



# CLARKSON PRIMARY SCHOOL

## Parent Information Booklet

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Updated 09/2020



## OUR VISION

At Clarkson Primary School we aim to inspire a passion for learning and the development of active global citizens who strive for excellence.

### Our Focus

#### **Learning**

Provide a learning environment where social and academic learning outcomes are maximised through high quality teaching and learning programs, and school organisation.

#### **Safe**

Develop a supportive and safe school environment where all members persevere to be the best they can be, are willing to take learning risks and feel valued.

#### **Respect**

Foster collective efficacy through developing respectful partnerships, resilience, effective communication, and a cooperative, collaborative environment.

#### **Responsible**

Through guidance and support, assist students to take responsibility for their own learning and behaviour.

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*I would like to welcome you to the Clarkson Primary School community. We are committed to developing students who become lifelong learners with a strong sense of community. We value and seek best practice through innovation and risk taking. Our learning environment is built upon caring, embracing maximum community involvement in a safe and stimulating learning environment with an atmosphere of fun and success for all!*

*The school was officially opened on 26<sup>th</sup> 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*

*This handbook aims to provide you with as much information as possible about how our school operates. If, however, the information you seek cannot be found please be sure to contact us as we will be only too pleased to provide the information.*

*We look forward to your involvement in our school community.*

***Anthony Shields***  
***Principal***

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# 1.0 General Organisation Information

## 1.1 Independent Public School

Clarkson Primary 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 initiatives that apply to all public schools.

The process for becoming an Independent Public School is based on:

- capacity of the school to assume greater responsibility for its own affairs;
- level of local support; and
- potential benefits to students and the broader school community.

## 1.2 School Timetable – Siren Times

Lessons	8.45am to 10.25am
RECESS	10.25am to 10.45am
Lessons	10.45am to 12.25pm
RECREATION	12.25pm to 12.50pm
EATING LUNCH	12.50pm to 1.05pm
Lessons	1.05pm to 2.45pm
Dismissal	2.45pm

## 1.3 Newsletters

Newsletters are uploaded to website [www.clarksonprimaryschool.com.au](http://www.clarksonprimaryschool.com.au) and School App twice a term on a Friday. Parents are informed of its issue via email, the school Facebook page and school app. In addition, small supplies of hardcopies are available from the school office.

## 1.4 School App

Clarkson has a School App which can be downloaded via itunes or googleplay, this can be used to advise of any absentees, update student information in regard to change of address and phone number. It is also used to communicate to the school community via the message system and individual tabs including each classroom, events, newsletters, sports carnivals.

## 1.5 Webpage and Facebook

Our webpage and Facebook pages are great place to access up to date information about the school. Information can be located at the following sites:

[www.clarksonprimaryschool.com.au](http://www.clarksonprimaryschool.com.au)

<https://www.facebook.com/groups/ClarksonPSCommunity>

In addition to the above communication outlets we also have an electronic school sign at the front entry to the school which is updated weekly.

## **1.6 Student Arrival and Departure Times Arrival**

Students should not arrive at school before 8.30am. Classrooms are **NOT** supervised by teachers until **8:30am. No student should be at their classroom prior to this time.**

Students that do arrive before 8.30am must be seated quietly outside the front office and will then move to the undercover area from 8.15am where they will be supervised until 8.30am and then be released to move to their class to prepare for their day.

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, (e.g., Sports, Choir, Coding 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 9.00am, 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.

It is important that parents follow this procedure as we rely on an accurate attendance register to account for students in the event of an emergency situation when the school has to evacuate.

### **Departure**

Students are asked to vacate the school grounds promptly after the end of the day.

### **Leaving School during School Hours**

If a student is required to leave school before 2.45pm, we ask that appropriate notice be given to the class teacher. When students leave during the school day the following procedure must be followed:

1. Parent or nominated parent representative to visit the school office to sign out the student and obtain a leave pass.
2. The leave pass is signed by a member of administration.
3. Parent to takes the pass to the classroom teacher.
4. Teacher releases the student into the care of the parent or approved representative.

This procedure is to be strictly adhered to. Students can only be collected from their classroom with a "Leave Pass". Children returning from an appointment must report to the office to have the student re-entry noted, before the child is delivered by the parent back to the classroom.

