

# East Kenwick Primary School

Learners Today, Leaders Tomorrow



## School Information, Rules, Policies and Guidelines

***An Independent Public School***  
*'Learners Today, Leaders Tomorrow'*

96 Kenwick Road  
KENWICK WA 6107

Telephone: 9459 1251

Fax: 9459 8691

Email:

[EastKenwick.PS@education.wa.edu.au](mailto:EastKenwick.PS@education.wa.edu.au)

Website: [eastkenwickps.wa.edu.au](http://eastkenwickps.wa.edu.au)

Facebook: [EastKenwickPrimarySchool](https://www.facebook.com/EastKenwickPrimarySchool)

Last Updated 18<sup>th</sup> November 2016

**Please keep this copy to refer to  
during the year**

*'We Learn With Pride'*

<b>Contents:</b>	<b>Page No.</b>
Absences:	7
Bicycle Helmets:	9
Bicycle Security:	9
Breakfast Club:	4 & 12
Bullying:	17
Canteen:	10
Carparks and Children:	8 & 9
Children Leaving School Grounds:	8
Dental Therapy:	9
Head Lice Prevention and Treatment:	11
Healthy Eating Program	12
Infectious Diseases:	12
Insurance Cover and School Children	16
In-Term Swimming:	8
Learning Technology:	13
Lunch Eating:	9
Lunch Breaks:	4
Marking of Clothes and Belongings:	10
Map of the School	19
Medication Policy:	10
Mobile Phones:	11
Money at School:	8
Newsletter - Communication with Parents:	6
Official Procedures for Making Contact with Teaching Staff:	15
Out of School Care:	5

Parent Concerns & Complaints Resolution Policy:	19
Parents & Citizens Association:	5
Parents Wishing to Help at School:	5
Positive Behaviour Strategy	16
Principal's Forward	3
School Amenities Contribution:	8
School Assemblies:	7
School Board:	6
School Dress Code:	13
Dress Code Requirements	14
Footwear	14
Jewellery	14
Cosmetics	14
Hair:	14
Special Occasions	14
Denim	15
Safety	15
School Hours:	4
School Psychological Service:	15
School Term Dates:	4
School Watch/Dept of Ed Security & Police Phone No's:	18
Sick Children and Change of Address:	11
Smoke Free School:	15
Student Council:	11
Sun Protection Policy - No Hat No Play:	12
Valuable Items:	8
Viewing Consent:	12



# *Welcome to East Kenwick Primary School*

## *Principal's Forward:*

East Kenwick has built a culture of high performance, high care over our thirty-six years of operation. We pride ourselves on setting high expectations and providing quality education through curriculum differentiation, pastoral care and liaising with the community to acquire the best possible outcomes for all students. We recognise our changing world and continually reflect on the needs of our students and the wider community. By adjusting and adapting our programs and services, we strive to do our best to deliver a quality education for all.

We value diversity and foster strong relationships with our community through ongoing communication and using a range of tools and media to communicate.

Our school vision, 'Learners Today, Leaders Tomorrow' acknowledges the imperative role Teachers, the Teaching and Learning Support Team, Teacher Education Assistants and the Administration take in collaboratively nurturing students in a holistic sense (academically, socially, emotionally and physically) and we as 'carers' provide a strong basis for future success for students as leaders in their chosen fields. Our shared philosophy of child-centred programs that cater to individual needs, exemplify our important role in mentoring, coaching and facilitating a love of lifelong learning and providing continuous opportunities for learning, leadership and celebrating all successes, no matter the size or circumstance.

We look forward to working with you to achieve your child's potential.

Yours sincerely

Ms Jan Hepburn  
Principal

## **School Hours:**

### **Before School – Designated Student Area**

Children are asked **not to arrive at school before 8.15 am as adequate teacher supervision cannot be provided.** All children wait in the undercover area, where Breakfast Club is held until the siren at 8.35 am.

**Breakfast Club** operates from 8.15am – 8.35am Undercover area - Monday to Friday.

### **Lunch Break**

Lunch will be eaten inside during the first ten minutes of each session under the supervision of class teachers.

