

Joondalup Primary School Independent Public School

Information Booklet









Joondalup Primary School

Blue Mountain Drive Joondalup WA 6027

Phone: 9300 0188

Email: Joondalup.ps@education.wa.edu.au

Web page: www.joondalupps.wa.edu.au

Welcome

Welcome to Joondalup Primary School. You and your family are now valued members of our great school community. This booklet will provide you with an easy reference on our school's guidelines and procedures. Please read it carefully and discuss its contents with your family.

At Joondalup Primary School we provide a high quality of primary school education to help prepare our students to become successful Australian citizens and community members. The school environment is supportive and friendly with students, staff and parents working together to build high self-esteem and to achieve the best learning environment and outcomes for all children. It is an accepted reality that children from families which are supportive of their school's programs and guidelines have better attitudes to learning and to school in general.

Starting in a new school is a time of excitement and also an anxious time for children. We are here to assist your child in whatever way we can, so if you have any questions or issues please contact us.

Russell Hahn Principal Joondalup Primary School

School Vision

Joondalup Primary School strives to provide opportunities through positive, enjoyable and diverse learning experiences to enable our students to become resilient, respectful, active, life-long learners who contribute to society.





School Information

School Hours:

Doors open: 8.35am School commences: 8.50am

Recess: 10.40 - 11.00am Lunch: 12.40 - 1.20pm

School finishes: 3.00pm

Office hours: 8.00am - 4.00pm

Term Dates 2017:

Semester 1

Term 1 Staff commence: Monday 30th January

All students start: Wednesday 1st February

Term 1 ends: Friday 7th April

Term 2 Monday 25th April Friday 30th June

Semester 2

Term 3Monday 17th JulyFriday 22nd SeptemberTerm 4Monday 9th OctoberThursday 14th December

School Development Days 2017 - Pupil free Days

Monday 30th January - Term 1 Friday 2nd June - Term 2
Tuesday 31st January - Term 1 Monday 30th October - Term 4
Friday 3rd March - Term 1 Friday 15th December - Term 4

Western Australia Public Holidays for 2017

New Year's Day

Australia Day

Labour Day

Good Friday

Easter Monday

ANZAC Day

Western Australia Day

Queen's Birthday

Sunday 1st January 2017

Thursday 26th January 2017

Monday 6th March 2017

Friday 14th April 2017

Monday 17th April 2017

Tuesday 25th April 2017

Monday 25th September 2017

Queen's Birthday

Christmas Day

Boxing Day

Monday 25th September 2017

Monday 25th December 2017

Tuesday 26th December 2017

*Term dates are available from the Department Website:

http://det.wa.edu.au/education/termdates

Overview

Joondalup Primary School opened in 1993 and provides a primary school educational program for Kindergarten to Year 6 students residing in the Joondalup suburb bordered by Burns Beach Road, Moore Drive, the Mitchell Freeway and Joondalup Drive. The school has a level 5 classification and has a school enrolment of approximately 470 students who come from a diverse range of cultural backgrounds.

Within the school there is a strong sense of community and family values. The motto of the City of Joondalup is "Living in Harmony" and this is closely reflected in our school motto - "Learning in Harmony". The city emblem has been incorporated in the school uniform colours, the school song and the school logo.

The school has caring, professional and dedicated staff that provides a range of high quality educational, social and emotional programs for the students from Kindergarten to Year Six. Students at the school enjoy specialist programs in Visual Arts, Music, Physical Education, Indonesian Studies and Library / Literacy Studies delivered by specialist teachers. In addition to these specialists programs the school offers academic extension in Science, this is in collaboration with Belridge Secondary College. The school prides itself on its sporting prowess by offering a diverse range of sporting programs catering for individuals and providing opportunities to participate in a team. The school also offers a dedicated three year old Play and Learn Intervention Program, English as an Additional Language / Dialect and Moorditj Kadadjiny for our Aboriginal students.

