



Jandakot Primary School

An Independent Public School

PARENT INFORMATION HANDBOOK 2019

Phone: 9417 4097
Email: Jandakot.ps@education.wa.edu.au
Absentee SMS: **0437 283 635**
Address: 53 Banning Ave, Success, 6164
Fax: 9417 2086
Website: www.jandakotps.wa.edu.au

Please use the website to locate all Handbooks, Policies,
Newsletters, School Events and Updates



PRINCIPAL
Mr Chris Warren

DEPUTY PRINCIPALS
Mrs Leanne Vinci and Mrs Jude Miller

MANAGER CORPORATE SERVICES:
Ms Brenda Munro

SCHOOL OFFICERS:
Mrs Jayne Piscioneri
Mrs Debra Riley
Mrs Kelly Shaw

TERM DATES 2019

Semester 1 Term 1 Monday 4 February - Friday 12 April
 Term 2 Tuesday 30 April - Friday 5 July
Semester 2 Term 3 Monday 22 July - Friday 27 September
 Term 4 Tuesday 15 October - Thursday 19 December

SCHOOL DEVELOPMENT DAYS 2019 (students do not attend)

Term 1 Thursday 31 January/Friday 1 February
Term 2 Monday 29 April and Friday 31 May
Term 4 Monday 14 October and Friday 20 December

PUBLIC HOLIDAYS 2019

Labour Day Monday 4 March,
Western Australia Day Monday 3 June

SCHOOL TIMES PP to YEAR 6

Commence 8.50am
Recess 10.40am – 11.00am
Lunch 12.30pm – 1.10pm
Finish 3.00pm



(STUDENT) ABSENCES

The School Education Act 1999 requires parents/guardians to notify the school of the reason for a child's absence from, or lateness to, school. *Parents/Guardians please note - it is a legal requirement for you to follow the procedures below:*

- Jandakot uses the SMS Absentee system. You can SMS **0437 283 635** before **9.45 am** with **your child's name and the reason for their absence** - please note this number does not receive phone calls. Alternatively you can call the school on 9417 4097.
- Holidays/vacations that families wish to partake of during term time must be applied for and authorised in advance (this includes extensions before and after term breaks). Please email any request to Jandakot.ps@education.wa.edu.au marking it to the attention of the Deputy Principal or apply in writing. **Ideally we would like to encourage holidays to be taken during the official school holidays ONLY.** *** Please note - we DO NOT provide work for students for holidays taken during term time and suggest that students keep a diary and/or collect information from their trip instead.*
- Children arriving late to school must enter through the front office whether accompanied by an adult or not - see Late Procedures.

ARRIVAL AT SCHOOL

Children should not arrive at school before 8.30am as adequate supervision cannot be assured before this time. Children arriving before 8.30am are required to sit on the seats in the library courtyard.



AFTER SCHOOL PICK UP

If you are collecting your children after school, please remember classroom learning programs are in operation. Please don't:

- Sit too close to the classrooms.
- Look in/wave to your child.
- Allow toddlers to interrupt the classes or make excessive noise.

OUT OF SCHOOL HOURS CARE SERVICE

An out of school hours care service is available on site and parents are expected to use this if their children are arriving at school early or remaining at school late after classes finish. Details of the service provider can be found on the school website under the 'School Info' tab.

ASSEMBLIES

Whole school assemblies are generally held at 8.50am every second Thursday in the undercover area. All parents are welcome to watch the awarding of certificates and the class item. Following the assembly the class conducting the assembly are invited, along with the students' parents and teacher, for an informal morning tea.



AT SCHOOL EVENTS

From time to time there will be visits from sporting organisations, music groups etc. If your child's class is involved in any of these visits you will be notified via a note from your class teacher or through the school newsletter.

BANKING (Students)

The school banking program is managed by a P&C volunteer and is coordinated through the Commonwealth Bank. It allows children to have their own bank account and deposit money into it at school using a deposit book. The program includes exciting rewards designed to encourage children to get into the habit of making regular savings. School banking is also a great fundraiser for our school. Our P&C receives \$5.00 when



children make their first deposit at school and a commission on every deposit made through the School Banking program. School banking takes place in the Conference Room/Uniform Shop once per week. Times and days will be advertised in the newsletter and on the school website. Students may leave their deposit books and money in the specially marked School Banking 'Drop and Go' box in the office at any time.

