

# Hammond Park Primary School

## *2019 Parent Information Booklet*



*Learning Together Every Day*

**Hammond Park**  
PRIMARY SCHOOL

**Phone: 08 9494 3200**

**[www.hammondparkps.wa.edu.au](http://www.hammondparkps.wa.edu.au)**

# HAMMOND PARK PRIMARY SCHOOL

## PRINCIPAL'S FOREWORD

- 2019 -

This **2019 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 - 2019.

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.

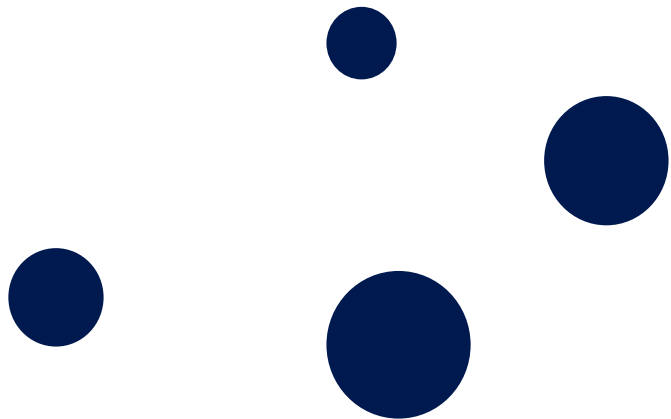
We have high social and academic expectations for all students.

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

<b>SCHOOL NAME:</b>	Hammond Park Primary School
<b>ADDRESS:</b>	10 Eucalyptus Drive, Hammond Park WA 6164
<b>EMAIL ADDRESS:</b>	hammondpark.ps@education.wa.edu.au
<b>WEB ADDRESS:</b>	hammondparkps.wa.edu.au
<b>TELEPHONE NUMBER:</b>	08 9494 3200
<b>OFFICE HOURS:</b>	8.00am – 4.00pm
<b>SCHOOL PRINCIPAL:</b>	Mrs Jennifer Lee
<b>ASSOCIATE PRINCIPALS:</b>	Mrs Sarah Hill, Mrs Nichola Butler, Ms Stephanie Jankowski
<b>MANAGER CORPORATE SERVICES:</b>	Mrs Vicki McGlew
<b>SCHOOL OFFICERS:</b>	Mrs Jodie Peers and Mrs Terri Pitter

## TERM DATES 2019

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/](http://www.det.wa.edu.au/education/termdates/)

<b>Term 1:</b>	Monday 4 February – Friday 12 April
<b>Term 2:</b>	Monday 29 April – Friday 5 July
<b>Term 3:</b>	Monday 22 July – Friday 27 September
<b>Term 4:</b>	Monday 14 October – Thursday 19 December

## 2019 PUBLIC HOLIDAYS:

<b>Labour Day</b>	Monday 4 March
<b>Good Friday</b>	Friday 19 April (during school holidays)
<b>Easter Monday</b>	Monday 22 April (during school holidays)
<b>Easter Tuesday</b>	Tuesday 23 April (during school holidays)
<b>Anzac Day</b>	Thursday 25 April (during school holidays)
<b>Western Australia Day</b>	Monday 3 June
<b>Queen's Birthday</b>	Monday 30 September (during school holidays)

**2019 SCHOOL DEVELOPMENT DAYS: Please note that there is no school for students on the dates listed below**

<b>Term 1:</b>	Thursday 31 January and Friday 1 February
<b>Term 2:</b>	Monday 29 April
<b>Term 4:</b>	Monday 14 October
<b>Term 4:</b>	Friday 8 November

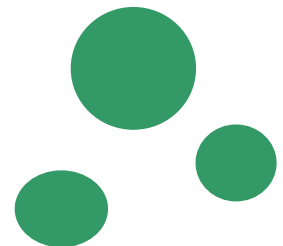
**HOURS OF INSTRUCTION AND SUPERVISION**

**SCHOOL HOURS and BREAK TIMES:**

<b>School Commences</b>	8.50am
<b>Morning Recess</b>	10.50am – 11.10am
<b>Lunch Break</b>	1.10pm – 1.50pm
<b>End of School Day</b>	3.00pm

To ensure the safety of children at all times, we ask that they do not arrive at school prior to 8.20am. 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.