## **1.7 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's absence by:

- Telephoning the front office on 6207 5200.
- SMS message on 0408 930 191.

- Written note to the class teacher.
- Message via the school app.

Please notify the school office before 9.00am each morning as to why your child will be absent. This message is recorded as an “Explained Absence” and you are not required to provide a formal note when your child returns to school. If you **do not** ring the office 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 or you will receive a call from a member of Admin enquiring as to your child’s whereabouts.

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.

**If you are taking a family vacation during the school term you must complete a 'Request for Family Vacation during School Term' form at least 3 days prior to leaving for approval by the Principal.**

## 1.8 School Visitors

For security purposes all visitors (this includes parents) must report to the school office to sign in and collect an “Authorised Visitor” badge. This badge must be worn at all times during the visit and returned to the office when leaving. If staff see a person in the school area without a badge, then they will ask them to report to the office immediately.

## 1.9 School Security

## School Gates

The gates are locked between 9.30am and 2.30pm. The gates in the surrounding perimeter fence will be unlocked at 8.30am for student access. The main pedestrian gate at the front of the office is locked at 9.30am.

## Security Contacts

To report any inappropriate activities please phone:

Education Security or Clarkson Police  
**9264 4632 9407 1000 or 131 444**

## Toilet Security

To ensure the safety of all students while they are on the school premises parents are advised that all toilets at the school will be locked in the morning until 8.45am and in afternoons from 2.30pm. Students requiring the use of a toilet before or after school are to see their class teacher or go to the office. A toilet will then be unlocked for their use. The implementation of this procedure is in line with our school focus on protective behaviours and a sound risk management focus.

## Dogs on School Grounds

For the safety of all concerned, dogs and humans, we ask that all dogs are **NOT** to be brought onto 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 shire council 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.

### **1.10 Parking**

For the safety of all community members the staff carpark is not to be used to drop or pick students up to and from school unless prior authorisation has been granted. This also includes the driveway to the staff carpark which is marked as a NO stopping area. Parents and carers are asked to use the Early Childhood Parking area and parking inlets located around the school. There is also a carpark located at the back of the school across the oval. Please note the Clarkson Child and Adolescent Mental Health Services carpark directly across the road from the school is privately owned, fines will be issued for unauthorised use of this area.

### **1.11 School Assemblies**

These are twice a term on a **Monday** morning from 9.00am in the undercover area, parents and community members are invited to attend. Please refer to the term calendar in the newsletter, school Facebook page, app and sign for dates. Each PP to Year 6 class takes a turn in conducting an assembly during the year and the quality of these presentations is very high. The children gain valuable public speaking, microphone and performance skills, which builds confidence and maturity. At the assembly merit certificates are also presented to students to acknowledge improvement, persistence and personal achievement. It is important that parents understand that not every student will receive a merit certificate.

### **1.12 Lost Property - Please ensure all clothing and belongings are clearly labelled.**

Parents and students are advised to check for any lost articles in the Lost Property bins located outside the medical room on the admin block verandah. For smaller items such as money, jewellery, pencil cases etc. a box is kept in the school office. If an article is not claimed by the end of the term, then it is given to the person who found it. Clothing, lunch boxes and drink bottles not claimed are donated to charity. Any items that are labelled and handed into lost property are returned to the student via the classroom teacher.

### **1.13 Money Collection**

Money is collected for excursions, visits, swimming, dancing etc. throughout the year. We request **ALL** monies for student activities be returned to the drop boxes in the front office. Please complete all details on the payment slip and return in an envelope or zip lock bag.

### **1.14 Voluntary Contributions and Charges**

*The School Board has ratified school Contributions and Charges to ensure compliance with the School Education Act 1999.*

The voluntary contribution requested by the Clarkson Primary School Board for 2020 of \$40 per student; this represents approximately \$1.00 per week per child. 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.

## **Payment Options**

Payment of the contribution may be made:

- At the school office (cash, cheque or eftpos) Monday to Friday.
- By a progressive payment plan to suit your needs. To organise this option, please contact the Manager Corporate Services.



- By direct credit using EFT. Using BSB 016-338 Acct # 3409 50934. The student's name should be used as a reference.

