morning Recess	10:45am – 11:05am
Lunch	1:05pm – 1:35pm
Dismissal	2:45pm

ARRIVAL

Children arriving before 8:30am gather in the area in front of the office.

Students are released to go to classrooms at 8:30am. No student should be at their classroom prior to this time.

Playground equipment is not to be used before or after school unless as part of organised sport.

Unless students are involved in after school activities, (eg Sports, Choir, Art Club) all students must leave the school grounds by 3:00pm.

LATE ARRIVALS

Students should arrive at school at 8.30am in preparation for their 8.45am start. The classroom rolls are electronically marked at the beginning of each day. When a student arrives at school after 8.45am, parents are requested to report to the school office where the student will be issued with a 'Late Pass'. This pass is handed to the classroom teacher and a late status is recorded in the school's computerised attendance register.

STUDENT DEPARTURE

To remove your child from the school before 2.45pm on any particular day we ask that appropriate notice be given to the class teacher. Children leaving the school grounds must be signed out at the office. Unless they carry a letter of authorisation children will only be released to an authorised guardian or adult listed on the child's enrolment form. A Leave Pass will be issued when children are signed out from the office. The yellow Leave Pass is provided to the teacher who is in charge of the child being signed out. Children will not be permitted to leave the school grounds without a Leave Pass.

ATTENDANCE AND ABSENCES

Under Western Australian law all students of an age that makes them eligible to be enrolled in Pre Primary must be enrolled in a government endorsed educational program.

Once students are enrolled at Clarkson Primary School they must attend regularly unless:

- They are unwell.
- They have an infectious disease.
- The principal/classroom teacher is provided with a genuine and acceptable reason.

Parents can advise the school of a student absence by:

- Telephone the front office on 9305 1800
- SMS message on 0408 930 191
- Written note to the class teacher
- Message via the school app

Parents must provide written or verbal advice setting out the reason for a student's absence within three working days of the absence. This is a requirement in relation to all students enrolled, including those enrolled in Kindergarten and Pre-Primary programs. If a student accumulates more than ten days of unexplained absences in a term the school is required to notify the Regional School Attendance Officer.

An SMS Message requesting details of the child's whereabouts will automatically be sent unless the school has already been advised of the child's non-attendance.

CHECKING IN AT THE OFFICE

Visitors, parent helpers and volunteers to the school are required to sign in at the office. This is a safety and security measure.

STUDENT RECORDS

Emergency contact records are required on enrolment at the school. They must be updated annually and parents/guardians are requested to supply changes during the year. It is critical that we have accurate phone numbers, addresses and emergency contact numbers. It is the parent's/guardian's responsibility to notify the school immediately of these changes.

Any custody restrictions applying to your children **must be supported with copies of the appropriate legal documents** if you wish the school to enforce these. **Students may only be removed from the school by people listed on the Enrolment Form.** Anyone else wishing to remove a student must have written, signed permission from the parent / guardian. A telephone call to the office to inform the office staff of this occurrence is also requested.

PERSONAL ITEMS LIST

Parents are required to provide items for personal use such as pencils, pens, and rulers. Students are issued with their Personal Items list for the forthcoming year during Term 4. Additional copies of these lists are available from the front office. These items should be clearly named and books covered where possible. Your child will need to have personal use items in his/her possession each school day in order to maximise participation in the learning opportunities / activities presented. The iMaths Tracker book is required each year for Years 1-6 and needs to be paid for through the office. The current cost is \$9.00/book.

VOLUNTARY CONTRIBUTIONS AND CHARGES

The School Board has endorsed the school contributions and charges to ensure compliance with the School Education Regulations 2000. An annual voluntary contribution of \$30 is requested per student. This contribution will supplement school budget allocations and allow teachers to purchase a wider range of quality resources to support and develop quality student learning outcomes.

