This *2016 Hammond Park Primary School Parent Information Booklet* is designed to guide your understanding of the many organisational aspects of our school that impact on you and your family each day.

If you require any further clarification or additional information, please do not hesitate to contact the school in person or by telephone (08) 9494 3200.

We would like to warmly welcome you and your children to Hammond Park Primary School, an Independent Public School this year - 2016.

Our logo “*Learning Together Every Day*” symbolises the successful, ongoing and lasting relationships that are nurtured between students, parents, the community and the staff.

The three figures in our logo represent these relationships whilst the leaves of the eucalyptus tree, prevalent in the local environment, embrace and support the development of a strong culture of collaboration now and into the future at our school.

Our School Board and our Parents and Citizen’s Association provide ongoing support and direction to our school. I encourage parents and caregivers to become involved in the P&C and to stay informed about school operations through the activities and the knowledge of the School Board. In addition to this, parent help in classrooms and at various school activities is always welcome and appreciated.

Thank you for choosing to send your children to Hammond Park Primary School. We look forward to building genuine partnerships with you to provide all students with many opportunities to be the best they can be.

Our school is a joyful place to be.

We have high social and academic expectations for all students.

The decisions we make and the structures and processes that we have in place ensure that we maintain a learning environment that promotes intellectual rigour and is safe, respectful, and tolerant.
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OUR VISION

OUR VALUES

Our school motto is *Learning Together Every Day*. It encompasses our commitment to establishing a collaborative learning environment where students can *be the best they can be*. Our school is a safe, respectful and joyful place to be.

We are committed to building genuine partnerships with the community and establishing positive relationships with children and their families.

We have high social and academic expectations for all students. We work together to achieve our goal that students become lifelong learners.

Teachers at HPPS are effective teachers. They engage in professional dialogue, share best practice and professional learning that is anchored to their daily work and is part of the culture of our school. The very essence of our learning community is a focus on and a commitment to the learning of each student.

OUR BELIEFS

Our beliefs inform how we work together as a collaborative learning community.

We believe that:

- Every student is capable of successful learning
- Developing self-discipline and working and learning cooperatively with others are essential skills for lifelong learning
- Knowing the families of the children we teach and working with them as partners is essential
- All members of our collaborative learning community regularly reflect on their words and actions towards each other
- We are enriched by the cultural diversity that exists within our learning community.
WELCOME

SCHOOL CONTACT INFORMATION
SCHOOL NAME: Hammond Park Primary School
ADDRESS: 10 Eucalyptus Drive, Hammond Park WA 6164
EMAIL ADDRESS: Jeanette.Sampson@education.wa.edu.au
WEB ADDRESS: hammondparkps.wa.edu.au
TELEPHONE NUMBER: 08 9494 3200
FAX NO: 08 94943299
OFFICE HOURS: 8.00am – 4.00pm
SCHOOL PRINCIPAL: Mrs Jennifer Lee
ASSOCIATE PRINCIPALS: Mrs Sarah Hill, Mrs Nichola Butler
MANAGER CORPORATE SERVICES: Mrs Jeanette Sampson
SCHOOL OFFICERS: Mrs Jodie Peers, Mrs Verity Phan

TERM DATES 2016
All term dates for the current year and future years are available on the Department of Education website: www.det.wa.edu.au/education/termdates/

Term 1: Monday 1 February – Friday 8 April
Term 2: Wednesday 27 April – Friday 1 July
Term 3: Tuesday 19 July – Friday 23 September
Term 4: Tuesday 11 October – Thursday 15 December
2016 PUBLIC HOLIDAYS:

Labour Day          Monday 7 March
Good Friday         Friday 25 March
Easter Monday       Monday 28 March
Easter Tuesday      Tuesday 29 March
Anzac Day           Monday 25 April
Western Australia Day Monday 6 June
Queen’s Birthday    Monday 26 September

2016 SCHOOL DEVELOPMENT DAYS: Please note that there is no school for students on the dates listed below

Term 1               Thursday 28 January and Friday 29 January
Term 2               Tuesday 26 April
Term 3               Monday 18 July
Term 4               Monday 10 October
Term 4               Monday 31 October

HOURS OF INSTRUCTION AND SUPERVISION

SCHOOL HOURS and BREAK TIMES:

School Commences  8.50am
Morning Recess    10.50am – 11.10am
Lunch Break       12.40pm – 1.20pm
End of School Day 3.00pm

To ensure the safety of children at all times, we ask that they do not arrive at school prior to 8.30am. Upon arrival at school, students are asked to make their way to the Undercover Area where they will be supervised until they are released at 8.40am to go to their classrooms to organise their personal belongings prior to the start of the school day. This ensures a positive start to the school day where everyone can begin learning when the siren goes.

