

integrity
achievement

Primary 2017

achievement
INFORMATION HANDBOOK

excellence

respect integrity

achievement

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respect



learning close to home

MERREDIN COLLEGE

A Wheatbelt Independent Public School



School Mission

(Our core purpose)

In partnership with our parents, we seek to instil in our students high standards for academic scholarship, integrity, leadership, and responsible citizenship so that they may enjoy freedom through knowledge, and lead healthy productive and meaningful lives.

Our Values

- 1. Achievement** – For students; expecting and accomplishing academic, sporting, cultural, citizenship and social growth through practice and perseverance. For staff; personal best in our job to ensure this happens.
- 2. Excellence** - Striving for mastery in all aspects of our job which contributes to student learning.
- 3. Respect** - Demonstrating that we value self, others and property.
- 4. Integrity** - Acting according to high moral principles including being honest and trustworthy.

Vision

(Preferred Future)

Merredin College is the benchmark in rural educational excellence

We aspire to develop a community of engaged, creative and independent lifelong learners who aim high, value diversity and contribute positively to the global community.

Woolgar Avenue
MERREDIN WA 6415
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Email: Merredin.College@education.wa.edu.au

Web: www.merredincollege.wa.edu.au



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Merredin College

Welcome

We welcome you to the school year at Merredin College. The school was established in 2012 with the amalgamation of Merredin Senior High School, North Merredin Primary School and South Merredin Primary School as well as Westonia Primary School.

Located 256 kilometres east of Perth in the Central Wheatbelt, Merredin College is a lighthouse rural school providing a high quality, seamless educational program for students from K-12. Merredin College is unique because our students can remain in the safety of the community in which they were born and at the same school for their entire education. Our staff and our families can be true partners in the entire schooling process across the years.

Our rigorous yet supportive teaching programs encourage students to become independent learners. This begins in kindergarten and is developed through to Year 12. Literacy is a priority with programs in place to support the needs of all students. ICT is embedded to ensure students learn in a contemporary environment and leave our school with the skills required to function well in the 21st Century.

We offer a diverse range of subjects for our K-6 students and pride ourselves on our high quality Music and Dance programs. Specialist teachers and rooms such as the design and technology workshops, science laboratories and the school farm can be accessed by our K-6 students. This provides amazing opportunities for enrichment and extension. Programs like Music are introduced from the early years so students have the background to achieve outstanding results in Year 12.

Four values guide the practices, expectations and behaviour of our students and staff. These include excellence, achievement, respect and integrity. The values are underpinned by three

focus areas including excellence in teaching and learning, closing the gap for Aboriginal students and a consistent approach to the management of student behaviour. Our popular 'Faction Token' program and 'Commendation Letters' encourage excellence in behaviour and achievement. Our vision is that 'We are the school of first choice for parents, where students love to attend, teachers are proud to work, and which the local community values, respects and supports.'

SCHOOL HOURS

MON-TUES-THURS-FRI:

8:50am Lessons commence
11.02am Recess
11.30am Lessons commence
12:30pm Lunch
1:00pm Lessons commence
3:00pm Close

WED:

8:50am Lessons commence
10.52am Recess
11.10am Lessons commence
12:10pm Lunch
12.30pm Lessons commence
2.30pm Close

It is advisable not to send children to school before 8:30am as there is limited supervision. Students who arrive before 8:30am are to sit outside their classrooms until they are opened.

TERM DATES 2017

Term 1: Wednesday 1st Feb – Friday 7th April
Term 2: Monday 24th April – Friday 30th June
Term 3: Monday 17th July – Friday 22nd Sept
Term 4: Monday 9th Oct – Thursday 14th Dec

Staff

Principal: Ms Bev Stanes

Deputy Principals: Lynne Herbert and Lorraine Shreeve

Student Services Deputy: Jarrad Ritchie

Primary School Office: Ms Sandi Lee 8.30 to 9.30am

Business Managers: Mrs Thelma Motzel (Mon-Wed) and Mrs Janelle Jones (Thurs-Fri)

