Edgewater Primary School
AN INDEPENDENT PUBLIC SCHOOL

Aspire • Confidence • Respect

INFORMATION BOOKLET

2016
Welcome to Edgewater Primary School.

We look forward to providing a stimulating, caring and enriching environment for all students during 2016.

Our highly trained, caring staff are committed to working collaboratively together and with parents to provide a holistic education that allows each child to realise their potential.

As an Independent Public School, we seek to foster partnerships within our school community to enhance the quality of the education we provide, so our students can become responsible citizens who aspire to do their very best, with confidence and respect.

This Information Booklet provides details of the operational aspects of our school.

I trust you will find it a handy reference throughout 2016 as we look forward to a highly successful and rewarding year ahead.

Julie Tombs – Principal

OUR VISION

In a rapidly changing world, we are committed to creating an environment where students have the opportunity and desire to become aspirational, confident and respectful learners.

OUR BELIEFS

At Edgewater Primary School we believe:

- We are a learning community with the common goal of fostering the physical, emotional, social and cognitive domains of every child.
- All stakeholders share responsibility for learning by promoting the knowledge of the community and the well-being of all.
- Within the school environment everyone has the right to feel safe, secure and valued.
- Everyone has the right to engage in positive learning activities.
- All children have the right to learn and all teachers have the right to teach.
- All children learn and develop at different rates, and in different ways.
- Successful children and staff are aspirational, confident and respectful.
# EDGEWATER PRIMARY SCHOOL STAFF

## PRINCIPAL
Mrs Julie Tombs

## ASSOCIATE PRINCIPALS
Mrs Val Gray and Mr Brian Baily

## MANAGER OF CORPORATE SERVICES
Mrs Kathy Dean

## ADMINISTRATION OFFICERS
Mrs Marilyn Kelly & Mrs Vanessa Stables

## Teaching Staff

<table>
<thead>
<tr>
<th>Year</th>
<th>Room</th>
<th>Teachers</th>
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<tbody>
<tr>
<td>K1B/K1R</td>
<td>K1</td>
<td>Mrs Rose</td>
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<tr>
<td>K2G</td>
<td>K2</td>
<td>Mrs Norris</td>
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<tr>
<td>K/PP</td>
<td>K1/P1/P2</td>
<td>Mrs Forsythe</td>
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<tr>
<td>PP</td>
<td>P1</td>
<td>Mrs Radford</td>
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<tr>
<td>PP</td>
<td>P2</td>
<td>Miss Woolley</td>
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<td>PP/1</td>
<td>2</td>
<td>Mrs McGrath</td>
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<td>1</td>
<td>3</td>
<td>Mrs Pannell</td>
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<td>1</td>
<td>4</td>
<td>Mrs Lowe</td>
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<td>2</td>
<td>15</td>
<td>Mrs Lindsay &amp; Mrs Milentis</td>
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<td>2</td>
<td>11</td>
<td>Mrs Bruce</td>
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<td>3</td>
<td>12</td>
<td>Mrs Rubidge</td>
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<td>2/3</td>
<td>16</td>
<td>Ms Hill</td>
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<tr>
<td>3/4</td>
<td>6</td>
<td>Mrs Ward</td>
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<td>4</td>
<td>9</td>
<td>Mrs Sugg &amp; Miss Smith</td>
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<td>5</td>
<td>8</td>
<td>Mrs Baily</td>
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<td>5</td>
<td>7</td>
<td>Mrs Grant</td>
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<td>6</td>
<td>5</td>
<td>Mr Butt</td>
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## Education Assistants

<table>
<thead>
<tr>
<th>Teachers</th>
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<tbody>
<tr>
<td>Mrs Bock</td>
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<tr>
<td>Mrs Giacobino</td>
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<tr>
<td>Mrs Higgins</td>
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<tr>
<td>Mrs Knights</td>
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<td>Mrs Latham</td>
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<tr>
<td>Mrs Lock</td>
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<td>Mrs Neivandt</td>
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<tr>
<td>Mrs Nock</td>
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<tr>
<td>Mrs Pryce</td>
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<tr>
<td>Mrs Vanderweil</td>
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<td>Mrs Russell</td>
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## Support & Specialist Teaching Staff