Children are expected to leave the school grounds by 3.15pm unless special arrangements have been made by parents or teachers or if they are involved in after school activities or they are attending OSHClub. If you are running late to collect your child please advise the school office and we will make sure your message is conveyed to your child/children before the end of the school day.
Hammond Park Primary School adheres to the Department of Education’s Enrolment Policy. This policy clearly outlines eligibility requirements as listed below:

**Resident in the local area:**

The School Education Act of 1999 guarantees a place for every child in the compulsory years of school, Pre-Primary – Year 6, at their local school. Hammond Park Primary School is a Local Intake Area School. If you live in our Local Intake Area you are guaranteed a place at our school. Upon enrolment you will be asked to provide evidence of your residency in the school’s Local Intake Area. This may be in the form of a utilities bill, a building contract or a rental agreement.

**Birth Certificate:**

A Birth Certificate or Extract of Birth or Passport must accompany the Application for Enrolment. Students will be placed in the school year corresponding to their age group.

**Immunisation:**

The school must sight a copy of each student’s immunisation records at the time of Application for Enrolment. You must provide the school with a copy of your child’s Australian Childhood Immunisation Register (ACIR) history statement. This can be obtained from Department of Human Services:

- Telephone ACIR on 1800 653 809;
- Email: acir@humanservices.gov.au;
- Visit your local Department of Human Services Service Centre (Medicare) and request an ACIR history statement in person.

If your child has Special Needs (medical, social or academic) or does not speak English, please advise the school when the Application for Enrolment has been approved, to ensure that teaching and learning adjustments are in place to meet their needs.

**Visa Information:**

Students who were born overseas must hold the appropriate visa before applying to the school. For overseas students who are entering Australia using an entry visa it is necessary that the office sight the passport and visa of the parent (primary visa holder) and student at the time of Application for Enrolment.

**BEHAVIOUR MANAGEMENT**

Hammond Park Primary School community is committed to promoting the common good and meeting individual needs, whilst recognising the rights of others in a safe, caring and positive school environment. In consultation with the community, the school has developed a policy based upon the recognition of the dignity and worth of all individuals.

This behaviour management policy focuses on rewarding and reinforcing desirable behaviour, and providing appropriate consequences for undesirable behaviour. It is based on providing clear school and classroom rules with fair and appropriate consequences which are applied consistently and equitably. A reward system provides incentive for students to do the right thing.

Bullying is not tolerated at our school. Children are encouraged to report all acts of bullying so that action can be taken. The Behaviour Management Policy includes a section on bullying – how to prevent it, and how we respond to it.

**CHARGES AND VOLUNTARY SCHOOL CONTRIBUTIONS**

A schedule outlining the Charges and School Contributions is included with this information Booklet. The Department of Education has requested that schools set these charges in consultation with the School Board. The Charges and School Contributions are due and collected at the beginning of the school year and should be paid directly to the office. Should you have difficulty paying these amounts please feel free to discuss the matter with the Business Manager or Principal, in strict confidence, as it may be possible to make a more flexible arrangement that suits you.
Parents are asked to assist the school by ensuring that they (or their child) always have correct money for any payments being made.

Cheques should be made payable to Hammond Park Primary School and crossed “Not Negotiable”.

Payments to the school may also be made by EFTPOS at the administration office and additionally may be directly deposited to the school’s bank account by electronic bank transfer. Bank details are below:

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<td>COMMONWEALTH</td>
</tr>
<tr>
<td>BSB</td>
<td>066 040</td>
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<tr>
<td>Account No</td>
<td>19903274</td>
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<tr>
<td>Reference</td>
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Please email details of your deposit to the Business Manager, Mrs Jeanette Sampson at jeanette.sampson@education.wa.gov.au

This will help us ensure your payment is correctly identified and promptly receipted.

