



# Coolbinia Primary School Parent Handbook

Dear Parents,

Welcome to Coolbinia Primary School. This is an exciting time for you and your child as they embark on their journey into schooling. Together, you have many wonderful moments ahead of you to cherish, and possibly some challenging ones too, as you support your child at school.

At Coolbinia Primary School we believe that fundamental to effective learning is a strong, positive partnership between school and families. We welcome your involvement in the school. We encourage you to become actively involved by volunteering to help out in the classroom, participating in school activities and decision-making groups such as the P&C and School Board.

At Coolbinia Primary School, our decisions are made with our students' wellbeing foremost in mind and with their best interests at heart. We place children first and we are deeply committed to providing your child with the very best possible start to their schooling.

This booklet is designed to provide you with information about our school as well as tips and ideas on how you can support your child at school.

Once again, I am delighted to welcome you and your child to our school. We look forward to working with both you and your child throughout the school year. If you have any questions or concerns about your child's educational program, please feel free to contact your child's teacher or a school leader. Our doors are always open and we welcome the opportunity to hear from you.

**Paul Westcott**

**PRINCIPAL**



## School Term Dates 2021

### Semester One      Term 1

Monday 1 February – Thursday 1 April

### Term 2

Tuesday 20 April – Friday 2 July

### Semester Two      Term 3

Tuesday 20 July – Friday 24 September

### Term 4

Tuesday 12 October – Thursday 16 December

## Administration Contact Details

104 Bradford St, Coolbinia WA 6050

Phone: 9427 8450

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

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

SMS Mobile for Absentees                      0418 911 341

Camp Australia (Out of School Care)      1300 105 343

## School Hours

Administration Office                              8.00am – 4.00pm

(Monday to Friday)

### Siren Times

Classroom doors open                              8.20am

School commences                                      8.35am

Morning Recess                                        10.35am – 11.00am

Lunch    12.40pm – 1.20pm

Classes dismissed                                      2.50pm

## A-Z GENERAL INFORMATION

ACCIDENTS AND ILLNESS.....	4
AFTER AND BEFORE SCHOOL CARE.....	4
ARRIVAL AND DISMISSAL AT SCHOOL.....	4
ASSEMBLIES.....	4
ATTENDANCE.....	5
BIKES / SCOOTERS / SKATEBOARDS.....	5
BIRTHDAYS.....	5
CANTEEN.....	5
CHANGES TO CHILD'S ENROLMENT DETAILS.....	5
CHAPLAIN.....	6
CLASSROOM ORGANISATION.....	6
COMMUNICABLE DISEASES.....	6
COMMUNICATION.....	6
CONCERNS AND COMPLAINTS.....	6
CONNECT APP FOR MOBILE DEVICES.....	7
CROSSWALK.....	7
CRUNCH AND SIP.....	7
CYBERSAFETY.....	7
DOGS.....	7
DRESS CODE.....	7
DUTY OF CARE.....	7
EXTENSION PROGRAMS.....	8
EXTRA-CURRICULAR ACTIVITIES.....	8
FACTIONS.....	9
HEALTH SERVICES.....	9
ICT AND DIGITAL TECHNOLOGIES.....	10
LEARNING SUPPORT TEAM.....	10
LIBRARY RESOURCE CENTRE & COMPUTER LAB.....	10
LOST PROPERTY.....	11
MEDICAL.....	11
MOBILE PHONES.....	11
PAYMENTS.....	11
P&C COMMITTEE.....	12
PERMISSION TO LEAVE THE SCHOOL GROUNDS.....	12
PERSONAL ITEMS LIST.....	12
POSITIVE BEHAVIOUR SUPPORT (PBS).....	12
POLICIES.....	12
REPORTING TO PARENTS.....	13
SAFETY BEFORE AND AFTER SCHOOL.....	13
SCHOOL BOARD.....	13
SCHOOL DENTAL SERVICE.....	13
SCHOOL DEVELOPMENT DAYS.....	13
SCHOOL HEALTH SERVICE.....	14
SCHOOL PSYCHOLOGIST.....	14
SPECIALIST AREAS.....	14
STUDENT LEADERS.....	14
TERM CHARGES and PERMISSION SLIPS FOR INCURSIONS / EXCURSIONS.....	14
TRAFFIC MANAGEMENT.....	15
UNIFORMS.....	15
VALUABLES AND TOYS.....	15
VISITORS.....	15
VOLUNTEERS.....	15
VOLUNTARY CONTRIBUTIONS.....	15