Joondalup Primary School shares the campus with Joondalup Education Support Centre (JESC). Both schools work together for most aspects of schooling - assemblies, special events, use of play equipment, sporting activities and incursions. Students from each school may be included in each other's classes at different times of the school week.

School Purpose

The educational programs at Joondalup Primary School aim to provide for all students with opportunities to learn, through a positive learning environment that encourages them to become an enquiring, responsible and confident member of society. It is acknowledged by all staff that the development of knowledge, skills and values is a lifelong process.



Teaching and Learning Programs

At Joondalup Primary School a challenging and comprehensive curriculum is provided. The school provides programs in eight Learning Areas and the school will be continuing to implement the Australian Curriculum.

English - Language, Literature & Literacy

Mathematics - Number & Algebra, Measurement & Geometry and Statistics & Probability

Science - Biological, Chemical, Physical and Earth & Space Sciences

Technologies - Digital and Design

The Arts - Music, Visual Arts

Health & Physical Education

Languages Other Than English (LOTE) - Indonesian (Years 2 - 5)

Humanities and Social Sciences (HASS) - History, Geography, Civics and Citizenship, Economics and Business.

Highlights in the School Calendar:

- Anzac Ceremony
- Student Performances at assemblies
- Year 6 Camp Bridgetown
- Book Fair / Book Week
- WA Week Activities
- Education Week
- Visual Arts Exhibitions
- Choir Performances
- Sports Carnivals Faction Athletics Carnival, Interschool Athletics Carnival, Cross Country and Winter Carnival, Big Bash Cricket
- Arts Night
- Open Night at beginning of each school year
- Harmony Week / Ride To School Day
- Leadership activities
- Year 6 Graduation
- Fun Day





Student Health

Student Health is a primary concern. On enrolment parents/guardians will be required to complete an overview form on their child's health. These forms are then updated annually, however if there is a change in your child's condition it is important to let the school know.

First Aid

- The school provides basic first aid facilities and first aid kits for excursions
- Staff are not expected to diagnose or medically treat an 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
- When a student suffers a head injury the parent will be called

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. There is an exclusion list for contagious diseases, check with your doctor or phone the school.

Medication

The school does not provide medication, this includes pain relievers e.g. Panadol. Staff will administer medications provided by the parents with written instructions from the prescribing doctor; forms for this are available from the school office.

Medical Management Plan

If your child requires medication at school or suffers from any medical condition e.g. asthma, allergies, diabetes, seizures etc., a Medical Management Plan <u>MUST</u> be completed by your Doctor. This outlines the steps that the school needs to follow to help manage your child's condition. These forms must be lodged with the office, please keep the school updated about any changes to the procedures.

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 Admin team, an ambulance will be called; 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 these do not cause illness they do cause discomfort, we urge all parents to check their children's hair regularly and we request that children with long hair tie it back so that it does not touch other children's hair. Parents will be advised if lice are seen in their child's hair and are required to treat the lice before the child returns to school, parents will also be advised if lice are present in their child's class.

Dental Therapy Centre

Children from Joondalup Primary School use the Dental Therapy Centre on site. This is a free service with the purpose of providing a continuous preventative dental service for each child enrolled at this school. Appointments are made by the Dental Therapy Centre and any enquiries should be directed to them on **9300 0125**.

School Contributions

This voluntary contribution from parents is vital to allow the children access to extra facilities and learning materials. Please forward your contribution early in the year so additional learning opportunities can be presented.

K - 6	1 child	\$ 60.00	
	2 children	\$120.00	*(\$100)
	3 children	\$180.00	*(\$150)
	4 or more children	\$240.00	*(\$200)

* Discounted price if paid by end of Term 1.

In addition, the school offers a number of programs which parents are expected to pay for. Information outlining anticipated charges for the school year is given to parents in Term 4. Please note that children's participation in events for which there is a charge is encouraged but not mandated.