COMMUNICATION WITH PARENTS AND CAREGIVERS

A school newsletter will be issued fortnightly, generally on Wednesday.

Our newsletter is designed to keep you up to date with current happenings and upcoming events at the school. The newsletter is a wonderful way for us to share and celebrate the achievements of our students. A TERM PLANNER will be included with the first newsletter of each term. The newsletter also includes information from the Hammond Park Primary School P&C, the Canteen and the School Board.

This important form of communication provides a conduit between school and home. The newsletter is available via the school website: www.hammondparkps.wa.edu.au and the school’s Facebook. Or you may wish to subscribe to receive the newsletter via email (to do this go to our website and click on “subscribe to our news”).

We urge parents to read the newsletters regularly to keep up to date with what is happening in and around the school.

Classroom teachers may also keep in touch with you via letter, phone or email.

OUR SCHOOL APP:

To enhance communication with you, we use an app called Skoolbag. This is a mobile app that communicates directly with your smartphones (iPhones, Android and Windows Phone Devices). School newsletters, school notices and alerts are communicated directly to the your smartphone through this Mobile App. This app can be downloaded free from your smartphone app store.

The app gives you instant access to push alerts (reminders) frequently sent out by the school. It also gives you access to a School Events Calendar, eForms and documents such as newsletters and Uniform Order Forms.

PASTORAL CARE INFORMATION

Our school provides an environment where safety and respect for others is an underlying foundation. Our learning environment focuses on three values: respect, resilience and reflection

“Learning Together Every Day”, the school motto, is a focus for the positive cooperation between all members of the school community. The basis for student values and attitudes is the home and parents are the primary educators. In the school, it is the teacher’s role to teach and the students’ role to learn, both supported by the parents.

All staff members work together to ensure a consistent and fair approach in the management of our learning environment. Staff members are supported by clear and concise policy in the management of behaviour and bullying. These policies are proactive and positive in their intent. Copies of these policies are available on the school’s website or from the school office.

RESPECT, RESILIENCE, REFLECTION
PRIMARY BEHAVIOUR SUPPORT (PBS)

In 2014 Hammond Park Primary School began its Positive Behaviour Support (PBS) journey. PBS is a school-wide framework aimed at improving the academic and behavioural outcomes of all students. It works to establish a sustainable climate across the school in which appropriate behaviour is the norm. To achieve this goal, all teachers use whole-school proactive strategies and explicitly teach behavioural strategies in the classroom. Data is collected to assess the frequency of different types of behaviour occurring, the need for change and the effects of the interventions.

A whole-school Behaviour Matrix has been developed for full implementation this year. The HPPS Behaviour Matrix is organized around four clearly articulated School Expectations:

- We are RESPONSIBLE
- We are RESPECTFUL
- We are SAFE
- We are LEARNERS

Ongoing PBS implementation will continue this year. The PBS Leadership Team also includes a parent representative. The Team meets each fortnight throughout the year.

Regular updates on progress towards full implementation are provided to the School Board and the P&C meetings each term.

STAFF ORGANISATION

The total number of staff that we have varies from year to year according to school enrolments. Staff members include:

Principal: Overall responsibility and leadership of the school and the school community.

Associate Principals: Administrative duties, leadership, curriculum, social-emotional and classroom support for students and teachers.

Class teachers: Kindergarten – Year 6

Specialists: Physical Education, Music and Visual Arts

Non-Teaching: Manager Corporate Services, School Officers, Junior Primary Education Assistants, Kindergarten and Pre-Primary Assistants, Library Officer, Special Needs Assistants, Gardener and Cleaners.

STUDENT LEADERSHIP

At Hammond Park Primary School we have high expectations of success for every student. We have also developed opportunities for student leadership roles across the school to promote care and respect for others in line with our clearly defined Whole-School Expectations:

- We are RESPONSIBLE
- We are RESPECTFUL
- We are SAFE
- We are LEARNERS

Student Leadership roles include:

- Four Faction Captains (Laurus, Magnus, Exulto and Creo)
- Four Prefects (chosen by staff and students)
- Eight Green Guardians (chosen by application)
- Primary Behaviour Support (PBS Student Leaders)

TERM PLANNER

A term planner will be included with the first school newsletter of every term. This planner is also available via the school’s website and the school app. It is also displayed on classroom windows.
COMMUNITY INVOLVEMENT

COMMUNICATING WITH THE SCHOOL

Our school acknowledges the concerns of parents and welcomes any questions you may have. We are committed to responding promptly to your enquiries. When you do have issues or concerns regarding the school it is vital that you seek resolution as early as possible to avoid unnecessary stress and anxiety. **In the first instance please contact the classroom teacher** or other relevant staff members to discuss your concerns. The best way to do this is to arrange an appointment with the relevant person so that an appropriate amount of time can be devoted to effectively resolving the problem. To avoid disruptions to normal class routine we ask that you arrange meetings with teachers in advance. An appointment with the teacher can also be requested via the office.