## ACCIDENTS AND ILLNESS

(See also Medical) Minor accidents are treated at school. In the case of more serious accidents or illness, you will be contacted at once. If you are unable to be contacted and it is deemed necessary, your child will be taken to the hospital by ambulance. It is most important that our records are kept up to date regarding your place of employment and emergency contacts. Please inform the school as soon as information is changed. When children are sent to the office unwell, we will contact parents to arrange collection. Parents taking children from school for medical or other reasons must sign them out at the front office.

## AFTER AND BEFORE SCHOOL CARE

Camp Australia Out of School Hours Care (OSHC) - operates Monday to Friday, **7.00am - 8.30am** and **2.45pm - 6.00pm**, during the school term. They also have a Vacation Care program and operate on pupil free days whenever possible (this is dependent on number of enrolments) **7.00am – 6.00pm**. To enrol and make bookings please register online at Camp Australia's website, [www.campaustralia.com.au](http://www.campaustralia.com.au) or call the Customer Care team on 1300 105 343.

Further information regarding Camp Australia is available on the Coolbinia Primary School Website. Please inform your child's teacher of the days you are using these services. Camp Australia team members deliver children in Kindergarten and Pre-primary to their classrooms in the mornings and pickup children after school. Camp Australia welcome your visits and enquiries prior to your child attending, so please do drop by to say hello and familiarise yourself with the service, team and routines.

## ARRIVAL AND DISMISSAL AT SCHOOL

All children are expected to be at school for the commencement of instruction at 8.35am. It is requested that children are not sent to school before 8.20am as supervision is not provided. From 8.20am the children should prepare themselves for the school day. Children are not permitted on play equipment, the oval or basketball court before school unless in an organised activity and supervised by a teacher or their coach.

All kindy and pre-primary children must be dropped off and picked up from the class by an adult caregiver. This is a legal requirement as part of the school's duty of care to your child.

The school has a Kiss and Drive facility for children in year 1-6 only. A link on how this service can be found is on the school website. Please endeavour to deliver and collect your child on time to avoid distress. If you know you will be late to pick up your child at the end of the day, please phone the office (9427 8450) and a message will be forwarded on to your child's teacher. Please inform the office if someone other than a nominated care provider on your child's enrolment form will be collecting your child.

If you need to collect your child during school time, please visit the front office, where you will be issued with a student release form (yellow slip). This is handed to your child's teacher when you pick them up from their classroom.

## ASSEMBLIES

Each class from Pre-primary to Year 6 takes a turn in running an assembly and presenting an item during the year. Assemblies are held at 8.35am every second Friday in the undercover area. Parents are invited to attend. It is a chance to recognise our Certificate of Celebration

recipients, to hear the Principal's address to the school and to celebrate school achievements. The bulletin and school website calendar will indicate the performance dates for each class and any changes to times. There may be some special assemblies throughout the year. The Year 6 Graduation ceremony is held in the last week of Term 4.

## **ATTENDANCE**

Kindy children attend 2 consecutive days and every second Wednesday. Attendance is compulsory from Pre-primary to Year Six. It is strongly recommended that your son or daughter develops good attendance habits. Research shows that good outcomes are correlated to regular attendance.

Please inform the school of your child's absence with via SMS on 0418 911 341 or via the school website. If the school is not informed of an absence, the system will generate an SMS at 10.30am asking for an explanation for the absence.

Holidays are strongly discouraged to be planned for and taken during school terms and are not considered an acceptable reason for absence. Parents will be informed in writing if their child's absences exceed reasonable expectations. If the intention is to take a holiday during school term, then please complete a form available from the front office.