Kindergarten: Mrs Leah Boehme

Pre-primary: Ms Emily McKercher

Pre-Primary/Year 1: Mrs Claire Kudas /Mrs Sue Goodier

Year 1: Mrs Justine Low

Year 1/2: Mrs Chanelle Moore

Year 2: Mrs Deirdre Fardell

Year 3: Mrs Tracey Cornish

Year 3/4: Mrs Trish Downsborough

Year 4: Mrs Amanda Cash

Year 5: Mrs Sarah Postans

Year 5/6: Miss Tegan Dowling

Year 6: Ms Amanda Lockyer

Specialist Physical Education: Mrs Zane Walker

Specialist Music: Mrs Caryn Adamson

Specialist Dance: Miss Natalie Beale

Specialist Art: Erin Burnett

Specialist Science: Ms Kylie Bryant and Mrs Claire Kudas

Librarians: Mrs Farralee Clarke, Mrs Mel Wahlsten and Mrs Kate Downsborough

Aboriginal – Islander Education Officer: Ms Chrissie Smith and Ms Jenno Hayden

Community Nurse: Mrs Rebecca Waye

School Psychologist: Miss Teagan Pascoe

School Chaplain: Mr Brett Guthrie

Education Support: Mrs Fleur Forsyth

Social Worker: Mrs Leesa Murray

Family Support Worker: Ms Sonya Smith and Miss Emma Fitzsimons

Education Assistants: Mrs Kaye Irvin, Mrs Jenny Munro, Mrs Lisa Sandercock, Mrs Kay Meadows, Mrs Rachel Campbell, Mrs Angela Drakeford, Mrs Lee Wilcox, Mrs Margaret Murphy, Mrs Norelle Jeffreys, Mrs Kerri Shelton and Mrs Julie Della Bosca

VISITORS DURING SCHOOL TIME

All visitors to the school must sign in the Visitors' Book located at the front office. This is for risk management and also security reasons. **All Department of Education premises are smoke free.**

BEFORE SCHOOL

This time before school should not be used for meetings with teachers. It is preferable to schedule meetings at other times when there is more time and privacy.

Parents are asked to help us encourage independence of young children by:

1. Getting them to school punctually.
2. Allowing them to enter the classroom independently and confidently.
3. Encouraging them to prepare for the day independently eg: sharpen pencils, put out chair and attend to class specific duties.

No children should be arriving at school before 8.30am as we cannot guarantee supervision before this time. However, Merredin College does offer a breakfast program which runs from 8.20am – 8.40am in the covered assembly area. Students who miss breakfast at home can access a healthy breakfast and are free to enter the school grounds early but must remain in the covered assembly area until 8.30am.

SCHOOL BUSES

Merredin College has a number of school buses servicing the surrounding towns. Town students can apply for bus service if there are available seats and buses can pick them up on their way in from outlying areas. Buses are outlined below:

Merredin-Kellerberrin
Merredin-Burracoppin-Westonia
Merredin-Nth Burracoppin
Merredin-Muntadgin
Merredin-Burracoppin feeder
Merredin-Bandee-Hines Hill
Merredin-Burran-Jilbadgi
Merredin-Burran Rock
Merredin-Nukarni
Merredin-Bruce Rock
Merredin-Nungarin
Merredin-Elabbin

Applications to use a school bus must be made online at:

www.schoolbuses.wa.gov.au

Further information on (08) 9326 2625

PARKING AND DROP OFF

Parent parking is available along Throssell Road for drop off and there is also limited roadside parking along Woolgar Avenue. Parents are able to use the ramp in the parking area on Throssell Road to 'kiss and drop' with rostered staff supervising students entry at this ramp in the morning.

SCHOOL GROUNDS

Once children have arrived at school they may not leave the grounds without written permission from their parent. Children are not to play on equipment before or after school. Children and community members are not permitted on the school site on weekends. In the event that you see any vandalism occurring, we would appreciate it if you could call School Watch (9264 4771) or School Watch Free call (1800 177 777) or the Police (131 444).

STUDENT RECORDS

Student information held in the school is very important, especially if we need to contact parents and guardians in the case of an emergency. Please ensure that telephone numbers, addresses, email addresses and relevant health information are always kept up to date. Please notify the office of any changes of details on 90410900 or by email on Merredin.college@education.wa.edu.au.

LEAVING SCHOOL DURING THE DAY

If your child has to attend an appointment during school time, the class teacher should be informed beforehand. You will need to sign them out from the Student Services office where you will be given a leave pass. Duty of care requirements do not allow students to be dismissed to wait outside for parents to pick up. You must sign them in/out at the Student Services office.