Please note that it is inappropriate for parents/caregivers to deal directly with other students or their caregivers as this can lead to unnecessary conflict between the parties involved.

PARENTS’ AND CITIZENS’ ASSOCIATION

The Parents’ and Citizens’ Association (P&C) provides a great opportunity for parents, teachers and community members to support the learning and infrastructure of the school. Meetings are held twice per term on a Wednesday in week 4 and week 8 with the sub-committees and an executive committee meeting at point of need to progress work at hand. The Annual General Meeting is held in February. Dates of the meetings are published in the events calendar on the school app, the school newsletter, on the school website and in the term planner.

Membership fee of $1.00 is payable each year and ensures copies of the minutes of each meeting and the right to vote at meetings.

The role of the P&C is diverse. Most school P&C Associations contribute significantly to the funding of programs and facilities within the school. The interests and activities of the P&C are diverse. Listed below are the Committees that have been established. **All committees welcome input from parents and community members.**

**Fundraising Committee:** This team of P&C members coordinates and runs a number of fundraising events each year.

**Canteen Committee:** Coordinate or volunteer to assist with the general running of the school canteen.

PARENT PARTICIPATION

Parent assistance in classrooms and with school activities is always very welcome. It gives parents the opportunity to take an active part in class activities and to develop an understanding of how children learn. At the same time parent help enables teachers to give more individual attention to members of the class as needed. If you wish to assist in the class please contact your child’s classroom teacher or watch for notes in the school newsletter asking for assistance with special school events.

Parent help in the school library and with BOOK CLUB is always welcomed.

If you are a volunteer on an overnight camp you are required to have a current **Working with Children Check.** Further information about this is available from the school office.
SCHOOL BOARD

Hammond Park Primary School is an Independent Public School. The Hammond Park Primary Independent Public School Board (HPPIPS) is fully operational. The role of the School Board is one of setting the long term future for the school. The Board provides additional expertise to help the school achieve the best outcomes for all students. Elections for the Hammond Park Primary School Board are advertised in the newsletter in term one of each year. The Hammond Park Primary School Board meets twice a term on Wednesday evenings in week 3 and week 7.

TEACHER - PARENT CONTACT

Informal ongoing contact with class teachers is important at Hammond Park Primary School. In addition to formal reports at the end of first and second semester, teachers at Hammond Park Primary School report informally in a variety of ways including:

- Information sessions about the teaching and learning program
- Parent teacher discussions, that may include three way conferences with the child involved
- Telephone discussions between teacher and parent
- Annotations in homework diaries and journals
- Letters, emails and other form of correspondence from teachers to advise parents about successes or concerns

Where there is a need to discuss a student’s progress, staff will contact parents by note, email or phone to organize a mutually suitable time to meet.

Parent information meetings are held in each class at the beginning of each year. At this meeting teachers will set out their preferred method of communication eg. email, phone or meetings.

All available evidence concludes that positive parental engagement in learning improves academic achievement, wellbeing and productivity.

*Emerson, L., Fear, J., Fox, S., and Sanders, E. (2012).*
ABSENCES

The School Education Act 1999 requires children of compulsory school age (Pre-Primary – Year 6) to attend school. When a child is unable to attend, legislation requires that parents/caregivers forward written notification providing a reasonable cause for the absence of their child. Please note that a text message to the Message You school number (see below) or completing the absence form on the school app and sent on the morning of the absence is also suitable.

Please note that it is also possible to notify the school of an absence via our Skoolbag App.

When notification is not received within three days of the original absence, the class teacher may send a letter requesting an explanation.

Parents or caregivers collecting children prior to the end of the school day are required to complete a Leave Pass from the office before collecting the children from the classroom.