### **Lunch Session 1.20 – 1.55 pm**

#### **❖ Siren Times**

8.35am	Children may go to classrooms and enter if class teacher is present to prepare for the day's lessons.
8.55am	School commences.
11.00am	Morning Recess.
11.20am	End of Recess
1.20pm	Eating lunch in classes
1.30pm	Children's playtime
1.55pm	Lunch Ends
3.10pm	Dismissal
2.30pm	Early Close on Wednesdays

### **SCHOOL CLOSSES AT 2.30PM ON WEDNESDAYS**

## **Out of School Care Program:**

There are two out of school care and holiday programs off site by Helping Hands Network and Kenwick Day Care. If you are interested contact Helping Hands on 0478 398 270 or email [beckenham@helpinghandsnetwork.com.au](mailto:beckenham@helpinghandsnetwork.com.au) or contact Kenwick Day Care on 9459 4888.

## **Parents Wishing to Help at School:**

Parent help is encouraged throughout the School. If you would like to assist then...

- \* contact individual teachers
- \* contact PE Specialist
- \* contact Canteen Manager



## **Parents & Citizens Association:**

P&C Association meetings provide opportunities for parents to discuss school activities. The P&C is actively involved in providing support for improving the educational and physical environments of the school.

All parents, interested staff, and community minded people are invited to attend these meetings.

**Meetings are usually held on the SECOND Tuesday of each month and will be notified in the newsletter.**

Financial members and ex officio members (the principal) are entitled to vote on P&C matters. Leadership positions to be filled at the AGM

- President (1)
- Vice Presidents (2)
- Treasurer (1)
- Committee Members (5)

To become a financial member, a fee of \$1.00 is paid to the P&C Association Treasurer at the beginning of the year or attendance at the first meeting.

## ***School Board:***

The East Kenwick Primary School Board complies with the requirements of the "School Education Act 1999". The Board meets once or twice a term for approximately 2 hours. The Board comprises of:

- Principal
- Six Parents
- Four elected Staff Members
- Four Community Members

Members are elected for a three year term with possible extension of another year.

## ***Roles and Responsibilities***

Take part in:

- establishing and reviewing from time to time, the school's objectives, priorities and general policy directions;
- planning financial arrangements necessary to fund those objectives, priorities and directions;
- evaluating the school's performance in achieving those objectives, priorities and directions;
- formulating codes of conduct for students at the school; and
- the selection of, but not the appointment of, the school principal or any other member of the teaching staff if prior approval is given by the Regional Executive Director.

Approve of:

- a charge or contribution determined by the principal for the provision of materials, services and facilities;

- the costs determined by the principal to be paid for participation in an extra cost optional component of the school's educational program;
- the items determined by the principal to be supplied by a student for the student's personal use in the school's educational program; and
- an agreement or arrangement for advertising or sponsorship in relation to a government school.

## **School Support:**

We are always here to try and help you with problems concerning your child. If you or your child has a problem, it may be as simple as arranging a lift with another mum, or referring you to specialists such as health nurses, social workers, school psychologists, speech therapists or any other professionals who may be able to help. You don't need to cope alone.

Please let us know of anything that may be happening at home that may affect your child's state of mind. If we know things are unsettled at home we can understand children's behaviour at school (eg: child crying because dad has gone away to work for a while).

Please advise us of illness, medical needs, care giver absences, pick up changes etc.

## **Newsletter - Communication with Parents:**

**A newsletter is published mid-term and at the end of each term and distributed to parents via email, the website and Facebook.**

The Newsletter provides a variety of information concerning school programs and activities. Policy statements are periodically published in Newsletters. Spare copies are always available from the office.

If you wish to receive the newsletter electronically please send an email of request to [megan.dempsey@education.wa.edu.au](mailto:megan.dempsey@education.wa.edu.au)



## **School Assemblies:**

Assemblies are usually held every second Thursday from 9.05 - 9.45 am. **There are three or four formal school assemblies each term where class items are presented.** Honour Certificates for individual student achievement are presented at assemblies. Assemblies provide opportunities for the school community to celebrate children's academic, behavioural, sporting and cultural successes. You will be notified about assembly dates via the newsletter and term calendar and if your child is receiving an Honour Certificate.