MONEY SENT TO SCHOOL

Students are to place money for charges and voluntary contributions into an envelope along with their payment slip and post these in the locked **red** drop boxes located in the Office. Please ensure the envelope is clearly marked with your child's name and reason for payment.

e.g. Jane Bush, Year 2 Room 4
Excursion – Puffing Billy
Amount Enclosed – \$4.00

Payments can also be made by direct deposit into the school's bank account. If you wish to pay by direct deposit (via the "pay anyone" feature in internet banking) into the bank account, **please use the student's name and room number as the reference.** The bank details are as follows:

Clarkson Primary School
Bank: ANZ
BSB: 016 388 A/C No: 3409 50934
Ref: Student's name Room number

COMMUNICATION

Communication with the community will be provided through:

- A Fortnightly Newsletter
- Information sessions & open days
- P&C AGM & General Meetings
- Annual parent satisfaction surveys
- Electronic School Sign
- School Facebook Page
- SMS messages 0408 930 191
- The School Website
- The Annual Report
- Press releases to local newspapers
- Assemblies – every fortnight on a Friday
- School App

NEWSLETTER

A newsletter is available from the school website www.clarksonprimaryschool.com.au. The newsletter is produced every second Friday. An email will be sent to families once the newsletter is uploaded and available for viewing. Hardcopies of the newsletter are available from the front office.

SCHOOL APP

Download the free Clarkson Primary School App <http://schoolapps.com.au/clarkson-primary-school-mobile-app-ischools> For the latest and most up to date information please download the school app to stay informed

SCHOOL TELEPHONE

Parents are asked to restrict calls to their child to matters of an urgent nature. Messages will only be relayed to students under special circumstances. Phone No: (08) 9305 1800.

ASSEMBLIES

School assemblies are conducted throughout the year on Friday afternoons as indicated in the term planner of the newsletter. Each PP to Year 6 class is responsible for organising an assembly throughout the year. Parents and family members are encouraged to attend.

Students are presented with honour certificates at these assemblies. You will be contacted by the class teacher if your child is to receive a certificate.

PARENT INTERVIEWS

At all times you are welcome to visit your child's class. From time to time you may wish to approach your child's teacher to discuss specific issues. At this time, it is best to make an appointment. Parent interviews will be conducted on request.

LOST PROPERTY

Please ensure all clothing and belongings are clearly labelled. The lost property basket is located in the front office. Items that are labelled and handed into lost property are returned to the class teacher.

VALUABLE ITEMS/PERSONAL ITEMS

Students are not to bring items of value to school such as electronic games, iPods, sporting equipment etc due to the risk of loss or damage.

MOBILE PHONES

All student mobile phones are to be signed in at the front office before school every day for safe keeping. Students can pick their phone up from the office at the end of each day.

BIKES AND SCOOTERS

In the interest of safety, and with the backing of the National Safety Council and the Police Department, we ask that children are fully instructed in bicycle and scooter riding if they ride to school. Children under 10 years of age should not ride to school. Helmets are compulsory. Students are reminded that it is their responsibility to ensure bicycles and scooters are secured in the bicycle racks with a lock and chain. Students are not to ride skateboards to school. Bikes and scooters are not to be ridden on school grounds.

The school accepts no responsibility for the loss or damage to any personal items.

COMMUNITY INVOLVEMENT

PARENT INVOLVEMENT

Parents who assist in some aspect of classroom learning are expected to observe confidentiality at all times. Parent volunteers are required to complete a Confidential Declaration, available from the office, annually. Should a parent have any concerns regarding a student they should speak to the class teacher.

Consistent, positive parental interest and involvement has a beneficial effect on student's attitude to learning and on their behaviour. Parent help is therefore welcomed in the following areas:

- **Years PP-3 Reading:** Daily Reading. The school also operates a Support-A-Reader program. Volunteers are needed.
- **Library:** Book Covering. Please contact the Library Officer.
- **Excursions:** Parent helpers sign a current Confidential Declaration.

Anybody over the age of eighteen (18), other than the parent, must have a **Working with Children Clearance** to volunteer in the school. These forms are available from the Post Office, at your personal cost.