Please advise the teacher if an adult other than the parents will be collecting your child. The person collecting the child must be listed as an authorised person on the child's enrolment form.

CUSTODY OF CHILDREN

The school must be made aware of any court orders that relate to the care of children. This is necessary to ensure that the child is always in the care of the parent given.

FINANCIAL CONTRIBUTION

A Voluntary Contribution of \$40 per student (Pre Primary to Year 6) and \$60 (Kindy) is requested to cover such items as Science consumables, Library materials, newsletters and notes, resources, materials and Technology and Enterprise consumables. The voluntary contribution can be paid directly to the school. The school office can accept cash, cheques and EFTPOS or you can pay via direct deposit on the internet.

Account name: Merredin College
BSB number: 066-040
Account number: 19903610

Should you have difficulty in meeting this payment, please see the Business Manager to negotiate a payment schedule.

The P & C Voluntary Contribution is \$20.00 per family. These funds go towards the fundraising targets for the year; this can be paid to the school. Merredin College is fortunate to have a chaplain to support our student services and there is a voluntary contribution of \$30 per family to support this program. A further \$10 per child is requested to support the Athletics program we run at Merredin College.

STUDENT STATIONERY REQUIREMENTS

- Stationery requirements are provided to parents in Term 4 for the following year.
- Our stationery is supplied through Merredin Newsagency, however, parents may purchase from any other outlet.
- Orders can be placed at the newsagency or via the school.
- Please have your child's name marked on all items and cover all stationery to ensure cleanliness is maintained. This is not essential for Kindergarten and Pre-Primary students.
- It is the responsibility of students to ensure that each day they have the necessary materials.
- We encourage parents to recycle items from previous years if they are still in a reasonable condition.

LIBRARY BOOKS AND BAGS

Each class has their own library day. If a child damages or loses a library book, the parents will be responsible for replacement costs. All children must have a waterproof library bag, as

itemised on the Personal Items List, in order to borrow books and are asked to take good care of them at home.

SCHOOL UNIFORM

- School uniforms are part of our Dress Code Policy and are supported by the school community and endorsed by the School Council. Students are expected wear school uniform on all visits and excursions.
- A community member runs our uniform shop through the P&C each Thursday afternoon and Friday mornings.
- Students should not wear jewellery (especially earrings), make-up or nail polish to school. Jewellery can be dangerous, particularly during play, sport and physical education activities.
- **All clothing must be labelled with your child's given name and family name.**
- Hats – The wearing of broad brimmed hats, for all outdoor activities, is compulsory for all years.
- To prevent foot injuries, the wearing of enclosed black shoes is required.
- A price list and order form is available from the primary office and orders can be placed at the office.

TRANSITION & ORIENTATION

Year 6 students will participate in a Transition program throughout the year, undertaking a number of subjects regularly in the secondary part of the College. In Term 4, a formal transition will be held with students from around the district who will be attending Year 7 at Merredin College in 2018.

A Kindergarten Orientation Program is held during Term 4 to welcome all the prospective kindergarten students to the school and familiarise them with the classroom. Parents attend these sessions and are provided with information about the Kindergarten program.

KINDERGARTEN and PRE-PRIMARY

There will be two Kindergarten groups for 2017. Both groups will attend 5 days per fortnight as described below:

Odd Weeks:

Kindy: Tuesday, Wednesday, and Thursday

K/PP: Tuesday, Wednesday and Thursday

Even Weeks:

Kindy 1: Tuesday and Thursday

K/PP: Tuesday and Thursday

Children attend Pre Primary five full days a week. All classes with Kindergarten and Pre-Primary students have an ongoing Parent Helper Roster. You are invited to participate at

least twice during the year. Information specific to each class will be issued to parents early in Term 1 by the class teacher.

FORMATION OF CLASSES

The principles employed in the formation of classes are:

1. Students are placed into classes which have a range of academic ability and interests.
2. Composite classes (i.e. 2 or more year levels) are formed only where there are too many students for a single year class.
3. The criteria for student placement in these classes are: special needs of students; social relationships; gender balance; work habits and a range of academic abilities across each class.

CURRICULUM

Students from Kindergarten to Year 6 undertake learning programs in the following Learning Areas: Arts, English, Health & Physical Education, Mathematics, Science, Humanities & Social Sciences (HASS), Technology and Enterprise.