## **Absences:**

Any student enrolled in our school needs to attend school on a regular basis. All absences must be explained either in writing, verbally or by **SMS on 0437 153 976**. Each note should contain the following information:

- date of absence
- child's name
- child's class/room number
- reason for absence
- parent/guardian signature

East Kenwick Primary School uses an SMS communication system to help reduce unexplained absences and improve school accountability with regard to attendance.

Students arriving after 9.05am need to report to the office for a late note. Students who arrive after 10.00am will be deemed to be absent for half a day. Parents are required to provide verbal or written explanation for the lateness.

A text message will be forwarded to parents/carers by 11.00am on a day when a child is absent if an explanation has not been given to the school. Parents/carers are requested to reply with a SMS message giving a reason for the absence, the roll will then be updated accordingly and no further communication is required.

Please ensure sick children are kept at home. It is unfair to your child and other children to be at school if genuinely unwell.

***PLEASE NOTE:* Children who are absent due to family holidays WILL NOT be provided with work packages. Parents are encouraged to talk to teachers about suitable activities PARENTS can provide to assist their child's progress.**

### ***Reporting to Parents:***

PARENT OPEN NIGHT        will be held in Semester 2.

SEMESTER 1 REPORTS        will be sent home at the end of Term 2.

SEMESTER 2 REPORTS        will be sent home at the end of Term 4.

INTERVIEWS can be organised with your child's teacher whenever necessary. Please make an appointment and remember things don't have to be "wrong" for you to see the teacher – maybe you simply want to "keep in touch".

### ***School Contribution:***

This is a voluntary contribution which enables the school to purchase educational resources which are not covered by the Department of Education funding. Money gained from this collection is used to benefit every child in the school. **The School Board has set the Voluntary Contributions at \$60.00 per child.**

Contributions should be paid to the ADMINISTRATION OFFICE early in the year if possible and can be paid by cash, Direct Credit or EFTPOS. If you are unable to pay the full amount all at one time, then you can make your contribution in instalments.

### ***Children Leaving School Grounds:***

A letter from parents requesting permission for their children to leave the school grounds during school time, eg. lunch time, is required before children will be allowed to leave the school. **No child should leave the school grounds without seeking the permission of the Principal. When picking up children from school early, parents are asked to sign the book in the office and collect a Leave Pass before going to the class.**

## **Money at School:**

All payments collected by teachers should be brought to school in a sealed envelope, stating the child's name and the purpose of the payment, eg. swimming, music fee, excursions, etc. on the front. Envelopes are available through school office. **MONEY SHOULD NOT BE LEFT IN CHILDREN'S BAGS OR IN CHILDREN'S DESK TRAYS.**

## **Valuable Items:**

**Items such as jewellery, mobile phones, mp3/ipods, toys, games, card collections etc should not be brought to school.** Any items brought to school for a special purpose should be correctly labelled and the child should be encouraged to be responsible for its safe keeping by giving it to the class teacher to avoid disappointment.

## **In-Term Swimming:**

Children in Pre Primary to Year 6 have the opportunity to attend.



## **Carparks and Children: DANGER!!!!**

Carparks cause much concern, especially on rainy days. When delivering and/or picking up children from school, please ensure that children do not cross the road by themselves.

**Children MUST cross at the crosswalks and must obey the lawful commands of the crosswalk attendants who are employed by the Western Australian Police Service.**

**Please follow the signs when entering the Carpark to pick up your children.** Parents are requested to use the designated parent parking areas. This includes the parent carpark where you are able to park and leave your car to pick up your children. The **Kiss and Drive Zone** is a two minute dropping off or picking up area and is not meant for waiting or leaving your car. If your child/children are not out when you arrive, please go around the block and come back in again so you are not holding up the traffic. Please only park on the left hand side so that children do not have to cross in front of moving traffic. **Parking is not permitted in the staff car parks or in the loading areas. Parking is available in the access road and parent car park.**

## **Bicycle Security:**

A fenced bicycle enclosure is provided to secure children's bicycles and scooters each day. The gates are locked just after 9.00 am and unlocked after 3.00 pm each school day. **Parents are requested to**

provide their children with a locking security chain so that bicycles/scooters can be secured to the bicycle racks - an extra anti-theft precaution.