BOUNDARIES

Jandakot Primary School is a local-intake school. This means only children of Pre-primary to Year 6 age, living in the designated local-intake area, are guaranteed a placement. The local-intake area map can be found under Enrolment Information on our website. Please contact the school office if you have any enrolment enquiries.

CANTEEN

The P&C Association operates the canteen all days except **Wednesdays**. It provides a wide range of nutritious food that is in line with the Department of Education's traffic light system. Lunch orders can be made by filling in a lunch bag with your child's full name and room number, and paying at the Canteen window before school, or by ordering online at <https://quickcliq.com.au/Default.aspx>. Online orders close at 8.05am each morning. Parent help is appreciated in the Canteen. Please contact the Canteen Manager on 9414 3562 if you are able to assist.



CAR PARKING/DRIVING

Parents are requested to set down and pick up children on the school side of Banning Avenue, or in Carmel Way, or to use the Kiss and Drop Zone as shown on the last page.

The staff car park is for staff, visitors, ACROD permit holders and delivery vehicles. Parents are asked not to drive their cars into the staff car park. The car park outside the *Pre-primary* centre is for *staff* parking.

Drivers are asked to comply with the following:

- A voluntary **one way traffic flow** from Carmel Way into Banning Avenue each morning and afternoon.
- Obey **all** no parking and no standing signs.
- Adhere to the 40kph School Zone Speed Limit.
- Never double park to allow children in or out of the car.

The City of Cockburn regularly visits the area and traffic parking infringements are issued.



Often 10 minutes after the siren the parking bays and street parking are empty. If you are able to avoid peak time you will find the parking a lot easier.

COMMUNICATION WITH TEACHERS

If you have a concern or query regarding your child:

- Make an appointment to speak to the teacher (written, phone, email or verbal).
- Be clear about your concerns (write them down beforehand and take them with you).
- If you still have concerns make a time to talk with the Principal or a Deputy Principal. This can be done through the school office.
- Communication between school and parents (especially if there are issues/concerns) should be **sooner** rather than later.

You can email your child's teacher direct by using the following email format:

[Jandakot.ps.classroom\(room number\)@education.wa.edu.au](mailto:Jandakot.ps.classroom(room number)@education.wa.edu.au)

For example, if your child is in Room 5, the email address will be Jandakot.ps.classroom5@education.wa.edu.au.

If your child is in an early childhood room, the format to use is:

[Jandakot.ps.ec\(room number\)\(colour\)@education.wa.edu.au](mailto:Jandakot.ps.ec(room number)(colour)@education.wa.edu.au)

For example, EC1 Green would be Jandakot.ps.ec1Green@education.wa.edu.au.

CUSTODY

If only one parent has custody of a student the Principal needs to be informed and copies of any court orders need to be provided to the office.

DENTAL THERAPY



Children attending this school are entitled to free dental treatment at the Success Dental Therapy Centre (9499 1938). It is the parent's responsibility to transport children to and from the Centre.

DOGS/PETS

For the physical safety and emotional well being of students, pets are not permitted on school grounds. Some children have a fear of dogs and other animals, be they big or small.



EDU-DANCE

All children in Years P - 6 have the opportunity to participate in Edu-Dance, which is run class by class, culminating in a performance for the school and parents.

EXCURSIONS

Children are expected to wear school uniform when attending school excursions. A permission slip must be completed and returned to the class teacher along with payment to the school. Please refer to the Money Collection section for payment options. If for some reason your child is unable to attend the excursion, requests for refunds can be made to the office. Bus fares are **non-refundable**. Activity costs will be refunded where possible, but as some activities need to be prepaid, this may not always be possible.



FINANCIAL ASSISTANCE

We have a small fund which parents can access if in need of short term financial assistance. The fund can be accessed for such things as attendance at excursions, events at school, as well as basic stationery necessities. Parents can request assistance by approaching the Principal or Manager Corporate Services.

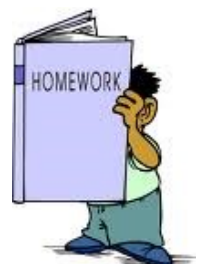
HEAD LICE

Parents are advised to check their child's hair every Friday after school so that if an infestation is found it can be treated over the weekend. Children must be excluded from school until treatment has been given and live lice and eggs have been removed. Health Department guidelines are available from the school office.

