



Parent Handbook 2024

# Table of Contents

Principal’s Welcome.....	<u>3</u>
Acknowledgment of Country .....	<u>4</u>
2024 School Times and Term Dates for students.....	<u>5</u>
Before and after school duty of care .....	<u>6</u>
Finances.....	<u>7</u>
School uniforms.....	<u>8</u>
School operations .....	<u>9</u>
Student health .....	<u>10/11</u>
Student and school safety.....	<u>12</u>
Communication with the school .....	<u>13</u>
Kindergarten specific information.....	<u>14/15</u>
Bushfire Plan .....	<u>16</u>
School contact details.....	<u>17</u>

## Principals Welcome

Dear Parent, Caregivers and Community Members,

Welcome to East Kenwick Primary School. We pride ourselves on ensuring that students are at the centre of everything we do. Our aim is to provide your child with the opportunity to learn in a safe and supportive learning environment, growing into a confident and active member of our community.

Children are all individuals and we cater for the individual needs of all our students. Staff are driven to inspire students through innovative learning experiences. There are opportunities for students to explore and learn in every aspect of their schooling. Staff encourage students to learn outdoors in the environment, learn about culture and learn in real world contexts, all while striving for academic excellence.

At East Kenwick Primary School, we recognise the importance that parents and caregivers play in their child's education. We endeavour to establish strong connections between home and school, working in partnership with parents to provide the best outcomes for students. Working together assists us to have a greater impact on our students and your children.

At East Kenwick Primary School, we ask our students, staff and community to be 'Learner's Today, Leader's Tomorrow'

Sincerely,

Ryan Pettit

Principal

## ACKNOWLEDGEMENT OF COUNTRY

“I respectfully acknowledge the past and present traditional custodians of this land on which we are meeting, the Whadjuk Noongar people. It is a privilege to be standing on Whadjuk Noongar country. I also acknowledge the contributions of Aboriginal and non-Aboriginal Australians to the education of all children and people in this country we all live in and share together – Australia.”



Artwork by EKPS Students—T Collard, E Herrity, G Little, D Rassmussen, L Taylor, C Williams-Bropho, and G Wiwood  
(with support from J Anderson and D Narrier)

## 2024 SCHOOL TIMES

**Pedestrian access gates are open from 8.15am. There is to be no pedestrian access through vehicle drive ways.** The staff car park is not to be used to drop off or collect children for any reason.

8:35 am Classroom doors open

8.50 am Morning lessons begin

11:00 am Break 1.—Students go out to play

11.25am Students return to class to eat lunch

11:35 am Morning lessons continue

1:35 pm Break 2—students go out to play

1:50 pm Students return to class to eat recess

2:00 pm Afternoon Lessons continue

3.00pm End of School day

Children are required to be picked up by an adult or make their way home straight after the school finishing time.

**Please Note: Parents are not to wait at classroom areas before 2.50pm to ensure valuable teaching time is not disrupted.**

### 2024 TERM DATES FOR STUDENTS

TERM 1: Wednesday 31 January - Thursday 28 March

TERM 2: Monday 15 April - Friday 28 June

TERM 3: Tuesday 16 July - Friday 20 September

TERM 4: Monday 7 October - Thursday 12 December

### 2024 DEVELOPMENT DAYS

Throughout the school year there are a number of school development days. On these days, staff meet to focus on long term planning; further develop their skills and knowledge; and analyse students and school performance data. Students do not attend school on these days.



## BEFORE AND AFTER SCHOOL DUTY OF CARE

### No children are to be on school grounds before 8:15am

#### Kindergarten and Pre-primary

During these early years, parents/carers need to remain with their children in the undercover area until the classroom opens at 8:35am. Once the classroom opens, parents and children can do a puzzle together, prepare for the day or read a book. Parents are required to leave (unless they are rostered on as a helper) by 9.00 am when formal lessons begin.

**Children are not to be outside on their own or on play equipment before 8:35am.**

At the end of the day, parents need to collect their child from the classroom. Children will not be dismissed without a parent or listed adult present. Older Siblings cannot collect children. Your child will only be released to adults listed on our contacts as supplied by you. If you require your child to be collected by an unlisted adult, please advise the teacher or administration staff. Children who use OSHC will be dropped off and/or picked up by an OSHC member.

#### Year 1 – 6

**Children should not be on school grounds before 8:15am** unless they are participating in a school event or attending OSHC. If you are interested in before or after school hours care, please visit the East Kenwick OSHC website for further details.