PARENTS & CITIZENS ASSOCIATION

The Parents and Citizens Association (P&C) Committee of the school consists of a group of enthusiastic parents who want to become involved in assisting the school. The P&C is affiliated with the WA Council of State Schools Organisation Inc. The P&C is the main source of fundraising. It is the main organiser of social activities at the school and is also the hub of developing friendship groups amongst families. All these contribute to developing a community ethos of helping to improve children's learning.

Meetings are held twice per term. Dates and times will be notified in the term planner, school sign, Facebook and the school app. We warmly invite parents to attend. During the year informal gatherings will be held where you can meet and make friends in a relaxed and happy atmosphere. We look forward to your company.

SCHOOL BOARD

The School Board consists of the Principal and elected parents, community members and staff. Its main function is to form annual school priorities and also ensures proper resourcing of these priorities. In its operation the School Board will be guided by these underlying principles and practices:

- The learning needs of students will be the prime consideration for making decisions.
- Monitoring of achievement of School Development Plan goals and priorities will be regular and rigorous.
- Board will develop policies in consultation with the Principal, staff and school community and observe the Principal's right to implement policies in the most appropriate way.
- School community views will be canvassed and considered on major policy decisions.
- Public comment to be the responsibility of the School Principal and the Board Chairman.

UNIFORM

DRESS CODE

Clarkson Primary School has a **DRESS CODE** developed in consultation with the school community and endorsed by the School Board. School uniform is to be worn every day. We request that all clothing is clearly marked with the child's name.

	GIRLS	BOYS
SUMMER	<ul style="list-style-type: none"> ▪ Navy and lemon polo shirt with school logo for students in K-6 ▪ Navy and white polo Leavers shirt for students in Year 6 only ▪ Navy blue skirt ▪ Navy blue shorts ▪ Broad brimmed hat 	<ul style="list-style-type: none"> ▪ Navy and lemon polo shirt with school logo for students in K-6 ▪ Navy and white polo Leavers shirt for students in Year 6 only ▪ Navy blue shorts ▪ Broad brimmed hat
WINTER	<ul style="list-style-type: none"> ▪ Navy and lemon polo shirt with school logo for students in K-6 ▪ Navy and white polo leavers shirt for students in Year 6 only ▪ Navy blue skirt ▪ Navy blue shorts ▪ Navy blue Clarkson windcheater or jacket ▪ Navy blue jazz pants/track pants ▪ Broad brimmed hat 	<ul style="list-style-type: none"> ▪ Navy and lemon polo shirt with school logo for students in K-6 ▪ Navy and white polo Leavers shirt for students in Year 6 only ▪ Navy blue Clarkson windcheater or jacket ▪ Navy blue pants/track pants ▪ Navy blue shorts ▪ Broad brimmed hat

SHOES

Appropriate footwear needs to be worn at all times. Thongs are not suitable for school, especially in relation to sporting, art or craft activities. The preferred footwear is sneakers as these enable younger children to climb and play safely and older students to freely participate in sporting activities.

JEWELLERY

Because of the risk of injury students are only to wear minimal jewellery whilst at school. They may wear stud or sleeper earrings, a watch and necklaces if these are part of their religious beliefs. No other jewellery is to be worn. The school takes no responsibility for any such loss or damage or any injury that may occur to the student due to the wearing of the jewellery.

UNIFORM SHOP

The uniform shop is operated at the front office. Payment can be made by cash, cheque, EFTPOS or credit card. The uniform shop is open 8.00-9.30am and 2.00-3.30pm Wednesdays and Thursdays. Should you require a uniform purchase outside of these hours please contact the front office on 9305 1800.

PERSONAL PRESENTATION REQUIREMENTS

- Shoulder length hair must be tied back at all times (irrespective of gender). Fringes that fall in front of the eyes must be pinned back.
- Ear studs or sleepers are permitted but hoop earrings, elaborate jewellery and leather necklaces are not allowed.
- Body piercing; nose, lip, eyebrow, tongue etc is not allowed due to health and safety risks.
- T/shirts with messages, board shorts, peak caps and thongs *ARE NOT* acceptable dress.
- Student Councillors are expected to wear full school uniform.
- Students attending excursions, class photos or special events/ceremonies **MUST** be in full dress code uniform.