MESSAGE YOU: 0437 780 341

If the school has not received written, phone or text notification that your child is absent by 10.00am you will receive a text message from the school, reminding you to let them know the reason for the absence.

ACCIDENTS AND ILLNESS

In the event of a child being sick or having an accident at school, parents or listed contact persons will be called. All parents are asked to ensure that the school has an up to date contact phone number, address and emergency contact details, so contact can be made without delay.

In the event of a serious accident where parents cannot be contacted, an ambulance may be called.

CANTEEN: “The Fabulous Food Factory”

The Fabulous Food Factory is run by the P&C Association. A hard working team of P&C volunteers work in the canteen preparing food. The Fabulous Food Factory is open one day a week for recess and lunch. Lunch orders must be placed by 9.30am on Wednesday mornings. Recess food cannot be pre-ordered. It can be purchased at recess time by all students in Year 1 – Year 6.

A second day of operation each week is planned for later in the year providing that there are enough volunteers to man the Fabulous Food Factory.

DENTAL CARE

Hammond Park Primary School Students have access to the Dental Therapy Clinic located at Success Primary School. The phone number for this clinic is 94991938.

INFECTIOUS DISEASES

Below is a list of the most common ailments that children can suffer with. Details regarding treatment and possible exclusion from school are listed below:

Chicken Pox

Not notifiable. Exclude from school at least one week after first eruption, or while scabs are moist.

Impetigo (School Sores)

Not notifiable. Exclude from school until treated. Lesions (sores) must be covered with a waterproof dressing whilst at school.

Conjunctivitis

Not notifiable. Exclude from school until symptoms are gone. Contacts not excluded. Very contagious.
Head Lice (Nits)
Small white egg sacks, which will look like whitish specks, can be observed stuck to hair, especially behind the ear and back of neck. If you find head lice, a recommended treatment is required. Child may return to school after effective treatment has been carried out to destroy all live head lice and the majority of the eggs. A brochure detailing ‘How to treat head lice’ is available from the school office.

Influenza-Like Illnesses
Not notifiable. Exclude from school and re-admit on recovery.

Measles
Notifiable. Exclude from school. Re-admit on medical certificate or at least seven days from the appearance of a rash. Contacts not excluded.
Non-immunised students should be excluded for 14 days after the appearance of a rash in the last case identified at the school, unless contact was immunised within 72 hours of first exposure.

Mumps
Not notifiable. Exclude from school. Re-admit on medical certificate or 14 days after onset if well. Contacts not excluded.

Ringworm
Not notifiable. Exclude from school. Re-admit on medical certificate stating that the child is no longer likely to convey the infection. Contacts not excluded.

Hepatitis
Notifiable. Exclude from school. Re-admit on medical certificate stating that the child is no longer likely to convey infection.

Rubella (German Measles)
Not notifiable. Exclude from school. Re-admit on recovery or five days after onset of rash.

Please note that children who are ill with an infectious disease should not attend school and should not return until they are fully recovered.

MEDICAL CONDITIONS AND ALLERGIES
A list of students with specific allergies is kept at school. Please advise the office if your child suffers from asthma, allergies or other medical conditions. The school requires information on all medicines required by students. If your child is on medication, please complete a medical form at the school office and ensure it is kept up to date. Please provide the school with an action plan provided by your family doctor if your child is asthmatic, anaphylactic or suffers from other conditions that may require attention by staff.

Medication (e.g. antibiotics, analgesics) is not to be kept in students’ school bags.
Prescribed medication must be brought to the school office where a medical form must be completed by parents or caregivers. Under no circumstances will medication be administered without full written instructions from parents. This is in line with Department of Education policy. Medical forms are available at the school office upon request.

PERSONAL REQUIREMENT LISTS
At the end of each school year a ‘Personal Requirements List’ (Book List) will be sent home for students in K – 6. It is recommended that all items on the list are supplied or carried over from the previous year. Pre-ordering these items via the school’s supplier at the end of the school year ensures that your children have everything they require for the start of the new school year. Delivery to your home is also available from the supplier for a small charge.

SCHOOL DRESS CODE
Wearing school uniform instils a sense of pride in our school; raises our profile in the community and assists with maintaining a positive tone. We encourage all students to wear the uniform at all times in order to be part of the team at Hammond Park Primary School.
Our uniform has been developed through consultation with parents and the community. Our uniform shop is currently operated by the school. Orders can be placed or items purchased at any time at the school office.
Footwear must be worn at all times. Thongs and other open footwear should not be worn to school for safety reasons.