## **BIKES / SCOOTERS / SKATEBOARDS**

Children who bring or ride bikes, scooters or skateboards to school are not allowed to ride them in the school grounds for safety reasons. All bikes, scooters and skateboards brought to school must be stored in the bike racks. Bike locks are essential. Bike riders are asked to dismount at the student entrances on Glick road. Students riding bikes must wear a helmet. It is recommended that students on scooters also wear a helmet.

## **BIRTHDAYS**

We enjoy taking part in your son/daughter's celebrations and acknowledge their special day in the classroom. We ask parents not to bring in lollies, chocolates or cakes.

## **CANTEEN**

Our canteen is located in the undercover area and operates five days per week – 8.00am – 1.30pm.

Weekly specials are written on the blackboard outside the canteen area and regularly announced in the school bulletin. Lunches can be ordered online via [Quickcliq](#). Further information regarding the Canteen is available on the Coolbinia Primary School Website.

## **CHANGES TO CHILD'S ENROLMENT DETAILS**

Please email the [school office](#) or use the online form on our website if there are changes to your child's personal details including:

- address
- emergency contacts
- email
- telephone numbers
- health requirements
- court orders

If your child has a medical condition, you will be required to complete a Health Care Plan Form (available from the School Reception). The plan will be made accessible to all staff to ensure the health and safety of your child.

## **CHAPLAIN**

The Chaplain works with the school in supporting the social and emotional wellbeing of students and their families. Chaplaincy in schools is not a religious based service and Chaplains are not allowed to impress any religious beliefs upon students. Parent permission is required and will be given on a needs basis. The Chaplain will also be in regular contact with parents to discuss any concerns. A referral can be made through the class teacher.

## **CLASSROOM ORGANISATION**

At the beginning of Term One a Parent Information Evening is held for parents to meet their child's class teacher. This meeting allows teachers to provide further information about classroom procedures and agreements, class homework policy, routines, practices and what to expect in the year ahead. Attendance is encouraged to ensure all families have a common understanding of expectations and to enable teachers to answer any general enquiries. It is also the perfect opportunity for families to introduce themselves and get to know one another.

## **COMMUNICABLE DISEASES**

Parents should notify the school of any infectious disease. It is recommended that children are immunised against the serious infectious diseases as listed by the Department of Health. All children's Medicare immunisation statements are required for school enrolment. The Department of Health have guidelines for exclusion periods and these are made available on their [website](#).

## **COMMUNICATION**

A weekly bulletin is emailed to parents via CONNECT every Wednesday. It is also available on the school website. Teachers and administration use CONNECT and or email parents. Please ensure that email addresses, telephone numbers and emergency contact numbers held by the school are always up-to-date.

Email by classroom teachers is for information sharing, setting up appointments and celebrating success. If you wish to discuss your child's needs or any concerns you have, please set up an appointment with your child's classroom teacher. Teachers will endeavour to respond to your email within 48 hours. Please note that as per DoE policy, staff are not required to read and respond to work emails when they are off duty, i.e. At the weekend, after school or when they're on leave. Communication Guidelines can be found on our website.

## **CONCERNS**

Parents are encouraged to raise any concerns they may have with the school, in order to have these heard and addressed. If concerns are related to the classroom learning environment, they should always be directed to the classroom teacher in the first instance. If concerns are related to organisational matters within the school, these should be directed to the Associate Principal or Principal. Whilst times are put aside for parent/teacher meetings in Term One, parents are able to request a meeting with school staff at any time throughout the year.

## **CONNECT APP FOR MOBILE DEVICES**

Connect is an integrated on-line environment developed by the Department of Education (WA) for staff, students and parents in public schools. It provides opportunities for regular and on-going communication between the home and school to further support students. The school strongly encourages all parents to take up this opportunity to support their child/ren. To access Connect, parents will be provided with a username and initial password. Internet access is required on a desktop computer, or via the Connect app on a tablet or smart phone. No additional software is required and the site is free. All student reports are uploaded on Connect. To find out more, please watch the following short video: <http://vimeo.com/connectwa/welcome>

A Step-by step guide on using Connect can also be found on our [website](#).