<https://eastkenwickoshc.com.au>

Please note the following: Children on the school site between 8:15am and 8:35am will be required to sit in the undercover area where they will be supervised. When classrooms open at 8:35am, children are to enter classes immediately to set-up for the day. Once in the classroom, they cannot leave except under teacher direction. At the end of the school day, children must head home with their parents or by themselves. **Children are not permitted to remain and play in the school grounds unsupervised. All gates will be locked by 3.30pm**

## FINANCES

**VOLUNTARY CONTRIBUTIONS** The amount of Voluntary Contributions Parents/Carers are asked to pay is set at \$60.00 per child.

While contributions are voluntary, the quality of our teaching and learning programs will be maximized when each family contributes. Voluntary contributions can be paid with personal requirements lists through our supplier Campion; or through direct debit into the school account. Cash and EFTPOS payments are also accepted.

Our Bank account details are:

East Kenwick Primary School

BSB - 066 162

Account Number - 00900041

Please add the name of the student so we know whose account to credit.

**PERSONAL REQUIREMENTS LIST** includes items such as pencils, glue, pens etc. that are required by each student and can be purchased through our supplier Campions or various stores and news agencies.

### EXCURSIONS

Throughout the year you may be asked to contribute money for educational excursions to cover the cost of transport and admittance to venues.

## SCHOOL UNIFORMS

A school uniform is in place to promote a sense of pride and belonging. Uniforms can be ordered through the front office staff. Children representing the school in educational, cultural or sporting activities are required to be in school uniform.

**Faction Shirts**— Faction shirts are available to purchase through the office. Students are encouraged to wear them on faction shirt Friday's.

**Hats** – It is school policy that every child must wear a sun safe hat while at sport or outside playing. Children without a hat will be required to play within the shaded verandahs throughout the school.

**Footwear** – Closed shoes and socks or sandals with ankle straps are to be worn at all times for safety reasons. Thongs, boots, high-heels, ugg-boots and slippers are not acceptable.

**Cosmetics/Jewelry** – No Cosmetics, including nail polish or false nails are allowed.

For **safety reasons** jewelry should not be worn with the exception of non-smart watches, and stud or small sleeper earrings. Students found wearing nail polish or unsafe jewelry will be asked to remove.

**Hair** – For health and safety reasons, students with shoulder length or longer hair, will be required to have it tied back.

**Lost Property** – All lost property will be placed in our lost property bin, which is located in the front office. Please check there if your child has lost an item. Please ensure all uniforms, lunch boxes and drink bottles are **labelled with your child's name**. At the end of each term, any unclaimed items are donated to charity.



# SCHOOL OPERATIONS

## TOILETS

There are no public toilets on our school site. **Toilets are for Student and staff use only.** The nearest public toilets are located at Mills Park on Brixton Street, Beckenham.

## ATTENDANCE

Students from Pre-primary to Year 6 are legally required to attend school every day unless sick. Kindergarten is not compulsory in Western Australia, however once enrolled in Kindy, children must attend or their spot may be offered to another child. It is a requirement of the Department of Education that we follow up absences and monitor the percentage of time your child is away from the school. If your child is away, please provide the class teacher with a written explanation, call the office or send a text to our sms absence service.

## PUNCTUALITY

It is important that children are on time to their classes. Coming late disrupts the teacher and other students, as well as not providing your child with the best start to the day. Any child arriving after 9.00am is required to sign in through the front office. Without a late slip, teachers will not permit a child to enter their classroom.

## SIGNING STUDENTS IN AND OUT OF THE SCHOOL DURING THE DAY


Children who need to leave the school during school hours must be signed out, and upon return, signed back in through the front office by parents or guardians. During class time, teachers will only release children into the care of a parent or guardian if they are presented with a sign out slip. Your child will only be released to adults listed on our contacts as supplied by you.

## PARENT HELPERS AND VOLUNTEERS

All parents who volunteer at our school will need to sign a Parent and child volunteer declaration form. You cannot volunteer if you have a current Working with Children Negative Notice or Interim Negative Notice. All non-parents will be required to have a Current West Australian Working With Children Card.

## SCHOOL RECORDS

It is very important that the school is advised if there are any changes to contact details, emergency contacts or medical conditions. Having correct information assists the school in contacting the correct person in the case of an emergency, who to ring for everyday questions and correct email addresses for important information.



# STUDENT HEALTH

## HEALTH CARE

It is vital that the school is informed if your child has any allergies or medical conditions. There are a number of forms that need to be completed annually. Generally, these forms can be completed by you, however in some circumstances, your doctor's input is required. The front office can provide you with the required forms.

**ALLERGY AWARE (NUT AWARE FRIENDLY SCHOOL)** We have students that have severe allergies to nuts. Please be mindful of this when packing your child's lunch.

## MEDICATION

If your child requires medication at school, it needs to be discussed with a member of the office staff. Forms are required for both short and long term medication administration. Teachers do not administer medication to children.

