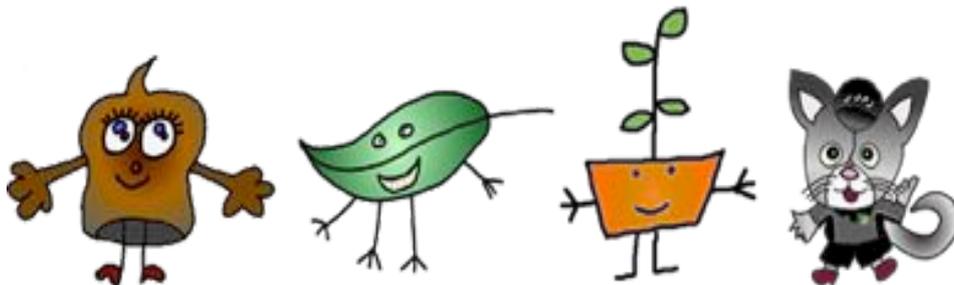




SAWYERS VALLEY PRIMARY SCHOOL

PARENT HANDBOOK 2018



SAWYERS VALLEY PRIMARY SCHOOL
Sawyers Road, Sawyers Valley WA 6074

PRINCIPAL:	Ms Fiona Collopy
DEPUTY PRINCIPAL:	Mr Andrew Johnston
CORPORATE SERVICES MANAGER:	Mrs Lyn Liddle
SCHOOL OFFICER:	Ms Di Brown

Telephone Numbers: School: 08 9295 1434 Fax: 08 9295 1148

INTRODUCTION

Dear parents and carers

Welcome to Sawyers Valley Primary School. You and your family are now valued members of our school community. This handbook will provide you with an easy reference on our school's policies and procedures. Please read it carefully and discuss its contents with your family. It is also available on our school website (www.sawyersvalley.wa.edu.au) under the heading: For Parents. As changes occur over the year the website will be updated with notifications appearing in the fortnightly newsletter.

Sawyers Valley Primary School has provided high quality primary school education for over 125 years to prepare our children and young people to become successful Australian citizens. The school environment is supportive and friendly, with students, staff and parents working together to achieve the best learning outcomes for all children. At our school it is our wish that children will develop academically, emotionally, physically and socially in a happy atmosphere of cooperation with staff and other children. We aim to develop the whole child. The teachers at this school recognise the important part that parents play in the education of their children and the assessment and reporting process is ongoing and continuous. It is recognised that your cooperation and support, always a strong feature of the school, are fundamental to this process.

Our school strives to ensure all students, regardless of ability or style of learning, are provided with the opportunity to learn in a safe, positive, supportive and engaging learning environment. We value, model, teach, and seek to embed our whole school expectations for student behaviour: **Strive for our personal best; Respect others, Act responsibly;** and **Show Compassion**. We foster individual student interests, encourage active participation in the learning process, and assist students to develop their ability to apply knowledge and skills to real life experiences and challenges.

Starting in a new school is a time of excitement and also an anxious time for children. We are here to assist your child in whatever way we can, so if you have any questions or issues please contact us. As an Independent Public School we value strong partnerships with the parent and wider community. We have an active and supportive Parents and Citizens Association and School Board. New members are always warmly welcomed and I strongly encourage you to consider joining one of these important groups within our school.

We welcome the opportunity to discuss your child's progress and other aspects of the school's operation with you and trust that you and your child/ren will enjoy your time with us at Sawyers Valley Primary School.

Kind regards
Fiona Collopy, Principal

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SCHOOL STAFF 2018**SCHOOL ADMINISTRATION**

Principal	Ms Fiona Collopy
Deputy Principal	Mr Andrew Johnston
Manager, Corporate Services	Mrs Lyn Liddle
School Officer	Ms Di Brown
Library Officer	Mrs Glenys Holling

CLASSROOM STRUCTURE

Year Level/s	Room	Teacher/s	Support
Kindergarten and Pre-primary	3	Mrs Tonya Wood	
Pre-primary	2	Mrs Carey Stewart Mrs Kym Little	
Pre-primary and Year 1	1	Mrs Danielle Murphy Ms Rachael Gillett	
Year 1 and 2	4	Mrs Helen Addison Mrs Caroline Garcia	
Year 2 and 3	6	Ms Lucy Blair	
Year 4	5	Mrs Melissa Jones Mrs Sharon Humphreys	
Year 5 and 6	7	Mrs Alison Charman Mrs Sheelagh Dennis	

SPECIALIST AREAS

Learning Area	Room	Teacher/s
Digital Technologies	Library	Mr Andrew Johnston
Visual Arts	Art/Science Room	Mrs Sheelagh Dennis
Performing Arts	Music Room	Mrs Kimberley Shaw
Physical Education	Oval	Mrs Alison Charman
(Languages) Japanese	Room 8	Mrs Isako Lund

PASTORAL CARE

School Chaplain	Mrs Rachelle Zarb
School Psychologist	Ms Libby Taylor

SCHOOL MAINTENANCE

School Gardener	Mrs Fiona Kent
School Cleaner/s	Mrs Tracey Hutching (Cleaner in Charge) Mrs Eileen Copson Mrs Janice Lee



Sawyers Valley Primary School

An Independent Public School

MISSION STATEMENT

Sawyers Valley Primary School aims to create and foster an environment where students become independent learners, enabling them to take responsible control of their lives and contribute meaningfully to society.

OUR SHARED VALUES AND BELIEFS

Respect for the needs and potential of every child is at the heart of our school's work. We believe that each person brings something unique and worthwhile to the table and we work to preserve dignity and to foster **mutual respect** of others' opinions and beliefs.

We are a community and actively engage with our 'village' and wider community in order to build a sense of self that includes and attends to the wellbeing of others. We show **compassion and care** for our students, staff, our parents and our environment. Our school community grows and develops together.

We all share the **responsibility** for students' wellbeing and learning. We act responsibly and are committed to our role as **stewards** of our community and environment.

We believe that effective two-way communication is central to successful problem solving. We value the partnerships we create with open and transparent communication. We help our children learn to build healthy relationships with their peers and community. We encourage our children to work in **collaboration and partnership** to achieve success as a team.

We celebrate **individuality and uniqueness** and recognise that each of us is one-of-a-kind and acknowledge each other's strengths. We recognise and value the many varied ways in which we can learn and make sense of our world. We offer a range of experiences so that each child can succeed and discover their strengths. We embrace students' interests and individual strengths and foster a passion for learning.

We value **authenticity and integrity** and endeavour to do what is honest and right for our community, others and our own selves. We see ourselves in relation to our environment and seek to preserve the principles of **fairness**: everyone receiving what they need, rather than all receiving the same.



Strive for our personal best



Respect others



Act responsibly



Show compassion

ABSENCES

It is **parental responsibility** to ensure that the school has written information from parents if children are absent from school (Education and Care Services Act 2012). The only acceptable reasons for absence are illness or medical/dental appointments, which cannot be arranged outside school hours. The school has an obligation to record and report on student absences to the Education Department.

The Department of Education School Attendance Officers will investigate frequent unexplained absences or late arrivals.

ACCESS TO STAFF AND CLASSROOMS

Parents can meet with teachers before or after school but not after 8.50am as teachers have classroom responsibilities. It is best to make an appointment to ensure the teacher is available. Please note that children are only to enter classrooms if a teacher is present. Classrooms are open from 8.30am each morning.

ARRIVAL AT SCHOOL AND DAILY TIMETABLE

In order to ensure adequate supervision for your children please do not allow them to arrive at school before **8.30 am**, unless they are in the care of Camp Australia (Before and After School Care). On arrival children should go straight into classrooms and commence getting ready for the day.

8:30am		Children permitted to arrive at school
8:50am	Siren	Classes Commence
10.30am		Morning recess
10.50am	Siren	End of recess for children
12:30pm		Lunch supervised by duty teachers
12:50pm	Bell	Children dismissed for lunch recess
1:10pm	Siren	End of lunch recess for children
3:10pm	Siren	School concludes (except on Thursdays where it will be 2.30pm)

Please note that the school will have an early close day **every Thursday**. On this day school will finish at **2.30pm** to allow time for whole staff meetings, professional learning and collaboration.