HOMEWORK

For children in Years 4 - 6 formal written home lessons may be set for a period of 15 - 30 minutes each night depending on the year level involved. Much of the homework will include tasks not completed during the teaching day. Each teacher has his/her own classroom policy on homework within the school guidelines.

For younger children homework is normally confined to reading, basic tables and combinations and a variety of simple tasks. Children always have informal/unset "homework" - individual reading, reading to parents, practising spelling and practising tables/math.



ILLNESS AND ACCIDENTS

Please ensure that the school's Student Information System has up-to-date information. **Current addresses and telephone numbers are essential because the school has limited facilities for supervising sick children.**

Minor bumps and bruises are treated at school but parents will be contacted in the case of more serious accidents. If the accident is serious and parents cannot be contacted, the child will be taken for emergency treatment and the parents informed as soon as practical. It is advisable that ambulance transport cover be purchased as such costs are payable by parents.



INFECTIOUS DISEASES MOST COMMON AT SCHOOL

The following are some of the diseases that require exclusion from school:

Chicken Pox

Head Lice

Influenza

Conjunctivitis

Measles

Mumps

Ringworm

Rubella

School Sores (Impetigo)

Whooping Cough (Pertussis)

Children suspected of having any infectious disease will be sent home as per Government of WA Department of Health Guidelines. Also as per Government of WA Department of Health Guidelines, students whose up-to-date immunisation record has not been provided to the school may be excluded from attending until the threat of transmission is over.

IN-TERM SWIMMING

Swimming is held during school hours. In 2019 lessons for Year 5/6 students will be in Term 1 from 5 to 15 March and held at Coogee Beach. Years 1-4 lessons will be in Term 3 with Year 1/2 from 5 - 16 August and Years 3/4 from 24 July - 2 August and held at Cockburn ARC. Information and permission slips will be sent home several weeks prior to allow parents time to pay.

INTERNET ACCESS CONTRACT (YEARS 3-6)

Jandakot Primary School provides students with access to the internet because it can assist with their learning in many ways. The contract is designed to help students and parents recognise the limitations the school imposes on the use of the internet. If a student abuses the privilege of using the internet, access will be restricted. The Internet Access Contract can be renewed yearly on request by parents and is issued to all new students.

KINDERGARTEN

Kindergarten students attend from 8.50am - 3.00pm over a five day fortnight. Classroom doors open at 8.30am.

LATE PROCEDURES - Pre-primary to Year 6 Students Arriving After the 8.50am Siren

ALL students who arrive late to school (after the 8.50am siren) must enter school via the office, even if accompanied by parents. This process applies EVERY day, even if children are late for Fitness.

Procedure:

- The student will receive a Late Note which they are to give to the teacher on arrival at the classroom.
- On Fitness days, after receiving their Late Note, students report to the library courtyard (prior to 9.10 am).

Teachers will not accept late students to their class without a note from the office. Consistency is important so that no student is seen to be discriminated against.

LIBRARY RESOURCE CENTRE

Children are encouraged to use the library. The library is open most days before school from 8.15am. All Year 1 to 6 students are encouraged to return their books before school. Class sessions are conducted throughout the day.

The care of books is emphasised. You can help by ensuring your child keeps their book in a library bag for protection, in a safe place at home and returns it on time. Library bags are an ideal way of preserving books and are available from the P&C Uniform Shop for \$11.00. Damaged library books should be returned to the library staff for repair - **please do not repair them at home.**



LEAVING SCHOOL GROUNDS

Parents/guardians collecting students during school hours must call into the front office and ask for a "Leave Pass for Partial Absence From School". **Only those people listed on the student's enrolment record will be authorised to collect students unless a note or phone call is received advising otherwise.**

LOST BOOKS

Parents will be invoiced for any school books (reading, library or text) which are lost by their children. This practice will also be applied to any school property which is deliberately damaged.



LOST PROPERTY

Unclaimed hats and clothing will be placed in the lost property baskets near the rear of the administration area. It will be brought out and displayed on some assembly days. **Names should be placed on all articles**

of clothing.