## SICK and INJURED CHILDREN

If children are injured at school, simple first aid is administered. For any injury that is considered serious, parents will be contacted and/or medical advice sought. If your child is sick at school, you will be contacted and are required to pick them up. Front office staff and teachers are not in a position to monitor and look after your child. In the event of an emergency the school will contact carers and call an ambulance. Where this happens, all medical expenses are the parent's responsibility. If your child has been sick with vomiting, please keep home until symptoms have ceased for 24 hours as per Health WA guidelines. If you believe your child has a communicable disease, such as chicken pox, measles, mumps, rubella or whooping cough, please seek advice from your doctor regarding treatment and exclusion. More information about communicable diseases is available at [www.public.health.wa.gov.au](http://www.public.health.wa.gov.au).

## STUDENT HEALTH continued...

### CRUNCH & SIP

During the day , students are able to drink water and have a piece of fresh fruit or vegetables in class. This is not a break in learning time so anything the children bring needs to be easy to eat and not make a mess. Water must be in a leak proof water bottle.

### HEAD LICE

Unfortunately, it is almost impossible for a school to be 'nit-free'. Parents can play their part in limiting the spread of nits by regularly checking their child's hair and treating them as required. Your local pharmacy can give you the best advice for treatment. It is recommended that you routinely check your child's hair.

### SCHOOL NURSE

During the year, the school nurse/health service will complete a developmental screening with all kindergarten children. On some occasions the school health service/nurse will make contact with you following the screening.

### SCHOOL PSYCHOLOGIST

The school has an educational psychologist two days per week. Their role is predominately to work with the school and teachers to ensure the needs of children are being met. If you believe the school psychologist needs to be consulted on matters related to your child's education, please speak with your child's teacher.

# STUDENT AND SCHOOL SAFETY

## WALKING AND RIDING TO SCHOOL

East Kenwick Primary School is centrally located and children are encouraged to walk or ride to school safely. It is important that parents show their child the most suitable route and how to cross roads safely. We have Police Department employed Crossing Attendants on both main entrances to the school and children should not cross at any other point along these roads. Please ensure your child uses the paths provided to enter and exit the school grounds.

## BICYCLES/ SCOOTERS AND SKATEBOARDS

If your child rides or scooters to school, they are required to park their bike/scooter in the bike racks provided. These racks are behind secure fencing and will be locked during the school day. Once your child enters the school grounds they are required to wheel their bicycle/scooter. It is mandatory for children to wear a helmet that meets Australian design standards whilst using a bike or scooter. Scooters and skateboards are not to be used on school grounds.

## CAR PARKING AROUND THE SCHOOL

East Kenwick Primary School is fortunate to have a large parent car park and parents are required to follow all speed limits (5km/hr. in carparks) and be vigilant of children. The carpark at the front of the school is for **staff parking only**. NO PARENTS OR CARERS ARE TO USE THE STAFF CAR PARK for any reason. There is a 'Kiss and Drive' area in the carpark off Kenwick Road. Parents are not permitted to park in the 'Kiss and Drive' area or leave their car unattended therefore Kindergarten and Pre Primary parents are not able to use this. Please note that all streets around East Kenwick Primary School have a 40km/hr. speed limit from 7.30am to 9.00am and from 2.30pm to 4.00pm each school day.

## COMMUNICATION WITH THE SCHOOL

### CONTACTING STAFF

Clear and positive communication between parents and teachers is essential to your child's education. Staff will respond to parents as quickly as possible, usually within 3 school days, unless it is urgent. Staff have many children in their care and limited time away from teaching so an instant response is not always possible. Making an appointment with your child's teacher will ensure they can answer your queries and not have lessons disturbed. Emailing our school or the teacher through their Department of Education email is the most direct method.

### GATHERINGS (Assemblies)

Each term, the school will hold multiple school gatherings. These dates will be advertised on our website, in the school newsletter and on the digital board at the front of the school. Whole School Gatherings will be held on Wednesday morning at the start of the school day; 9.10am. There are times (e.g. ANZAC Day) when the school is required to hold an assembly on a specific day/ time.

### FACEBOOK

Our school Facebook page provides up to date information to parents and photos of students engaging in their learning. Regular checking will assist parents with important school information.

### NEWSLETTERS

Newsletters are published 2 times per term and will be emailed directly to you. If you do not have an internet connection, please request a hard copy from the front office and this will be sent home with your child.

### MOBILE PHONES

If you require your child to bring a mobile phone to school, please collect an Application for Student Mobile Phone form from the office. Students are not permitted to have mobile phones with them during school hours. Mobile phones brought to school are to be switched off and signed in at the office for the day. The school takes no responsibility for the safety of the mobile phone.

## KINDERGARTEN SPECIFIC INFORMATION

### OUR PROGRAM

East Kenwick Primary School has a strong focus on developing your child's literacy, numeracy, social/emotional and physical skills during their first year of schooling. The National Quality Standards for Early Education, and the Early Years Learning Framework, are the basis our staff use for an intentional play-based learning approach.