### **Personal Items List**

Students are issued with their "Personal Items List" for the forthcoming year during Term 4. Ziggies offers Clarkson PS a pre-ordered service. Parents can take advantage of this by completing the personal items list online [www.ziggies.net.au](http://www.ziggies.net.au) or by dropping it in at the front office by the due date as stated on the form. For **free delivery** see more details on the personal items list.

### **1.15 Student Reports**

Student Semester reports are emailed to parents. It is important that families download a copy of the report to their computer as the opportunity to download expires after 30 days. Families requesting copies of reports after the expiry period can request a hardcopy at the cost of \$5 per report.

### **1.16 School Dress Code**

The School Board of Clarkson Primary School has established a dress code for all students attending the school. Please read the Dress Code in section 6.4 of this booklet.

### **1.17 Uniform Shop**

The Uniform Shop operates from the office on Wednesdays between 8.00am – 3.30pm.

### **1.18 School Records**

Please ensure that the office is notified immediately of any change of address, telephone numbers, place of parents' employment, emergency contact number and updated medical conditions so accurate records are maintained. If your child is transferring to another school, please notify us in advance in writing so that the necessary records, medical cards etc. may be processed.

### **1.19 Internet – Online Policy**

All students and parents are required to complete **Permission for Students to Have an Online Services Account**. 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.

### **1.20 Publishing Students' Work or Images**

Parents are requested to complete **Permission to Publish Students' Work or Images of Student Photographs Form** for each student. This is essential before any work or student photo/video (individual or group) is published on the school website, used to promote the school or public education. Once published, the school and Department of Education have no control over its subsequent use and disclosure. Your child's information may be accessed, copied and used by any other person using the internet (shared through social media etc).

### **1.21 Canteen**

Clarkson Primary utilises the online canteen which operates from the Clarkson Community High School. To register for this service please visit [www.quickcliq.com.au](http://www.quickcliq.com.au). Lunches are delivered to the school and then distributed to students via the classroom lunch baskets. As this is a privately owned business any queries should be directed to the support line 1300 11 66 37.

### **1.22 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 minds healthy and active. They are also encouraged to have a drink bottle (water only) available to sip during the day.

### 1.23 Lunch

We encourage the provision of a healthy recess 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 a designated area. Children sit down to eat for the last ten minutes of lunch time.

### 1.24 Swimming Classes

**In-term swimming** lessons are scheduled each year. They involve students in Pre Primary to Year 6. The lessons are free; however, charges do apply for pool admission and bus transport (non-refundable).

**Vacation** swimming is available for all children, irrespective of swimming ability, in October and January at local and holiday centres throughout the state. There is a charge for these lessons. You will be notified in the newsletter when enrolment commences.

### 1.25 Faction Competition

**Allocation to a faction** is done on admission. Siblings will be allocated to the same faction. Children are not permitted to change factions.

Our factions are Banksia, Jarrah, Tuart and Wattle. All activities are designed to promote sportsmanship, enjoyment, team spirit and endeavour. Our school is also keen to promote and maintain regular sporting and social contact with other primary schools in our area and regularly participate in Interschool sports.

### 1.26 Valuable Items/ Personal Items

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

### 1.27 Bike 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. Bike racks are located at the entry to the oval gates, adjacent to the top basketball courts behind the undercover area and in our early childhood area. 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.**

## 2.0 SCHOOL COMMUNICATION

### 2.1 Messages to Students

Parents are asked to restrict calls to their child/children to matters of an urgent nature. Messages will only be relayed to students under special circumstances. If parents need to **urgently** contact their child the office staff can assist. For messages to be passed on, parents need to call the office before 2.30pm. Communication of messages received after 2.30pm cannot be guaranteed.



### 2.2 Mobile Phones at School

Communication to parents or care givers during school time, for any and all issues relating to students, is the responsibility of the school and will be managed by the school.

Mobile phones can be an effective means of communication between parents and their children before and after school hours; however, during school time they are a distraction to students and affect learning. While there may exist a need for students to carry a mobile phone on school premises, their use is to be governed using the Mobile Phone Policy.

All students and parents are required to sign the **Mobile Phone Permission Slip** which clearly sets out the terms and conditions that students must adhere to when bringing mobile phones to school.

All student mobile phones and other electronic devices 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.