## 2019 STAFF

<b>Principal:</b>	Mrs Jennifer Lee
<b>Associate Principal:</b>	Mrs Sarah Hill
<b>Associate Principal:</b>	Ms Stephanie Jankowski
<b>Associate Principal:</b>	Mrs Nichola Butler
<b>Manager Corporate Services:</b>	Mrs Vicki McGlew
<b>School Officer:</b>	Mrs Jodie Peers
<b>School Officer:</b>	Mrs Terri Pitter
<b>Library Officer:</b>	Ms Davina Hurst
<b>School Psychologist:</b>	Mr Tony Vlachou
<b>School Chaplain:</b>	Mrs Kirsty Eaton
<b>Kindergarten:</b>	Ms Ashleigh Yates
<b>Kindergarten:</b>	Ms Samantha McDougall
<b>Kindergarten:</b>	Ms Dao Truong
<b>Pre-Primary:</b>	Ms Debra Beesley
<b>Pre-Primary:</b>	Ms Kym Hannah
<b>Pre-Primary:</b>	Ms Carmen Tulloch
<b>Pre-Primary:</b>	Mrs Ebony Johnson & Mrs Lisa Whittell
<b>Pre-primary/Year 1:</b>	Mrs Jess Plenty
<b>Year 1:</b>	Mrs Sam Higgins
<b>Year 1:</b>	Mrs Su Lim & Mrs Marianne Beales
<b>Year 1:</b>	Ms Megan Cooper
<b>Year 1:</b>	Mr Lewis Penny
<b>Year 2:</b>	Ms Georgia Durham
<b>Year 2:</b>	Ms Rebecca Garbett
<b>Year 2:</b>	Mrs Lisa Calder
<b>Year 2:</b>	Mr Jonathan Kurtjak
<b>Year 3:</b>	Mr Scott Dickson
<b>Year 3:</b>	Miss Loren Fairhurst
<b>Year 3:</b>	Ms Emma Lambert
<b>Year 3:</b>	Mrs Rebecca O'Leary
<b>Year 4:</b>	Ms Holly Constantine
<b>Year 4:</b>	Ms Nichola Austen
<b>Year 4:</b>	Mrs Amy James/ Mrs Andrea McFadden
<b>Year 5:</b>	Miss Sophie Menaglio
<b>Year 5:</b>	Mrs Stacey Vuletich & Mrs Ella Ainsworth
<b>Year 5/6:</b>	Ms Silvia Guerrero
<b>Year 6:</b>	Ms Fiona Walsh