PP - Year 6 Swimming, Incursions and Excursions Year 5 Leadership activities in Term 4 Year 6 Bridgetown Camp in Term 4

Selected Year 5 / 6 students Are offered tuition in guitar and clarinet through the

Instrumental Music School

Parent Communication

Assemblies

Campus assemblies (JPS and JESC) are held every second week on Fridays commencing at 8.50am. An assembly timetable is issued at the beginning of each term on the Term Planner and is subject to change, any changes will be advised via the school newsletter, School App or Email. Merit Awards are presented at each assembly, your class teacher will advise you if your child is to receive an award. At each assembly the Principal presents the Joondalup Kid Award to a student who is following the code of conduct and going above and beyond what is expected.

Newsletters

Our fortnightly School Newsletter is emailed to parents on a Friday. Please ensure that you give your email address to the office as this is our main way of communicating to parents about what's happening in the school, current newsletters are also available on the School App.







School Board

Joondalup Primary School has a school board made up of the School Principal, parents, community members and staff. The board meets several times throughout the year.

The functions of the school board:

- Contribute to the establishment of and review the school's objectives, priorities and general policy directions
- Endorse financial arrangements necessary to fund those objectives, priorities and directions
- Evaluating the school's performance in achieving them
- To promote the school in the community
- To take part in formulating codes of conduct for students at the school
- To determine, in consultation with students, their parents and staff of the school the student dress code

Parents and Citizen's Association

The Parent and Citizens Association consists of a group of enthusiastic parents who are involved in assisting the school with social, community, educational and fund raising activities. We have a P&C for the whole campus (JPS and JESC combined).

The P&C is the main source of fundraising for the school. It is the main organiser of social activities at the school and is also the hub for developing friendship groups amongst families. All these contribute to developing a community ethos of helping to improve student learning.

The Association meets at 7.00pm on every third Wednesday of each month in the school staff room and an invitation is extended to all parents to come along; meetings are advertised in the school newsletter.

Smart Phone App

The Joondalup Primary School App is another way of keeping the lines of communication open, you can download the App from your App store and it is free. You can view the newsletters and term planners, order from the Canteen, contact the school by email and send absentee notifications.

Lunches and School Canteen

Lunches

Children eat lunch at school every day unless collected by a parent. We suggest a healthy recess and lunch, including a piece of fruit. It is necessary that all lunch containers and drink bottles are clearly labelled. Being an environmentally friendly school we do ask that where possible children bring food that has minimal packaging. Children eat lunch in designated areas and they must sit down and eat for the first ten minutes of lunchtime.

All drinks should be in a plastic bottle or carton - NO glass bottled drinks please. Drinking taps are available in several locations around the school. Water is by far the best drink for growing bodies.

School Canteen

Our canteen is run by Carolyn White (Canteen Manager) and Jo Messom, and assisted by parent volunteers. The canteen is open each day of the week during morning recess and for lunch. Pricelists are distributed regularly and available on the school webpage and App. When ordering lunch, please write your child's name, room number and lunch order on a paper bag, correct money would be appreciated (lunch bags are available from the canteen at a cost). The canteen direct phone number is: 9300 3892.

Online canteen ordering

You can pay for school lunches using EFTPOS or you can order online by either visiting the school App or by visiting the website: https://www.ouronlinecanteen.com.au. If you require any further information we have parent information forms in the school office.

Canteen Volunteers

Carolyn is always seeking parents to help out in the canteen. If you can volunteer your services for one day a week or one day a month, any help is greatly appreciated. Please contact either the school office or Carolyn.

Forgotten Lunches

If your child forgets their lunch you can bring their lunch to the office or classroom or we will provide lunch and you can pay the canteen the next day. Please do not bring "fast food" as this creates problems with other students and goes against our Healthy Food Guideline.

General Information

School Facilities

- The school library is central to the education program. All children have access to the library and may borrow fiction and non-fiction books
- All classrooms are fully networked to each other and the school library. Students have access to the computers to enrich their learning experiences. All rooms have interactive whiteboards. The Years K-1 have access to iPads and years 2-6 have access to laptops
- Music and Visual Art rooms are fully equipped for student use
- Specialist Teachers conduct programs in Physical Education, Visual Arts and Music for Years PP-6; LOTE (Indonesian) for Years 2-5

Records

Emergency contact records are required on enrolment at the school, they are 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.