<table>
<thead>
<tr>
<th>Art</th>
<th>Mrs Abbott</th>
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<tbody>
<tr>
<td>Music</td>
<td>Mr Hadzic</td>
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<tr>
<td>Phys Ed</td>
<td>Mr Grey</td>
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<tr>
<td>LOTE</td>
<td>Dr Law</td>
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## Psychologist
Mrs Mollett

## Chaplain
Mrs Ingham

## Library
Mrs Sandercott
Mrs Jones

## Gardener
Mr Langley

## Head Cleaner
Mrs Dimoska

## Cleaners
Mrs Pearman
Mrs Martinez

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## SCHOOL BOARD

<table>
<thead>
<tr>
<th>Chairperson</th>
<th>Simon Young</th>
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<tbody>
<tr>
<td>Principal</td>
<td>Julie Tombs</td>
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</tbody>
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### Parent Representatives
- Larriisa Dodsworth
- Kylie McCullough
- Susan McInnes

### Staff Representatives
- Gail Baily
- Sue Sugg

### Community Representative
- John Ingham
SCHOOL TERMS

| SEMESTER 1          | Term 1 - Monday 1 February | - | Friday 8 April  
|---------------------|----------------------------|---|-----------------  
| Term 2 - Tuesday 26 April | -                          | Friday 1 July  
| SEMESTER 2          | Term 3 - Monday 18 July    | - | Friday 23 September  
| Term 4 - Monday 10 October | -                          | Thursday 15 December  

PROFESSIONAL LEARNING DAYS

| Term 1 - Friday 4 March | Term 3 - Friday 12 August  
| Term 2 - Friday 3 June | Term 4 - Friday 4 November  

PUBLIC HOLIDAYS

| Labour Day | Monday 7 March | Easter Tuesday | Tuesday 29 March  
| Good Friday | Friday 25 March | ANZAC Day | Monday 25 April  
| Easter Monday | Monday 28 March | Western Australia Day | Monday 6 June  

SCHOOL TIMES

| Commencement | 8.45am | Lunch | 12.35pm – 1:20pm  
| Recess       | 10.45am – 11.05am | Finish | 3.00pm  

[See Early Childhood Centre Information Booklet for their times]

Students are expected to arrive at school between 8:25am and 8:40am. They are required to sit quietly outside their classroom until the teacher opens the classroom door at 8:30am.

A student is not permitted to leave the school grounds during school hours without prior permission.

THE SCHOOL CREED

This is our school, Let peace dwell here  
Let the rooms be full of contentment  
Let love abide here.  
Love of mankind, Love of life itself  
And love of God.  
Let us remember, that as many hands build a house  
So many hearts make a school.
Absences
Under Department of Education Regulations, the only acceptable reasons for absence from school are illness or associated appointments. The explanation for an absence must be received from the parent/carer within 3 days of the absence and could take the form of an email, a written note, online absentee form, face to face or a phone call.

The Principal does not have the authority to approve absences for holidays, etc. An absence of this nature is the responsibility of the parent and is viewed as a parent condoned absence and will be recorded as such. All non-attendance by students will be viewed as critical when it begins to impact on the learning, health and well-being outcomes of the student. Please advise the Principal in writing if you will be taking your child out of school for an extended period, or if your child is leaving the school.

Accidents/Sick Children
Parents are to ensure that their phone numbers and the phone numbers of emergency contacts are kept up to date as they will be contacted in the case of an emergency, accident, or sickness at school. It is preferable for children to be aware of those people who are listed as their emergency care, particularly for occasions when they may need to be picked up from school. As facilities at school are very limited in catering for sick children, parents are requested to make a fair judgement on mornings when children genuinely complain of feeling unwell. Those children who are genuinely ill should be kept at home for the health and well-being of themselves and others.

Allergies
Parents are asked to ensure that all current information regarding allergies and conditions which require emergency care and procedures is provided to the office for inclusion in the school’s records. A passport size photo is also required for emergency identification should children fall into this category. This accompanies an emergency care plan along with any required medication.

App for Smartphones
The school as an app called Updat-ed which can be downloaded from the App Store or Google Play. Having the app on your smartphone ensures that you stay up-to-date with important information that you need in a timely way.