## **CROSSWALK**

A Crosswalk attendant is on duty on the corner of Glick Rd and Bradford St between 8.00am - 9.00am and 2.30pm - 3.30pm, daily. If for any reason there can't be an attendant the school will inform the school community via CONNECT.

## **CRUNCH AND SIP**

Crunch & Sip is a set time during the school day for students to eat vegetables or fruit and drink water in the classroom. This give them the chance to refuel with healthy food during the day.

## **CYBERSAFETY**

Coolbinia Primary School understands the substantial benefits that are provided to young people through Information Communication Technology. We are aware that with these benefits can come with potential dangers such as Cyberbullying. Coolbinia Primary School staff and students follow a strict ICT Code of Conduct in line with the WA Department of Education policy for students online. We pride ourselves on ensuring our school is Cyber aware and safe. The Office of the eSafety Commissioner website <https://esafety.gov.au/> provides many resources and hints for ensuring safe practices whilst using the web.

## **DOGS**

Due to health and safety requirements, dogs are not permitted on the school grounds. Please do not bring your dog when collecting or dropping off your child.

## **DRESS CODE**

Students are to comply with the dress code at all times. Students who are involved in representing the school at official school activities including sports carnivals, social events and excursions are required to wear the appropriate school uniform. Coolbinia Primary School has a "No Hat, No Play in the Sun" policy so hats are required to be worn all year round for outside activities. For safety reasons, children are not permitted to wear excessive jewellery items whilst at school. Sensible footwear for participation in daily fitness and PE classes should also be worn. A copy of the Dress Code Policy is available on the school website under uniforms.

## **DUTY OF CARE**

Our staff will ensure a duty of care is provided for all students whilst at school and during off-site excursions. This ensures that at all times there will be a teacher or teacher assistant working



with students, or in a position to observe students. The only exception to this is when students use the toilets, however all students must seek permission during class time. In the playground, duty teachers and education assistants supervise students at recess and lunch. Students and younger siblings are not permitted to use playground equipment before school.

## EXTENSION PROGRAMS

The school is committed to extending students in every class through differentiating the curriculum and providing enrichment programs. The North Metropolitan Regional Office offers extension programs for primary students at various centres in the district. PEAC Primary Extension and Challenge Courses are offered to selected students in years 5-6. All students are tested in year 4.

## EXTRA-CURRICULAR ACTIVITIES

**Chess** - The Chess for Life morning club runs before school on a Tuesday from the Library. Year 2-6 are eligible to join. Registration periods are announced via the School Bulletin.

**Choir** - Choir runs on a Thursday morning from 8.25am to 8.55am for any students in Years 3-6. The choir usually puts on one major performance each term, three in school and one major off site event. Members also get the opportunity to audition for choreography roles.

**Cross Stitch Club** - This lunchtime club offered to students in Year 3-6 aims to teach students the basic skills of cross stitching, developing coordination, comprehension, critical thinking and Math skills.

**IMSS** - Instrumental Music School Services (IMSS) provides instrumental lessons to selected students from years 3-6. Instruments offered include the Violin, Viola, Cello, and Double bass. The program includes weekly 30-minute group instrumental lessons, and before school string orchestra for most year 5 and 6 instrumentalists. Both of which are held on the school premises.

In year 2, 3 and 4, all students complete an aural perception test in term 4 during class music for instrumental intake the next year. Students are offered a place in the program based on their aural ability, as well as ability to follow instruction, level of responsibility, and ability to catch up on classwork missed due to lessons. This is a joint decision by the instrumental teacher, classroom teacher, and Music Specialist Teacher. As students can only be offered one instrument, and there is no option to swap instruments, it is suggested that students wait for the intake of their preferred instrument before accepting an offer.

- Violin and viola lessons begin in year 3.
- Cello lessons begin in year 4.
- Double bass lessons begin in year 5.