MEDICATION

If medication is to be administered a medical form is to be completed at the office. Long term medication requires your doctor's signature on medical forms.

MOBILE PHONES

The bringing of mobile phones to school by children is strongly discouraged. If it is necessary for a child to bring a mobile phone to school the teacher is to be informed. The mobile phone is to be switched off and remain in the child's school bag during school hours. If the mobile phone is found out of the child's school bag the following action will be taken:

- First offence - the mobile phone will be confiscated from the child and held at the front office. The parent will be informed by phone that this has occurred. The child may collect the mobile phone at the end of the school day.
- Second offence - the mobile phone will be confiscated from the child and held at the front office. The parent will be informed by phone that this has occurred. The mobile phone may only be collected by a parent.



Mobile phones are not to be used during school hours.

MONEY COLLECTION

When money is sent to school please ensure it is the correct amount and sealed in an envelope with the child's name, room number and the reason (eg 'excursion title') marked on the front. It needs to be given to the classroom teacher **at the beginning of the day.**



Voluntary Contributions can be paid directly at the school office or to the class teacher.

Payment can only be made by cash, cheque or Direct Deposit (Internet Banking). The Jandakot PS bank account details are:

BSB: 016 268 Account No: 3408 18933 Account Name: Jandakot Primary School

Please include your child's name, room number and item being paid for. When paying via direct deposit you will need to provide the school with paper or electronic confirmation of your transaction.

NEWSLETTERS

Parents are kept informed of school activities and forthcoming events through the fortnightly newsletter, published every second Tuesday. An email reminder will be sent to parents when the newsletter is available to view on our website **www.jandakotps.wa.edu.au**. A paper copy can be provided to the eldest family member if requested. Please ensure the school has your correct email address on record. Updated details can be emailed to Jandakot.ps@education.wa.edu.au or you can phone the office on 9417 4097 during school hours.



Please ensure you read your newsletter as it is often the only way the school has of communicating with parents.

Where there is space in the school newsletter some notices will be permitted, such as:

- Programs authorised or coordinated by Federal, State and Local (City of Cockburn) government.
- Not for profit organisations, related child based activities and parent education.
- Not for profit helplines and support services.
- Charitable groups.

PARENTS & CITIZENS ASSOCIATION

The Parents and Citizens Association (P&C) is a vital part of our school community. We have a strong, friendly and supportive group of parents, carers and staff who are all linked to Jandakot Primary School.

P&C meetings are conducted twice a term in the staffroom and are a great way to have your say in the development of school activities as well as gaining an inside knowledge on what's actually happening in the school. You will also be able to have a say in prioritising funding wish lists, contribute to fundraising activities and get to know other parents, the Principal and staff in a friendly environment.

P&C membership demonstrates a positive attitude towards school to your child and has a great influence on your child's attitude and achievement. This is well researched and can't be underestimated.

Any parents, carers or members of the community are welcome to attend the meetings. Times and dates are advertised in the newsletter. Fundraising monies for the P&C can be sealed in an envelope and placed in the sliver P&C box in the school office.

PARENT PROBLEMS WITH OTHER STUDENTS

All students come to school to enjoy a safe environment. All parents send their children to school expecting the environment to be safe. UNDER NO CIRCUMSTANCES should parents approach any student to deal with issues between their children and other students, be they at school or in the community.

PERSONAL PROPERTY AT SCHOOL

Bringing toys, valuable items and personal sports equipment to school is not permitted unless there is a specific reason for them to be brought. Responsibility cannot be accepted for loss or damage. No fashion jewellery is permitted - for safety reasons only sleepers and studs are acceptable.

PHOTOS/RECORDINGS

Parents wishing to take photos or video recordings of their own child at any school events must note the following:

- The photos/recording MUST be for their private, personal family use.
- The recording/photographing must be predominantly of their own child.
- If other students or staff are included (but not as the main focus) the photos or recording must not be publicly or privately published in any form, including social media.
- No recordings/photographs can take place during in-term swimming lessons.



On enrolment parents may give permission for photos taken at school to be used in school publications.

PHYSICAL EDUCATION

The Physical Education program at the school consists of a fitness program, a one hour PE lesson per class per week, faction athletics and cross country carnivals, interschool carnivals, middle and upper school sport and swimming lessons.