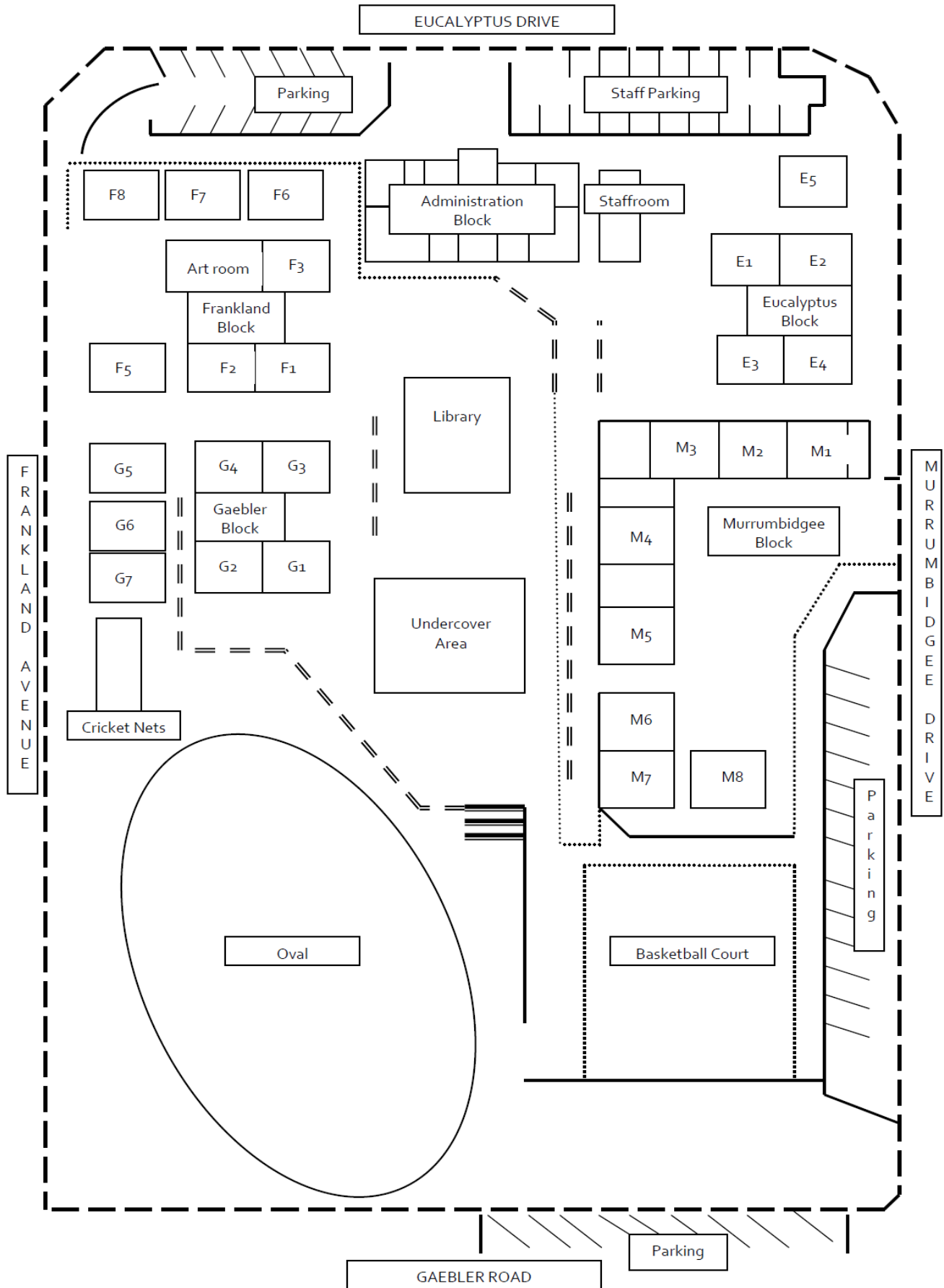


**Visual Arts Specialist Teachers:** Mrs Michelle Gilks/Mrs Sara Rye  
**Music Specialist Teacher:** Miss Lana Winfield  
**Physical Education Specialist Teachers:** Mr Brendon O'Brien & Mrs Ryah Hadden  
**Technologies Teacher** Mrs Lynsey Berry  
**Languages Specialist Teacher:** Ibu Param  
**PP DOTT:** Mrs Cathryn Franco  
**PP DOTT:** Ms Eden van Aalen  
**Kindergarten DOTT:** Mrs Cathryn Franco  
**Kindergarten DOTT:** Ms Eden van Aalen

***Education Assistants***

**Kindergarten:** Mrs Cathryn Guy, Mrs Kellie Casson, Mrs Jo DeBrito,  
**Pre-Primary:** Mrs Alice Pye, Mrs Julie Bright, Mrs Barbara Hutchison, Ms Kelly Hovingh, Mrs Kelly Taylor, Mrs Lisa Harris  
**Junior Primary:** Mrs Von Bennett, Ms Zanna Vanzon  
**Special Needs:** Mrs Dana Murray, Ms Brenda Gabersek-Goud, Mrs Robin Walsh, Mrs Toni Edwards, Mr Greg Leeson

# SCHOOL MAP



# ADMINISTRATION

## ABSENCES

When a child is unable to attend, legislation requires that parents/caregivers advise the school of the reason for the absence of their child.

Kindergarten is a pre-compulsory year of schooling; however, we still require notification of absences. 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.

## 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 Manager Corporate Services 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:

Account Name	<b>Hammond Park Primary School</b>
Bank	COMMONWEALTH
BSB	066 040
Account No	19903274
Reference	<b>STUDENT NAME</b>

Please email details of your deposit to the Manager Corporate Services, Mrs Vicki McGlew at [Vicki.McGlew@education.wa.edu.au](mailto:Vicki.McGlew@education.wa.edu.au)

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

## 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 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 the time of enrolment. If in the future there are any changes to the orders it is very important that you inform the office and provide updated orders for our records.

## COMMUNICATION WITH PARENTS AND CAREGIVERS

A school **newsletter** will be issued every three weeks during the term.

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 *Fabulous Food Factory* 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](http://www.hammondparkps.wa.edu.au) and on Connect. 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, email or via Connect and/or See Saw.

### **Skoolbag**

To enable you to send current and future absentee notifications directly to the school, we currently use an app called **Skoolbag**. This is a free mobile app that communicates directly with your smartphones (iPhones, Android and Windows phone devices). This app can be downloaded free from your smartphone's app store.

