

caring
respectful

Primary 2022

INFORMATION HANDBOOK

succeed
respectful
responsible
caring
succeed



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 GROW Values



Vision

Merredin College, where we aim to be the best we can be in everything we do.

Woolgar Avenue
MERREDIN WA 6415
Phone: (08) 90417520
Email: Merredin.College@education.wa.edu.au
Web: www.merredincollege.wa.edu.au
Connect with us on Facebook



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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 program. Specialist teachers and rooms such as the design and technology workshops, science laboratories and the school kitchen garden 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 are:

We are Caring
We are Respectful
We are Responsible
We Strive to Achieve

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 'GROW Token' program and 'Commendation Letters' encourage excellence in behaviour and achievement. Our vision is that our staff and students ***'aim to be the best we can be in everything we do.'***

SCHOOL HOURS

MON-TUES-THURS-FRI:

8:50am	Lessons commence
11.00am	1 st Break
11.30am	Lessons commence
1:30pm	2 nd Break
2:00pm	Lessons commence
3:00pm	Close

WED:

8:50am	Lessons commence
10.50am	1 st Break
11.10am	Lessons commence
1:10pm	2 nd Break
1.30pm	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 2022

Term 1: 31 January 2022 – 08 April 2022

Term 2: 26 April 2022 – 01 July 2022

Term 3: 18 July 2022 – 23 September 2022

Term 4: 10 October 2022 – 15 December 2022

Staff

Principal: Mr Jarrad Ritchie
Deputy Principals: Mrs Lynne Herbert and Mrs Barbara Smith
Primary School Office: Ms Sandi Lee 8.30 to 9.30am
Business Manager: Ms Janelle Millar

Kindergarten: Mrs Kylee Crabb
Pre-primary: Mrs Claire Kudas /Mrs Clare Smith
Year 1: Mrs Kirsty Edwards
Year 1/2: Mrs Justine Low
Year 2/3: Miss Grace Garbin
Year 3/4: Mrs Kylie Ritchie
Year 4/5: Mrs Tracey Cornish
Year 5/6: Mrs Sarah Postans
Year 5/6: Mr Blake Howieson

Specialist Physical Education: Mrs Kylie Bryant
Specialist Music: Mrs Caryn Adamson
Specialist HASS/LOTE: Mrs Daina Sutherland
Specialist Art: Mr Colin Duff
Librarians: Mrs Farralee Clarke, Mrs Mel Wahlsten
and Mrs Kate Downsborough

Aboriginal – Islander Education Officer: Ms Jeno Hayden and Miss Ashlyn Osborne
Community Nurse: Mrs Rebecca Waye
School Psychologist: Miss Chloe Willcocks
School Chaplain: Mrs Sal Marias
KindiLink: Mrs Clare Smith

Education Assistants:

Angela Drakeford, Rebecca Jarvis, Brett Postans, Kath McAuliffe, Marg Murphy, Lee Wilcox, Norelle Jefferies, Sylvia Kraske and Noorliah Lloyd

VISITORS DURING SCHOOL TIME

All visitors to the school must sign in using the Compass Tablet in the primary 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-Kellerberrin Wheelchair
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'.

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 primary office where you will be given a Compass Slip to pass on to the classroom teacher. 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 Primary 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 Board. Students are expected wear school uniform on all visits and excursions.
- A community member runs our uniform shop through the P&C each Monday 8.30am-11.30pm and Wednesday 1pm - 3pm
- Students should not wear jewellery (especially decorative 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 in Term 4. This formal transition will be held with students from around the district who will be attending Year 7 at Merredin College in 2021.

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.

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.

KINDERGARTEN and PRE-PRIMARY

There will be two Kindergarten groups for 2022. The groups will attend 5 days per fortnight as described below:

Odd Weeks:

Kindy1: Monday, Wednesday and Thursday

Kindy 2: Tuesday and Friday

Even Weeks:

Kindy1: Monday and Wednesday

Kindy 2: Tuesday, Thursday and Friday

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.

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.

Students in Year 3-6 also have lessons in Languages other than English (LOTE) – Indonesian.

Music, Art, Health and PE are provided by specialist teachers. The remainder of the program is taken by the classroom teacher.