Music, Dance and PE are provided by specialist teachers. The remainder of the program is taken by the classroom teacher. Students in Year 6 have secondary specialist teachers for HASS.

IN TERM SWIMMING

Merredin College runs 'In Term Swimming' for our Pre-Primary to Year 6 students in Term 1 and Term 4. Year 3 to Year 6 students will have their lessons in Term 1 and Pre-Primary to Year 2 students will have their lessons during Term 4. The charge for the lessons is pool entry. Families with season passes will not be charged for lessons.

ICT

All primary classes at Merredin College have at least 5 iPads. Primary classes also have access to a trolley of iPad minis which allows for 1 to 1 access in classes. A computer lab of Notebook computers was set up in 2014 provided by Collgar Community Trust. All primary classrooms have an interactive whiteboard and these are integrated into curriculum delivery at Merredin College.

Students have Seesaw online portfolios for their work and parents can download the app to get updates as students add work to their portfolio.



PEAC

Year 4 students are tested in Term 3 for entry into the Primary Extension & Academic

Challenge (PEAC) Program. Selected students are given the opportunity to participate in PEAC with other gifted students from around the Wheatbelt. This program can be accessed face to face (On the Merredin College site) or online.

THE REPORTING SYSTEM

Both formal and informal communication with parents regarding students is used at Merredin College.

Informal methods

Informal contact will occur on an as needs basis and will include telephone calls, notices, notes, newsletters, informal conversations, meetings and classroom visits

Formal methods

Parent Information Sessions: These are held as early as possible in the year. Information such as classroom procedures, overview of Learning Outcomes, assessment methods and classroom resources will be shared with parents. Teachers will inform parents of the date in the parent newsletter.

Reports

Teachers prepare a written report for each child in Kindergarten to Year 6, and these are sent home at the end of each semester. This report provides information on the extent to which students have achieved the learning outcomes.

Interviews

Teachers may request a parent/teacher interview after reports are issued. A parent may also request an interview if they wish.

PUPIL ASSESSMENT AND TESTING

Communication regarding evaluation of student performance will be done on a regular basis and will provide parents with feedback regarding their child's progress.

SCHOOL ASSEMBLY

Parents and friends are invited to full school assemblies. They are usually conducted during Week 4 and Week 8 each term on Thursday at 9:00am in the covered assembly area. Each class from Pre-Primary to Year 6 will host an assembly. Parents are requested to ensure that any younger siblings are closely supervised during the assembly.

PARENT/TEACHER INTERVIEWS

It is important for parents and teachers to keep each other informed of children's progress.

Parents are encouraged to notify the teacher of any issues which may be affecting the child's progress. Please arrange an appointment with

the class teacher at any time to discuss your child's progress.

NEWSLETTER

A newsletter – The Merredin College Link - is published each week issued on a Thursday to the eldest child in the family. It provides information on up and coming events and happenings around the school. To save paper, the school prefers to email parents.

A full school Newsletter is published twice a term recapping events and updating parent information. This newsletter goes out during Week 5 and 10 each term. Please ensure your email address is correct by emailing changes to Merredin.College@education.wa.edu.au.

PARENT/TEACHER CONTACT

The education of your child is a partnership between you and your child's teacher.

You are encouraged to contact your child's teacher on any issue to do with your child's schooling. The time before class commencing is a busy time for our teachers and we ask that you schedule meetings, at other times, to allow more time and privacy to address your concerns.

From time to time the teachers will issue written notes to communicate information about forthcoming events. Please check your child's bag regularly in case he or she has forgotten to give you the note. Increasingly teachers are using email for such communication so it is essential that you provide email details and keep these current.

CRUNCH & SIP

Merredin College is part of the Healthy Schools Program and has Crunch & Sip® in the afternoon at 2pm. Students re-fuel with fruit or vegetables in the afternoon, assisting physical and mental performance and concentration in the classroom. This gives kids a chance to refuel, a bit like putting petrol in a car. Each day students bring fruit or salad vegetables to school to eat in the classroom. We encourage each child to have a small clear bottle of water in the classroom to drink throughout the day to prevent dehydration.

LUNCH ARRANGEMENTS

Our school recommends healthy eating. Students can bring their lunch to school, or order it (see 'Lunch Orders') from the canteen.

Students eat lunch between 12:30pm and 12:40pm. Once the lunch duty teacher is

satisfied that all lunches have been eaten and the area is clean and tidy, students will be allowed to play.