### **Connect**

Our school uses *Connect* and the *Connect Now App* to communicate with our parent community. We ask parents to install the free *Connect Now App* – visit your Play Store or App Store and search for Connect Now. The school office will send information regarding calendar events, reporting, newsletters and other communication through the Connect platform. You will also be able to access your children's reports from, Pre-Primary to year 6, through the Connect website.

**To access Connect you will be provided with a 'P' number and password from the Department of Education. If you haven't received a 'P' number and password, please contact the school office.**

## EMERGENCY AND EVACUATION PLANS

Hammond Park Primary School has documented Bushfire, Evacuation and Lockdown plans. These plans are reviewed and updated regularly. These plans are displayed in all classrooms and evacuations drills involving all staff and students are undertaken throughout the year. Copies of these plans are available on our website.

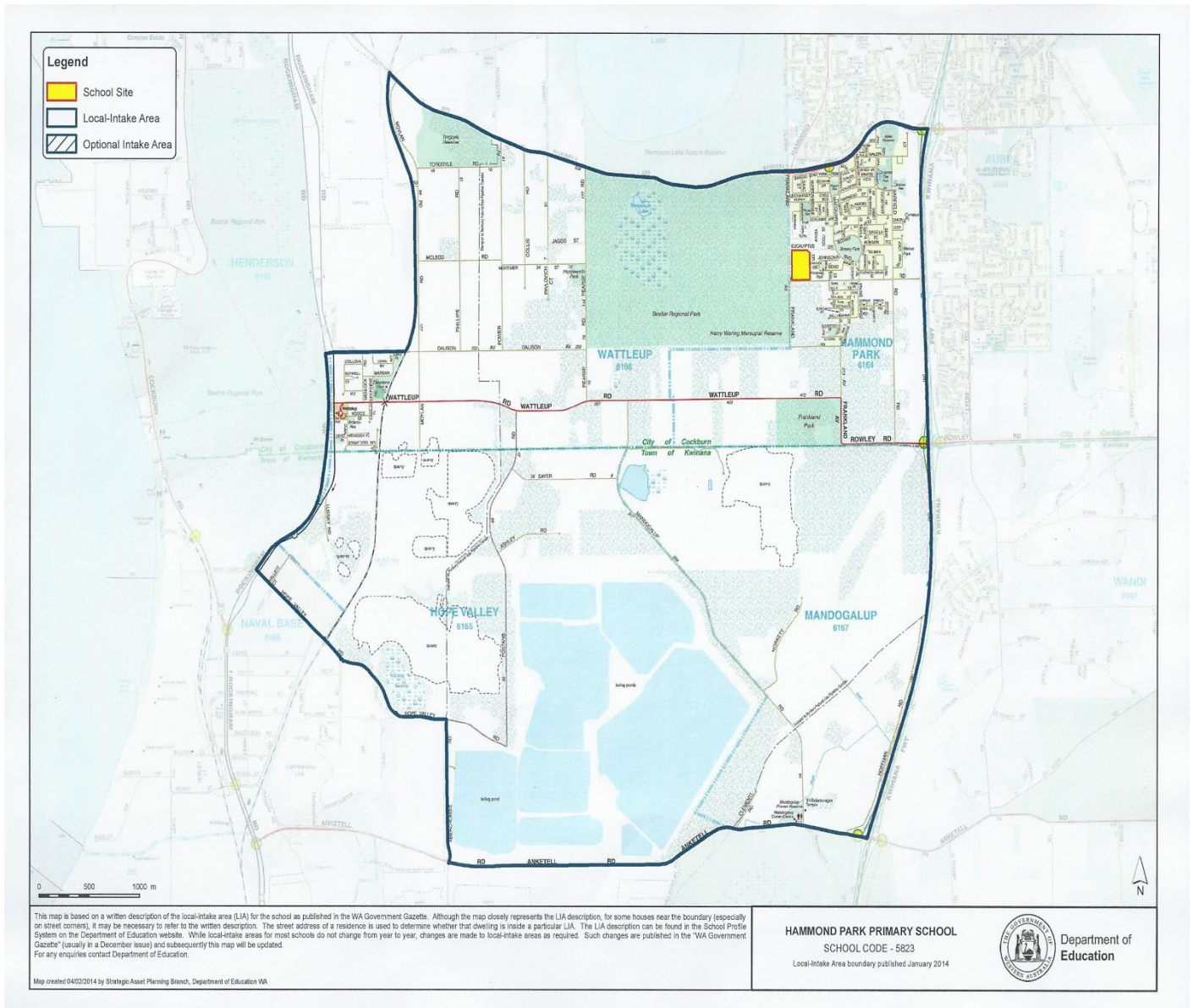
<http://hammondparkps.wa.edu.au/parent-information/>