Please note:

- During terms 1, 2, 3 and 4 all students are to wear school hats whilst out in the sun. Students will only be allowed to play in the sun if wearing hats and those students without a hat will be reminded to stay in the shade. This includes before school, recess, lunch, during Physical Education lessons and outside class activities. Students are encouraged to wear our reversible school bucket hats. These hats are available for purchase from the school office.

- For health and safety reasons, all students are encouraged to tie hair back if it is shoulder length or longer.

- **All articles of clothing should be clearly labelled with the student’s name.**

- **Jewellery should not be worn to school.** This particularly applies to items of value (monetary or sentimental). Students should NOT wear earrings (other than sleepers or studs) as they can cause injuries during play or sport. Valuable items, if lost or stolen, are not covered by the Department of Education’s insurance and the school cannot accept responsibility for any loss.
CURRICULUM AND PROGRAMS

ACADEMIC SUPPORT

The early identification of students’ academic needs in order to support them to continue to make progress is paramount to success at school. During each stage of schooling a number of measures are employed to identify the educational needs of each student.

- Kindergarten – The teacher discusses any concerns with parents in relation to hearing, sight, speech and or physical development to enable parents to access specialist health professional intervention.

- Pre-Primary to Year 2 – Making sure our early years students have the necessary essential skills for future literacy and numeracy development at school is vitally important. All public schools in Western Australia are involved in the Department of Education’s On Entry Assessment Program. This program, presented as a literacy and numeracy interview, will enable teachers to collect vital information on essential literacy and numeracy skills of their pre-primary, Year 1 and Year 2 children. Parents of pre-primary students will receive a printed report following the testing.

  The results of these interviews will provide teachers with additional information to assist in the planning of their teaching programs, reflective of each student’s needs. It will also provide your child and teacher with some valuable time together in a one-to-one situation.

  The Literacy interview takes approximately 30 minutes, and includes a series of simple tasks, some of which have accompanying resources, and include speaking and listening, letter recognition, responding to sounds, and looking at books. The numeracy interview takes approximately 15 – 20 minutes, and includes a set of simple tasks on number, measurement and space.

  Further information can be found on the On Entry website, at: http://www.det.wa.edu.au/educationalmeasurement/detcms/navigation/on-entry/

- Year 3 to 6 – Ongoing monitoring and assessment of your child’s progress using a range of standardised tests and summative assessments to plan for and implement teaching strategies to meet their individual needs.

  In addition to monitoring that occurs at a school level, students also participate in national and state testing procedures. These assessments are commonly known as NAPLAN.

  The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual national assessment of all students in Years 3, 5, 7 and 9. All students are expected to participate in the testing. They will be assessed in language conventions (spelling, grammar and punctuation), writing, reading and numeracy.

  The results support schools to identify strengths and weaknesses in teaching programs, and gain information to help them evaluate programs and allocate resources.

ASSEMBLIES

School Assemblies are held on some Wednesday afternoons at 2.15pm. Parents, grandparents and friends are very welcome to attend these special events. Please check the Term Planners for assembly dates.

School assemblies are held to:

- Recognise and celebrate worthwhile achievements of children and adults in the school community. Some students will receive a Certificate of Recognition at the school assembly. Parents will be notified before the assembly if their child is to be a recipient of one of these special certificates

- Give individual classes the opportunity to share learning experiences and/or perform for their peers in other classes

- Give parents and members of the community an opportunity to see the achievement of individual students and classes being celebrated

- Disseminate information to members of the school community
Teachers take into account the different experiences and backgrounds of children, and tailor programs to meet their learning needs.

BOOK CLUB

This school subscribes to the Scholastic Book Club. Each month, an order form will be sent home with the children.

<table>
<thead>
<tr>
<th>Arrow</th>
<th>Years 1–2</th>
</tr>
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<tbody>
<tr>
<td>Lucky</td>
<td>Years 3–5</td>
</tr>
<tr>
<td>Star</td>
<td>Year 6</td>
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Selections are to be made using the order form, and returned to school only on the “due by” date, with the correct money or cheque. (Cheques are to be made payable to Scholastic). Orders can also be placed and paid for online. Books usually take 2-3 weeks to arrive.