## **3.0 STUDENT HEALTH AND WELLBEING**

### **3.1 Students Health - General**

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, description of the condition and a signed plan from their Medical Practitioner for emergency action along with any medication.**

### **3.2 Communicable Diseases**

*All information provided is from the Western Australian Department of Health Communicable Disease Guidelines – 2018 Edition.*

<b>Chicken Pox:</b>	Exclude for at least 5 days after vesicles (rash) appear and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion.
<b>Conjunctivitis:</b>	Exclude until discharge from the eyes has ceased.
<b>Head Lice &amp; Nits:</b>	Exclude until after treatment has commenced and live lice removed.
<b>Impetigo (School Sores):</b>	Exclude for 24 hours after antibiotic treatment has commenced. Lesions on exposed skin should be covered with a waterproof dressing.
<b>Measles:</b>	Exclude for 4 days after the onset of the rash, in consultation with Public Health unit staff.
<b>Mumps:</b>	Exclude for 5 days after the onset of symptoms. Consult with your Public Health unit staff.
<b>Ringworm:</b>	Exclude until person has received anti-fungal treatment for 24 hours.
<b>Diarrhoea:</b>	Exclude until 24 hours after diarrhoea has ceased.
<b>Hand, Foot &amp; Mouth:</b>	Exclude until vesicles have formed crusts that are dry.

<b>Cold Sores:</b>	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 until the sores are dry. Sores should be covered with a dressing where possible uncovered and weeping.
<b>Meningococcal:</b>	Exclude until antibiotic treatment has been completed.

**Children with these ailments are to remain home until effective medical treatment has been carried out. It is the responsibility of the parent to notify the school if their child contracts any of the above conditions.**

### 3.3 Immunisation

If there is an outbreak of measles, children **WHO HAVE NOT BEEN IMMUNISED WILL BE EXCLUDED FROM SCHOOL FOR TWO WEEKS**. Please ensure immunisation records have been verified by office staff on your child's enrolment card. Please visit the [healthywa.wa.gov.au/immunisation](http://healthywa.wa.gov.au/immunisation) website for information on how to access your child's current immunisation records.

### 3.4 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 staff at the beginning of each year.
- 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.

### 3.5 Sick/Injured Students

- 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.
- Although each classroom is equipped with a small first aid kit which includes bandaids and cotton wool balls, it can only provide basic first aid to sick or injured students.
- Should a child become ill or injured at school a parent or emergency contact will be contacted to collect the child.
- It is important that a relative or friend (someone you know will be available to collect your child) is shown as your Emergency Contact/s on the enrolment papers. At least two contact numbers are requested.
- Children will only be entrusted into the care of an adult named on the enrolment card or to an adult explicitly authorised by a parent or legal guardian by way of a verbal instruction to a member of the administration team or by a signed letter clearly identifying the adult to collect their child.
- All medical room visits are recorded on the school's database for later reference if needed.

### 3.6 Medication

- The school does not and is **NOT PERMITTED** to provide medication. This includes pain relievers or any medication as part of first aid treatment.
- If students require prescribed medication to be administered during school hours parents will need to complete an Administration of Medication Form. These forms are available from the front office.

### 3.7 Allergies

If your child suffers from any allergies, please notify the school as soon as possible so that relevant medical plans can be made.

### 3.8 Asthma Management Plan

- If your child suffers from Asthma an Asthma Management Plan **MUST** be completed and lodged with the office. This should be in consultation with your doctor and outline the dosage and frequency of Asthma medications for your child.
- It is imperative that ALL students who suffer with Asthma keep a blue reliever puffer (Airomir, Asmol, APO, Ventolin or Bricanyl) a spacer and/or mask at school or in their school bags for use in an emergency. These must be clearly dated and in the original labelled container.
- Students who are involved in major sporting events such as CROSS COUNTRY, INTERSCHOOL/SPORTS CARNIVALS will be required to have these items with them if they suffer from Asthma in order to participate.

### 3.9 Head Lice

Children with lice must be treated to ensure **all lice** and **eggs** are **removed**. Please consult with your local pharmacy for the appropriate treatment. Students can return to school after the first treatment. A follow up treatment (approx. 7 days later) is important for successful eradication. It is recommended hair should be checked weekly. Where head lice are detected on a child while at school, parents can either:

- Collect student from school, treat with recommended shampoos and return the student to school the same day, or
- **Request the child remain at school until the end of the day and agree for the child to wear their hat until the end of the school day.**

It is for this reason that we request that all long hair must be **tied back**.