CANTEEN LUNCH ORDERS

The school has an onsite canteen to supply school lunches. The canteen adheres to the healthy food and drink standards.

1. Where possible, correct money must be placed in a lunch bag with your child's name, room number, order and amount enclosed on the front of the lunch bag.
2. The folded lunch bag with money inside is placed in the classroom lunch basket before 9.00am
3. Teachers will not write orders or give change and late orders will not be accepted.
4. Lunches are available daily and are collected by class monitors.
5. Soft drinks, sweets, chewing gum, etc are not permitted at school.
6. Price lists are issued at the beginning of each season.

The canteen manager is Brid Fitzsimons (90410942) and volunteer helpers are welcome.

BEHAVIOUR MANAGEMENT

Managing Student Behaviour

All classes operate within the guidelines of the School Behaviour Management Policy – copies of which are available on request from Reception. The emphasis is on students taking responsibility for their own behaviour. Staff implement preventative programs and processes that contribute to students establishing socially acceptable behaviour. This involves:

- Maximising academic engagement and success by adapting learning programs to accommodate individual student differences.
- Each class collaboratively establishing classroom rules, rewards and sanctions.
- Teachers consistently rewarding examples of good behaviour.
- Teachers consistently reinforcing class and school rules.

For a minority of students who do not respond to the preventative processes, the policy outlines a hierarchy of actions aimed at students realising the consequences of their actions and affecting positive changes to their behaviour.

Preventing and Managing Bullying

Bullying is not tolerated. The school policy on Preventing and Managing Bullying is based firstly on preventative strategies and secondly on management of bullying incidents.

1. Preventative Strategies. These are carried out through the curriculum, the school organisation and the shared understanding and support of parents.

2. Management of Bullying Incidents. The two aims of the management process are:

- To support and rebuild the person bullied.
- To have the person doing the bullying understand the unacceptable nature of their actions and the need to change his/her behaviour in the future.

SCHOOL FACTIONS

Students are allocated to one of four factions:

Kelly Green Mitchell Gold
Growden Red Law Blue

Family groups are allocated to the same faction. Faction competitions run throughout the year to reinforce positive conduct and sporting competition. Students wear their faction t-shirts on the competition days and on Friday whole school sport days.

KIDSMATTER

Merredin College is a KidsMatter school and runs two programs to develop social and emotional skills. In Kindergarten to Year 3 we run PATHS (Promoting Alternative Thinking Skills) and from Year 3 – 6 we run BUZ. These programs are supported by our Chaplaincy Program and Amity Health. Classes from Year 3-6 participate in Smiling Minds, a Mindfulness program for children that focuses on calming.

VALUES EDUCATION

All primary classes at Merredin College actively teach values. The school has a structured values program that focuses on the values of:

- Respect Honesty
- Perseverance Kindness
- Self Discipline

STUDENT COUNCIL

Elections for the Primary Student Council occur during Term 4 each year. The Student Council consists of 2 school captains, 2 vice captains and 8 house captains from Year 6. The student council runs the Monday Morning Meeting attended by all primary staff and students. They represent the school at formal occasions and support all school activities providing positive role models for the student body.

MERRYDIN

The MerryDin, two concerts, are held at the end of each year to celebrate the achievements of our students. Each class performs an item and

we recognise student achievement and citizenship for each class. Awards for excellence in Art, Sportsmanship, ICT and Science are also awarded. Each year the concert is split over two nights and follows a theme.

LOST PROPERTY

This is retained at the school until the end of each term. The lost property box is located in the Primary Office. Please ensure that all items of clothing and all articles brought to school such as lunch boxes, drink containers, pencil cases, etc are marked with your child's name.

TOYS, GAMES, SPORTS EQUIPMENT

Students are not to bring their own toys, games or sports equipment to school, as they can be damaged, misplaced or stolen.

An exception is where Pre Primary students are asked to bring toys or equipment for special reasons, e.g. class themes, student presentation or news.

ELECTRONIC DEVICES

Merredin College is an electronic device free zone for students. This includes mobile phones, electronic games and MP3 players. The school takes no responsibility for devices which are damaged or stolen.