Assemblies/Ceremonies
Traditions that are linked to our Australian culture will be a feature of our fortnightly assemblies and ceremonies throughout the year. Each class has an opportunity to host an assembly and present an item of interest. The Australian National Anthem will be sung at all assemblies. The Lord’s Prayer will be part of our special Christmas and Easter assemblies and an annual ANZAC ceremony will be held at the end of term one or the beginning of term two. A Welcome to Country or an acknowledgement of traditional ownership will precede a number of our more formal ceremonies. Other cultural celebrations will also be part of our assembly/ceremony formats.

School assemblies which are held fortnightly on a Friday morning are hosted in turn by each class. The assembly commences at 8.45am in the undercover area and the dates are on the school website calendar. Parents, relatives and friends are always welcome to attend any assembly and not just when their child’s class is hosting the assembly or their child is receiving an award.

Attendance
Students turning five years of age after July 1 of that year are required to attend an educational institution every school day unless sick. Every absence, even if for a half day, must be explained with a note to the classroom teacher.

Kindergarten - If the child turns four years of age after 1 July of that year.
Kindergarten students attend two full days and one half day per week.

Pre-primary - If they turn five years of age after 1 July of that year.
Pre-primary students attend full time.

Bicycles
Students from Years 4-6 are permitted to ride bikes to school. For safety reasons bikes are not to be ridden in the school grounds. They must be wheeled and placed in and taken from the bike racks. Failure to observe this rule may result in the bike being banned from the school grounds for a specific period. Bikes should be secured to prevent theft. Students riding bikes to school are required to wear a bike helmet by law.

Scooters and skateboards are not to be brought on to the school grounds. Please Note: We ask students up to and including Year 3 that they should not ride bikes to school. The Road Safety Council advises that they do not have the road sense to protect themselves or judge distances effectively.
Canteen
The Parents & Citizen’s Association (P&C) operates the school canteen. The canteen staff prepare and dispense food that is nutritional and appetising. Our canteen adheres to the government’s Healthy Choices policy and follows the Traffic Light program. It is staffed by our Canteen Manager, with the support of several volunteers. The viability of the canteen hinges to a large extent on the number of volunteers that come forward to help and the volume of lunches ordered. If you are able to help out at any time please contact the canteen on 9405 3528 or the school office on 9405 4007 and remember to purchase from our canteen whenever possible. Currently students can order their lunch at the canteen on Tuesdays, Wednesdays, Thursdays and Fridays.

To order, please
- Write name and room number on an envelope or order bag [available from canteen].
- Record items as listed on the menu on the envelope/bag.
- Enclose payment [correct amount is preferable].
- Orders are to be taken to the Canteen before the first siren of the day - 8:40am.
- Alternatively, lunches can be ordered online through the school’s website or from www.ouronlinecanteen.com.au.

Copies of the Canteen Menu are sent home regularly and are available from the school office, the canteen, or downloaded from our website.

Camp – Year 6
This year the Year 6 group will participate in a Camp from 8 – 11 March. The Year 6 teacher will communicate with parents of these students early in the year to advise the camp programme. Costs have been indicated on the Contributions and Charges information sheet available on our website.

Chaplain
The Chaplaincy program runs two days a week and is partially funded by the school. The School Chaplain works within the school as a caring adult, building relationships with students, families and staff. They offer pastoral care and provide practical help to teaching and administrative staff. The Chaplain is able to provide links between schools and welfare and community based services. Parents/carers can access these if required by contacting the school office. The Chaplain has a presence in the playground as well as classrooms.

Contact Details
It is vital that family records, especially contact details, are kept up-to-date, so that should a child become ill, get injured or an emergency arises, contact can be made. Please advise the school immediately if personal details change – [i.e. change of address, telephone numbers - home, work, mobile etc.] Forms are available from the office and the school’s website to enable you to update student information.

THIS IS PARTICULARLY IMPORTANT IN RESPECT TO DAYTIME CONTACT PHONE NUMBERS AND YOUR EMERGENCY CONTACT

Remember, if your child is sick or injured at school we will need to contact you and consequently correct details are essential.

Contact with Teachers
The school encourages open communication between home and school. Parents are invited to contact the school if they have concerns or to seek information. Concerns relating specifically to your child should be initially directed to your child’s teacher. Issues relating to the school generally should be directed to the Principal or Associate Principals.