## ***Bicycle Helmets:***

**Children are required by law** (ie) The Road Traffic Act, **to wear helmets when riding bicycles. Children who refuse to wear helmets will not be able to ride their bicycle to and from school.** Students are asked to walk their bikes on and off the school grounds.

## ***Dental Therapy:***

A Dental Therapy unit operates at Thornlie Primary School and caters for children from this school. After you have completed the necessary forms children receive regular appointment cards showing when they are due for treatment. **Parents are responsible for getting their children safely to and from Thornlie Primary School in Thornlie Avenue for appointments.** Queries regarding children's dental health or appointments should be directed to the Dental Therapy Unit on 9459 7540.



## ***Lunch Eating:***

So that children eat at least the bulk of their lunch, they spend the first ten minutes of the lunch break eating at their desks under the supervision of their teacher. Those unfinished in this time go outside to sit in the undercover area and finish their lunch under the general supervision of the Duty Teacher and Duty Education Assistants.



## ***Marking of Clothes and Belongings:***

All articles of clothing should be marked with children's names. A lost property box is kept in the Undercover area. Lost items are periodically displayed to the children. Unclaimed items will be sold as second hand uniforms by the P&C Association or sent to a charitable organisation.

## ***Canteen:***

**The Canteen is open for lunches and recess sales five (5) days a week.**

The aim of the canteen is to make and sell nutritional lunches and to encourage healthy eating habits amongst the children by supplying a different and exciting menu to suit the season.

It is run by canteen organisers with voluntary parents' help.

**Should you like to be included on the canteen roster please see the Canteen Manager in the canteen.**



Children either bring their bags written out from home or write



them in class, **and place them in their crate in the classroom.** Lunches are made and returned to the classroom at lunch time and eaten in the room under supervision. **Counter sales are available at recess and lunch time.**

**East Kenwick is an Allergy Aware school. In accordance with East Kenwick's Medical Allergies Policy we aim to provide a safe environment for those students with serious allergies. Parents are asked to show consideration towards children with severe nut allergies by not sending foods that contain nuts to school for their children (this includes peanut butter, nutella, etc). If your child does bring nut products please inform the teacher. The canteen does not sell foods containing nuts. Thank you for your cooperation.**



## **Medication Policy:**

Parents wishing to have Administration administer medication to their children during the school day (eg) ADD or ADHD tablets, asthma sprays, cough mixtures etc **must** complete a HEALTH CARE PLAN FORM 3 available from the office **BEFORE** this responsibility is agreed to by school staff. There is a part of the form that needs to be completed by the doctor for long term medication. The form needs to be signed by parent and administration.

## **Sick Children and Change of Contact Details:**

The school does not have adequate facilities for children who are taken ill during the day. It is most important that the school be informed of any change of address or telephone number where to contact parents so that sick children can be taken home to be cared for by parents. We also need to have emergency contacts in the event parents are not available.

If your details change please contact the office staff so that records are current. If you are working please give alternate contacts.

## **Head Lice:**

**The Problem:** Head lice live only on human beings, they cannot reproduce on animals or in bedding. The lice bite the scalp to suck blood – the biting is particularly irritating to children, and causes the characteristic scratching which is often the only sign of infestation. Lice lay eggs on hair very close to the scalp. The eggs, or nits are much easier to see than the lice themselves. Head lice can be caught only by close head-to-head contact. They do not jump, fly or swim. Head lice are not a sign of poor hygiene or of being dirty. They thrive on clean hair.

**Prevention:** The most effective way of preventing head lice infestation is to brush hair twice a day – which injures lice and deters them from breeding – and to keep long hair tied back. It is important to carry out a weekly check of children’s hair, using a bright light to find eggs and a metal fine-toothed comb to remove them.

**Treatment:** There are a number of head lice treatments available from pharmacists. The Health Department recommends that all treatment options be discussed with local pharmacists, to encourage co-ordinated community control.