While lessons are free, families must organise to purchase/hire necessary materials and instruments when required.

More information can be found at the IMSS website [here](#) or by emailing the Music Specialist Teacher.

**Minecraft Club** - Lunch time Minecraft Club is offered to students in year 1-6. Minecraft Education promotes creativity, collaboration, and problem-solving in an immersive environment where the only limit is your imagination. Due to its popularity amongst children at home timetables change accordingly each year.

**River Rangers** - River Rangers is a primary school cadet program for Western Australian students. At Coolbinia Primary School all students participate in the River Rangers program, from Kindy to Year 6. All classes are involved in the program through incursions, excursions and camps, related to caring for the environment and engaging in community service. River Rangers funding at Coolbinia PS is provided on a sliding scale to the various year levels, with the most funds allocated to Year 6 cadets to support their camps and leadership training. The program seeks to educate and engage school-aged children to help protect local rivers for the future. It aims to empower students to make positive changes to their local communities and waterways, and ultimately to their local river park. A key focus of the program is also to increase understanding of, and engagement with, the importance of conserving Noongar and European cultural history. River Rangers leads on to the Bush Rangers Cadet Program.

**Robo Club** - Robo Club is an optional, afterschool activity offered to students in year 5 and 6. Robo Club provides an opportunity for students to take part in programming using EV3 Lego Mindstorm Robots and also BBC Micro:Bit mini computers. Over the last few years the Robo Club has enjoyed great success in both the Robo Cup and FIRST LEGO League robotic competitions.

**Roots & Shoots Club** – Offered to students in year 1-6. This group meets weekly at lunchtimes and is designed to bring children together to work on environmental, conservation and humanitarian issues e.g. planting butterfly host plants, conducting bird surveys and supporting Perth Zoo initiatives.

**Student Leadership** - Student leadership at Coolbinia Primary starts from Kindy and progressively provides new challenges and opportunities as the children move through different year levels. Young children are given appropriate responsibilities to help them develop confidence in leadership roles e.g. Pre-primary students undertake tasks for their teachers, Year 2 students thank incursion performers in front of the student audience, Year 3-6 students take on various sustainability leadership roles (Waterwise, Wastewise, Your Move-TravelSmart, EnergySmart, Roots & Shoots and River Rangers). In addition, in Year 6, at the beginning of the school year, students select leadership roles they would like to undertake. These roles include Councillors, Attaches, Mentors and Ambassadors. These students take an active part in running assemblies and are expected to set an example and coordinate various functions/activities throughout the year e.g. Anzac Day service, fundraisers, preparing sporting equipment, etc.

**Sports Clubs** – a variety of sporting clubs run programs before and after school during the term. As these change with each term please check the school website and school bulletins for more information.

## **FACTIONS**

There are four factions: Green, Blue, Red and Gold. Pre-primary to year 6 students are allocated a faction by the office on enrolment. Siblings are placed in the same faction.

## **HEALTH SERVICES**

Coolbinia Primary School has a range of professionals that provide services to maintain the health and wellbeing of children including:

**School Nurse:** A registered school nurse makes visits to the school to carry out scheduled health checks. During the year our nurse will complete a health check for all Kindergarten children. Parents will be given a parent questionnaire and consent form to complete prior to the nurses visit.

**Dental Therapy:** Children will have access to the Mount Lawley Dental Clinic. They begin their dental visits in Pre-primary and parents will be sent consent forms prior to their initial consultation.

## **ICT AND DIGITAL TECHNOLOGIES**

Coolbinia Primary School has a strong commitment to providing students with a 21st century contemporary learning environment. In addition to the 1:3 iPad program in years K-6, there are also trolleys of notebook computers available for each classroom to use. Classrooms have Smartboards. On enrolment, students with parent support, sign a responsible use of ICT agreement and give consent to access the school computer network and internet. This agreement is reviewed again in Year 3.

Wireless access has been installed across the school with all classrooms having their own access points. This ensures that all classrooms are able to use technology with minimal disruption. Students also have access to Digital Technologies equipment including LEGO EV3 robots, Micro:bit pocket sized computers, 3D Printers, Sphero SPRK robots, Bee bots, Dot and Dash and Edison robots.