### 3.10 Dental Health

Children attend the Dental Therapy Centre located at Somerly Primary School (15 Somerly Drive, Clarkson). The contact phone number is 9407 9457. Children from this school are screened and treated, if necessary, after parent consent has been given.

### 3.11 Chaplain and Psychologist Services

Student services offered at Clarkson Primary School include a School Chaplain, School Psych, Aboriginal & Islander Officer and Community Nurse. For more information on these services please contact the school. Some helpful parenting websites:

- <https://www.kidsmatter.edu.au/families>; or
- [http://www.communities.wa.gov.au/communities-in-focus/parenting\\_and\\_children/parentingwa/Pages/default.aspx](http://www.communities.wa.gov.au/communities-in-focus/parenting_and_children/parentingwa/Pages/default.aspx)

## 4.0 TEACHING AND LEARNING PROGRAMS

### 4.1 Learning

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

- **English** – Speaking & Listening, Reading, Viewing and Writing
- **Mathematics** – Number & Algebra, Measurement & Geometry, Statistics & Probability
- **Science** – Biology, Chemistry, Earth & Space, Physical Science, Nature & Development of Science, Use and influence of Science, Science Inquiry Skills
- **The Arts** – Music, Visual Arts, Performing
- **Health and Physical Education** – Personal, social & Community Health, Movement and Physical Activity
- **Humanities and Social Sciences** – Geography, History, Civics & Citizenship, Economics & Business
- **Languages – 2021 Year 3 to 6 Indonesian**
- **Technologies** – Design and Technologies, Digital Technologies

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, laptops and computers. 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 all assisted by our ICT specialist teacher.

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

### 4.2 Appointment with Teachers

At all times parents are welcome to visit their child's class. From time to time you may wish to approach your child's teacher to discuss specific issues, it is best to make an appointment. If you wish to make an appointment, please send a note with your child to arrange a mutually agreed date. Classes commence at 8.45am and teachers will not be available for meetings before school. The front office is always willing to assist parents contact relevant teachers. Contact can also be made directly with teachers via email or SeeSaw. Please ask your teachers for their email address.

### 4.3 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 reading books suitably graded to their level of reading.

#### **4.4 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. As well as each students 50 minute PE lesson each class teachers are required to take their class for 20 minutes of supervised play each day at a time suitable to the class. Combined with an increase in lunch and recess times CPS students are participating in physical activity well above the mandatory 2 hours/week.

#### **4.5 Waste Wise**

Clarkson Primary School is a 'Waste Wise' school and is striving to become a 'Zero Waste' school to reduce the amount of rubbish going to land fill sites. To achieve this result, we have removed most of the bins and therefore ask parents to use reusable containers and reduce their reliance on packaging. One bin, per eating area, is provided for leftover food scraps which are used to feed our 'Worm Farms.' All other rubbish, paper, glad wrap, yoghurt containers etc. are to be placed in children's lunchboxes to be disposed of at home.

## **5.0 COMMUNITY INVOLVEMENT**

### **5.1 Parent Participation**

We are always willing to receive offers of assistance in the classroom or accompanying classes on outings. Parent volunteers are required to complete a Confidential Declaration annually.

Opportunities are created for participation wherever practical or desirable. Requests appear in newsletters, via the app and school Facebook page for donations of labour, expertise, specialised advice and use of equipment. Teaching staff and pupils are always grateful for any help.

### **5.2 Parents and Citizens Association (P&C)**

The P & C Association fosters parent interest in our school as well as providing vital additional funding. Parents and community members are most welcome to attend and participate at meetings and all P & C activities. Meetings are held twice per term at 6pm in weeks 3 and 7 on Wednesdays. Notification of meetings will be advertised on the P&C Facebook and school sign. A nominal fee of \$1 per year is charged.

### **5.3 School Board**

The School Board is a separate body from the P & C with the fundamental purpose of setting the long term future for the school and maintaining oversight (not management) of the school's operation. Our Board is currently made up of 11 members comprising of six selected community members, a P & C representative, two staff elected members, 2 parent elected representatives and the Principal.