Computers/ICT
The school has two computer labs of up-to-date computers connected to the Department of Education’s high speed network. Students receive instruction in computer skills and this year all of our students from pre-primary to Year 6 will have an opportunity to be involved in computer coding sessions.

Contributions
The Education Act (1999) specifies guidelines with regard to school contributions and charges and a detailed explanation of these are sent to parents separately during Term 4 for the following year. A copy is also available on our website throughout the year.

The school receives an annual grant from the Department of Education which is used for the basic needs of the school. Further funds to provide extra facilities and resources are provided by the P&C, specific fundraising events and from parents via the P&C Contribution.
The annual parental voluntary contribution that has been set by the School Board is as follows is $60 per child from Kindergarten to Year 6.

School voluntary contributions are used essentially to purchase non-consumable text books for student use. Parents/carers are urged to pay their contributions with the Personal Items list or at the school office as early as possible each year. In case of financial hardship, please do not hesitate to contact the Principal to discuss alternative arrangements.

Voluntary Contributions and P&C Contributions can be paid at the office but all other money [unless otherwise advised] must be handed to the child’s class teacher.

School Voluntary Contributions can also be paid via bpay. Use pay anybody - recipient is Edgewater Primary School - BSB 016 261 - Account 340968448 - Narration (child's name) - amount.

Please email Kathy.Dean@education.wa.edu.au when the transaction is complete.

P&C Voluntary Contributions are $40.00 per family or $10.00 per term.

**Dental Clinic**

The Dental Clinic operates from Beldon Primary School and with parental permission, the Clinic carries out normal dental procedures needed for student’s dental care at no cost. Parents are notified of appointment times through the school and are responsible for transport. The Clinic’s phone number is 9307 1425 and parents are requested to contact the clinic staff if an appointment cannot be kept.

**Dogs on School Grounds**

Dogs are not permitted anywhere on the school grounds at any time for health and safety reasons, even if on a lead. This includes the oval and also applies to dogs on leashes. Guide dogs are excepted.

**Excursions**

From time to time the school offers a program of excursions and visits of educational interest to support class programs. These are an important part of a student’s education and it is hoped that all those who are invited will be able to participate. Transport is usually by bus which must be fully registered, licensed and have seat belts fitted. Full details of excursions will be provided in a note from class teachers.

**Excursion Costs**

Please make payments by the due date as given in the excursion note. Refunds can only be made on entry costs where this is possible. Bus costs are calculated on the whole class/group attending and booked in advance, therefore they cannot be refunded.

**Factions**

There are four school factions:

- Batavia [blue]
- Challenger [gold]
- Leeuwin [green]
- Parmelia [red]

Students are placed in a faction for the purpose of competitive endeavour in various sporting activities. Siblings will be allocated to the same faction. Faction T-shirts can be worn on sport days and are available from the uniform shop.

**First School Morning**

For new students who arrive during the year, one of the administration staff will take them to the classroom and introduce them to the class teacher.

**Head Lice (Pediculosis)**

Parents will be advised should their child be found to have head lice during the day. Children may return to school once treatment has occurred and there are no remaining live nits or lice. Preventative weekly shampoos will assist in keeping this problem to a minimum. Successful treatment/prevention can also occur by combing conditioner through hair regularly. Information brochures are available from the Department of Health WA website – www.health.wa.gov.au.

**Homework**

The key value of homework lies in its potential to develop sound home study habits and to reinforce what the student has learnt at school.

The school has a policy of regular homework for primary students (PP-Y6), but it is the parents’/carers’ responsibility to ensure that the work is completed. Parent/Teacher contact may be necessary if a child regularly fails to submit any set homework.

Students may be given homework each Monday to Thursday as follows:

- PP-Year 1 5-10 mins  Home reading;
- Years 2-3 10-15 mins  Reading with an occasional set activity;
- Years 4-5 20-30 mins  Reading and set or other activities;
Homework may be (but not limited to):
- Home reading;
- Set daily or weekly activities;
- Activities not completed in class that can be completed at home;
- Projects or larger activities with a due date given.

*NB Homework should be a regular work time, not a time of challenge. If problems arise please make contact with your child’s teacher.

**Immunisation**
Joondalup Immunisation clinics operate in the City of Joondalup and parents are notified of impending inoculation of students.