PARENTAL INVOLVEMENT

We appreciate any help parents can give to the school. Some areas which may appeal to you include:

- Listening to children read
- Assisting with art and craft lessons
- Assisting with computer activities
- Covering books - this may be done at home
- Busy Bees
- Volunteering in the canteen.
- Carnival and Sports event helpers

If you are able to assist please see the class teacher.

SCHOOL VOLUNTEER PROGRAM

Merredin College is a registered School Volunteers Program school and we have several volunteers working through the College with students. All volunteers undergo a training with SVP and provide support and mentoring designed to improve student's literacy, life skills, self-esteem and self-confidence which contribute to improving learning outcomes and improved student achievements. Further information is available on the SVP website at:

P&C ASSOCIATION

This group meets Week 4 and Week 8 on a Monday. Meetings run from 6:00 to 7:30pm. The P & C provides valuable financial and advisory assistance to the school and is a social focus for parents. This is the sole fundraising body for the school.

President: Kim Lane

Secretary: Rochelle Willis

Treasurer: TBA

Contact: merredincollepepandc@hotmail.com

SCHOOL COUNCIL

This is the peak decision making body in the school. Its purpose is to provide parents and teachers with the opportunity to work together on the Policy setting aspects of the School Development Plan. The Merredin College Council has 15 members, consisting of the Principal, Deputy Principal (Primary), 6 parents (one of whom is a designated P&C representative), 3 staff (teaching or non teaching), 2 community representatives and 2 student representatives.

Council meets twice per term (Week 3 and 6), at 5:30pm on a Monday.

ABSENCES

Explanations for all absences are required, with medical certificate in the case of infectious diseases or absences longer than three days. In all instances please notify the school by phone or email before school starts. When the child returns to school please send a written note if you have not already contacted the school and provided an explanation of the absence.

COMMUNITY NURSE

The school based community nurse, Mrs Rebecca Waye, visits the school regularly. Currently Pre-primary children are screened for vision, hearing and development. The Community Nurse provides Year 6 children with information related to back care and Junior primary students with health and hygiene information including hand washing and nose blowing. If parents have any health concerns, please feel free to contact the nurse through the classroom teacher.

HEAD LICE

Please inform the school office if your child contracts head lice. A note will go to all children in the class so that all children can be checked

and their hair treated according to the procedure outlined in the notices sent home.

STUDENT ILLNESS

Parents are informed immediately of a student's illness. If parents are unavailable the emergency contact is used. Students who fall ill during the school day will be sent home to ensure proper care. It is therefore essential that all home and work contact numbers are up to date.

Please note the following points:

- Wherever possible a sick child should not be sent to school in the hope that they may improve.
- Minor injuries or slight illness developed while at school will be attended to by designated staff.
- For any serious injury or illness the parents or the emergency contact will be notified so that the child can be collected for treatment.
- In extreme emergencies, and ambulance will be called and the child taken directly to Hospital.
- If your child is going to be away from school, please notify the office via email, phone call or verbally tell the teacher the reason for absence when the student returns.
- Please provide the office with at least 2 emergency contacts

MEDICATION POLICY

Under no circumstances will medication be administered to children without full written instructions from parents. Forms are available from the office. This is in line with school and Education Department policy. Teachers do not enter lightly into an agreement to administer medication.

Under no circumstances is medication to be kept in the child's school bag. All medication must be handed in to the office.

If a child has a serious medical condition or allergy which may require emergency treatment, an Emergency Action Plan form is to be completed. Please contact the front office for this to be arranged.

Asthma

We are now an Asthma Aware school. If your child suffers from asthma it is important that an emergency plan is prepared. The plan and a copy of this policy are available from the school office.

Anaphylaxis

Merredin College is a nut friendly zone and parents are encouraged not to send food to school containing nuts. If your child suffers from anaphylaxis it is important that an emergency plan is prepared and that the school is provided with an epipen or medication to respond to emergency situations.

STUDENT HYGIENE

Basic hygiene is greatly assisted when students shower/bathe daily and wear clean clothes to school each day. For older students, the regular use of antiperspirant is a necessity – often from about Year 4/5 in some instances. Good hygiene also helps to maintain good student health and reduce the risk of the spread of infection. By the time students start Kindy they should be competent at:

- independently and automatically covering their mouth/nose when coughing/sneezing
- recognising when they need to and blowing their nose and placing the used tissue in the bin.
- Independently toileting (including wiping, flushing and managing clothing)
- Independently washing hands after toileting, playing outside or before meal times and managing this without prompting (although it will form part of standard routine at KPP)

Students without these skills will be supported to attain them.