During fitness, which is held three times a week, the teachers supervise the children in physical activity which is designed to accelerate the children's heart rate. Sometimes fitness involves the children leaving the school grounds and walking in areas surrounding the school under supervision of staff. A Consent Form is signed for this purpose upon enrolment.

Factions

The Faction Carnival is a competition held within the school and each child is placed in a faction (red, blue, green or gold). A coloured faction shirt is available through the uniform shop. A group of students is selected from the faction carnival to compete in the interschool athletics and cross country carnivals.

PRE-PRIMARY

Jandakot Primary School conducts full time five year old programs. Pre-primary students attend Monday to Friday inclusive from 8.50am – 3.00pm.

REPORTING CHILDREN'S PROGRESS AND ACHIEVEMENT

In Term 1 (Week 8) **on Wednesday 27 March** and Term 3 (Week 6) **on Wednesday 28 August** all children (Kindy to Year 6) will have an early finish and go home at 11.45am. Teachers are available for parent interviews during these afternoons from 12.30pm to 4.45pm. Parents will be notified on how to request an interview in the weeks prior to these days.



Two formal written reports are produced at the end of Semesters 1 and 2. These reports are presented in the standard Department of Education format. An Open Night is also organised during the year where parents can visit the classroom with their children.

Parents always have the option of arranging an appointment with the teacher at any time during the year. Regular communication between home and school is vital and in the best interests of your child's positive development.

SCHOOL BOARD

The School Board consists of three staff members and five parents who have been elected to the positions. The Board is responsible for overseeing many aspects of the school. Elections for the School Board are held annually.

SCHOOL PLAYGROUNDS

The school playgrounds should not be used before or after school by students or their siblings. Supervision, duty of care and risk management are a big issue. Even with parents present, the risk factors are increased because other children will join in.



SCHOOL PREMISES AFTER HOURS

School grounds are out of bounds to all children after school hours unless they are with a teacher or an organisation which has gained permission to use the grounds after hours. Any incidents of vandalism may be reported directly to the **School Watch Hotline** on **1800 177 777**. Children should not be around the school grounds after hours and on weekends.

SCHOOL PSYCHOLOGIST

A School Psychologist is available at the school. If parents have concerns about their children that they would like to discuss with a Psychologist they should see the class teacher to arrange a referral.

SCHOOL RULES

All children are expected to adhere to school rules while they are on the school site, even while with parents, including before and after school:

- Walk on all paved areas and around the buildings.
- Wear hats outdoors.
- Hands and feet to yourself.
- Only go into rooms with a teacher.
- Always follow staff instructions the first time they are given.
- Consider others.

SCHOOL UNIFORMS

Uniforms are strongly recommended for two reasons:

- a) They build a sense of belonging to, and pride in, the school and
- b) They are an economical way of clothing children.

Uniforms can be purchased from the P&C operated Uniform Shop, located in the Conference Room, or completed order forms (along with payment) can be placed in the silver P&C box in the school office. **Only cash or cheques can be accepted.** Orders will be filled on the next uniform shop day and given to the student. The Uniform Shop is run by volunteers from the P&C Association. For 2019 the Uniform Shop will open every Monday from 8.45am to 9.15am. Any changes in opening times will be advertised in the newsletter and on the school website.

The Uniform Shop also has a large supply of second hand uniform items which are available to purchase when the Uniform Shop is open. Most second hand items are only \$2.00 each and \$5.00 for jackets. There is also a large range of free items available, so please come in and have a look.

All clothing and school equipment should be clearly marked with your child's name. Suitable safe footwear such as covered flexible shoes must be worn - thongs, boots, shoes with heels and ugg boots are considered inappropriate. Throughout the school year the school has a policy of **"no hat – no play or sports gear."**

SMOKING

Under no circumstances is smoking permitted on school grounds.



STUDENT BEHAVIOUR MANAGEMENT POLICY

The School supports children to behave in a way that reflects an acceptance of individual responsibility and respect for the rights of others. It seeks to maintain a safe school culture that supports children's learning and their development of a healthy self concept.

Children who do not accept their behavioural responsibilities or whose behaviour infringes on the rights of others will be managed in accordance with the school policy. Parents will be informed of serious or repeated incidents of unacceptable behaviour so children can be supported to modify their actions.