Note: Any custody restrictions and court orders applying to your children must be supported with copies of the appropriate legal documents.

Checking in at the Office

Visitors and helpers to the school are required to sign in at the office before they proceed, this is a security measure.

Access to Staff and Classrooms

Parents are encouraged to meet with classroom teachers before or after school but not after 8.50am as teachers have classroom responsibilities. It is best to make an appointment to ensure the teacher is available. Please note that children are NOT ALLOWED to enter the classroom until the teacher is present.

Money sent to the school

Money is to be sent to school on TUESDAYS and THURSDAYS only. Please complete the remittance advice with the relevant details including method of payment and place in an envelope with the child's name and room number written on the outside. The envelope should then be placed in the Perspex box in the wet area of your child's teaching block. Payment for excursions or incursions can be made by cash, cheque, EFTPOS or by Direct Deposit.

If paying by Direct Deposit an email should be sent to <u>Joondalup.ps@education.wa.edu.au</u>, advising the details of payment. If paying by EFTPOS, please complete the remittance advice at

the bottom on the incursion/excursion note making sure you enter your CVC number which is located on the back of your card and seal inside an envelope.

Direct Deposit details are as follows:

Account Name: Joondalup Primary School

BSB Number: 016-338 Account Number: 3409 52796

Should your child be unable to attend an incursion/excursion that you have paid for please collect from the front office a Refund Request Slip to complete. Any credit available can be used towards unpaid Voluntary Contributions or held in credit to pay for a future incursion/excursion.

Access to School Grounds

Gates are locked at approximately 9.00am each day as a security and safety factor and they are reopened at approximately 2.30pm for collection of children, access during these times can be gained through the gate outside the Admin area. All gates are relocked at 4.00pm.

Students Arriving/Leaving School Grounds

Should you have reason to take your child from the school before 3.00pm on a particular day, where possible, we ask that an appropriate note be given to the class teacher that morning. A parent, guardian or responsible adult collecting the child must first present to the office, where they will be asked to enter details in the "signing out" book and will be given a "parent collection card" by office staff. This card should then be presented to the classroom teacher when collecting the child. Children will not be permitted to meet parents or older siblings outside the school grounds. If your child arrives late at school due to an appointment they must be signed in at the front office by the accompanying adult and a "late card" will be provided by office staff, which is to be presented to the classroom teacher when the child arrives in class. If your child arrives after 8.50am they are considered as late.

Attendance and Absence

Regular attendance is vital as it affects schoolwork, confidence and attitudes to learning. An attendance rate less than 95% starts to cause problems (i.e. any more than ten days absent over a year). When your child returns to school after an absence, the Education Act requires the parents to send an explanatory note, phone call or email to their teacher and this is kept in the school files. If your child is sick then home is the best place for them as a child who is ill cannot cope with school activities and may infect others. We ask you NOT to send sick children to school because we do not have the medical skills or facilities to look after sick children. If your child is ill at school, you or your emergency contact will be informed. If your child has five late arrivals in a term a letter is sent home to parents/guardians reminding them of the importance of arriving at school on time. You may also be contacted if your child's attendance rate declines.







Messages for Children

If you are unable to collect your children due to unforeseen circumstances, it would be appreciated if you can organise for a friend or neighbour to collect them rather than relying on a message being conveyed to children during their class times. It is preferable if you can advise your child of alternative arrangements <u>prior</u> to departing home for school as only <u>urgent</u> messages will be taken to the children.

Excursions

As educational excursions are a feature of many class programs during the year you will receive notes from classroom teachers requesting permission and payment by a due date. Please note that if the teacher <u>does not receive the form and the payment by the due date, children will be unable to attend the excursion</u>. Students must be in full dress code to participate in excursions.