**Infectious Diseases**
Students are required to be absent from school for the duration of any infectious period. Health Department regulations on the exclusion from school for specific infections may be obtained from the Department of Health WA website – www.health.wa.gov.au. The following infections require children to be excluded:

<table>
<thead>
<tr>
<th>Chicken Pox</th>
<th>Influenza</th>
<th>Mumps</th>
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<tr>
<td>Ringwork</td>
<td>Rubella</td>
<td>School Sores</td>
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<tr>
<td>Conjunctivitis</td>
<td>Measles</td>
<td>Whooping Cough</td>
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Measles cases also require exclusion of any non-immunised children from school. Immunization is strongly recommended. Information brochures providing further details are available from the Department of Health WA website – www.health.wa.gov.au

**Languages**
The language taught at Edgewater is Chinese (Mandarin) in a weekly lesson by a trained specialist language teacher. Year 4 and 5 students will be involved this year.

**Late to School**
If children are late to class, parents/carers are to bring them to the office and complete a Student Late to School note. The parent/carer is then to take the child with the note to the classroom.

**Library Resource Centre**
Our Library Officer manages the fully automated Library Resource Centre. Children are able to borrow one or two books each week (according to year level) if they have a library bag to ensure the books are protected. Parents/carers are asked to encourage children to return books on time as the cost of replacement of lost or damaged books is passed on to the family concerned.

**Lost Property**
All clothing items found are put in the Lost Property containers located opposite the library. Students and parents are free to check these at any time. Other lost items such as glasses, keys etc. are retained in the office. Items marked with a student’s name are returned to them. Items not claimed at the end of each term will be either sold by the P&C through the second hand shop or given to a local charity. There are many unclaimed items at the end of each term so it is important to label your children’s clothes – especially jumpers, hats and track pants.

**Lunch**
For the first ten minutes of the lunch break all students are required to eat their lunch in or near their classroom under teacher supervision. Students are not to share lunches or food items for health reasons.
If a student has a medical condition that may require attention, a Medical Action Plan is formulated at the beginning of each year. Please advise the school office if you believe your child requires a Medical Action Plan or if the current plan needs to be altered.

**Medication**
A request to administer medication to students requires consultation with the school. For students with medical conditions that require a Medical Action Plan – i.e. asthma, major allergy, regular medication parents/carers are asked to contact the office so that a plan can be generated. Parents/carers are required to complete the plan and return it to the school office. No medication will be administered without a Medical Action Plan being completed and no medication should be sent to school with a student or be kept in a student’s bag. For a student who requires medication on a short term basis, parents should to contact the office to
complete an Administration of Medication form. Medication is kept in the administration area and is administered by the Principal, Associate Principals or a designated staff member.

**Merit Certificates**

Merit Certificates are awarded to students by teachers for a variety of achievements, both academic and non-academic.

The Certificates are presented at the fortnightly Friday assembly. Parents/carers are advised when their child is to receive a certificate and are invited to attend and join with the rest of the school in congratulating them.

**Mobile Phones and Other Electronic Devices**

While it is understandable that some parents provide mobile phones to their children for safety or other reasons, we must protect the safety of all students in our care and the maintenance of good order in our schools. Not only is mobile phone use disruptive, using cameras [still and video] to film people and their activities without their knowledge and/or permission is an invasion of privacy and will not be allowed. This also applies to MP3s; i Pods and other electronic devices which must not be brought to school.

Parents who feel that their child should have a mobile phone at school are firstly required to provide a written note to the Principal requesting the above. Students are then required to leave their mobile phones at the office as soon as they arrive at school and collect them from the office at the end of the day. If parents wish to contact their child during the day they can leave a message through the school office.

Students who do not follow these procedures will have their mobile phone confiscated and parents will be notified.

**Money**

All money sent to the school should be in an envelope with the child’s name, room number and what the money is for clearly indicated on the front. Payment can also be made direct to the school bank account using the details opposite. Please quote *Student name, Room, Excursion Name* as the reference.

**Music/Choir**

Music lessons are provided to all students from pre-primary to Year 6 by specialist music teacher. The school has established junior and senior choirs for selected students who from time to time perform at outside venues.

**Newsletters**

The fortnightly school newsletter is uploaded to the school website every second Friday. Please ensure that we have your up-to-date email address on our system so that we can email you an alert with links to our current newsletter. The newsletter is also available from our app.