ASSEMBLIES

PARENT ASSEMBLIES

Parent assemblies are rostered over the year for each class and mostly occur every two or three weeks on Fridays. These commence promptly at 9.00am and occur in the undercover area of the school located between the library and the middle childhood classroom block. Year 6 student leaders set up the audio/visual equipment and prepare the area for seating. Long mats are laid out for the students to sit on with older students at the back and PP/Kindy students at the front. The focus of this assembly is to celebrate student learning to parent community.

Each class will lead one assembly during the year, although other classes may also share their learning at times. The principal presents merit certificates on behalf of the teachers in each classroom or specialist area. These may be presented to two or three students per class with some from specialist teachers, such as Performing Arts, Japanese etc. Aussie of the Month awards are presented to one or two students each month who have displayed exceptional citizenship. School Board members are especially invited to assemblies to present the Aussie of the Month award.

OPERATIONAL ASSEMBLIES

Special Operational assemblies occur weekly for all classes on Mondays at 10.10am. These assemblies allow opportunity for new behaviours to be introduced from the school's Expected Student Behaviour Matrix. Our Expectation areas are: **Strive for our personal best; Respect others, Act responsibly;** and **Show Compassion**. Student leaders and staff are involved in role-plays to introduce each fortnight's focus behaviours and then these are followed up in each class over the week. Each other fortnight during this assembly there is a SPIN OFF where six students, drawn from a raffle of Faction Token, spin the wheel and choose a reward for their positive behaviour. This is a very popular time for our students!

ATTENDANCE

THE IMPORTANCE OF ATTENDING SCHOOL EVERY DAY

Developing the habit of going to school every day is vitally important so your child does not miss out on important ideas and skills they need for future learning.

At school, many concepts, especially in literacy and numeracy, are taught in a sequence. Missing school means missing out on learning – which can often make it difficult to catch up later. This is particularly important in the early years when essential foundation skills are being taught.

Going to school every day helps children learn the important life skill of 'showing up' – at school, at work, to sport and other commitments. Research shows that every day at school counts towards a student's learning (Western Australian Telethon Kids Institute). Students who attend more, generally do better at school and in life.

Although the school requires notification that a family intends to take holidays in school time, the *School Education Act 1999* does not allow principals to give permission for families to take holidays during the school term. As students are required to attend school every day, time off for holidays is recorded as an absence.

ATTENDANCE REQUIREMENTS

As a parent, you are required by the School Education Act 1999 to ensure your child attends school every day that the school is open for instruction (Section 23).

Principals are responsible for monitoring and accurately recording the attendance of every student enrolled at their school in accordance with Section 28 of the School Education Act 1999.

If a student is absent, a responsible person, usually the parent, must notify the principal of the reason for the student's absence as soon as practical. If a student is prevented from attending school due to illness, the principal is authorised by the School Education Act 1999 to request a medical certificate from a registered medical practitioner.

Lesson attendance codes are used by all Western Australian public schools to record the reason for every half-day absence. The use of these codes is determined by the principal. Accurate record-keeping ensures principals can identify patterns of absence at both a school and individual student level and implement appropriate measures to restore attendance where there is cause for concern.

Absences are grouped as either 'authorised' or 'unauthorised' according to whether they meet the requirements of excusing a student from attendance pursuant to Section 25 of the School Education Act 1999. The total half-day absences are displayed on your child's school report each semester.

SCHOOL PROCESSES FOR MONITORING ATTENDANCE

- All absences must be explained. Please send a written explanation to your child's teacher as soon as possible after any absence which is then recorded on the attendance system.
- Data is regularly electronically transmitted to the Department of Education.
- The Education and Care Services Act 2012 stipulates the role and responsibilities of the parent(s) in this regard and an Attendance Officer may visit the family if concerns are raised.
- Children will be marked as late if they arrive 10 minutes or more after the school bell i.e. after 9:00am unless parents have made particular arrangements with the Principal.
- Similarly the School Attendance Officer will contact parents if the data shows an ongoing problem. Continued lateness is disrupting to the class, teacher and to the child. Teachers often spend the first ten minutes explaining the routines of the day and children may feel unprepared and anxious if they arrive late.

WHEN ATTENDANCE IS AT RISK

Regular attendance is when a student attends 90% or more of the time. This equates to attending 180 days out of a possible 200 days (or the student has not had more than 20 days absence over the year). Anything less than this amount of time attending, then your child is considered to be at risk. Parents will be contacted if an attendance rate of 90% or below is observed.

Attendance Categories			
Regular	At Risk		
	Indicated	Moderate	Severe
90% or above	80 - 90%	60 - 80%	Below 60%

LATE ARRIVAL AT SCHOOL

Students arriving at school after 9.00am must be signed in at the office prior to attending the classroom.

ABSENCES DUE TO REGULAR APPOINTMENTS

Children should not be absent from school for regular appointments (e.g. speech therapy etc.) without discussion with the principal and the implementation of the Private Tutor's Policy which follows due Duty of Care.

BEHAVIOUR EXPECTATIONS AND MASCOTS

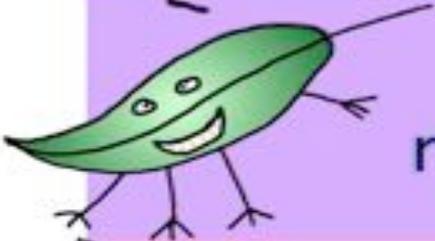
Sawyers Valley Primary School is a Positive Behaviour Support school and aims to create a **positive school** climate, a culture of student competence and an open, responsive management system for all **school** community members.

Our practice is underpinned by the following principles:

- Positive **relationships** are established between students, staff and parents;
- Teaching and non-teaching staff employ good **teaching** practice;
- There is appropriate **modelling, teaching and reinforcing** of desired positive behaviours;
- Students and staff feel **supported** in their work and efforts;
- Effective **consequences** and follow up for inappropriate behaviours is everybody's responsibility;
- Consequences for inappropriate behaviours are **fair** and where they involve restorative justice practices, these are **relevant** to the context;
- Staff use a **consistent** approach to modelling, teaching and reinforcing expected behaviours, as well as correcting inappropriate behaviours;
- Students and staff have **respectful** interactions;
- Expectations for students are clearly articulated and explicitly taught to students. These are **realistic** and there is regular **celebrating of successes**.

Sawyers Valley Primary School Expected Behaviour Matrix describes four main expectation areas. Each area has been broken down into specific behaviours appropriate for different places and times during the school day. The matrix was developed in collaboration with students, staff and parents with mascots introduced to help students remember each expectation area. Please meet Harry Honky Nut, Terry Tree, Larry Leaf and Perry Possum.

At Sawyers Valley Primary School we:

	Strive for our personal best
	Respect others
	Act responsibly
	Show compassion



SAWYERS VALLEY PRIMARY SCHOOL

Expected Behaviours

	 Strive for our personal best	 Respect others	 Act responsibly	 Show compassion
All the time	<ul style="list-style-type: none"> Wear school uniform Keep ourselves clean, neat and tidy Be a positive role model Settle to work quickly and stay on task Look for ways to improve learning Set goals and work towards them Believe in ourselves and have a go at new things Persevere at tasks when faced with difficulties Take steps to solve problems Ask for help if needed Be organised for the day's activities Follow class routines and procedures Keep track of personal items e.g. jumpers, hat, lunchboxes Participate and be involved in activities 	<ul style="list-style-type: none"> Listen attentively (use Whole Body Listening) Wait for others to finish before talking Take turns and allow others to have a go Listen to and acknowledge the ideas of others If we disagree, do it peacefully Keep our cool and work to control our feelings Look after the school and others' property and equipment Keep hands and feet to ourselves Use tone and voice volume that matches the situation Speak clearly and use manners, e.g. please, thank you 	<ul style="list-style-type: none"> Respond quickly to signals and instructions Move around the school quietly during transitions Walk while on pathways around school Be truthful and see your part in every situation Use equipment the way it is meant to be used Follow the agreed rules for different zones, games and activities Keep areas clean and tidy Be Waterwise Be Waste wise Be on time for school and after breaks 	<ul style="list-style-type: none"> Look after our school animals and natural environment Keep words and actions kind and free of hurt Say sorry when our words or actions have hurt others Share equipment Use encouraging words to build one another up Include people who are left out Speak up when we see unfairness Look for the best in situations Show appreciation and acknowledge others' efforts Help others in need or when we see something needs to be done Smile, be friendly and say hello to teachers and classmates
In lessons	<ul style="list-style-type: none"> Have the correct clothing and equipment ready for lessons e.g. sport, musical instrument Contribute to class discussions and activities Work independently when required and ignore distractions Complete homework and home reading 	<ul style="list-style-type: none"> Raise your hand to speak and then wait to be called upon Allow others to work without interruption Ask before borrowing or touching others' belongings or equipment Use inside voices 	<ul style="list-style-type: none"> Follow agreed classroom routines and rules Return library books and other equipment after borrowing Pack up equipment after use and return to its proper place Tell the teacher if there is an unsafe or serious problem 	<ul style="list-style-type: none"> Assist the teacher with set up and pack up
Outside play	<ul style="list-style-type: none"> Wear a hat while outside and be SunSmart Keep personal items or equipment at home 	<ul style="list-style-type: none"> Stay within the boundaries Use equipment the way it was intended Throw only balls (as part of a game) Use outside voices Use manners with sport monitors 	<ul style="list-style-type: none"> Keep duty teacher in line of sight Report unsafe or serious situations to the duty teacher Walk on paved areas Follow a game's agreed rules Play only safe games 	<ul style="list-style-type: none"> Make sure everyone has a turn Ask a friend to join in the game Look after others if they are hurt or sad Share the playground and equipment Look after younger children
Before & after school	<ul style="list-style-type: none"> Stow bag neatly by hanging up or placing on shelves Hand all notes to teachers and sign in Follow classroom 'before school activity plan' Bring reading folders to school and put them in the box Get water bottles filled and ready Place fruit in basket (ECE) Get organised for the day with the proper equipment Pack bag with books and equipment to complete home tasks Wear bike helmets with scooters and bikes 	<ul style="list-style-type: none"> Go straight to classroom when it is opened Play safely and follow school expectations if remaining with parents after school or staying with Camp Australia 	<ul style="list-style-type: none"> Arrive at school between 8.30am and 8.45am Keep parents or supervising adult in line of sight Use the crosswalk and follow Road Safety rules Push bikes and scooters through the school grounds Visit toilet and have drinks in plenty of time before siren Leave school grounds if unaccompanied by parent and go straight home after school Find a teacher if my pick up is not what I expected 	<ul style="list-style-type: none"> Check the chickens and lock cage (Green Team)
Undercover area	<ul style="list-style-type: none"> Stand straight with arms by our sides when singing National Anthem and school song 	<ul style="list-style-type: none"> Show whole body listening during assemblies Look after our school wildlife Empty sand out of shoes and clothing in sandpit Use low volume speaking 	<ul style="list-style-type: none"> Stay seated to eat lunch until the bell Place rubbish in bins and organic waste in buckets Play only gentle games (ball and equipment free zone) Throw only balls (not honky nuts or sand) Walk on pathways and while undercover 	<ul style="list-style-type: none"> Show appreciation by clapping after performances and guest speakers

BICYCLES/SCOOTERS

Children who bring bicycles or scooters to school need to adhere to the following safety rules:

1. Always wear helmets and other protective equipment
2. Bicycles and scooters must be placed neatly in the bicycle rack
3. Bicycles and scooters must be wheeled inside the school grounds
4. The footpath is to be used when travelling down Barlow Street (avoids cars)

Staff will contact parents if children are seen travelling to and from school without a helmet.

Children will not be allowed to ride their bike or scooter without a helmet.

BOOK CLUB

Our Library Officer takes the responsibility of co-ordinating orders for the Book Club whose purpose is to provide your child with the opportunity to purchase books/magazines at reduced prices. Families can order through Book Club 1-2 times per term. There is no compulsion for any child to purchase books.

BUSHFIRE INFORMATION AND EMERGENCY EVACUATION PROCEDURE

We are very aware as a school community that we are situated within a potential bushfire zone. Therefore, we have created a set of procedures to ensure the safety of the students, staff and community members.

SCHOOL BUSHFIRE PLANS

- Our school is included on the Bushfire Zone Register (BZR).
- We have a stand-alone bushfire plan created in conjunction with DFES.
- A fire drill is held at least twice a year.
- The bushfire plan has an earthquake and wildfire component.
- Every classroom has a laminated chart showing the school grounds and evacuation process.
- We also have a fire emergency file that contains all contact numbers and student first aid requirements.

EVACUATION

- The school is under the control of the Fire Incident Controller.
- If he/she tells us to evacuate, it will be from the oval and the children will be walking through to Great Eastern Highway to catch Swan Transit buses possibly to Mundaring Recreation Centre. This will be in negotiation with the fire controller.
- Firefighters are in contact by radio and they will advise parents of where to pick up students in the event of an evacuation. Parents will not be able to gain entry to the school in this instance.
- If the advice is to stay, we use the Middle Childhood teaching block where there is water for the children and air-conditioning, first aid kit and a phone to ring parents if necessary.
- Parents will not be able to gain entry to the school and will receive information from the Fire Incident Controller on fire progress and its impact on the school.

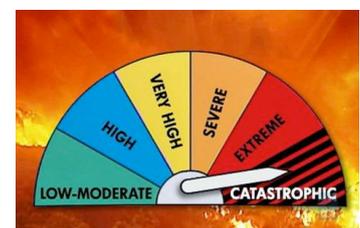
If parents are able to reach the school they must check with one of the Fire Wardens (Ms Collopy, Mrs Liddle or Mr Johnston) BEFORE taking their children from school.

CATASTROPHIC FIRE DANGER RATING (FTR) AND PRE-EMPTIVE CLOSURE

When given advance warning by DFES that a Catastrophic FDR has been forecast for a given day, the Deputy Director General, Schools may direct the pre-emptive closure of our school. If our school receives such a direction, we will be informed of the possible planned closure by telephone from our Regional Executive Director.

In the intervening period between the declaration of the pre-emptive closure and the day of planned closure, DFES will monitor weather patterns to keep the Department informed of any change to the forecast for the declared day. The final decision to pre-emptively close the school will be confirmed by the Department through the Regional Executive Director to the principal on the day or the day before the declared closure.

If the forecast changes after the 4.30pm deadline, the closure will stand, regardless of improvements to the weather conditions later in the afternoon of the day before the declared day or overnight. The intention is to limit confusion or uncertainty for parents and to allow them ample time to make alternative child care arrangements.



BUSINESS PLAN

Our school Business Plan details four priorities:

- Successful Students;
- Quality Teaching and Learning;
- Positive School Environments; and
- Community Links.

These are progressed each year through annual operational plans. The school Business Plan describes our strategic direction and sets out key targets and strategies to be achieved over three years.

CAMP AUSTRALIA (OUTSIDE SCHOOL HOURS CHILD CARE)

Sawyers Valley Primary School has partnered with Camp Australia to provide before and after school care. This high quality program embraces the school's values and builds on your child's educational experiences and individual interests. The program is run on the school grounds from Room 8 just off the undercover area. To find out more and how to register please contact Camp Australia at www.campastralia.com.au and use the school finder on the homepage to search for Sawyers Valley Primary School or call 1300 105 434.

CHILD PROTECTION AND PROTECTIVE BEHAVIOURS

Our school is committed to protecting the safety and wellbeing of students and work within the guidelines of the Department of Education's Child Protection Policy. The policy assists staff to respond appropriately where there is a concern for a child's wellbeing or a disclosure of abuse.

Our school health plan includes explicit education around protective behaviours for all classes. Parents are supported in this important learning through provision of parent workshops and Parent Information fact sheets. These are also available on the school website under the POLICIES section.