## ENROLLING AT HAMMOND PARK PRIMARY SCHOOL

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:

- [www.humanservices.gov.au/onlineservices](http://www.humanservices.gov.au/onlineservices); or
- Telephone ACIR on 1800 653 809; or
- Email: [acir@humanservices.gov.au](mailto:acir@humanservices.gov.au); or
- 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 make sure you advise the school when you are enrolling them. This will ensure that teaching and learning adjustments are in place to meet their needs as soon as possible.

### **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.

## **PASTORAL CARE**

Our School has partnered with YouthCARE to provide a Chaplaincy service to support our students. The School Chaplain provides guidance and targeted programs to students who require additional support. The School Chaplain attends Hammond Park on Tuesdays and Thursdays. Please contact your child's classroom teacher for further information.

## **POSITIVE BEHAVIOUR SUPPORT (PBS)**

We are a Positive Behaviour Support (PBS) school.

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. The HPPS Behaviour Matrix is organized around four clearly articulated School Expectations:

We are RESPONSIBLE

We are RESPECTFUL

We are SAFE

We are LEARNERS

The school has a clear process for all teachers to follow positive strategies to prevent misbehaviour. We have a PBS committee that meets regularly. The committee also includes two parent representatives. 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.

## 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, Visual Arts and Languages (Indonesian)
- Non-Teaching: Manager Corporate Services, School Officers, Junior Primary Education Assistants, Kindergarten and Pre-Primary Education Assistants, Library Officer, Special Needs Assistants, Gardener and Cleaners.

## STUDENT LEADERSHIP

At Hammond Park Primary School we have high expectations 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 PBS Expectations.

Student Leadership roles include:

- Eight Faction Captains (Laurus, Magnus, Exulto and Creo)
- Four Prefects (chosen by staff and students)
- Green Guardians (chosen by application)
- Primary Behaviour Support (PBS Student Leaders and PBS Student Representatives )
- Art Angels and Choir Captain and ICT 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 Connect.

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 as this can lead to unnecessary conflict between the parties involved.**

## CANTEEN - OUR FABULOUS FOOD FACTORY

The *Fabulous Food Factory* is now run and coordinated by Angela Tibbits. The *Fabulous Food Factory* is open one for lunch and recess on Wednesday, Thursday and Friday. Recess on Wednesday and Thursday is pre-order only. Recess on Fridays may be pre-ordered or on a walk-up basis.

Excursion packs are also available if your child is going on an excursion.

More information about our *Fabulous Food Factory* is available on Facebook and Instagram @ canteenhpps

## DENTAL CARE

Hammond Park Primary School Students have access to the Dental Therapy Clinic located at Honeywood Primary School.

**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).***



***Going to school every day really matters!***



## 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.

## 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.**

## 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.

## 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 (eg. 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.

As a school, we ask for your help in minimising the risk to students with food allergies by ensuring that:

- Students do not share food, utensils or food containers;
- Students with allergies only eat food that is prepared in their own home;
- All food and drink containers are clearly labelled with student's names to avoid confusion of ownership;
- If there is a student in your child's class with a food allergy that you avoid sending food to school that contains nuts and/or traces of nuts.

For further information: <http://www.allergy.org.au/pospapers/anaphylaxis.htm>

## 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 Tuesday in weeks four and eight. The Annual General Meeting is held in February. Dates of the meetings are published in the events calendar on Connect, 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.

Our P&C Association has been very generous and has provided many resources to our school over the last five years.

## PARENT PARTICIPATION and VOLUNTEERS

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.

Please remember 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.

## 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).

## 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 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, as vacancies occur, in the newsletter in term one of the school year. The Hammond Park Primary School Board meets **twice** in terms one and four on a Tuesday evening in week three and week seven. The Board also meets once in terms two and four on a Tuesday evening in week three

## 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 their uniform at all times in order to be part of the Hammond Park Primary School team.

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:

- 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.



## SMOKING

Parents and visitors are asked to adhere to Department of Education Policy prohibiting smoking on school grounds.

## TEACHER - PARENT CONTACT

Informal ongoing contact with class teachers is important and most welcome 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.