**Checklist for Head Lice:**

- L - Look in school age children’s hair weekly
- I - If you find head lice treat with a recommended insecticide
- C - Comb or brush hair twice a day, and tie long hair back
- E - Educate your family and friends

## **Student Council:**

The Student Council at East Kenwick Primary School is an important part of the school's decision making process and provides opportunities for leadership. In 2017 children in Year 6 will nominate to be a student councillor and are elected by the current year 5 to 6 students and staff. Eight councillors will be elected. Councillors hold the position for one semester and are significant student leadership role models for other children.

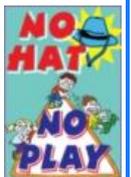


## **Mobile Phones:**

In accordance with Dept of Education, students are required to have a letter authorising them to have the phone at school and agreeing to hand the phone to their classroom teacher to be put in a container and sent to the office. At the end of the day the containers are sent back to class for distribution.

## **Sun Protection Policy - No Hat No Play:**

The school has a **"NO HAT NO PLAY IN THE SUN"** Policy in operation. Parents are asked to support the school and P&C Association by encouraging children to wear wide brimmed hats to school for use during recess, lunch, PE and sports times all the year round.



## **Viewing Consent:**

Children often watch videos/DVDs/television documentaries as part of their learning. Almost always these are 'G' rated and don't require consent. Very occasionally something with a 'PG' rating is appropriate for which we would request parental permission contained within the Enrolment documentation.

## **Healthy Eating Program:**

The School runs a morning breakfast program Monday – Friday. Everyone is welcome regardless of whether students have had breakfast or not. It is a great opportunity for students to mingle and socialize in the morning with the whole school community.

We know food and nutrition play an important part in student behaviour and learning. Our school canteen operates 5 days a week within the "traffic light" guidelines. The canteen has a manager but relies heavily on volunteers. If you can spare a few hours a week we would really appreciate your support.

## Infectious Diseases:

<b>CONJUNCTIVITIS</b> <b>RINGWORM</b> <b>IMPETIGO (SCHOOL SORES)...</b>	...) ...) ...)	Need prompt medical treatment. Must be excluded from school and re-admit on medical certificate.
<b>MUMPS</b>	...	Exclude from school. Re-admit on medical certificate.
<b>CHICKEN POX</b>	...	Exclude from school and re-admit when sufficiently recovered.
<b>SCABIES</b>	...	Needs to be excluded from school until effective treatment has begun. Needs to be diagnosed by doctor.
<b>RUBELLA</b> <b>MEASLES</b>	...) ...)	Notifiable diseases. Exclude from school and re-admit on medical certificate.
<p><b>Non-immunised Measles contacts should be excluded from school for 13 days after the appearance of rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure.</b></p> <p><b>Immunisation available for Measles/Rubella/Mumps vaccine from 12 months of age onwards.</b></p>		
<b>HEAD LICE</b>	...)	<b>Exclude from school as per Regulation 19A.</b> Parents are asked to check children's hair for head lice each week. <b>Effective commercial products are available from chemists, or from the Gosnells City Council.</b>
<p><b>SCHOOL POLICY - when live nits are discovered in children's hair:</b></p> <ol style="list-style-type: none"> <li>All children in the class are issued with a "Nit Note" to parents.</li> <li>Child/children with nits are excluded from school until parents have organised appropriate treatment.</li> <li>There is no systematic checking of children's hair by staff at our school as both the Health Department and Department of Education regard this matter as a parent problem.</li> <li>Parents are asked to check their children's hair on a weekly basis.</li> </ol>		

## Learning Technology:

**Internet Use:** East Kenwick Primary School's internet account exists to provide access to curriculum related information. It is a privilege – not a right to use the internet. Access to the internet through the school is available to all students who sign the Policy Agreement included in the enrolment pack. Signing the Agreement signifies agreement with the following:

- I will not knowingly access inappropriate material.
- I will not download videos or games.

3. I will correctly reference all sources of material used from the internet.
4. I will not access the internet unless supervised.
5. I will not reveal any personal details to anyone on the internet.

**Use of Other Information Technology:**

1. I will not interfere with the setup of any of the computers at the school.
2. I will not use my own disks/CDs/flash drives on the school computers unless I have permission and under the supervision of the teacher.

## ***School Dress Code:***

East Kenwick Primary School has a well established "School Dress Code" which has been ratified by the School Board.