### KINDY CLASSES

N.B. Kindergarten children attend 2 days one week, and 3 days the next to ensure we meet the requirement of averaging 15 hours of schooling per week.

Magpie—Koolbard Monday and Tuesday, Wednesday of Odd Week Number

Possum—Koomal Thursday and Friday, Wednesday of Even Week Number

Emu - Waitj Monday and Tuesday, Wednesday of Odd Week Number

### REPORTING TO PARENTS

If you have any concerns about your child, no matter how small you think they are, please make a time to come in and chat with us. We will also contact you if we have any concerns or important matters to discuss. At the end of Semester 1 and Semester 2, you will receive a comprehensive report that outlines your child's development of skills and understandings across the five outcomes of the Early Years Learning Framework/WA Kindergarten Curriculum.

### START AND END OF THE DAY

An adult is required to walk children to the classroom door at the beginning of the school day and collect them from the classroom at the end of the school day. Classroom doors open at 8.35am and parents are encouraged to do puzzles or read books with their child before leaving by 9.00am. At the end of the day children will be released directly to their parents/carers.

**Please Note: Your child will only be released to adults listed on our contacts list as supplied by you unless prior arrangement is made.**



## KINDERGARTEN continued ...

**School bag**— All children need to have a school bag or backpack with their name clearly marked on it. Please ensure your child knows how to open their bag and where items are stored.

**Hats** -The school has a 'No hat, play in the shade' policy and children must wear a sun safe hat throughout the school year.

**Morning tea** – Parents are encouraged to pack a healthy morning tea for their child. Fresh fruit, vegetables and cheese are nutritious snacks for children to eat mid-morning. Please ensure their morning tea is placed in a separate container from their lunch . All containers are to be named.

**Water bottle** – All children need to have a named, leak-proof water bottle for daily use. Please ensure your child knows how to open and close their water bottle. **Please only fill your child's water bottle with water.**

**Lunch** – Children must bring lunch on their designated days. Make sure that you pack foods that can survive being kept in school bags for a number of hours. Do not over pack your child's lunch as having too big a portion size ends up being a waste. Make it easy for your child to eat, (cutting it up for them is a good idea). Your child needs to be able to open their own lunch box and unwrap their own food. (N.B. an ice brick is also another great idea and helps to keep your child's food cold and fresh throughout the year).

**Change of clothes** – Please include a change of clothes in your child's bag. Accidents happen and children feel much better if they can put on their own clean clothes. The school does not have spare clothes for children.

**Toileting** – Please communicate with the classroom teacher if there is any concerns relating to your child.

**Toys from home** - The school has lots of appropriate toys and resources for your child's learning and play. We ask that your do not allow your child to bring their own toys. Staff and the school can't guarantee the safety of your child's toys. Any loss or damage will not be covered by the school.

## Bushfire Plan

East Kenwick Primary School has been placed on the Department of Education bushfire zone register as it is located in a designated bushfire risk area.

If a 'Catastrophic' fire danger rating has been declared for the City of Gosnells, a school **MAY** be required to invoke a pre-emptive (planned) closure. A 'Catastrophic' fire danger rating poses a significant threat to the school if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

Parents will receive a text message to inform them of a possible Pre-emptive closure of the school.

The final decision to pre-emptively close the school will be confirmed with the principal no later than 4.30pm on the day before the pre-emptive closure. If the forecast changes after the 4.30pm deadline, the school remains closed to limit confusion within the school community.

Parents will receive a text message to either confirm or reverse a Pre-emptive closure of the school.

Typically, schools will only be required to close for a day at a time. However, this will depend on changing weather conditions. Parents will receive a text message to advise if the school will reopen the day after the pre-emptive closure, or whether it will remain closed.

Parents are encouraged to monitor official bushfire information sources for current information about fire danger ratings:

### [Emergency WA website](#)

#### 1. **Department of Fire and Emergency Services**

Information line – 13 33 37

Twitter - [https://twitter.com/dfes\\_wa](https://twitter.com/dfes_wa)

#### **Local radio**

#### [ABC Emergency WA](#)

- ABC local radio
- 6PR

Please contact the school on **08 6216 4150** with any concerns relating to Pre-emptive closures during the bushfire season.

### OUR SCHOOL VALUES

Be Responsible

Be Respectful

Be Caring

Be Your Best

These values enable our students to create a safe environment that fosters student's engagement, growth and to learn with pride.

### CONTACT DETAILS

Phone: 6216 4150

SMS Student Absences: 0437 153 976

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

Website: <http://www.eastkenwickps.wa.edu.au>

Address: 96 Kenwick Road Kenwick 6107