The Digital Technologies Guidelines can found on our website.

## **LEARNING SUPPORT TEAM**

The Learning Support Team plays a pivotal role in supporting teachers and students by using best practice collaborative strategies in the implementation of support programs which cater for individual needs. The team, consists of the Associate Principal, Principal, Chaplain and the School Psychologist. Concerned teachers initially complete a 'Consultation Request'. This may be for learning, behavioural, cultural, emotional or social reasons or for some students with identified disabilities. Cases are discussed and actions planned for a range of strategies from a phone call, curriculum advice, professional learning to a case conference and an individual education plan with parents and other stakeholders involved, eg. therapists, education assistants and teachers. The school works closely with the School of Special Education Needs: Disabilities (SSEND), in seeking additional resources for students with disabilities. Parents are informed and consent is sought prior to the school psychologist being involved with your child.

## **LIBRARY RESOURCE CENTRE & COMPUTER LAB**

The Library is open during selected lunchtimes for students to use. Each child is required to have a large material bag in which to carry library books. Parent help is welcome in the Library, so please see the Library Officer if you can assist.

The Library Catalogue is also available online for parents and students to view. Students can request books and if and when they are available they can visit the library to collect and borrow. Our school library catalogue is available online [here](#).

## **LOST PROPERTY**

We recommend that all garments, school bags, lunch boxes, water bottles and hats are clearly named. As biro ink and felt pen ink washes off in time, we recommend more permanent marking or name tapes for garments. Lost property is kept in the undercover area.

## **MEDICAL**

If students have asthma or severe allergies, parents are required to fill out a form giving information about their child's condition. If the asthma or allergy is severe a doctor must sign the form and an emergency action plan must be put in place. This particularly applies to students who have an anaphylactic reaction to a trigger and require an EpiPen. Action plans and medication for these students are kept in the front office. All medical forms need to be updated and reviewed every twelve months and parents are responsible for ensuring that any medication kept at the school for their child has not passed its expiry date. Students who have short term medication requirements are required to have this administered through the Front Office, with the necessary paperwork to be completed by a parent. The school has basic first aid requirements, such as ice packs and Band aids, however does not supply pain killers such as Panadol to students.

## **MOBILE PHONES**

Mobile phones are becoming increasingly popular with students at a younger age. Whilst all parents have different reasons for their child to have a phone, the school insists that these are not kept in classrooms or school bags during the school day. All phones must be signed in and out at the office at the beginning and at the end of the school day to ensure the phones' safety and to prevent their misuse by students.

## **PAYMENTS**

Please make all payments at the front office. For your convenience there are a variety of ways to make payments, including:

**Cash** – If paying by cash please ensure payment is enclosed in a sealed envelope labelled with your child's name, the amount enclosed and what the payment is for.

**Student Account** – Placing a sum of money into your child's school account will enable funds to be deducted as the need arises. This can be done at the front office. All transactions are documented and a summary can be requested at reception.

**Eftpos** – A fast and secure way of paying your school accounts using a cheque, savings or credit account. Eftpos is available at the front office.

**Direct Deposit** – Payments can be made directly in to the school account. Please use the child's surname and classroom as the reference.

Bank Details for direct deposit are: Coolbinia Primary School

BSB: 306 091

ACC: 415 694 3

## P&C COMMITTEE

The P&C Committee meets on the second Tuesday of the month and the dates are advertised on the school website calendar. The P&C is responsible for fundraising and managing the canteen and uniform shop. All parents are welcome to come along to the meetings. There are a number of subcommittees that operate within the P&C. The P&C AGM is held in February.

## PERMISSION TO LEAVE THE SCHOOL GROUNDS

No child is to leave the school grounds during school time for any reason unless permission is given and they are accompanied by a parent or carer. Parents, please note when picking up children during school hours, you must sign them out at the front office. You will then be given a pass which must be presented to the class teacher, before collecting your child. During a recess or lunch break, please give the pass to a duty teacher. Students who are left waiting at the end of the school day must go directly to the office so that parents can be contacted.