**No Hat, No Play**

Students will not be permitted in the sun without wearing an approved school hat. They will be required to remain in the undercover area. An approved school hat is required to participate in all Phys Ed lessons and sport. Approved school hats are of the wide-brimmed or bucket or Legionnaires style in royal blue. Bucket hats are available from our uniform supplier – Uniform Concepts 3/86 Winton Road Joondalup. See details under Uniforms.

**Office Opening Hours**

The school office is open Monday to Friday from 7:30am to 3:30pm during the term, except for public holidays.

**Out of School Care**

Edgewater After School Care provide out of school care (mornings and afternoons) for our students. Details can be obtained from the office.

**P&C Association**

Edgewater has a strong and active P&C Association. Its functions are to:

- represent parents/community on school decision making groups
- encourage parents to participate in developing the school’s educational policy
- develop parent participation in the school
- be the forum for parents to discuss issues pertaining to the school and community for gathering opinion
- promote and support communication and cooperation within the school community and to bring educational matters to the attention of the wider community.
- provide extra amenities for the benefit of students.

*(WACSSO P&C Handbook)*
Note: The P&C Voluntary Contribution has been set at $40 per family – or $10 per family per term from Kindergarten to Year 6.

**Parent Involvement**
Consistent, positive parental interest and involvement has a beneficial effect on students’ learning and behaviour. Parent help is welcomed in such areas as: Reading, Writing, Art/Craft, Maths, Science, Library, Excursions and Sport. Please ask your child’s teacher, or enquire at the school office, for further details. It should be remembered that parent helpers must observe confidentiality at all times and any concerns should be raised with the teacher or Principal.

**Parking**
The utmost care is needed when setting down students in the morning and especially when picking them up after school. Wet and very hot weather tends to increase congestion and inconsiderate parking. This in turn increases the risk of an accident.

The school has a Kiss and Drive Zone and marked parking bays. When using these always look out for students. Please do not park or stand in the Kiss and Drive zone as it is a flow through zone, designed to limit congestion and move traffic in an orderly fashion at the beginning and end of the school day. Remember, the school zone has a 40kph limit. There are also marked parking bays at the top of the school in Kestrel Mews.

**The staff car parks must not be used for picking up and setting down students, or for changing direction on Treetop Avenue. Please use the roundabouts at Outlook Drive and Pioneer Drive for this purpose. Students are not permitted to walk through either of the car parks.**

Parents/carers are urged to exercise common sense, patience and consideration for the safety of all students.

**Personal Use Items**
Although the Department of Education supplies books and materials for students, some stationery and personal items are the responsibility of parents. At the end of each year students are given a list of requirements for the following year. Parents are encouraged to participate in the school’s bulk order process to ensure that items are of consistent quality and type. Naturally, parents are free to purchase the requirements from other sources if they so choose.

Throughout the school year it may be necessary to replenish supplies. Teachers will advise parents/carers when this is necessary.

A copy of the Personal Items list can be downloaded from our website.

**Physical Education**
All students from Pre-primary to Y6 participate in a weekly hour long physical education lesson provided by a specialist teacher. An approved school hat is required for all physical education lessons.

**Pick Up Delays**
Please advise your child to come to the school office if you do not arrive to do a scheduled pick-up at the end of the day. We will then endeavour to phone either the parents/carers or the emergency contact. The school office will make every effort to get a message to children, but we cannot guarantee this, particularly if parents are phoning towards the end of the day.

**Play Equipment**
For safety reasons students are not permitted to play on any outdoor playground equipment before or after school as teacher supervision is unavailable in these areas. This also applies to children whose parents may be present - as often unsupervised students will want to join in, compromising our duty of care.

**Playground Duty**
An adequate number of staff are rostered on playground duty during recess and lunch to provide supervision of students. Whilst on duty they wear hi-vis vests so that they easily identified. Students are encourage to report any problems to the teacher on duty if challenges arise.

**Psychologist**
A school psychologist is available for consultation. The psychologist’s role is to assist students who would benefit from academic, behavioural or emotional support. The school and/or the parents may refer such students to the school psychologist. This can be done by making contact with your child’s teacher in the first instance. Usually a meeting is then arranged between the parent/s, the school and the school psychologist to decide what sort of support is required.