In addition to the above, and in line with the Department of Education's policy (in particular in relation to presentation) the following are also in place:

- The wearing of make up and nail polish is not allowed.
- Finger nails need to be kept at a reasonable length, no longer than the end of the finger tip.
- Whilst leggings provide a warm covering for the legs students are also expected to wear a navy skirt or navy school shorts over these.

The policy in relation to footwear, jewellery, hair and hats all link directly to student health and wellbeing and safety.

HEALTH AND WELFARE

STUDENT HEALTH

Student health is a primary concern. On enrolment parents/guardians will be required to complete a Student Health Care Summary Form on their child/children's health. These forms are completed annually. Should there be any variations to the information provided on these forms parents/guardians need to inform their child's classroom teacher and the office of changes which may impact on their child's wellbeing.

Parents who have a child with a chronic life threatening medical condition or allergy must supply the office with a photograph, a description of the condition and a signed plan from their Medical Practitioner for emergency action along with any medication.

FIRST AID

- First Aid is the initial care of the ill or injured. The school provides basic first aid facilities and first aid kits for excursions.
- Staff are not expected to diagnose or medically treat illness. This can only be done by a doctor or ambulance officer. Staff are expected to provide a duty of care within the limits of their skills and expertise. Basic procedures will be explained to all staff at the beginning of each year.

ILLNESS

- Sick or injured students who are unable to return to class will normally be sent home with parents/guardians or emergency contacts. Students who are obviously not well should not be sent to school.

MEDICATION

- The school does not provide medication. This includes pain relievers.
- If medication is required to be administered during school hours, parents will need to complete an Administration of Medication Form. These forms are available from the front office.

ASTHMA MANAGEMENT PLAN

If your child suffers from asthma an Asthma Management Plan MUST be filled in and lodged with the office. This should be completed in consultation with your doctor and outline the dosage and frequency of asthma medication for your child. Children should carry their own clearly named asthma puffers with them at all times.

AMBULANCE

In the event that a student is seriously injured and requires treatment beyond basic first aid, parents/guardians or emergency contacts will be informed of the situation. If parents are unable to collect the child within a reasonable time, as expressed by the Principal or Associate Principal, an ambulance will be called. Parents/guardians are responsible for any associated charges.

The student's welfare and pain relief will take overall priority. Further diagnosis and treatment will be the responsibility of ambulance officers. All parents/guardians are strongly encouraged to have ambulance cover.

HEAD LICE

Whilst head lice do not cause illness they do cause discomfort. We urge all parents to check their children's hair weekly. Children with long hair should tie it back so that it does not touch other children's hair. Parents or guardians of students who are found to have lice will be notified of this fact, and where practical, asked to collect their child from school to treat the lice. Students can return to school once their hair has been treated. Lice eggs (nits) take between 7 to 10 days to hatch; hence you have a 7 to 10 day cycle. Please keep treating hair for at least 10 days. Parents of class members will be advised when there has been an outbreak of head lice in the class.

COMMUNICABLE DISEASES

All information provided is from the Western Australian Department of Health Communicable Disease Guidelines – 2014 Edition.

Chicken Pox:	Exclude for at least 5 days after vesicles (rash) appear and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion.
Conjunctivitis:	Exclude until discharge from the eye has ceased.
Head Lice & Nits:	Exclude until after treatment has commenced and live lice removed.
Impetigo (School Sores):	Exclude for 24 hours after antibiotic treatment has commenced. Lesions on exposed skin should be covered with a waterproof dressing.
Measles:	Exclude for 4 days after the onset of the rash, in consultation with Public Health unit staff.
Mumps:	Exclude for 9 days after the onset of symptoms. Consult with your Public Health unit staff.
Ringworm:	Exclude until person has received anti-fungal treatment for 24 hours.
Diarrhoea:	Exclude until 24 hours after diarrhoea has ceased.
Hand, Foot & Mouth:	Exclude until vesicles have formed crusts that are dry.
Cold Sores:	Exclusion is not necessary if the person is developmentally capable of maintaining hygiene practices to minimise the risk of transmission. Young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping.
Meningococcal:	Exclude until antibiotic treatment has been completed.