When your child starts at the school you are required to complete a consent form. This gives permission for students to use Windermere Oval, go on fitness activities around the perimeter of the school, nature walks to Blue Lake Park and the local water tower etc., this consent form will cover the time your child is a student at the school.

Mobile phones at school

Student use of mobile phones at school is an issue throughout the State. It is strongly suggested that parents should not allow their child to bring one to school unless there is a very compelling reason to do so. In cases of emergency, students have access to a telephone in the front office and teaching and learning blocks. We are aware that for security reasons you may want your child to have a phone for before and after school, they will need to bring their phone to their classroom teacher first thing in the morning and collect it when leaving to go home. While it is kept in the classroom it must be <u>turned off</u>. No responsibility will be accepted by the school should a child's mobile phone be misplaced. Children will not be permitted to use their mobile phone during the school day. If a child is caught with a mobile phone during the day, it will be confiscated and the child's parent will need to collect it from the Admin Team.

Lost Library Books

Reading and Library books are a valuable resource in a school, the cost of these is ever increasing and replacement of such scarce resources is essential. We therefore must insist that the cost of replacing books lost or damaged by children be borne by the parents.

School Watch Program

Your help in protecting the school buildings and facilities after hours, on weekends and during the holiday period is appreciated.

If you see vandals at work or anyone acting suspiciously, please contact:

Education Security 9264 4771 or 9264 4632

Central Police 131 444 Joondalup Police 9400 0888





Community Use of the School

Use of the school grounds and buildings by community members is encouraged and permission must be sought from the Principal and application forms are available from the Manager Corporate Services. Organisations must have Public Liability insurance and their insurance details must be noted on the agreement form. For afterhours use you need to obtain a key from the Manager Corporate Services so that you will be able to unlock the gates.

Dogs on School Grounds

We encourage parents to walk their children to and from school which also provides a great opportunity to exercise your dog but please be aware of the children's safety. If you are bringing your dog to school please make sure they are on a leash at all times. Ensure that your dog is not left unattended at any time.

Dress Code Requirements

The School Dress Code has been established by the School Board and applies to all students attending the school during school hours and on all occasions when representing the school.

The Board believes such a code:

- Enhances school image
- Assists in developing school spirit
- Ensures students are safely and appropriately dressed for all school activities
- Encourages equity among students
- Protects children from the sun when outdoors

At school a student's presentation, clothing and footwear is to be clean and appropriate for all school activities. Long hair for both boys and girls is to be tied back for both safety and health reasons. Makeup, dangling earrings, necklaces and nail polish are not permitted under the Dress Code.

The following is a description of the clothing that is permitted to be worn at the school:

MICROFIBRE ZIP JACKET: TEAL GOLD - Jackets with School Logo

POLO SHIRTS: TEAL GOLD - Polo shirts or Graduation shirts for Year Six

students

MICROFIBRE SHORTS: TEAL

SKIRTS: TEAL - Netball style

SKORTS: TEAL - Skirt fronted shorts for girls

DRESSES: Joondalup School Style

MICROFIBRE TRACK PANTS: TEAL DANCE PANTS: TEAL

HATS: Broad brim hats to be worn outdoors all year round -in faction

colour

JEWELLERY: Simple, safe, conservative items of a non-distraction nature

may be worn. Nail polish, dangling earrings, necklaces, bracelets or bangles are not to be worn and are to be left at home as they are a safety issue when participating in PE and

playing at lunch and recess.

FOOTWEAR: Enclosed shoes with socks (no high heels or beach sandals). In

summer sandals with heel straps are permitted.

Uniform Shop

Parent Volunteers run the Uniform Shop. Opening hours are Monday's 3.00 - 3.30pm. Uniform orders can also be placed on the official order form available from the office. The uniform shop accepts Cash, EFTPOS, credit card and direct deposit payments.

The Direct deposit details for the uniform shop are as follows:

BSB: 066-166 Account number: 103 907 50

Account name: Uniform shop Joondalup primary school P&C

You can also order your uniforms online by going to www.ouronlinecanteen.com.au and following the prompts.