STUDENT BIRTHDAYS

Each classroom teacher has developed an appropriate procedure for acknowledging student birthdays (on the day) throughout the year. For health/safety, equity and cultural reasons as well as respecting individual parent/family decisions, cakes, treats, lolly bags etc, should not be brought to school to be distributed during or after school time.

STUDENT REQUIREMENTS

Student requirements lists (booklists) for the following year are sent home during Term 4. Items are made available through a book supplier to keep prices as low as possible.

VEHICLE PARKING PERMIT

For safety reasons, parents **are not permitted to use the staff car parks for dropping off or collecting students before and after school.** If you need special consideration or have special long term or short term circumstances, parents can apply to the Principal for use of the staff car parks. If permission is granted, you will need to display a **Jandakot Primary School Parking Permit** clearly from your vehicle. Applications for Parking Permits can be collected from the office.

VISITORS ON SITE

All visitors on site MUST report to the office, sign in (and out when leaving) and wear a Visitor's badge. Parents are exempt from this before 9.10 am and after 2.30 pm.



VOLUNTARY SCHOOL CONTRIBUTIONS

In order to enrich the opportunities available to your child at Jandakot Primary, the Education Act 1999 provides that a voluntary contribution may be charged to establish a fund for music and sporting equipment, iPads and Apps to support learning resources, Science resources, paint brushes, art/paper supplies and exercise books etc.

In 2019 the school contribution is \$60 per child (K to Year 6). Payment can be made via direct deposit, via the Booklist provider or by cash/cheque to the office or classroom teacher. Please consider making this payment.

Bank account details for direct deposits:

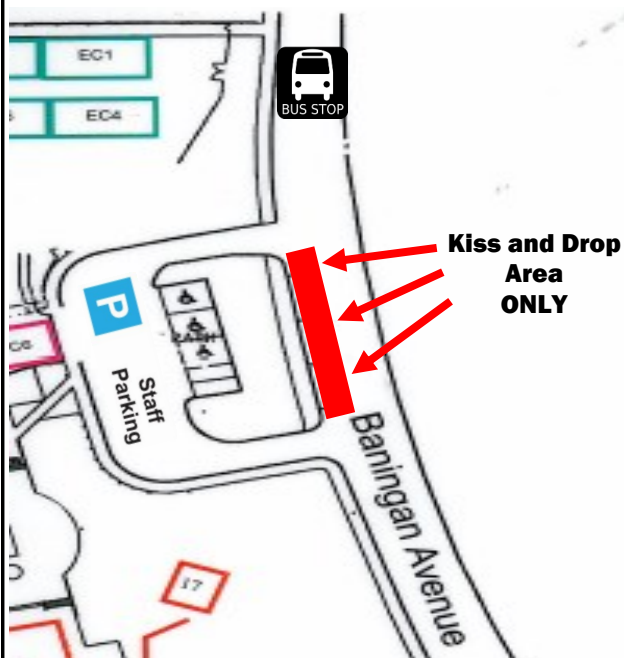
BSB: 016 268; Account No: 3408 18933; Account Name - Jandakot Primary School. Please include your child's name, room number and 'VC'.

WEBSITE

The school website can be found at www.jandakotps.wa.edu.au. The website includes a wide range of information for families, such as our newsletters, notes for excursions/events, booklists, term dates and planners, special and upcoming event reminders, curriculum and general school information. P&C information is also included, such as the Canteen menu, an online ordering link and uniform details including order forms. Due to increasing postage costs we suggest that parents use the website to access information they are seeking. As our website continues to grow and develop the information included will increase. Any forms/notes that have been misplaced can be re-printed from here also.

KISS AND DROP ZONE

- 8.00 - 9.00am each morning.
- No parking - please don't leave the car.
- Children walk into school.
- 3 bays and driveway on **Baningan Ave** outside Pre-primary Staff Car Park.



Please keep Baningan Ave as **ONE WAY** as much as we can to assist with -

- 😊 increased safety
- 😊 improve convenience
- 😊 help traffic flow.

*If parents can go around the school block (onto Hammond Rd) to keep Baningan Ave **ONE WAY** this would help relieve traffic problems.*