## 6.0 IMPORTANT POLICIES AND PROCEDURES

### 6.1 Parent Code of Conduct Policy

#### **Expected Parent Actions**

All parents are expected to abide by the action statements below to ensure the behaviours they model are appropriate at all times.

#### **Support your child in all their educational endeavours by giving praise and showing interest in their school activities.**

Help your child to discover that it is often the process that is experienced rather than the end product that makes it all worthwhile; that giving of your very best is what matters rather than always comparing yourself against the capabilities of others.

#### **Ensure all our children have the right to feel safe at school.**

There may be times when you feel that the actions of another child have infringed upon the rights of your own child. ***Under no circumstances is a parent or guardian to approach another child whilst they are in the care of the school to discuss or chastise them because of their actions towards their own child.*** Such an approach to the child may be seen to be an assault on the child and may have legal consequences. It is appropriate to approach the class teacher or the School Principal to seek their intervention in bringing about an equitable and peaceful solution to the situation.

#### **Accept that bullying has no place within our community and as such will not be tolerated.**

This is as true for adult-to-adult interaction as it is for child-to-child. All interactions between members of our community must be in keeping with the values espoused by the school through its school policies. Instances of bullying must quickly be brought to the attention of the school staff so that justice may be achieved for all involved in the conflict.

#### **Be positive always.**

We all have bad days and, at times, events occur which don't always appear fair. However, it is often the case that the injustice was not intentional, and many times not even apparent to others. Always approach these situations in a spirit of co-operation and genuine partnership. It is amazing how easily and quickly most situations can be resolved.

#### **Show awareness that a child's perception is not the same as an adult's due to developmental maturity.**

A child is not necessarily lying when their story conflicts with another or when the teacher's perspective does not match what you have been told at home. Children see their world through their own limited experiences, which colour their perceptions. Adult perceptions are balanced with life experiences. Listen to your child as they tell you their "reality", but remember that a different "reality" may possibly exist elsewhere. Open, honest discussion with school staff is essential in these situations.



**Understand that children may and do act differently at home and school.**

When faced with an audience of their own peers often children will act/react in a way, which appears completely out of character to you and the saying "My child wouldn't do that", might not hold for all situations. Be open to all possibilities.

**Protect people's good name.**

Problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides in an argument. Attempts to resolve these issues through calm dialogue between the parties directly involved whilst respecting the dignity of each and every person.

**Separate opinion from fact.**

An approach to the relevant personnel within the school to verify the factual basis of a story can assist in allaying your fears as to an event in question and the intent involved.

**Actively listen to another's point of view.**

It may be that the perspective from which the parent is approaching the situation is foreign to the other party and each may be equally of value.

**Follow correct procedures in times of conflict to ensure all parties are heard and for harmonious solutions to be reached.**

If the conflict centres on a classroom issue, the first approach should always be made with the classroom teacher. If a resolution is not reached, then it is appropriate to involve the school administration. Should the matter result from a situation outside of classroom matters then it is appropriate to discuss this with a member of the school administration in the first instance. If parents remain dissatisfied with the result, then a formal complaint can be made or the matter can be referred to the Director of Schools of the North Metro Regional Education Office.

**Acknowledgment**

All parents are expected to sign an acknowledgment slip on enrolment confirming they have read and understand the contents of this policy.

**6.2 Behaviour Management Policy**

This policy has two distinct areas:

**Classroom Behaviour Management**

Behaviour management in the classroom is the responsibility of the teacher with the support of administration. The major emphasis of all behaviour management will be focused on rewarding and affirming positive behaviour.

Students displaying inappropriate behaviour will be managed in a non-confrontational manner by using a whole school management process of measured consequences. The aim of this process is to provide opportunity for students to refocus and modify their behaviour through counselling and reflection.

**Playground Behaviour Management**

Playground Behaviour Management is the responsibility of all staff and governs student behaviour before school, during breaks, and after school. A whole school process for teachers on playground duty serves to ensure the rights and safety all students in the playground.

## **School Rules**

The school rules provide a clear expectation of behaviour and will be constantly reinforced by all staff at the school. These rules will be displayed and discussed in all classrooms as follows:

***At Clarkson Primary School students are expected to be***

***Safe  
Respectful  
Responsible  
A Learner***

## **Class Rules**

These will be established by teachers to support the school rules, in consultation with their students.