DENTAL CLINIC

The Dental Clinic is located at Somerly Primary School. Parents are notified via the school of appointment times and are requested to contact the clinic if an appointment cannot be kept. Telephone: 9407 9457.

AN ETHOS OF CARE

The welfare of students is paramount with the implementation of a caring and equitable student welfare policy where the interests of the individual are balanced with the interests of the whole school. The school actively implements the Equal Opportunity Act 1995 so that no one who enters the school can harass or discriminate against students or adults at the school.

Pastoral Care

- Buddy system
- Year 6 transition
- SunSmart policy
- Faction points
- Peer Mediators

Student Services

- Regional social worker
- SAER coordinator
- Aboriginal & Islander Education Officer
- School Nurse
- Chaplain

- Educational psychologist

Social Skills Programs

- Prevention of bullying
- Sports ethics
- Building resilience in children

(AIEO)

- Disabilities and Impairments Program

- Negotiation skills
- Common courtesies
- Public speaking

- Referrals to government agencies

- Punctuality
- Self-discipline
- Rights and responsibilities

SCHOOL PSYCHOLOGIST

Clarkson Primary School employs a Psychologist to assist with the social and developmental aspects in education. The Psychologist works closely with the Associate Principal in supporting the students' educational needs. Parents are asked to discuss any concerns they have regarding their child with the classroom teacher and/or the Associate Principal. All bookings with the Psychologist are coordinated by the Associate Principal.

SCHOOL CHAPLAIN

The Chaplain is available three days per week. Contact can be made through the office or through the class teacher for an interview to discuss any concerns.

TEACHING AND LEARNING PROGRAMS

LEARNING

At Clarkson Primary School a challenging and comprehensive curriculum is provided. The school provides the seven (7) mandated Key Learning Areas (KLA's) plus numerous co-curricular programs.

Literacy – Speaking and Listening, Reading, Viewing and Writing

Numeracy – Number & Algebra, Measurement & Geometry, Statistics & Probability,

Science

The Arts – Music, Visual Arts, Performing

Health & Physical Education

Languages Other Than English (LOTE) Italian

History and Geography

Student learning is enhanced by our Multi-Media Centre programs – Library and Learning Technologies. The school has extensive wireless internet coverage accessible in all areas across the school site. Computers throughout the school are networked and access the internet, which is strictly monitored. Students have access to iPads, computer search terminals in the Library, within their classroom and through the computer laboratories located in the wet area of two teaching blocks. All classrooms have access to electronic Interactive White Boards (IWB's) and an Apple TV is linked to the IWB's, allowing students to share their creativity with classmates. Students have access to a wide range of peripheral hardware including digital cameras and digital videos, scanners and so forth.

In addition, the school offers a number of programs and activities which may incur charges. A School Charges and Contributions schedule is available outlining anticipated charges for the school year is enclosed. Please note that children's participation in events for which there is a charge is encouraged but not mandated. School charges and Contributions are distributed to students in Term 4 and a copy is available from the office.

Selected Year 6 students are offered tuition in instrumental music, specifically flute.

EXCURSIONS / INCURSIONS

During the year classes leave the school to go on tours of educational benefit. A charge may be levied to cover the cost of hiring a bus and any entrance fees. Excursion notices inform parents/guardians of requirements in this area. Students also have opportunities to attend incursions. These are usually musical or dramatic and an attendance charge also applies. Maximum charges that can be levied are set out in the Contributions and Charges Schedule provided to parents and guardians in Term 4 of each school year.

Students leaving the school on excursions are required to be in full dress code uniform.

Students representing the school in Interschool sporting events will be provided with a Clarkson Primary School sports shirt to use on the day of the carnival or event.

LIBRARY

Students from Pre-Primary to Year 6 borrow books. Book borrowing is on a weekly basis. If books are 2 weeks overdue a letter to inform parents/guardians of the non-return will be issued. Parents/guardians will be billed for any lost or damaged books. It is expected that children will treat library books in a careful manner.