Educate yourself or seek support if you need it.

- Protective Behaviours WA: 0409 071 068
- Kids Helpline: 1800 55 1800
- DCPFS Family Helpline: (08) 9223 1100

CLASS STRUCTURE

Due to the size and nature of our school, most of our classes are in split year levels. That means that there are two year levels sharing the same class e.g. Year 2/3. This approach allows the school to keep classes numbers low, while providing scope for the school to grow in numbers. Split classes are created on a year-to-year basis, where the need is required. Student placement within upper and lower splits is based on a range of factors including:

- Gender numbers
- Family relations
- Student behaviour factors
- Academic ability
- Social considerations
- Class recommended numbers

Parents and families are encouraged to provide input around these factors at the end of each year to assist in the groupings of each class for the following year.

It is important to remember that just because your child might be allocated to the lower year level of the class does not mean that he/she is considered to be of higher ability and needs extension. Similarly placement in the higher level of the split does not mean that he /she is of lower ability. It is more important that classes are balanced with a mixture of ability levels rather than all being at the same level. The expertise of our staff to identify individual student developmental learning ensures that children are working at their own particular level and not to a year level.

COMMUNICATION ABOUT STUDENT PROGRESS

We endeavour to supply you with as much information as possible about your child's performance at school. We do this in the following ways:

PARENT INFORMATION MEETINGS: At the beginning of the year each classroom teacher will hold an information meeting for parents. Parent and carer attendance at this meeting is encouraged to find out about the learning program, routines and other valuable information about how to support your child at school.

PARENT INTERVIEWS: At the end of Term 1 the school will close for half a day to allow all teachers to hold parent interviews. Appointments are made through an electronic booking system.

FORMAL REPORTING: Parents and carers receive a comprehensive written report at the end of Semesters 1 and 2.

STUDENT REPORTS FOLLOWING SYSTEM-WIDE ASSESSMENTS:

On-Entry Assessment: Students in Pre-primary, Year 1 and 2 will participate in On-Entry Assessments early in Term 1. Student reports will be provided to parents immediately following this assessment.

NAPLAN: Students in Year 3 and 5 will participate in the National Assessment Program in Literacy and Numeracy (NAPLAN) in May. In October, when the results become available, parents will be provided with a student report.

TEACHER CONTACT AND COMMUNICATION: The most important aspect of learning about your child's progress is through having a conversation with their teachers. If at any time throughout the year you have concerns, please make an appointment and discuss it with the teachers.

Dojo is an online service and is used as an ongoing communication tool between the class teacher, parents and carers. To access this service you will need to register. If you need help uploading this please contact your classroom teacher.

COMMUNITY USE OF SCHOOL FACILITIES

The appropriate use of school grounds on weekends, holidays and after school relies heavily on parental cooperation. If you are a part of a community group who would like to use some part of the school's facilities, such as the oval or basket ball courts this can be arranged by contacting the **school office**.

The on-site early childhood equipment and play areas are not available for public use.

CONTRIBUTIONS (VOLUNTARY) AND CHARGES

The Sawyers Valley Primary School Board has endorsed the Schedule of Contributions and Charges for 2018. The schedule is broken into three sections and will allow you to calculate all costs that might be incurred throughout the school year.

1. CONTRIBUTIONS

The total amount of contributions parents and carers are being asked to pay for each child is \$60.00 as set in the School Education Regulations 2000. Where families have more than one child at the school, a discount will apply for the second child to be \$55.00, and the contribution for each child thereafter will be \$50.00.

Money collected will be used to supplement school expenditure in curriculum and pastoral care areas. Whilst contributions are voluntary, the quality of our teaching and learning program will be maximised when each family makes its contribution to the cost of supplementing funding gained from other sources, including the State and Commonwealth governments.

2. CHARGES FOR EXTRA COST OPTIONAL COMPONENTS

A breakdown of estimated charges for your child's participation in incursions, excursions and activities for 2018 has been included in the schedule below.

Description	K	PP	1	2	3	4	5	6
Camp Year 6 Term 4								\$300.00
Incursions and Excursions	\$40.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
Instrumental Music							\$120.00	\$120.00
PEAC							\$275.00	\$300.00
Interschool sport			\$40.00	\$40.00	\$40.00	\$65.00	\$65.00	\$65.00
Swimming Lessons Term 4		\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Dancing Lessons Term 2		\$16.00	\$16.00	\$16.00	\$40.00	\$40.00	\$40.00	\$40.00

Students will only incur costs when they are involved in a particular activity. The amounts indicated represent the maximum to be charged. You will be asked to make payment for each activity as it approaches. There will be no 'up front' payment required at the start of the year.

The charges schedule includes costs associated with: -

- Specific learning activities which are available to all students within a class, but conditional on a payment made e.g. incursions, excursions.
- Specific learning activities which are available to selected or participating students but conditional on a payment made e.g. Instrumental Music School Services (IMSS), Primary Extension and Challenge (PEAC).
- Other activities which are available to all students but conditional on a payment being made e.g. leavers shirt.

These are the maximum costs. The final costs may be lower but will not exceed the amount specified.

3. ITEMS FOR PERSONAL USE IN THE EDUCATIONAL PROGRAM

- The charge for personal use items will vary from student to student and includes: -
- Pupil requirements for all students and used in lessons e.g. *stationery items, calculator etc.*
- Pupil requirements recommended but not essential for all students e.g. *art shirt.*
- Pupil requirements for selected students but which are not directly part of the teaching and learning program e.g. *photographs.*

Your child will need to have the listed materials each school day, so it may be necessary to replace some items such as pencils, textas and glue sticks throughout the year.

CALCULATE YOUR ANTICIPATED CONTRIBUTIONS AND CHARGES 2018

To calculate your anticipated contribution and charges, select the costs relevant to your child's year level from each section and tally them on the table below

Child	Voluntary Contribution	Items For Personal Use (Booklist)	Charges For Extra Cost Options	Total

Payments can be made online or in person. Please ensure you put your family name in the reference/description area when making your payment online so we know who has made a payment and what it is for. You are also very welcome to pay in installments. Please contact the school office.

Account Name: Sawyers Valley Primary School
BSB: 633-000
Account Number: 150617231

COMPLAINTS MANAGEMENT

Schools, like other government departments have a complaints management process in place. Following are the details on the importance of two-way communication between home and school.

The relationship between the home and the school plays a very important part in a child's education journey. We cannot overestimate the critical role that parents play in successful learning; parents contribute much to their child's development and are among the most important influences on the way in which the child approaches learning. Teachers are responsible for the more formal aspects of children's learning with successful teaching building on the home experiences of the child. This is most effective where there is an active partnership with parents. Two-way communication is a critical factor in the partnership between parents and the school. Effective communication creates an environment where parents feel confident about the level of teaching and the learning taking place in the classroom and to solve problems.

WHAT MIGHT YOU TALK TO YOUR SCHOOL ABOUT?

- *Issues particular to your child:* attitude, academic progress, participation, behaviour, how he/she gets along with the teachers and other students socially and emotionally, physical development and well-being, development of responsibility, non-attendance or learning program issues.
- *School or class issues* –homework, learning environment, quality of teaching, general student behaviour, pastoral care, school policies and procedures and conduct of staff.
- *Access to support services* – school and district level student services, visiting teachers for students with disabilities and ESL students, specialist facilities (e.g. language development centres) programs for students experiencing difficulty, programs for gifted and talented students, instrumental music program.

HOW YOUR SCHOOL COMMUNICATES WITH YOU

- Reports on student progress, regular information through the newsletter, school website, social media, parent-teacher interviews, notes, surveys, displays of children's work, assemblies, special events, specialised learning programs, parent information booklets and sessions.
- You are welcome to talk to your child's teacher however you should make an appointment to avoid disrupting the learning program.
- Information that is available from the school includes information on the Business plan, operational plans, policies, homework, positive behaviour support, participation in parent bodies and school community activities, school charges, excursions, dress code.

WHAT CAN YOU DO IF YOU HAVE A PROBLEM?