**Students are expected to attend school in the school uniform which is predominantly Royal Blue and Gold. There is a long tradition of our school colours which we are proud of.**

**NOTE : Acceptance of enrolment at East Kenwick Primary School is viewed as an agreement with the School Dress Code.**

### **RATIONALE**

- The School Dress Code remains the cheapest form of dress for school.
- It promotes the school identity, builds school spirit and enhances the public image of the school.
- It fosters self and school pride.
- It assists staff in maintaining a safe and secure environment by permitting the easy identification of outsiders and also ensures students are dressed safely for specific school activities.
- It encourages equity and inclusivity among students.

### **DRESS CODE REQUIREMENTS**

- Blue knit shirts, preferably with school crest
- Blue rugby long sleeved shirts
- Royal blue long ruggers / boys shorts
- Royal blue long cargo shorts
- Royal blue skorts
- Royal blue windcheaters, preferably with school crest
- Royal blue Zip jackets, preferably with school crest
- Royal blue fleecy track pants
- Appropriate shoes / joggers
- Hat - sun / shade protection (wide brimmed hat preferred)

## FOOTWEAR

Children are expected to wear enclosed shoes to school at all times. This provides protection for feet and reduces the likelihood of injuries (eg) stubbed toes, syringes and broken glass.

## JEWELLERY

Jewellery (with the exception of a set of sleepers or a set of small studs in ears and a watch) and other forms of **body and facial piercing are not permitted for safety reasons.** Fake "tattoos" are also not permitted.

## COSMETICS

Cosmetics are not permitted to be worn as part of the day to day school program. This includes nail polish, mascara and fake nails. If students need to bring deodorant to school they are only allowed the roll-on kind.

## HAIR

Children who have long hair and / or a long fringe are expected to keep them tied back so that eyesight is not impeded and general tidiness is maintained. This also assists with avoiding head lice.

## SPECIAL OCCASIONS

For special occasions, such as Free Dress Day and Graduation, students will be encouraged to dress appropriately for the event.

## DENIM

As a government school, it is mandated that DENIM is not to be worn in any form including jeans, shorts, and jackets.

## SAFETY

Part of our curriculum involves physical sporting activities as well physical activities during recess and lunch breaks. To ensure all students are safe, it is important that students abide by these requirements.

## ***Official School Procedures for Making Contact with Teaching Staff:***

Please refer to [page 18](#).

## ***School Psychological Service:***

The South Metropolitan Education Office provides a school psychological service for children experiencing **low academic** achievement, **social or emotional problems** and **behavioural and attitudinal concerns**.

The School Psychologist can also refer parents of children experiencing difficulties to other community agencies. The School Psychologist works with teachers/parent/ and children.

Referrals are made after a meeting with the class teacher and through the Students at Educational Risk (SAER) Coordinator.

## ***Smoke Free School:***

Smoking is prohibited in the school grounds or buildings. Education Department buildings and work sites became "smoke free", effective 29th January 1991.



**Parents are requested to comply with this Health and Safety Regulation.**

## ***Insurance Cover and School Children:***

So as to avoid any misunderstanding with regard to school children and insurance cover, your attention is drawn to the following –

1. The Department of Education does not insure children against injury at school or on excursions, camps, visits, etc. This is to be the responsibility of the parent. School children's accident insurance cover is available from various insurance companies. Parents should ring the Insurance Council of Australia to find an appropriate company.
2. The Department of Education does have a public liability insurance policy that covers its liability in case of accidents caused through defects in school buildings, equipment or playgrounds, or through negligence on the part of employees of the Department.
3. On school excursions, camps, swimming etc., whether children travel by bus or private transport, they are covered while travelling by the normal third party insurance cover, the premium for which is part of both car and bus license fees.

4. Some bus companies do carry an additional public liability policy, but again it would only cover negligence on the part of the company.

## Positive Behaviour Strategy:

### AIMS AND PURPOSE



**The East Kenwick Primary School Behaviour Management Policy ultimately aims to reinforce, encourage and reward appropriate behaviour and respect for others.**

We also aspire to:

Foster a positive, caring classroom environment.

Establish a positive relationship between teachers, students and parents/carers.

Recognise and respect the rights and responsibilities of all school community members.