ITEMS		2	4	6	8	10	12	14	16	PRICE
POLO SHIRT										26.00
POLO LONG SLEEVE SHIRT										30.00
SKIRT										27.00
SKORT										27.00
MICROFIBRE SHORTS										25.00
MICROFIBRE TRACK PANTS										38.00
MICROFIBRE ZIP JACKET										48.00
DRESS										47.00
HAT BUCKET STYLE - SIZE										
(circle size & colour, indicate number required)	XS		S	M	ı	L				10.00
	Red	Green		Gol	Gold Blue					
SCHOOL BAG WITH LOGO										32.00
LIBRARY BAG										10.00

Lost Property

Please name <u>ALL</u> your child's clothing. Please ask your children to bring home all extra clothing each day (e.g. coats, swimming gear etc.). If property is lost, first check your child's classroom and then look in the yellow Lost Property Bin near the medical room. This bin will be placed outside the medical room door at the commencement of each day and taken back inside at the end of the day. At the end of each week the clothing is sorted and the named items are returned to their owners. Any items without a name will then be recycled. It has become necessary to implement this plan, as we do not have storage facilities to cater for the amount of lost property that turns up during a term.







Kiss and Drive

The Kiss and Drive is located at the front of the school on Candlewood Drive and is clearly sign posted. Students may be picked up and dropped off at this point. If your children are not at the Kiss and Drive, parents are asked to circle the school in an anti-clockwise direction and join the end of the line, parents are asked to always stop at the most forward bay.

Remember:

A 40kph zone operates in the school vicinity prior to the school commencement and following school closure (7.30 - 9.00am and 2.30 - 4.00pm).

In the interests of children's safety, parents are NOT to use any of the Staff Car Parking areas as a drop off or collection point or allow children to take short cuts through this area.

Kindergarten/Pre Primary Information

Arrivals and Departures

All children must be brought to the classroom and collected from the classroom by an authorised adult and children may not leave the classroom until collected by an adult. If someone other than yourself or the normal caregiver will be collecting your child please notify the teacher of this change in writing or by phoning the office. Parents must complete a form if older siblings are to collect Kindy or Pre Primary children. To prepare children for future schooling life and to establish a good routine please ensure that children arrive **on time** for school.

Please do not allow your children to climb on or use any school apparatus before school.

Parent Involvement/Parent Roster

Parents are a vital part of the program, your assistance as a volunteer rostered helper enables us to offer the diverse range of experiences that enrich your child's early childhood years. Please volunteer for roster by placing your name on the roster timetable. If you have any concerns parents are always welcome to discuss them with their child's teacher, it may be advisable to organise an appointment time.

What to Bring

Your child needs a large bag that they can open easily, please ensure the bag contains:

- a change of clothes and underwear
- a school hat
- a water bottle

All items of clothing must be labelled with your child's name.







Codes of Conduct

School Students are expected to perform at the best of their ability as well as wear the school uniform and are encouraged to exhibit a strong sense of pride in their school. On excursions or events where students are representing the school, uniform is mandatory.

All students are expected to observe the school's behaviour guidelines which focuses on developing student's self-esteem and sense of community by participating in all school activities. A high standard of behaviour is expected at all times.

At Joondalup Schools we are respectful to all staff, students and property. We do this by following the School Code of Conduct:

Be Respectful Be Responsible Be Safe

RightsResponsibilitiesTo feel safeTo respect othersTo learn & growTo respect ourselvesTo be respectedTo use common senseTo be valuedTo support others

It is your right and your responsibility to report bullying, whether it happens to you or to someone else.









Joondalup Primary School Song

Together with the native gums
The magpies and the sun
We share our school with many
But together we are one

We have the ocean in our sights
And we can reach the sky
At Joondalup we'll scale the heights
Together if we try

We'll give and learn We'll live and learn We'll live and learn in harmony With all at Joondalup

We'll give and learn
We'll live and learn
We'll live and learn in harmony
With all at Joondalup

We'll live and learn in harmony With all at Joondalup