## **6.3 Values**

### **Resilience**

Recovering quickly from difficult situations

- Toughness
- Strength
- Bounce Back

### **Perseverance**

- Staying power
- Commitment
- Determination
- Sticking to a task “no matter how difficult”

### **Risk Taking**

- Having a go
- Explore new ideas
- Challenge yourself
- Be confident - give it your best shot

### **Communication**

- Speak clearly and listen carefully
- Make your thinking visible
- Proof read and edit your written work

### **Being Co-operative**

- Willing to work with others.....nicely
- Teamwork
- Achieving a common goal

## **6.4 School Dress Code Policy**

The Clarkson Primary School Board has established a dress code for all students attending the school in the belief that a dress code:

- Fosters and enhances the public image of the school;

- Assists in building school and team spirit;
- Ensures students are safely dressed and groomed appropriately for specific school activities;
- Encourages equity among students;
- Prepares students for work, as many work places have dress and safety codes;
- Makes supervision of students on excursions more effective; and
- Provides protection against skin damage from the sun.

## **Dress Code - General**

### **Head Wear**

- Navy blue broad brimmed hat (to be worn all year round) style as per Uniform Shop. ***Logos, other than the school logo are not acceptable.***

### **Shirts**

- Navy blue/lemon polo shirt with school logo (Years K-6)
- Navy blue/white polo shirt "Leavers" printed on side panels with school logo (Year 6 Graduating students only)

### **Shorts/Skirts/Pants – Navy Blue**

- Cargo shorts
- Zina skirt (skorts)
- Box pleat skirt
- Cargo pants
- Micro fibre track pants
- Jazz pants
- Fleecy track pants

**All bottoms MUST be plain navy with no stripes, logos or similar. No denim is allowed.**

### **Jumpers/Jackets**

- Navy and lemon school jackets with school logo, school fleecy lined zip up jacket with school logo or any navy blue jumper (plain navy only no stripes logos or similar).  
**'Hoodies' are unacceptable.**

### **Footwear**

Appropriate footwear needs to be worn at all times, especially in relation to sporting, art or craft activities. The preferred footwear is sneakers/joggers as these enable younger children to climb and play safely and older students to freely participate in sporting activities. Inappropriate footwear during PE/Sports activities may result in exclusion from activity due to safety considerations.

- Enclosed lace up shoes or Velcro joggers only (excluding platform heels).

**Skate shoes, thongs slip on shoes are not permitted. All laces must be secured.**

***Students out of school uniform WILL NOT attend Excursions, Graduation or be formally photographed.***

### **General Grooming**

- Hair needs to be held back from the eyes.
- Shoulder length hair needs to be tied back (irrespective of gender).
- Due to the risk of injury students are only to wear minimal jewellery whilst at school. Watches, studs and sleepers (in pierced ears only) are the only jewellery permitted.
- Dangling earrings, necklaces, bracelets or wrist bands can be dangerous and are not permitted.
- Make up, nail polish, glitter or stick on tattoos are not permitted.
- Hair dyes / sprays are not permitted.

**Modifications to the Dress Code**

Students/Parents who wish to modify the school dress code due to religious, cultural or health reasons are required to make an appointment with the Principal. Staff will be informed of any student granted a modification to the dress code.

**Availability of Dress Code Items**

- Designated school uniforms can be purchased from the school uniform shop.
- Items in the designated school colours may be purchased from any clothing or department store.
- Students whose family is experiencing financial difficulties and are unable to comply with the Dress Code must contact the Principal to discuss possible alternate arrangements.

**Uniform Shop**

- The uniform shop is operated via the front office and is open Wednesdays from 8am – 3.30pm. Payment of items can be made by cash, cheque, EFTPOS or credit card.

**6.5 Complaints Management Policy**

All staff at Clarkson Primary School are responsible for managing the resolution of disputes and complaints lodged with us. We will make every effort to promptly resolve disputes and complaints lodged with us according to the principles of procedural fairness. Where we cannot resolve a complaint, the complainant, Principal or District Director can forward written complaints to the Director General of the Department of Education.

# SCHOOL MAP

## CLARKSON PRIMARY SCHOOL



### ROOM LOCATIONS