Protect the rights of all individuals.

Establish a clear set of consequences for those who choose not to follow the accepted code of behaviour.

Resolve conflicts in a positive, non-violent manner.

East Kenwick Primary School aims at helping each student develop a sense of self worth, pursuit of high standards and self management skills.

Trust, mutual respect and dignity are key aspects to promoting a positive safe and supportive learning environment where values and virtues are integral to our school culture.

Our school community believes that:

- All members of the school community have the right to feel safe and secure in the school environment.
- Students have the right to learn and teachers have the right to teach without disruptions from others.

### Code of Conduct

★Be Respectful

★Be Responsible

★Be Caring

★Be Your Best

### **Rewarding Positive Behaviour**

An important part of our Positive Behaviour Strategy is rewarding those students who continue to follow our Code of Conduct. Each class, Pre-Primary to Year 6, with students who are on "Good Standing", participate in organised fun and engaging activities once or twice a term, for between half an hour and an hour.

A student is not on "Good Standing" when he / she continually does not follow the Code of Conduct and is given a Reflection Sheet ( in classroom ) to complete or a white slip ( in the playground) is written by duty teachers. Students who are given detention or are suspended are also not on "Good Standing." These students are placed on Daily Progress Report Sheets for a minimum of 5 days and have to show they are willing to improve their behaviour to earn back their Good Standing.

## ***Bullying:***

East Kenwick Primary will not tolerate bullying, violence or harassment because they infringe our fundamental rights to safety and fair treatment.

### **What is Bullying?**

Bullying is an ongoing pattern of repeated behaviour by one person towards another which is designed to hurt, injure, embarrass, upset or discomfort that person. It can be:

- Physical aggression
- The use of put-down comments or insults
- Name calling
- Damage to the person's property
- Deliberate exclusion from activities
- The setting-up of humiliating experiences

### **What Students Can Do:**

If students are being bullied they can:

- Tell the bully to stop.
- State quite clearly that the behaviour is unwelcome and offensive.
- Seek help – talk about it with someone they trust.
- Report it to a member of staff or a buddy.
- Seek a safe house that is familiar or walk home with friends.
- Assert yourself respectfully.
- Seek support from their friends to show disapproval of bullying.

### **What Parents Can Do:**

- Be aware of the signs of distress and talk openly with their child.
- Encourage children to be assertive and to stand up for themselves without resorting to physical violence.
- Inform the classroom teacher or administration staff of their concerns.
- Give assurance to your child that the situation can and will be effectively resolved.
- Seek additional information and support from the school.

## ***School Watch/Education Department Security and Police Phone No's:***

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

If you see vandals at work **please contact-**

East Kenwick Primary School	9459 1251
Department of Education Security	9264 4632 or 9264 4771
Central Police	131444
Cannington Police	9451 0000
Gosnells Police	9398 0000
School Watch	1800 177 777



## SOLVING PROBLEMS AT SCHOOL

### SCHOOL – LEVEL RESOLUTION

#### Stage 1: Discussion with staff member

Contact the class teacher or other relevant staff member to discuss your concern/issue. This can be done by making an appointment through the school office. The staff will work with you to solve the problem.

Issue  
Solved



#### Stage 2: Review or investigation at the school level

Contact the school administration who will work with you and the staff member to resolve the problem. You may wish to formalise your concern. To do this, you may write to the principal who will acknowledge the letter with a written reply as soon as possible, even if a resolution is not available at this stage.

The principal will consider the issue and identify what action is to be taken and by when, and will clarify the process if a formal complaint is to proceed.

This action and timeline will be confirmed with you in writing.

You should be aware that when a complaint is made in writing about the performance of an individual staff member, that staff member will receive a copy of the documents.

Concern  
Solved



#### Stage 3: District Resolution

If resolution is not reached at the school level, contact the Manager, Operations at your District Education Office for assistance in resolving the issue. This will involve an independent review of the situation and may include mediation.

The Manager Operations can be contacted through your District Education Office. Numbers are listed in the telephone directory under the Department of Education.