EXCURSIONS AND INCURSIONS

Excursions and incursions play an important part in the learning program of all classes. Written permission is required for all excursions and failure to return the excursion permission slip will prevent the child from participating. This procedure is strictly adhered to. The school provides a Charges and School Contributions document at the end of each year. This document provides details of the maximum expenditure that may be incurred in each year level. A time payment plan to help manage these additional charges is available by contacting the school. Various options are available ranging from regular cash / cheque or credit card deductions and direct debit. Please contact Jeanette Sampson, the Business Manager on 94943200 should you require further information.

FACTIONS

The students at this school are grouped into four factions, Magnus (blue), Exulto (orange), Laurus (gold) and Creo (purple). In Term 3 each year a Faction Athletics Carnival is held. The inside colour of our school hats reflect the colour of the faction your child/children have been placed in.

GIFTED AND TALENTED

Hammond Park Primary School provides challenging and broad curriculum content and a diverse co-curricular program to cater for all students.

In addition to school based programs students are tested in Year 4 for participation in external classes through Primary Extension and Challenge (PEAC) in Years 5-6. PEAC is a part time program in which students attend a District PEAC centre. Identified gifted and talented students are selected to participate in differentiated programs offered in a range of delivery modes. It is the parent’s responsibility to transport their child to classes.

HOMEWORK

Students should be encouraged to complete homework activities. This can include home reading, completion of unfinished work or separate homework activities. Homework develops organisational skills in students, provides additional practice when needed and enables parents to share with their child’s learning experiences. The school has a Homework Policy that outlines the expectations for each phase of schooling.

INFORMATION COMMUNICATION TECHNOLOGY

Hammond Park Primary School is well equipped with the latest in computer technology to support student learning. Your child will be exposed to and learn to use contemporary information and communication technologies including interactive whiteboards, MacBooks and iPads that will support their learning and provide them with unprecedented access to information and contemporary models of learning.

In 2016 we have a bank of 224 iPads for use by Kindy to Year 6 students. This equates to a ratio of iPads to students 1:3. The Year 1 – 6 students also have the opportunity to use iPads when they are learning with the Visual Arts Specialist Teacher and the Music Specialist Teacher. When students are in Years 3, 4, 5 and 6 they have the opportunity to use MacBooks as part of their everyday learning. We have 61 MacBooks that are used alongside iPads in these year levels.
The ratio of MacBooks to students in Years 3 – 6 is 1:3. In order for the school to maintain this ratio an annual iPad/MacBook Co-contribution fee of $50 is in place for all PP-Year 6 students and a fee of $25 for Kindergarten students. This has been endorsed by the School Board.

Through the use of ICT, students will be explicitly taught:

- social and ethical protocols and practices when using ICT
- how to access and organise data and information sourced online
- how to use various apps and programmes to create text, images and audio solutions
- to collaborate, share and exchange ideas
- to select the most appropriate software to manage digital data.

As part of our on-going collaboration with the community, there will be regular opportunities for parents to attend information sessions and in class sharing of ICT learning. An ICT EXPO is held in Term 4 of each year. Parents are more than welcome to share the integrated learning with ICT in classrooms on this day.

**LIBRARY**

Our school library is resourced with award-winning fiction and non-fiction books, games and puzzles. Students are encouraged to borrow and read library books, both at home and at school. The library is open at lunchtimes on Monday, Wednesday and Friday when Mrs Hurst our Library Officer is at school.

**PHYSICAL EDUCATION**

The school has a specialist Physical-Education teacher who coordinates a range of programs developing students’ fundamental movement skills, organized sport programs and dance, as well as inter-faction cross-country and athletics carnivals. Students who show skills or interest will also have the opportunity to participate in inter-school athletics and swimming carnivals and inter-school sport competitions. This program aims to develop in each student, the skills, fitness and a positive attitude to be able to live and enjoy a healthy, active lifestyle.

Students from Pre-Primary to Year 6 also participate in the Department of Education’s swimming lesson program during the year. This is comprised of 9/10 lessons conducted over a two week period.

**REPORTING TO PARENTS**

As part of accountability requirements, regular reporting to parents and feedback on student progress is an important, non-negotiable, requirement of the school. A variety of methods are utilised each term to keep parents informed about their child’s progress.