Library Bags: All children are required to bring a library bag to be able to borrow a library book. If they do not bring a library bag they will not be allowed to borrow a book. Library Bags are available from the office at a cost of \$10 each.

HOMEWORK

The Department of Education's policy allows home lessons but not formal written homework up to Year 5.

In Years 1 - 5 homework should consist of informal activities such as completion of unfinished work, home reading, spelling and tables practice. Thirty minutes per night is recommended as the maximum time to spend on these activities.

In Year 6 homework can be more formal and is designed to consolidate classroom work. Forty-five minutes per night is recommended as the maximum time spent on activities.

Children may be expected to undertake homework and assignment work. Class work, which could reasonably have been expected to have been completed in class, may be sent home for completion. Homework is an extension of class work, not new work. Class teachers will advise parents regarding their expectations in relation to homework.

All children are expected to do home reading. For students in Pre-Primary to Year 3 the school provides graded home PM Benchmarks. Students in Years 4 to 6 have access to the Lexile reading system. The school also uses the iMaths program which students from Year 1 to Year 6 have access to.

Students must have returned the **Internet Access** permission forms in order to be able to access both the Lexile program and iMaths.

FACTIONS

The school has four factions; Banksia-Green, Wattle-Gold, Tuart-Blue and Jarrah-Red. Siblings are placed in the same faction.

PHYSICAL EDUCATION

The Department of Education and the Commonwealth Government requires all students to participate in 2 hours of physical activity per week. If there are reasons for a child not participating for a period of time a medical certificate, or a note from a parent, is required.

SWIMMING LESSONS

We recognise that water sports are a major focus of WA society. Department of Education Department swimming lessons are held during the school year. Prior to the commencement of lessons, comprehensive information is provided that outlines:

- **Costs**
- **Commitment to attend**
- **Non attendance requirements**
- **Times and dates**

REPORTING STUDENT PROGRESS

Parent/Guardian teacher interviews are held as required by the teachers or parents.

Term 1 Parents/guardians meet teachers and the teacher outlines class policy and organisation.

Pre-Primary On-Entry Assessment reports

Term 2 Written reports (Kindergarten – Year 6)

Term 4 Late Written reports (Kindergarten – Year 6)

National Assessment Program Literacy and Numeracy (NAPLAN) Reports Years 3 and 5.

PARENT/GUARDIAN INTERVIEWS

Parents are encouraged to discuss concerns with teachers, however teachers will not be available for interviews with parents during hours of instruction without prior arrangement. If you are seeking an interview please contact your child's teacher to arrange a suitable time.

LUNCHES / CANTEEN / CRUNCH AND SIP

CRUNCH N SIP

Our school is a Crunch 'n' Sip school. Students can bring **pre-cut** fruit or vegetables to crunch on during the day – to keep their brains healthy and active. They are also encouraged to have a drink bottle (water only) available to sip during the day.

LUNCH

We encourage the provision of a healthy play lunch and a healthy lunch, including a piece of fruit. Please label all lunch boxes, drink bottles etc. Being an environmentally friendly school we do ask that where possible children bring food that has minimal packaging. Children eat in designated areas. Children sit down to eat for the first ten minutes of lunch time.

CANTEEN

Canteen lunch orders are outsourced to Clarkson Community High School. Orders can be placed online at www.ouronlinecanteen.com.au

SCHOOL GROUNDS AND SECURITY

SECURITY

To report any inappropriate activities please phone:

Education Security

Clarkson Police

(9264 4632)

or **(9407 1000 or 131 444)**

Parents are reminded that children should not arrive at school before 8:30am and should not remain after 3:00pm.

GATES

The School Gates at the main entry will be open from the start of the morning for Staff Members to access.

Parents are reminded that the car park area is not a drop off zone as traffic movement creates a dangerous situation for our staff and students. This does not apply to parents who hold a current ACROD Sticker who need to drop a child at school who is in a wheel chair.