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 6 iPads. Primary classes also have access to a trolley of iPad minis which allows for 1 to 1 access in classes. A new computer lab of Notebook computers was set up in 2019. All primary classrooms have either an interactive whiteboard or digital display 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.



BYOD

In 2022 we are introducing Bring Your Own Device (BYOD) in Year 4. Information for parents on this new program will be provided. This rollout will continue in 2013 to include Year 4 & 5 and in 2024, Year 4-6.

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 is currently accessed 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.

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 with 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.

MERRYDIN

The MerryDin 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.

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 11:00am and 11.10am. 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.

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.

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 managers are Nita and Nat (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 Thursday 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 6 we run a social skills program as part of our PBS GROW values. In Year 3 – 6 we also run BUZ (Biold Up Zone). These programs are supported by our Chaplain, Sal Marais. Classes from Year 3-6 participate in Smiling Minds, a Mindfulness program for children that focuses on calming.

PBS VALUES EDUCATION

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

- We are Respectful
- We are Caring
- We are Responsible
- We Strive to Achieve

STUDENT COUNCIL

Elections for the Primary Student Council occur during Term 4 each year. The Student Council consists of 2 school leaders and 4 house captains from Year 6. The student council runs the College Correspondence, a fortnightly news briefing for primary staff and students. They represent the school at formal occasions and support all school activities providing positive role models for the student body.

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
- Covering books - this may be done at home
- Volunteering in the canteen.
- Carnival and Sports event helpers

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

P&C ASSOCIATION

This group meets Week 4 and Week 8 on a Monday. Meetings 6pm and 3.15pm on a rotational basis. 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: Justine Low

Secretary: Chantal Davies

Treasurer: Kristy van der Merwe

Contact: merredincollegepandc@hotmail.com

SCHOOL BOARD

The Merredin College Board meets twice per term (generally on a Thursday at 5.30 pm in Weeks 4 and 8) in the Boardroom. The current Board members include:

Name	Position Held	Category of Membership
Thomas James	Chair	Staff
Renee Manning	Vice Chair	Parent
Jenny Doncon	Secretary	Parent
Lesley Watson	Member	Parent
Gareth Davies	Member	Parent
Glen Riethmuller	Member	Community
Ron King	Member	Community
Jarrad Ritchie	Member	Staff
Lynne Herbert	Member	Staff

ABSENCES

Explanations for all absences are required, with medical certificate in the case of infectious diseases or absences longer than two 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.

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 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.

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. All students with hair longer than shoulder length are expected to wear their hair tied back to limit the spread of lice.

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 – 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.

COMMUNITY NURSE

The school based community nurse, Mrs Rebecca Waye, visits the school regularly. Currently Kindergarten and Pre-primary children are screened for vision, hearing and development. The Community Nurse provides Year 6 children with information related to growth & development 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.

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/s are at our school from Monday to Friday. Sal Marais provides this service in primary and she is joined by her therapy service dog, Lulu. 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 two Family Support Officers – Clare Smith and Ashlyn Osborne. They are available to support families and students. They also run a 0-4 Playgroup 2 mornings each week

KindiLink

KindiLink is a play-and-learn initiative for Aboriginal three year old children who attend with a parent/carer. At Merredin College we welcome both Aboriginal and non-Aboriginal children into the program.

KindiLink is designed for children in the year before they start Kindergarten. Children attend with a parent/carer for up to 6 hours a week. KindiLink offers high quality play-and-learn sessions for children and their parent/carer at no cost to families. Families are supported by a teacher and assistant to be actively involved in the activities with their children.

Where there is room in the program, younger children may also attend. KindiLink runs 2 mornings a week in the 0-4 room.

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. We have a lock down procedure in place in the case of an event happening on site. This procedure is used not just to protect students who may witness an event but also to protect the privacy of students involved.

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 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. In 2017 we started recycling green wastes generated at recess and lunch, with a worm farm in our junior primary area and composting in 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. In 2017, our Year 5/6 class produced re-usable sandwich wraps which were provided to each child. We also use recycled materials for activities and have a 'Community Recycling Store' where we store and share supplies from parents such as cardboard boxes, egg cartons, plastic containers for storage, jars, tubes and other items for special projects which are called for through newsletters. In 2021, with the support of the P&C, we became a Containers for Change school. Our Year 5 class collect drink bottles and cartons with money raised throughout the Year going to their Year 6 camp.

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.