## PERSONAL ITEMS LIST

(Booklist) Each year teaching staff will determine what items students require for the following year. Staff ensure that all items on the list are deemed to be essential and will be used throughout the school year. Quite often there are items on the lists that can be used across multiple years. Eg. Calculators or scissors. This list can also be accessed on the school [website](#). Please bring in all items on your child's first day of school. If you are having difficulties purchasing any of the items on your list, please inform your child's teacher. Please label your items and clearly mark the box or bag that you bring your items in. You will be contacted by your classroom teacher if there are any outstanding items.

## POSITIVE BEHAVIOUR SUPPORT (PBS)

PBS is our school-wide approach aimed at improving the academic and behavioural outcomes of all students. PBS works to establish a climate in which appropriate behaviour is the norm. This occurs through the use of proactive strategies and the explicit teaching of behavioural expectations. The goal is to create a safe, positive learning environment where students are engaged and successful. Emphasis is on making positive choices and accepting responsibility for both learning and behaviour, rather than being structured around a set of rules.

At Coolbinia the core values are **Character, Respect, Responsibility and Strive**.

Each week students are explicitly taught these values through classroom based activities and they are continuously encouraged to actively demonstrate behaviours derived from these values in the classroom, during break-times and as wider community members.

## POLICIES

The majority of policies implemented at our school are set out by the Department of Education and are mandated. The school does however have a number of key agreements and guidelines that are specific to the school and ensure the smooth running of operations. These policies are available through the [website](#). These policies are reviewed on a regular basis by the staff and adopted by the School Board.

## **REPORTING TO PARENTS**

The school has a number of ways in which it reports to parents. These include a Summative Report for Semester 1 and 2, portfolios in early childhood and parent interviews as needed throughout the year. There are a number of reports that students might also receive as a result of system based assessments including 'On-entry' assessments for Pre-Primary students and NAPLAN assessments for Year 3 and 5 students.

## **SAFETY BEFORE AND AFTER SCHOOL**

We strongly encourage parents to drop children off directly to their classroom in the morning and leave the school grounds promptly at the end of the day. Children are NOT permitted to play on the playground equipment before or after school. This is a school policy related to duty of care that is supported by the School Board.

## **SCHOOL BOARD**

The purpose of the School Board is to enable the school, staff and parents to work together in setting the educational direction of the school, through the school development planning process. By sharing responsibility for decision making in the school, parents, staff and other community members can work together towards shared goals. These plans and goals are set out in the Business Plan which is made available on our school website. Parents can be confident that their views and expectations are represented in the setting of the school's educational objectives, and teachers benefit from knowing the school community supports their efforts. The School Board can have a maximum of 12 members, comprising of the principal, staff, parents and local business or community members. Members of the School Board who do not work at the school must always outnumber those who do work at the school. The parent and staff representatives are nominated and elected by ballot, for a term of 3 years. The School Board welcomes feedback at their yearly open meeting, or parents can provide feedback by contacting their representatives.

## **SCHOOL DENTAL SERVICE**

The School Dental Service provides a free and continuing dental service for each enrolled school child extending to year 12. Each Dental Therapy Centre is staffed by dental therapists and supervised by a dentist with the School Dental Service. Enrolment forms from the Health Department for the School Dental Service will be sent home with your child. Coolbinia Primary School students attend the Dental Therapy Unit at Mt Lawley Primary School, 92 Second Avenue, Mount Lawley 6050. The telephone number is 9271 5561. Parents are required to provide transportation to appointments at the Dental Therapy Unit. Specialist services are not available, but parents are informed if such treatment is considered advisable, and an appropriate referral is made. Parents are responsible for the costs of specialist treatment.

## **SCHOOL DEVELOPMENT DAYS**

Each year the school will have six days on which students do not attend. These dates are made available on our school website [calendar](#).