- Seeking information as early as possible can solve many problems. The best way to contact the class teacher is to contact the school to make a mutually convenient time for a telephone conversation or meeting.
- Parents have the opportunity for greater involvement through several parent bodies and these provide an opportunity for parents to express opinions on policy issues in the school.

WHERE DO YOU START?

Before contacting your school with a problem you may want to:

- Talk with family and friends to clarify whether the problem is a concern, an enquiry or a complaint. This will help in finding a solution.
- Write down your enquiry/concern
- Make a list of all relevant information specific to your enquiry/concern.
- Try to stay calm. Even if you don't feel it, being calm will help to get your concerns across more clearly than if you are upset or angry. It may help to have someone to support you in the meeting.

The next step is to make an appointment with the most appropriate person at your school. Alternatively, you can write to the school. Enquiries/concerns received in writing are responded to in writing.

WHO DO YOU TALK TO?

1. Discuss your enquiry or concern with the **class teacher** if it is about your child's:

- Academic progress
- General behaviour
- Homework
- Assessment
- Attendance
- Social or emotional wellbeing.

In your discussion with the teacher:

- Give all relevant information
- Discuss all possible outcomes for addressing your enquiry/concern
- Settle on an option that can be achieved with input from you, the teacher and your child.

2. Discuss your enquiry or concern with the **principal** if:

- You were not able to achieve a satisfactory arrangement regarding your enquiry/concern with the class teacher
- Your enquiry/concern is about the conduct of a teacher or another member of the school staff
- Your enquiry/concern is about another aspect of school life that is impacting on your child's education.

The principal will need time to discuss your enquiry/concern with all relevant parties but you can contact the school for progress updates. Your enquiry/concern will be managed according to established school policy and procedures. Anonymous enquiries/concerns are only acted on if enough information is provided for the principal to follow-up.

3. You may contact the **regional education office** only if:

- Your enquiry/concern has not been resolved by your school's principal
- There is a reason for not raising your enquiry/concern with the school directly.

Your school can help you with contact details for the coordinator of regional operations at the regional education office.

DANCE LESSONS

Students from years PP-6 participate in dance classes during Term 2 as part of the Physical Education Curriculum. Students are able to apply their knowledge and skills in a School Disco that everyone enjoys. The cost of the dancing lessons is described in the Schedule of Charges, which parents receive annually.

DENTAL CLINIC

Our school is a part of the Hills Mobile Clinic. Parents will be advised of the van's location and when it moves, through the newsletter. The mobile dental van phone number is 0429 120 614.

DIGITAL TECHNOLOGIES

Our school is fortunate to have a Digital Technologies Specialist who provides weekly lessons for students P-6 in line with the *Western Australian Curriculum: Digital Technologies*. These allow students opportunity to use computational thinking and information systems to define, design and implement solutions. Besides specific resources to support digital technologies, each classroom also has a bank of computers. Teachers organise use of these learning tools as best suit their lesson focus. Class sets of laptops/tablets/iPads are also available for classroom use. Interactive whiteboards are found in all learning areas.

See SPECIALIST CLASSES.

DRESS CODE

The School Board in conjunction with students and parents has established a dress code for all students attending this school. By enrolling your child/children in our school, you are entering into an agreement to abide by the policy that governs the uniform of Sawyers Valley Primary School based on the Department of Education guidelines.

Why have a dress code?

- Enhances student feeling of 'belonging' to the group
- Instils pride in personal presentation
- Ensures students are safely dressed for specific school activities
- Fosters and enhances the public image of the school.
- Reduces the pressure for the wearing of 'fad' clothing that can create negative rivalry and competition.
- Reduces financial pressure on parents to buy fashion clothing.

Expectations

- All students will endeavour to wear school uniform

- Students leaving the school on excursions and for school events such as sporting carnivals will wear uniform
- Parents support the dress code
- School staff support the dress code

What should be worn?

- Our school colours are grey and black
- Black shorts, skirts or skorts
- Black pants
- School polo T shirts
- School jacket (zipped)
- Summer dress (school check)
- Faction T shirts (Swans - red, Penguins - yellow or Magpies - blue)
- Suitable hat, black or faction colours (see below)
- Footwear – sneakers, shoes or sandals (with ankle straps)
- The uniform shop also stocks a range of optional seasonal items.

NOTE

- Sawyers Valley is a SUNSMART school
- A broad brimmed hat is expected to be worn at all times when outside
- A bucket or wide brimmed hat is the only hat permitted.
- Long hair must be tied back.
- Appropriate footwear is required for physical education and sport.

What other things can be worn?

- Signet rings
- Studs or sleepers
- Watch

See UNIFORMS.

EARLY CLOSURE

This occurs for our school each Thursday when school concludes at 2.30pm. Each school within the hills zone has also adopted early closure to allow teachers to attend whole school staff meetings, professional learning and collaborative planning.

The number of minutes of instruction provided to students will be exactly as required under the Education and Care Services Regulations 2012. Children will still have the same amount of time in the classroom throughout the week.

FACTION COMPETITION

All children are allocated a Faction i.e. Penguins (yellow), Magpies (blue) or Swans (red). As far as possible, all children from the one family are placed in the same faction. Over the year students will compete in factions in a number of sporting events including faction swimming, cross country and athletics carnivals.

Students can also earn points for their factions through the Behaviour Token competition. Students can earn Faction Tokens by displaying positive behaviours and then depositing these in specially marked faction boxes located around the school. Each fortnight the tokens are counted

and placed in a raffle box. Six winners are able to spin the Behaviour Wheel to earn a prize. The winning faction over each term receives a special prize with the overall year's winning faction receiving the Rona Maycock Shield.

FIRST AID

Each class has a basic first kit available for small incidents. All first accident incidents are recorded. For more serious injuries students attend the first aid / medical room. An accident report form is completed. The school currently has a number of qualified first aiders.

HATS - SUNSMART

The school has a '*No hat – no play in the sun*' policy. As a SUNSMART school we have adopted a wide-brimmed hat with a brim toggle rather than an under the chin-strap as our school uniform hat. This is a much safer option as well as providing more protection from the sun. The hat can be purchased from the Uniform Shop.

Children are expected to wear their hat at lunch and recess times and also during Physical Education lessons and all other outside activities.

HEALTH NURSE

We have the service of a community school nurse on a number of occasions during the year. The aim is to ensure that every child remains fit and well in order to gain the greatest benefit from educational programs. The school nurse attempts to identify health problems early so that children can be referred to appropriate treatment agencies. If you wish to consult with the nurse, please ask at the school office. Throughout the year, the nurse will work with the school on Health Promotion; individual Health Care Plans; and monitoring of immunisation status. The nurse will also conduct the following routine Health Screening:

- Kindergarten: School entry screening – hearing and vision, address parent and teacher concerns
- Pre-Primary: School entry screening if not previously performed in Kindergarten, and follow up ongoing concerns
- Year Six: Menstruation (Girls); Growth and Development sessions

HEALTH PLAN (WHOLE SCHOOL)

Sawyers Valley has a whole School Health Plan and Health and Wellbeing policy. These documents show connectedness between the teaching of health concepts in classrooms with programs and events running in the school. Staff aligned contexts, events and opportunities for parent involvement, common resources and support from school policies. Our Health and Wellbeing policy includes all healthy practices in the one policy. Both documents can be found on our school website under the POLICIES section.

To support the health curriculum in classrooms each term, Parent Information Fact Sheets are included in each newsletter as well as available on the school website under the POLICIES section.

HOLIDAYS (EXTENDED)

The Education and Care Services Act 2012 states that time off school (greater than 5 days) requires an application to be lodged with the Principal at least one month prior to requested departure (except in extenuating circumstances).

It is the responsibility of students and parents to ensure that they maintain their commitment to their education by perhaps writing a log of their journey whilst absent from normal classes. Staff members will not provide 'catch up sessions' for students taking extended holidays, nor should they be expected to provide lessons or work for the student to complete while on an extended holiday.

HOMEWORK

A homework policy is in place that echoes the Department of Education policy. Basically, younger children are encouraged to read nightly and older children receive homework at their point of need. Routine homework activities will be an advantage for future times when homework is more formal.