Parents and caregivers will receive formal reports twice a year. These reports comply with Department of Education requirements to:

- give an accurate and objective assessment of the student’s progress and achievement
- include an assessment of the student’s achievement reported as ABCDE scale, clearly defined against specific learning standards and relative to the student’s peer group.

**STUDENTS AT EDUCATIONAL RISK**

At Hammond Park Primary School we have processes in place to identify students at educational risk and to support them to achieve their individual potential. This is done through a collaborative approach involving the development, implementation and monitoring of individual plans addressing each student’s specific needs.
POLICIES AND PROCEDURES

BICYCLES

Students are encouraged to ride their bikes or scooters to school. In the interests of safety we have rules for them to follow:

- Bicycles or scooters are **not** to be ridden on the school grounds.
- Cyclists must wear suitable safety helmets.
- Bicycles and scooters must be kept in the racks provided. They are not permitted to be stored in classrooms or with school bags.

Legislation exists that requires all cyclists, including children in Western Australia, to wear helmets. Children who cycle to school **must** wear a helmet. It is recommended that children under the age of ten do not ride bicycles unsupervised.

COLLECTION OF STUDENTS

During School Hours:

- In certain circumstances, such as illness, dental appointments, etc, it may be necessary to collect children from school during school hours. Parents are required to complete a **Student Leave Pass** at the front office before picking up child/ren from their classroom/s. This is a necessary legal requirement for reasons of safety and duty of care.

After School Hours:

- At times, parents can be unavoidably detained, causing them to be late when collecting their children from school. In such instances, please ring the office to let us know so that we can inform them and ease the children’s anxiety. If any students are not collected within a reasonable time at the end the school day, they will be taken to the office and left in the care of a member of the administration team.

CUSTODY OF CHILDREN

Please provide court orders to the school office at time of enrolment. If in the future there are any changes to the orders it is very important that you inform the office.

INTERNET, INFORMATION PRIVACY AND SECURITY

All students access and use the internet under supervision whilst at school. When enrolling your child you will be required to sign a permission form granting rights to access the internet whilst at school.

Department of Education policy requires written permission before photos of your child/ren can be used on printed material such as newsletters, newspapers, television, video and/or Internet. Enrolment cards request parent authorisation/permission.

LOST PROPERTY

Boxes containing items of lost property such as clothing, is located in the administration building. Smaller or more valuable items are located in the Administration office.

We ask for your assistance by ensuring that all personal belongings are clearly labelled with your child’s name to assist us to be able to return items misplaced by children within the school grounds.

MOBILE PHONES

The school has a current Mobile Phone Policy that clearly outlines that students are not encouraged to bring mobile phones to school (as per the valuable items policy). However, where parents believe that for safety reasons their child needs to have a mobile phone at school it must be switched off and kept in their school bag or collected by the teacher. Mobile phones are **not** permitted to be used during school hours under any circumstances.

Parents needing to make emergency contact with their children during school hours will be required to do so through the front office. The school nor the Department of Education will accept any responsibility if mobile phones are lost, damaged or stolen.
NO SMOKING
Parents and visitors are asked to adhere to the Department of Education Policy prohibiting smoking on school grounds.

NO DOGS
Parents and visitors are requested to not bring dogs on the school grounds during school hours. Many children are fearful of dogs and some children may be allergic to them. We appreciate that families walk to school with their dogs; however, please leave the dogs tethered to posts outside the school grounds when taking your child to their classroom.

PARKING
Parking for parents and caregivers and visitors is available in the car park located off Eucalyptus Drive. A student drop-off area is located on Murrumbidgee Drive. Street parking is also available. Parents are requested not to use the STAFF CAR PARK on Eucalyptus Drive as it presents a safety risk to students as they enter and leave the school. All STAFF bays are clearly marked in this car park. Please note that School Education Regulation 2000 states, in relation to parking, that there can be a penalty of $200 for failing to comply with a sign, notice or marking on the school grounds.

PERSONAL BELONGINGS AND VALUABLES
Students should not bring items of value to school. This includes any jewellery (other than sleepers or stud earrings), toys, electronic games, mobile phones, money or sports equipment that can be mislaid or damaged during school hours (tennis balls and the like are acceptable).