The Department of Education has Educational Support Units/Centres and Language Development Centres for students with significant learning or language difficulties or disabilities. The school psychologist recommends such students for placement in these centres. Students with lesser challenges are catered for within the regular classroom.
**Reporting to Parents**

The school uses a reporting system that is both informative and helpful to parents. This involves a combination of written reports, an open night and parent/teacher interviews. Two written reports are provided each year - one at the end of each semester. By far the best method of reporting to parents is through face-to-face discussion. This can be done by contacting the office or the teacher directly to make an appointment for an interview. Parents are urged to also make personal informal contact with their child’s teacher regularly during the year and especially if there is a problem of any kind. Alternatively, teachers will contact parents if they wish to discuss a student’s progress.

**Safety House Scheme**

There is a well-established scheme in Edgewater whose objective is to act primarily as a deterrent to undesirable people coming into the area and approaching children whilst they are in transit to and from school. The Safety House Scheme identifies houses that are available for students to use if they feel unsafe whilst walking to or from school. The scheme always needs new Safety Houses. Please contact the school office for further information or to check your eligibility to participate.

**School Board**

Independent Public Schools (IPS) are required to have an effective school board that includes community and business representation. The Principal is responsible for the educational leadership and operational management of the school. To maximise the input of the school board in developing policies, the Principal seeks advice and receives recommendations from the board. The Edgewater Primary School Board consists of the following: Principal; two elected teaching staff representatives; four elected parent representatives; and two community representatives appointed by the board.

**School Grounds**

After school hours, during weekends and on school holidays, no person is permitted on the school property without prior permission from the Principal. The Principal, or members of staff and Department of Education Security Officers, have the right to request people to leave the school grounds. Failure to comply could result in a prosecution for trespassing.

*Parents/carers are asked to ensure that students do not come on to the school grounds out of hours.* The school oval is excepted; however, *bikes, dogs and golf are not permitted on the oval.*

**School Nurse**

The school is serviced by nurses from Health Department. A School Nurse is available for routine testing and conducts health assessments of pre-primary students.

**School Photos**

All students will be photographed by our nominated school photography company. No-obligation package deals are sent home to parents/carers at the appropriate time.

**School Rules**

The school rules are kept to a minimum and reflect the school’s Supporting Positive Student Behaviour policy. The following are for the benefit and safety of all children and parental cooperation is requested and appreciated. Students will:

- Always behave in a courteous and respectful manner towards ALL OTHERS in the school community.
- Always move around the school during class time in a quiet and orderly manner.
- Only leave the school grounds during school hours with the permission of the school.
- Show respect for their own and other people’s property.
- Be expected to find non-physical solutions if disagreements occur.
- Stay out of the classroom if a teacher is not in the room.
- Wear hats in the sun at all times.
- Stay within their designated play areas and the school boundaries.

**Security - School Watch**

The school is equipped with a 24 hour monitoring system and mobile security guards make frequent visits to the school out of hours. The Department of Education has installed a Freecall 1800 service as part of the School.
Watch Program. This service is available throughout the state to members of the community who may witness suspicious activity occurring around schools after hours. For details see the last page of this booklet.

**Signing Out**
A student’s parent/carer must report to the office to provide details on a Sign Out slip together with the booklet kept at the front desk before a student is permitted to leave the school grounds. This is for the safety and protection of our students. The slip is to be signed by administration office staff and must be handed to the class teacher before leaving the school grounds. If collecting a student during recess or lunchtime, the pink slip must be handed to the duty teacher.

**Smoking**
All public schools are Smoke Free Zones and smoking is not permitted anywhere in the school grounds, including the oval. Your cooperation in protecting the health of our students and staff is appreciated.

**Special School Programmes**
The Department of Education arranges Primary Extension & Challenge (PEAC) programs designed to cater for students in Years 5-6 who are identified as gifted and talented from state-wide testing in Year 4. These courses are held off-site and coordinated by the Balcatta PEAC Centre. Their website is www.westcoastpeac.com.au and there is a link to it from the school’s website. Parents of students who have been identified will receive information from the school as to what courses are available and details on how to enrol. An Early Years’ Extension Programme, also delivered by the PEAC staff, is available to selected students. We are also fortunate to have available lessons in both the clarinet and the classical guitar provided by the Department of Education’s School of Instrumental Music (SIM). Students are chosen for these lessons following a rigorous identification programme.