Children may be asked to do homework in such areas as reading, maths, spelling or completing tasks begun at school. Teachers will outline what is required and will be appreciative of parents who provide a supportive environment for children to complete homework.

Considerations for parents regarding homework:

- Time spent with child where possible.
- A balance of time provided between homework and leisure.
- Not used as punishment.
- Homework at this stage is viewed as developing the skills and attitudes for students to manage their time effectively.

Please discuss this with your child's teacher.

ILLNESS OR ACCIDENT

In the event of illness or injury every endeavour is made to contact the parent or emergency contact person provided on the enrolment form. Please ensure that these details are current. Parents are responsible for the cost of the ambulance should it be required.

We encourage parents to keep unwell children at home to limit spread of illness to other children or staff.

IMMUNISATION

The Departments of Health and Education are required to record the immunisation history of your child at school entry enrolment. The purpose of this is to help protect the health and wellbeing of your child, and all children in the school community.

You can access your child's immunisation records by:

- Phoning the Australian Childhood Immunisation Register Freecall 1800 653 809.
- Accessing the website www.medicareaustralia.gov.au

Due to Privacy Laws only parents/guardians can access this information. You will need your Medicare number to access the records.

If your child has received four-year old vaccinations since initial enrolment, we request that you provide an updated immunisation record to the school office. Please note, the Department of Health **does not** accept homoeopathic immunisation as a substitute for vaccination.

In the case of Measles or Pertussis occurring, Western Australian schools are required to exclude students who have not received appropriate immunisation. Please refer to School Exclusion Table below for Vaccine Preventable Diseases:

Disease	Children who catch the disease are excluded from school:	During an outbreak, children who are contacts and are not immunised are:
Measles	Until at least 5 days from the appearance of the rash or until a medical certificate of recovery is produced	Excluded for 14 days unless immunised within 72 hours from last contact or given immunoglobulin within 7 days from last contact
Mumps	Until 9 days after onset date and fully recovered	Not excluded
Rubella	Until at least 4 days after onset of rash	Not excluded
Pertussis (Whooping Cough)	Until 5 days after starting antibiotic treatment or until at least 14 days from onset	Excluded for 21 days if unimmunised or 5 days after prophylactic immunisation.

INCURSIONS AND EXCURSIONS PROGRAM

Each year, extra curricula incursions and excursions are planned from across the curriculum to add extra motivation and interest to the learning programs. Prior notice of charges is described in the Voluntary Contributions and Charges Chart. This schedule is released to the school community in December to allow sufficient time for family budgeting.

INFECTIOUS DISEASES AND CONDITIONS

Please note the following common infectious diseases and the recommended exclusion times:

CHICKEN POX Exclude for at least 5 days after the rash appears and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion.
Contacts: Do not exclude.

CONJUNCTIVITIS Exclude until discharge from eyes has ceased.
Contacts: Do not exclude

IMPETIGO (School Sores) Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
Contacts: Do not exclude.

INFLUENZA Exclude until well.

MEASLES (Must be notified) Exclude for 4 days after the onset of the rash.
Contacts: Do not exclude vaccinated or previously infected contacts. All other contacts should be excluded until 14 days after the onset of the rash in the last case. If susceptible contacts are vaccinated within 72 hours of their first contact with the first case, then they may return to school following vaccination. Department of Health staff will coordinate contact management.

RINGWORM Exclude until the day after treatment has commenced.
Contacts: Do not exclude.

SCABIES

Exclude until the day after treatment has commenced..

Contacts: Do not exclude. Family contacts should be treated.

WHOOPIING COUGH

Exclude for 21 days from the onset of cough or for 5 days after starting antibiotic treatment.

Re-admit on medical certificate of recovery.

Contacts: Department of Health staff will coordinate contact Management.

HAND, FOOT AND MOUTH DISEASE (Coxsackie A virus)

Airborne or droplet; faecal-oral.

Incubation Period: 3 to 7 days.

Infectious Period: As long as there is fluid in the vesicles. Faeces remain infectious for several weeks.

Exclusion from School: Exclude until vesicles have formed crusts.

Contacts: Do not exclude.

PEDICULOSIS

(Head Lice)

Exclude until day after treatment has commenced.

Contacts: Do not exclude.

There are several lotions and shampoos readily available from the chemist.

Twice daily brushing of hair is the best deterrent of head lice.

There are many products available for head lice treatment. It is important that the treatment is carried out according to the instructions provided with each product and often need to be repeated for full effect. Dead nits should be removed with a fine-toothed comb.

Your child can return to school following treatment as long as eggs are removed. Parents are requested to notify school immediately, of head lice in their family, so that the school can notify other parents to be vigilant of their children to avoid outbreaks of this troublesome problem.

Brushes, combs and hats should be thoroughly washed

If in doubt about treatment, or for advice about which product to use, consult your school or health nurse.

INSTRUMENTAL MUSIC SCHOOL SERVICES (IMSS)

At the end of each year students in Year 4/5 are assessed for the opportunity to take up a musical instrument in Years 5 and 6. Specialist teachers come to the school weekly to conduct these lessons. The school offers tuition in flute, clarinet, trumpet, trombone and percussion.

LANGUAGES (JAPANESE)

Students in Years 3 and 4 study Japanese as part of the Languages program as aligned with the *Western Australian Curriculum: Languages*. A Japanese Language Specialist Teacher provides weekly lessons.

See SPECIALIST CLASSES.

LEAVING SCHOOL GROUNDS EARLY

Should you have reason to take your child from the school before 3:10pm, where possible, we ask that an appropriate note be given to the class teacher that morning. Parent, guardian or responsible adult collecting the child must first go to the office, where they will be asked to enter details in the student sign out book and will be given a signed card by office staff. This card should then be given to the classroom teacher when collecting the child. This ensures adequate safety and care processes are in place.

Children are not permitted to meet parents or older siblings outside the school grounds during school hours. If you have to drop something off for a student please take the item to the classroom or school office.

LIBRARY RESOURCE CENTRE

Children have the opportunity to borrow regularly from the Library. Parents are requested to assist the school by making sure that children return borrowed books by the next class library day. If a book is lost or damaged, parents are requested to make a contribution to the cost of a replacement.

LOST PROPERTY

All items of lost property are found in a cupboard located in the Wet Area. This cupboard is cleared out each term and put out for display for parents to 'find' lost items. To avoid students misplacing clothing or other items please ensure all items are clearly labelled.

MONEY COLLECTION

Any money sent to school for excursions, incursions, swimming etc., should be placed into a clearly marked envelope and given to the teacher. When making payments to your child's classroom teacher please give correct monies as the teacher will be unable to give change.

Please note classroom teachers do not carry any change.

Example:

Jack Smith	Room 1
Bubblemania incursion	\$3.50

MEDICAL CONDITIONS

Forms must be completed for any medical condition students may have including asthma, allergic reactions and allergies. The forms must be updated each year. Medication kept at school will be sent home at the end of each year.

MEDICATION

Parents must complete two forms **before** staff members can administer medication at school. Medical forms are available at the school office or local medical centres have copies of the forms to be completed by doctors. Medical forms must be handed in at the school office.

MENTOR PROGRAM

Our school is fortunate to be involved in a program called EdConnect, an organisation that coordinates provision of mentors to support some of our students. The program involves having specially trained volunteers to act as mentors to work with individual children to gain their trust and work on separate programs with them to boost their confidence in trying new challenges.

MULTI-AGE GROUPINGS

We are lucky to have a small school and often are able to engage in 'hands-on' activities with students in groups consisting of children from across the year levels. These learning experiences offer so much in the way of promoting self-esteem, positive interpersonal skills, leadership, communication and friendship. These opportunities occur when we schedule special days i.e. for Book Week or Clubs.

NEWSLETTERS

As a regular means of communication between home and school, a newsletter will be sent home fortnightly on a Tuesday via email. Newsletters will also be available on the school website. The purpose of the newsletter is to inform parents of school activities and other important notices. It is the school's most important form of communication. We are endeavouring to reduce the amount of paper we use so would encourage you to request your newsletter be **emailed**, please provide your details at the school office.