INCLUSIVITY

Our school aims to be totally inclusive to all students regardless of race, gender, disability, religious persuasion etc. This adds to children's sense of belonging and level of comfort in our school. As a result we are committed to working with families to ensure all students can fully access and participate in the curriculum and experiences that our school offers. At times, this can result in modified programs or management plans for individual children to enable their successful integration within our school.

DISABILITY AUDIT

During Term 1, the school will collate information for the 'Nationally Consistent Collection of Data on Disability'. The audit provides Australian schools, parents, education authorities and the community with information about the number of students with disability in schools, where they are located and the adjustments they receive.

CHILD PROTECTION

All staff complete child protection professional learning and are mandated to respond to disclosures and concerns through a specific process. Protective Behaviours education is one aspect of this and students, starting at the very beginning of Kindy, will regularly participate in

age appropriate protective behaviours education in line with best practice.

DENTAL SERVICES

If you wish to access the State Dental Service for your child, you may do so by calling the Dental Therapy Centre – 0459 241 543.

SCHOOL PSYCHOLOGIST

A School Psychologist, services the school. Their role is to assist parents and teachers in planning strategies to help the children overcome any perceived social, emotional and/or learning difficulties which affects their schooling. Access to this service is via a referral from the class teacher through the Student Services Coordinator.

CHAPLAIN

Our school Chaplain is Brett Guthrie and he is at our school from Monday to Thursday. Access to this service is via a referral from the class teacher through the Deputy Principal Student Services Coordinator.

AMITY HEALTH SERVICES

Amity Health Services in Albany funds a Social Worker – Leesa Murray and Family Support Officers – Erin Fitzgerald and Emma Fitzsimons. They are available to support families and students. Referrals can be made through the primary administration, pastoral care officers or teachers.

STUDENT SAFETY

Whilst this may appear alarming, the school cannot guarantee that no harm or injury will come to any child in our care. What we can deliver on is taking all reasonable precautions to reduce foreseeable danger. Accidents will unfortunately still happen and it then becomes a school responsibility to investigate the incident and determine what went wrong and what, if any, additional precautions can be taken to prevent a similar incident occurring.

ENVIRONMENTAL SUSTAINABILITY

Our school has already taken big steps such as installing water tanks to water our lawn areas, dual flush toilets, spring loaded taps, use of drought tolerant plants and lawn, reduced watering of lawn areas and composting of scraps. We are transitioning to be a WasteWise school currently focusing on reusing, recycling and reducing our waste.

Our Year 4 and 5 students take part in the Kitchen Garden Project, growing vegetables and herbs and then using the produce in cooking or for entrepreneurial tasks. In 2016, we introduced paper recycling, with paper being shredded and used for mulching in our kitchen garden and with our chickens at the farm. This year we will start recycling green wastes generated at recess and lunch, with a worm farm in our junior primary area and composting at our kitchen garden. Smaller day to day habits include using natural light and fresh air where practical. Parents can help model good practice by reducing the use of packaging and eliminating the use of glad wrap etc and using re-usable plastic containers instead. We also use recycled materials for activities and are always seeking supplies from parents such as cardboard boxes, egg cartons, plastic containers for storage, old Christmas cards and other items for special projects which are called for through newsletters.

EVACUATION/EMERGENCY PROCEDURES

In the event of a fire, bomb threat or other emergencies, one or more of three signals will be used to activate emergency procedures:

- a) a continuous blast of the siren
- b) a continuous ringing of the hand bell
- c) continuous whistle blasts outside rooms.

When the alarm is raised parents/visitors to the school are to report to, stay with and follow instructions from the class teachers.

TRANSFER TO OTHER SCHOOLS

When leaving the area and transferring your child to another school, please notify the office as soon as possible, so we can send on relevant documents. The school also has an exit process to ensure all school property is returned before students leave. Exit forms can be collected from the office.

COMPLAINTS

If you have a complaint or issue you wish to raise with the school, we aim to resolve this quickly at the school level. If you feel your issue or complaint is not dealt with there are avenues for resolving conflicts and disputes. Please contact the front office for a copy of 'Disputes and Complaints Policy and Procedures'.

If you have any enquiries or concerns about your child's education please do not hesitate to speak with the Class Teacher.