Complaint  
Solved



#### Stage 4: Central Resolution

In those exceptional circumstances where a formal process is required, the parent or principal can forward a complaint to:  
Director-General of Education - Department of Education

Complaint  
Solved

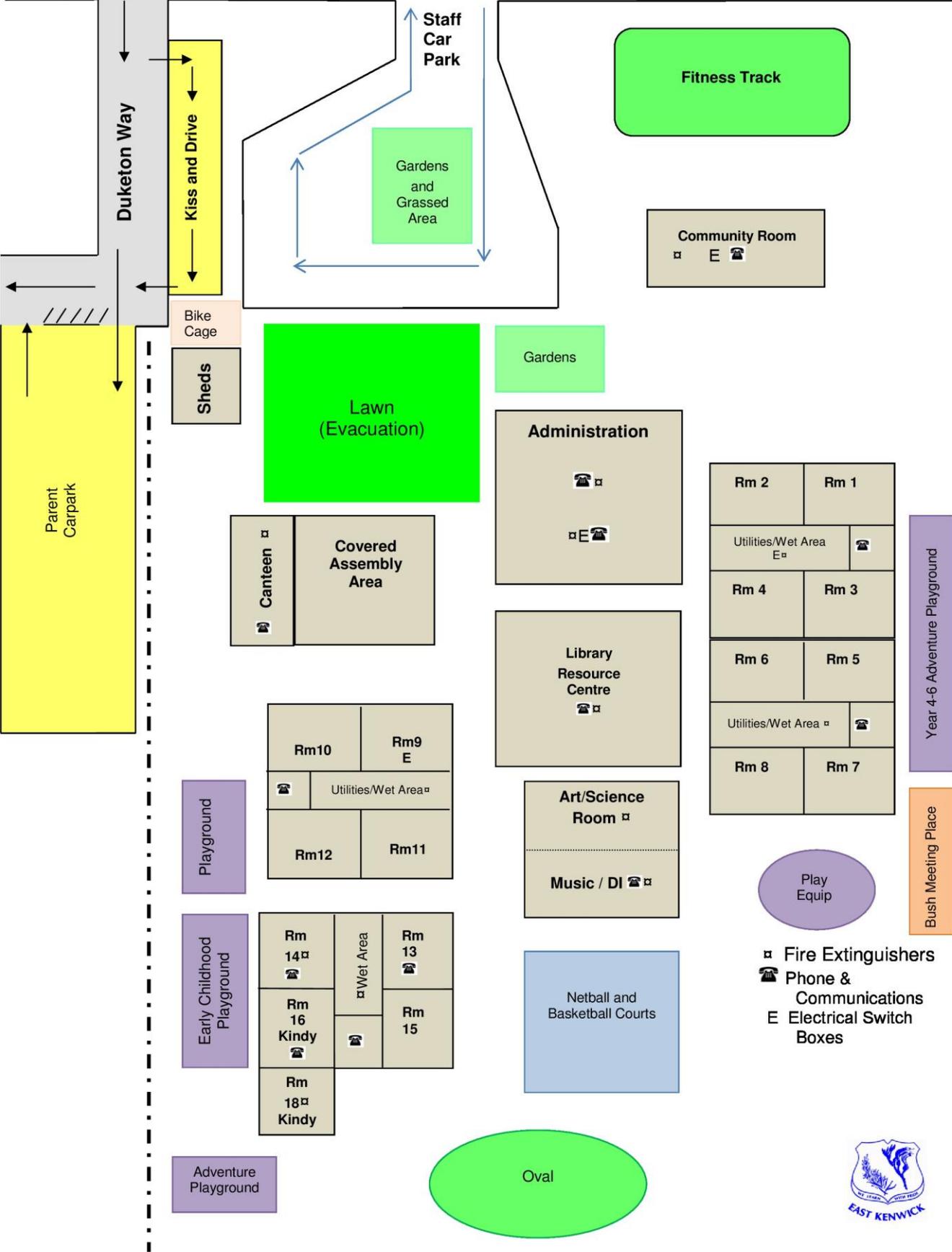


**RESOLVED**

**Parents are important partners in their children's education.**

# East Kenwick Primary School

**Kenwick Road** ← →



- ☐ Fire Extinguishers
- ☎ Phone & Communications
- E Electrical Switch Boxes