The gates in the surrounding perimeter fence will be unlocked at 8:30am for student access. They will be re-locked at 9:00am, and reopen at 2:30pm for parents to pick up their child/children. Students can access the playground through the side gates at the main entry. We encourage students to arrive at school no earlier than 8:30am. Students who arrive before 8:30am will be directed to the undercover area or the front office where they will remain seated until 8:30am.

If you wish to access the school during the school day but outside of these hours you will need to utilise the intercom system at the front gate or contact the office on **9305 1800** to enable a staff member to let you in through the main entry gates. You will need to sign in at the front office. When you sign out the gate will be opened for you.

Except for approved club activities the school buildings and surrounding areas, including the pre primary yard, must be kept 'out of bounds' to students and the general public outside of normal school hours. Students are able to use the oval and cricket nets after school hours and during school holidays for recreational purposes.

PARKING

The staff car park is not a drop-off point for students, nor is it to be used as a turn-around area. Please park on the school boundary.

The 'No Parking' signs must be strictly observed to ensure student's vision of traffic is not obstructed.

The Pre-Primary car park can be used as a pick-up and drop-off area but parents must park in a bay.

The Council has strict regulations in relation to parking on footpaths and verges. Please abide by these regulations.

DOGS

For the safety of all concerned, dogs are not permitted on the school grounds. Children are attracted to dogs and may cause the dog to react in a way which is out of character. The school will report any incident to the Council Ranger for their follow up and action.

SMOKING AND ALCOHOL

All Government buildings and their surrounding grounds **are smoke free zones**. Parents and visitors to the school site and the surrounding grounds and sports ovals are reminded of this requirement. Alcohol is not to be consumed on school grounds.

SCHOOL POLICIES

PUBLICATION OF STUDENT IMAGES AND WORK

The Department of Education's Information Privacy and Security Policy requires schools to gain parental/guardian permission before using visual images of students and their work. a 'Permission to Publish Images of Students and Students' Work form is provided to every family on enrolment.

If you give permission, the school may publish the images internally on Department of Education intranet sites, in online and hard copy school newsletters, Facebook, school website, Department of Education public Internet websites, school annual magazines and local newspapers. If published externally to an open website or publication, third parties would be able to view the photographs and work.

By signing the form you agree to the following:

- The school will only publish the first name of the student. Family names will not be revealed.
- The images or work samples would be used for the purpose of educating students, promoting the school, or promoting public education.
- The images or work samples may be reproduced as many times as required for these purposes.

Any video or photograph captured by the school will be kept for no longer than is necessary and will be stored and disposed of securely. Whilst every effort will be made to protect the identity of your child, the Department of Education cannot guarantee that your child will not be able to be identified from the video, photograph or work sample.

This consent, if signed, will remain effective until such time as you advise the school otherwise.

STUDENT ACCESS TO ONLINE SERVICES

Our school provides access to online services provided by the Department of Education. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students. All students and parents are required to sign a 'Permission for Students to Have an Online Service Account' form. This form sets out the terms and conditions that students must adhere to when using the internet at school. Supervised internet access will not be provided until permission forms have been signed and returned to the school.

The Department's online services currently provide:

- individual email accounts for all students and staff;
- access to the Internet, with all reasonable care taken by schools to monitor and control students' access to websites while at school;
- access to the online teaching and learning services such as web-conferencing, digital resources and online learning activities;
- access to online file storage and sharing services; and
- access to Portal services from home if the home computer is connected to the Internet.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and Internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and Internet access records are discoverable in the event of legal action and are subject to provisions of the [Freedom of Information Act 1992](#).

You should also be aware that general Internet browsing not conducted via the Department's network is **not** monitored or filtered by the Department. The Department encourages close family supervision of all Internet use by children in locations other than school, and strongly recommends the use of appropriate Internet filtering software.

Students will be advised by their teachers in relation to the correct protocol when using computers and the Internet such as the fact that they should not reveal personal information including names, addresses, financial details (e.g. credit card), telephone numbers or images (video or photographic) of themselves or others.

Further information in relation to student safety on the Internet for parents and students is available from the Australian Communications and Media Authority.
www.cybersmart.gov.au