OUTSIDE SCHOOL HOURS CARE (CAMP AUSTRALIA)

See CAMP AUSTRALIA.

PARENT HUB

The Parent Hub is located at the Barlow Street end of the school adjacent to the Staff Car Park. Families are welcome to drop in and have a cuppa and use our parent library. The building is used to host P&C meetings, parent workshops, Playgroup or just as a drop in centre for school community members to meet up.

PARENT INVOLVEMENT

Our school is categorised in having extremely high levels of parental involvement throughout the different classrooms in a myriad of ways. Please check with your child's teacher if you would like to be part of this. Joining the P&C or School Board are other ways you can be involved in the school.

Parents are welcome to visit the school to discuss matters regarding their children with either the class teacher or principal. However to avoid disruption to normal classroom routines, parents are requested to arrange visits in advance whether by note to your child's teacher.

PARENT AND CITIZENS ASSOCIATION (P&C)

This is a very active body involved in decision making, facilities improvement and fundraising. The committee is elected yearly and holds regular meetings. These occur in the Playgroup building and are often times to occur immediately after School Board meetings in Weeks 3 and 8.

Advanced notice of the meetings, are circulated through the newsletter. Membership fee is \$1 per family payable at the beginning of the year. The P&C consists of office bearers (President, Vice President, Secretary and Treasurer), as well as an executive team and general members. The committee also operates a Uniform Shop. **Please contact us at any time by email:**

svpspc@gmail.com

PARKING AND TRAFFIC FLOW

Our school is in a unique position in that we only have one bordering street so parking is often at a premium. In the interests of keeping our students safe, and to assist traffic flow around the school, we ask that you observe the following:

DROPPING CHILDREN OFF: Please be patient and vigilant when dropping children off to school. Make sure they exit so to not walk out in front of traffic or across roads. When using the Kiss and Drive in the Sawyers Rd car park, please have children use the door that opens on to the footpath to exit the car.

BARLOW STREET: Barlow Street is especially busy at afternoon pick up time. Please avoid parking in the turning circle and also observe the 'No Parking' signs. This will allow better traffic flow in this area if cars do not have to reverse to turn around. Rangers regularly patrol this area and can issue tickets to those parked illegally.

STAFF CAR PARK (BARLOW SREET): Please note that the Barlow Street car park is clearly marked and is reserved for staff only. This is a safety precaution as it minimises the number of cars arriving and leaving the grounds during school drop off and pick up times.

ENTERING THE SCHOOL GROUNDS: Please use the pathways to enter and leave the school grounds, rather than walking through car parks.

PICKING CHILDREN UP: The afternoon pick up is busier than the morning drop off. To help this situation it may be worthwhile to talk to your older children about a slightly later pick up (i.e. 3.20pm) when it could be less busy. There is always a staff member on duty after school at both exit points of the school for supervision.

EARLY CHILDHOOD CAR PARK (SAWYERS ROAD): Please reverse park when using this car park. This makes it easier see what is happening in front of your vehicle when leaving. Traffic in this car park is very busy, especially in the afternoon, and there are always small children about.

PEAC (PRIMARY EXTENSION AND CHALLENGE)

The PEAC (Primary Extension Academic and Challenge) program is offered to students in Years 5 -6 who are designated in the top 3% of a year cohort within the district. These students are identified through specific testing conducted at the end of Year 4. These students are offered opportunities to be involved in short courses over the year. Specially trained teachers in gifted and talented education provide these courses off-site. Travel to and from these locations is the responsibility of parents.

PERFORMING ARTS

The school provides specialty classes for students (P-6) in Performing Arts (Music and Drama) as aligned with the *Western Australian Curriculum: The Arts*. A specialist teacher teaches lessons in a purpose built Drama/Music Room. Students are encouraged to showcase their learning through a range of performance opportunities such as assemblies and special events. The highlight of the school year is our award winning School Production, which showcases the talents of our students to our whole school community in the form of musical plays. Students present two productions (one junior, and one senior) that involve integrated drama, singing, dancing and choreography, stage management and lighting and sound engineering. Students also enter Youthfest, a competition for primary and secondary schools coordinated by the Independent Theatre Association.

See SPECIALIST CLASSES

PHYSICAL EDUCATION AND SPORT

Our school is fortunate to have a Physical Education Specialist who provides Physical Education lessons in addition to overseeing our whole school health plan, in line with the *Western Australian Curriculum: Health and Physical Education*.

The Department of Education's [Curriculum, Assessment and Reporting](#) policy requires that students have opportunities to participate in a minimum of two hours of physical activity each week during the school day as part of student learning programs. For our students to participate confidently in physical activity, we provide teaching programs that incorporate the development of

knowledge and understandings, attitudes and values, communication and decision making skills. Learning outcomes in the Health and Physical Education learning area are interrelated and contribute to the development of healthy, active lifestyles for students.

The students participate in a variety of winter and summer sports both during their usual sports lessons and during school and interschool events. Children unfit for sport must have an explanation note from the parent/guardian. Sawyers Valley Primary School is part of the Hills Education Community Sporting Association (HECSA) and interschool events include cross-country, football, netball, hockey and athletics for senior students (Years 4-6).

See SPECIALIST CLASSES.

PSYCHOLOGIST

Our school psychologist visits the school regularly and collaborates with teachers and parents about the social, emotional and behavioural needs of students in their classes. Assistance is also given in developing educational programs for students with special needs. Access to support from the school psychologist is through a referral process. Please discuss any request to seek the psychologist advice through the class teacher.

REPORTING TO PARENTS

See COMMUNICATION ABOUT STUDENT PROGRESS

SCHOOL CHAPLAIN

The school has the services of a non-denominational chaplain as part of the National School Chaplaincy Program. Our Chaplain (employed on a part time basis) is available to talk to students, staff and families about relationship or family issues on a confidential basis. She also spends time in the classrooms working alongside the teachers in supporting school programs.

The Chaplain supports students in promoting positive social, emotional and spiritual wellbeing, meeting diverse societal issues such as death and divorce in the family. She works within the school as part of a professional student services team:

- Building relationships with students, families and staff;
- Offering pastoral care (informal counselling);
- Being a mentor and positive role model;
- Providing additional practical help for teaching and administrative staff;
- Supporting our whole school programs such as Positive Behaviour Support, Student Leadership Program; and
- Providing a link between schools and local communities.

Teaching religion or scripture is not part of the Chaplain's role.

Support for students from the School Chaplain for one-on-one support on an ongoing basis is through a referral process. If you would like to have a chat with the Chaplain, please contact the school and arrange an appointment.

SCHOOL BOARD

From 2013 Sawyers Valley Primary School has operated as an Independent Public School. A requirement for independence is that instead of having a School Council, there is a School Board.

ROLES AND RESPONSIBILITIES OF SCHOOL BOARDS

The role of a school council (board) is outlined in the *School Education Act 1999*. In essence, the role of school board is one of setting the long-term future for the school and maintaining oversight (not management) of the school's operation.

It is not about running the school – that is the job of the principal. It is about providing additional expertise to help the school achieve the best outcomes for the students. An Independent Public School Board will operate with functions consistent with the legislative role of school councils.

RESPONSIBILITIES OF AN INDEPENDENT PUBLIC SCHOOL BOARD

- Work within the Department of Education’s relevant legislation and regulations;
- Contribute to the School Delivery and Performance Agreement and the Business Plan. (These documents summarise what the school wants to achieve in the future and how it plans to get there; the agreement will be signed off by the chair of the Board, Principal and Director General);
- Endorse and review the annual budget (the budget summarises the income received annually from the Department of Education and other sources; It also lists planned expenditure, including salaries);
- Assist with the formulation of codes of conduct (guiding principles designed to influence decisions and actions that the school takes);
- Review the performance of the school;
- Create interest in the school within and across the community;
- Assist with principal selection when a vacancy arises (the chair of the School Board will be a member of the selection panel);
- Approve fees, charges, contributions and items of personal use (booklists);
- Approve extra cost optional components of programs;
- Approve arrangements for sponsorship and advertising.
- Liaise with other committees within the school e.g. the P&C;
- Hold one open meeting each year to report to the school community; and
- Provide advice to the principal on religious education and related activities.