**Sports and Faction Athletics Carnival**
The school encourages physical exercise and participation in sporting activities, not only within the school, but also at the interschool level. Each year the school holds an Athletics Carnival with the date clearly indicated on our website. Parents and families are welcome to attend and support their child[ren] and their faction. It has become traditional for parents to bring a picnic lunch to share with their children. The school canteen also provides a wide variety of food and beverage items for purchase. During the year many of our students participate in interschool athletics, cross country carnivals, and interschool sports.

**Student Assessment and Evaluation**
This is an ongoing process that will involve both the child and the parent. It will take a variety of forms and will be both formal and informal. Further details regarding the reporting process will be provided throughout the year in consultation with parents.

**Student Banking - Commonwealth Youth Saver Accounts**
Information on student banking is available from the school office. Students with Commonwealth Youth Saver/Dollarmites Accounts can bank before school on any day from 8.15 – 8:40 am.

**Student Council and Faction Captains**
Following a nomination and voting procedure, students are elected to the student council or as faction captains.

**Student Leadership**
We are currently in the process of developing a strong student leadership programme which will ultimately be available to all students from Year 3. The model will ensure that students develop leadership skills that will assist them in the future.

**Swimming Lessons**
During the course of the year all students from Pre-primary-Year 6 are given the opportunity to participate in a series of Department of Education In-Term Swimming lessons. The timing of these lessons varies from year to year and information is provided via the school newsletter. There are associated costs for bus transport and pool entry, but there is no charge for the lessons.

**Telephone Messages**
In a large school, personal telephone calls and messages for students can tie up the precious time of office staff. Please limit such calls to emergency situations only.

**Term Planner**
A term planner is available on our website, including week by week events. This is constantly updated to ensure that it accurately reflects all school events.
Transfers to and from other Schools

When a child transfers from one school to another, an admission card must be completed at the new school. The admitting school advises the former school when admission has been effected. However, parents are asked to notify both schools well in advance where it is possible to do so. The student’s workbooks and personal effects should be collected and taken to the new school. Please ensure that such items as reading books and library books that belong to the former school are returned. Student records are sent directly to the new school.

Uniforms

Edgewater Primary School has a School Dress Code Policy which has been established in consultation with staff and parent representatives. This code is strongly supported by the School Board and Parents and Citizens’ (P&C) Association. The school’s uniform colours are gold and royal blue. We encourage the wearing of the uniform by all students at all times. School hats are compulsory when playing outdoors in accordance with our ‘No hat, No play’ school rule. Students who are not wearing a hat must remain in a designated shaded area.

The School’s Dress Code Policy is available from our school website and a comprehensive information sheet is available from the school office giving details of the uniform requirements and purchasing arrangements through Uniform Concepts.

Second hand uniforms are also available for a gold coin donation. As price list is available on our website.

Parents should remind their children that school hats or caps must be worn at all times during the year. Please note that sun visors are not suitable.

Please ensure that each item of children’s clothing and other property brought to school is clearly marked so that items can be easily identified if mislaid.

Visitors

All visitors to the school are required to complete the Visitors’ Book in the office and receive an identification badge. Parents/carers coming onto school grounds between 9:00am and 2:30pm are to also report to the school office to sign in and obtain an identification badge before moving around the school. This is an important security measure, especially in cases where there is an emergency evacuation.

Visual Arts

Visual Arts lessons are provided for all students from pre-primary to Year 6 by specialist teacher.

PRE-PRIMARY AND KINDERGARTEN INFORMATION

Please refer to the Early Childhood Centre Information Booklet for Pre-primary and Kindergarten details that is available from the office or on the school’s website.

The School Watch Freecall number is 1800 177 777
Police Assistance number is 13 14 44

Getting Involved - Parents As Partners

Involvement in school by parents and carers helps children achieve the best possible learning outcomes. At Edgewater we encourage you to participate in school life, both formally and informally, through the Parents and Citizens’ Association, the School Board, helping in the classroom or volunteering.

The students and staff enjoy the company of parents and friends at school assemblies, sports days, open days/nights, musical events as well as other activities. Your involvement in these activities helps students feel positive about themselves, our school and their place within our school community.