## SCHOOL HEALTH SERVICE

(Community Health Nurse) The services of a Community Health Nurse are available to the school and regular medical checks are conducted for students in Kindergarten and Pre-primary. If any parents are concerned about health related problems, please contact the school office on 9427 8450.

## SCHOOL PSYCHOLOGIST

The services of a school psychologist are available to the school on a regular basis, approximately one day per week. Referrals with consent and permission are made through the Learning Support Team. School Psychologist involvement is generated by the school and not by parent request.

## SPECIALIST AREAS

**Digital Technologies and ICT** is provided by our specialist teacher two periods a week for years 1-6. The program covers the key Digital Technologies concepts in the WA curriculum using a variety of coding and robotic equipment. The specialist teacher also uses the school's computer lab and sets of iPads to integrate the ICT Capabilities into classroom STEM (Science, Technology, Engineering and Maths) projects.

**Languages** - Coolbinia has a language program in Italian for students in year 2–6. Students are exposed to reading, writing and speaking activities.

**Music** - Coolbinia Primary School has a comprehensive music program provided by a music specialist and staff from the Department's School of Instrumental Music (IMSS). The specialist music teacher runs a school choir. Instrumental music lessons are conducted onsite by IMSS teachers, one of whom also runs the String Ensemble which meets before school.

**Physical Education** - All year 1-6 classes have one PE period each week with a trained physical education teacher. Sport for year 3-6 is organised each week with fitness for years 1-6 daily.

## STUDENT LEADERS

Councillors, Attaches, Mentors and Ambassadors from Year 6 are selected at the beginning of the school year. They take an active part in running assemblies and are expected to set an example and coordinate various functions/activities throughout the year eg. Anzac Day service, fundraisers etc.

## TERM CHARGES and PERMISSION SLIPS FOR INCURSIONS AND EXCURSIONS

At the commencement of each term, parents will be notified of upcoming incursions and excursions for the term. This gives parents the opportunity to give permission and make payments all at once to ensure their child's involvement rather than at various times throughout the term. Parents are welcome to give permission via email to the class teacher for incursions and excursions.

## **TRAFFIC MANAGEMENT**

The school has a Kiss and Drive facility for children in year 1-6 only. A link on how this service can be found is on our [website](#).

## **UNIFORMS**

It is strongly encouraged that all students wear the school uniform. Uniforms can be purchased via the online shop which is available on the school [website](#). Deliveries are made to the child's classroom weekly. The uniform shop is located behind the Music building and is open during school terms on the first Friday of the month from 8.15am to 8.45am. Dates are advertised on the school website. We have a no hat, no play policy.

## **VALUABLES AND TOYS**

We recommend that valuables and toys are not brought to school as staff cannot accept responsibility for them.

## **VISITORS**

All visitors on school grounds must sign in through the office. This includes parents on canteen rosters, parent help rosters and when dropping off items such as lunch. This is part of our Risk Management Policy.

## **VOLUNTEERS**

All parents are welcome to become actively involved in the school community. Parents are invited to join the P&C and assist in school activities. These include: Assisting with gardening, canteen, fundraising, sporting events, uniforms, cooking, and classroom projects.

Please consider getting involved. Alternatively, if you aspire to assist in developing and reviewing school policy we encourage you to elect to nominate a member of our School Board. It is encouraged that parents become involved in the school learning programmes and special events throughout the year. Teachers will inform parents once all children have settled into a routine when assistance is required.

When volunteering at school, please sign in at the front office prior to entering the classroom. The Department of Education requires that volunteers who are not parents will need to have a Working With Children card.

Trained EdConnect volunteers (endorsed by Department of Education) visit our school once a week for one hour to mentor individual students, offer classroom support or run clubs such as cross stitching.

## **VOLUNTARY CONTRIBUTIONS**

All families are asked to pay the scheduled \$60 contribution. You will see this fee itemised on your child's Personal Items List. This voluntary contribution is set by the Department of Education and enables the school to provide extra amenities for children's use. Payment can be made directly to the school office using cash, Eftpos or by direct deposit with your child's surname and room number as reference. (BSB 306091 A/C 4156943).