THE SCHOOL BOARD DOES NOT:

- Manage the day to day running of the school. (For example, it does not employ staff, decide which classes students will be assigned to, or resolve issues relating to individual teachers and students and/or parents);
- Discuss individual issues relating to teachers, staff or parents – these are very clearly management roles and therefore the responsibility of the principal;
- Represent specific interest groups, or permit special interests to dominate the agenda of the Board;
- Intervene in the educational instruction of students;
- Purchase land, buildings or motor cars, nor enter into hire purchase agreements or obtain credit or loans, unless permission is given by the Minister; and
- Performance manage the principal or any other staff member.

ROLE OF SCHOOL BOARD MEMBERS

- Parent members of School Boards bring their experience as parents at the school, and the views and context of the wider school community to School Board meetings.
- Community members bring a particular skill to the School Board. This may include business, accounting or building skills, or some other skill that the school is looking for at that time.
- Department of Education employees bring their educational expertise to School Board meetings.

Elected parent and staff representatives form the School Board, together with the principal and co-opted community members. This group plays an active role in whole school planning and school governance. Your representatives on the Board will welcome any concern or matter you would like them to raise on your behalf. Elections take place on a 3-year cycle.

SCHOOL SONG

In a valley where the air is cool
And the trees grow strong and tall
We learn together as we work and play
Sawyers Valley is our school

We've stood for more than one hundred years
From humble beginnings we've grown
Through good and through bad,
We have held heads high
And our loyalty we've shown

In a valley where the air is cool
And the trees grow strong and tall
We learn together as we work and play
Sawyers Valley is our school.

Elisa Wilson and Rhys Kessey 2003

SMOKE FREE ZONE

The School and its grounds are a designated Government Smoke Free Zone and therefore parents and visitors to the school are not permitted to smoke within the grounds area. Drugs and alcohol are prohibited.



SPECIAL EDUCATIONAL NEEDS

The school strives to create a challenging learning environment with an atmosphere of encouragement, acceptance, and respect for achievements, and sensitivity to individual needs in which all children thrive. We identify those children with special educational needs as early as possible and quickly devise individual education plans to fit their needs. These are monitored regularly with parents along with teachers, special needs education assistants with guidance from the school administration team.

If you are concerned that your child has special educational needs, we are keen for you come and share your concerns with the class teacher. If we identify difficulties, we will want to discuss them with you as soon as possible so that we can act together to obtain extra support for your child.

STUDENT LEADERSHIP

We value the individual qualities that each child brings to the school and offer a range of experiences so that they can succeed and discover their strengths. A range of formal and informal opportunities is provided for children of all ages to develop and display their leadership skills.

STUDENT LEADER PROGRAM: Students in Year 6 participate in a formal leadership program involving weekly explicit teaching of leadership qualities and skills. They nominate for one of four Leadership Teams each term according to the skills they wish to improve. These Leadership Teams align with our school's four behaviour expectation areas: **Personal Best, Respect, Responsibility and Compassion**, with specific roles and responsibilities aligned to these areas. E.g. Personal Best team members develop and present roles plays of focus behaviours at assemblies; Responsibility Team members organise recycling activities etc. These students receive badges have a high profile around the school.

STUDENT COUNCIL: A Student Council, consisting of two students selected from each class (Years 2 - 6), meets regularly with the Principal to coordinate activities and provide feedback on school happenings.

SCHOOL CAPTAINS: All Year 6 students have the opportunity to campaign for election to be one of two School Captains. Students and staff, through a preferential voting system, elect these, following each candidate's presentation of a speech to the whole school. These students lead the Student Council and also represent the school at community events when required.

FACTION CAPTAINS: All Year 6 students are allocated roles as Faction Captains over the year. These captains change each term, with students required to assist during Sport sessions and lead their factions during sporting carnivals.

GREEN TEAM: Each term students (Years 1-6) can nominate to be part of the Green Team. These students oversee and lead specific sustainability and enterprise projects within the school such as: monitoring and caring for school chickens, collecting batteries, feeding worm farms etc.

GARDEN CLUB: Our school gardener involves early childhood student volunteers in a Garden Club, where they work on projects to enhance and beautify our school environment.

SCHOOL DEVELOPMENT DAYS FOR 2018

The School Board has endorsed the dates for our School Development Days for 2018. These days are set aside to allow school staff to be involved in professional learning and planning. There are six days set aside over the year. Students do not come to school on these days.

An additional half-day is scheduled for Thursday 12 April to allow staff to conduct parent interviews. Dates for 2018 are as follows:

Term 1	Monday 29 January and Tuesday 30 January Thursday 12 April from 12.00pm (Parent Interviews)
Term 2	Tuesday 5 June
Term 3	Monday 16 July
Term 4	Monday 8 October and Friday 14 December

SPECIALIST CLASSES

Students (P-6) receive lessons in speciality areas as follows:

- Visual Arts
- Performing Arts (Drama and Music)
- Digital Technologies
- Physical Education
- Languages (Japanese)

Specialist teachers, who have aptitude, training and skill in these areas, conduct these lessons.

See VISUAL ARTS, PERFORMING ARTS, DIGITAL TECHNOLOGIES, PHYSICAL EDUCATION, LANGUAGES

SPORTS EQUIPMENT

Children have access to sporting equipment whilst at school through the classroom allocation and sports shed distribution. It is strongly advised that personal equipment should not be brought to school to avoid loss or damage.

STUDENTS AT EDUCATIONAL RISK

Great care is exercised to implement developmentally appropriate activities in all areas of learning. However some children need specialised assistance in the way of an Individual Education Plan created by the teacher and school psychologist with input from the parent and child where appropriate.

SWIMMING LESSONS

In-term school swimming lessons take place once a year at the Bilgoman Pool in late Term 4 for students P-6. These lessons are considered a part of the child's education under the Health and Physical Education Program. Children are therefore expected to attend unless they are ill or injured. Parents are requested to supply a written note if this occurs.

Out of school swimming lessons e.g. Vacation Swimming Classes are offered during the September and January holidays. Parents will be given prior notice of the dates, forms and costs in the school newsletter.

TERM DATES FOR 2018

Term 1	Wednesday 31 January to Friday 13 April	11 Weeks
Term 2	Monday 30 April to Friday 29 June	9 Weeks
Term 3	Tuesday 17 July to Friday 21 September	10 Weeks
Term 4	Tuesday 9 October to Thursday 13 December	10 Weeks

TWILIGHT WALK

Each year in Term 4 the school conducts a Twilight Walk to showcase all of the opportunities available over the year at Sawyers Valley Primary School. Usually scheduled for around 4.00pm – 6.00pm families are invited to the school to view displays, performances and be involved in activities operating out of all of our school buildings and surrounds. New students enrolled for the following year are also invited to attend the event as it provides a great orientation to our school and its programs. The school provides a free sausage sizzle for all attendees.

UNIFORMS

See DRESS CODE.

Items in the designated school colours may be purchased from the School Uniform Shop that operates from the Bristol Building. Second hand school clothes will be available from the Uniform Shop when stock permits. Opening times and order forms for the Uniform Shop are available from the parent notice board in the wet area in the Middle Childhood Block. Changes to the opening times will be published in the school newsletter.

VISUAL ARTS

The school provides specialty classes for students (P-6) in Visual Arts as aligned with the *Western Australian Curriculum: The Arts*. A specialist teacher teaches lessons in a purpose built Art/Science facility. Students are encouraged to showcase their learning through a range of community programs, events and competitions. Student art works are displayed around the school and in the community.

See SPECIALIST CLASSES

WEBSITE

The school has a comprehensive website. Newsletters, parent information fact sheets and school policies are uploaded as they are developed or updated. Teachers contribute regularly, posting messages and information as required to provide information about school events. The website can be found at www.sawyersvalleyps.wa.edu.au.