Specific information about classroom processes, including parent communication and contact, is distributed by all classroom teachers in the first few weeks of each school year. This information is also available on the school's website.



# CURRICULUM AND PROGRAMS

## ACADEMIC SUPPORT

The early identification of the academic needs of all students is very important to ensure that they have every opportunity to learn and be successful at school. During each stage of schooling a number of measures are used 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 if required.
- Pre-Primary – 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, enables teachers to collect vital information on essential literacy and numeracy skills of their pre-primary 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 planning teaching programs; that are reflective of the needs of each student.

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 – Monitoring and assessment of your child's progress using a range of standardised tests and summative assessments is ongoing throughout the school year. This information is used 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

Senior school assemblies for Years 2, 3, 4, 5 and 6 classes are held in the Undercover Area on Tuesday afternoons at 2.15pm. Parents, grandparents and friends are very welcome to attend these special events. Please check the Term Planners for assembly dates.

Junior assemblies for K, PP and Year 1 students are held in the Undercover Area on Wednesday mornings at 9.00am. 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.
- At the Senior assemblies some students will receive a Certificate of Recognition. Parents will be notified before the assembly if their child is to be a recipient of one of these special certificates

- Give 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.

## BICYCLES and SCOOTERS

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.

## BOOK CLUB

Our school subscribes to Scholastic Book Club. Twice a term a catalogue will be sent home with the eldest child in the family. Selections are made through the Loop app or online ([www.scholastic.com.au/LOOP](http://www.scholastic.com.au/LOOP)). Books are delivered to your child's classroom 2-3 weeks later.

## CRUNCH&SIP

We are committed to supporting the health of our students by following the Department of Health's Crunch&Sip<sup>®</sup> initiative. Crunch&Sip<sup>®</sup> is a set break for students to eat fruit or salad vegetables and drink water in the classroom. All students participate in this initiative in their classrooms each day. Please send them to school with a water bottle to drink in class and a cut up or whole piece of fruit or vegetables to enjoy during Crunch&Sip<sup>®</sup> time each day.



## 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 an annual *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 Vicki McGlew, Manager Corporate Services on 9494 3200 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 PEAC at Atwell College. 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 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, Chromebooks, iPads, MacBooks and various robots that will support their learning and provide them with unprecedented access to information and contemporary models of learning.

In 2019 we have a bank of 230 iPads for use by Kindy to Year 6 students. 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 ChromeBooks and iPads as part of their everyday learning. In order for the school to maintain this ratio an annual iPad/ChromeBook/MacBook Co-contribution fee of \$60 is in place for all PP- Year 6 students and a fee of \$30 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.

## **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 to Thursday 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 at Cockburn ARC.



## 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.

## SPECIALIST LANGUAGES

The school has a specialist languages teacher. All students in year 3 - 6 will learn the Indonesian language for one hour each week.

**Teachers take into account the different experiences and backgrounds of children, and tailor programs to meet their learning needs.**

## 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 documented plans addressing each student's specific needs. This may involve a multi-disciplinary team that includes parents, teachers, education assistants and external agencies if required.



Hammond Park Primary School website address:

<http://hammondparkps.wa.edu.au/>

Email address:

[HammondPark.PS@education.wa.edu.au](mailto:HammondPark.PS@education.wa.edu.au)

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Reporting absences please text 0437 780 31

Advise student name and reason for absence

Note: If the school is not made aware of an absence a text message will be sent to confirm.

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To make school payments, purchase uniform or pay for excursions/in school performances you can use the Qkr! App.

You can find it in the App Store or Play Store for free.

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Our school uses *Connect* and the *Connect Now* App to communicate with our parent community.

We ask parents to install the free *Connect Now* App – visit your Play Store or App Store and search for Connect Now.

To access Connect you will be provided with a 'P' number and password from the Department of Education.

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P&C

Hammond Park Primary School P&C's Email:

[hammondparkpac@gmail.com](mailto:hammondparkpac@gmail.com)



Find the Hammond Park Primary School P&C on Facebook.

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The Fabulous Food Factory's Email:

[canteenhpps@gmail.com](mailto:canteenhpps@gmail.com)

Find us on Facebook as the Fabulous Food Factory - Hammond Park PS.

Follow on Instagram: canteenhpps.

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The Fabulous Food Factory (our canteen) has online ordering.

Go to [quickcliq.com.au](http://quickcliq.com.au)

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