Edgewater Primary School
AN INDEPENDENT PUBLIC SCHOOL

Aspire                  Confidence                  Respect

INFORMATION BOOK

2015

Treetop Avenue Edgewater 6027
Telephone: 9405 4007  Fax: 9405 3700
Email: Edgewater.Ps@education.wa.edu.au
Website: www.edgewaterps.wa.edu.au
PRINCIPAL’S INTRODUCTION

Edgewater Primary School offers a broadly based curriculum with an emphasis on the care and development of the individual. The school aims to provide, within a happy, caring and stimulating environment, a learning situation which ensures that children gain the maximum benefit from their schooling.

This year we have approximately 350 full time primary and 60 kindergarten students. As we move forward in 2015 I am sure you will join school staff in working together to ensure that every Edgewater Primary School student is happy, successful and an appreciated member of our school.

JULIE TOMBS
PRINCIPAL

SCHOOL CREST AND MOTTO

Our school crest represents numerous ideals. We hope that everyone connected with the school will make an effort to live up to them. The design incorporates the following features:
- The cliffs and water associated with Edgewater.
- Book of learning.
- Rays inward representing the source of light and life.
- Rays outward representing the influence of the school.
- People caring and learning - returning into the community.
- Most importantly of all, people caring about - each other, their environment, the community and themselves.

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.

THE SCHOOL CREED

This is our School
Let peace dwell here
Let the rooms be full of contentment
Let love abide here.
Love of one another
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

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 teachers 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 2014**

### PRINCIPAL
Mrs Julie Tombs

### ASSOCIATE PRINCIPALS
- Mrs Val Gray
- Mr Brian Baily

### REGISTRAR
Mrs Kathy Dean

### ADMINISTRATION OFFICER
Mrs Marilyn Kelly

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<tr>
<th>Teaching Staff</th>
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<td>Mrs Lindsay &amp; Mrs Milentis</td>
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<td>Ms Hill</td>
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<td>Mrs Radford</td>
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<td>Mrs Rose</td>
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<td>Mrs Norris</td>
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<td>Mrs Forsythe</td>
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<td>Mrs Abbott</td>
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<td>Mr Christman</td>
<td>Music</td>
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<td>Mr Grey</td>
<td>Phys Ed</td>
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<td>Dr Law</td>
<td>LOTE</td>
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<th>Non-Teaching Staff</th>
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<td>Mrs Ingham</td>
<td>Chaplain</td>
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<td>Mrs Sandercott</td>
<td>Library Officer</td>
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<td>Mrs Jones</td>
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<td>Mr Langley</td>
<td>Gardener</td>
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<td>Mrs Dimoska</td>
<td>Head Cleaner</td>
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<td>Mrs Pearman</td>
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<td>Mrs Martinez</td>
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SCHOOL TERMS

SEMESTER 1
Term 1 - Monday 2 February - Thursday 2 April
Term 2 - Monday 20 April - Friday 3 July

SEMESTER 2
Term 3 - Monday 20 July - Friday 25 September
Term 4 - Monday 12 October - Thursday 17 December

PROFESSIONAL LEARNING DAYS

Term 1 - Friday 27 February
Term 2 - Friday 29 May
Term 4 - Monday 26 October

PUBLIC HOLIDAYS 2015

Labour Day - Monday 2 March
Good Friday - Friday 3 April
ANZAC Day - Monday 27 April

West Australia Day - Monday 1 June
Queen’s Birthday - Monday 28 September

SCHOOL HOURS

[See Kindergarten Information Booklet for their times]

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

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

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

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

Signing Out
A student’s parent/carer must report to the office to provide details on a pink 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 pink 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.

PRE-PRIMARY AND KINDERGARTEN INFORMATION

Please refer to the Pre-Primary and Kindergarten Information Booklet that is available from the office or the school’s website.
PRIMARY INFORMATION

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 is not compulsory; however, children are strongly encouraged to attend.

- **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.

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.

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.

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.

**The Uniform Shop is currently open weekly on Thursday at 8:30am.**

New families and emergency sales are available by contacting the uniform coordinator whose details are available from the office or email edgewateruniformshop@hotmail.com. 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.
STUDENT PERSONAL 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.

SCHOOL FINANCES

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 Council is as follows:
- Pre-Primary-Year 6 - $50 per child per year
- Kindergarten - $60 per child per year
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.

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.

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.

SCHOOL RULES

The school rules are kept to a minimum and reflect the school’s Managing Student Behaviour policy. A brochure is available from the office or the school’s website.
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.
SCHOOL POLICY BROCHURES

The school has information regarding its policies in relation to many aspects of its operations. These are given to new parents and are available as required. They have also been uploaded to the school’s website.

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.

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 all primary students, 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;
- Year 6    30-40 mins  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.

SPECIAL SCHOOL PROGRAMS

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.

SCHOOL 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.

**LIBRARY RESOURCE CENTRE**

Our Library Officer manages the school’s 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.

**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.

**PARENT INVOLVEMENT**

**At School**
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.

**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.

**Newsletter**
Our Newsletter is compiled every second Friday and is the main source of information about what is happening in and around the school. The newsletter will be emailed to parents who have given the school office their email address. *Newsletters and other important information can also be found on the school website: www.edgewaterps.wa.edu.au*. If you do not have access to the internet or an email account, a small quantity of newsletters are printed which can be obtained from the office.

**Parents & Citizens’ Association**
The school has an active P&C. It plays a very important role in the school’s affairs, not only in its traditional role of fundraising, but also in heightening parents’ involvement and knowledge in relation to their child’s education.

**P&C Voluntary Contributions are $40.00 per family per year.**

All parents are encouraged to attend P&C meetings which are held each term. The dates of the meetings are advertised in the school newsletter and on the school website calendar. Those who attend or present apologies receive copies of the meeting minutes and reports copies of which are also available on request from the school office.

**School Board**
As an Independent Public School (IPS), we are required to have an effective School Board that includes staff, parents, community and business representatives. The School Board will begin its official operations as of Term 2, 2015. A transitional School Council will continue to operate until that time. The School Board is the statutory decision-making group for the school. It is comprised of four elected parents, two community representatives, two elected teaching staff representatives and the Principal. The School Board’s primary function is to actively promote the objectives and interests of the school community. Any person connected with the school should
not hesitate to contact a member of the Board to discuss any issues of concern. Please contact the office for the names of the members.

**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.

**GENERAL INFORMATION**

**Absences**
Under Department of Education Regulations, the only acceptable reasons for absence from school are illness or associated appointments. A written note is required for every absence and forms are available from the office. Telephoned advice is acceptable and an Absentee Form is available on the school website.

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.

**Assemblies/Ceremonies**
Traditions that are linked to our Australian culture will be a feature of our assemblies and ceremonies throughout the year. 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.

**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.

**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.
Student Health and Well-being

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.**

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.

The school normally deals with minor injuries or illnesses that occur during the day. With more serious or continuing illness or injury, every endeavour is made to contact parents to arrange for a student to be collected from school. If this proves impossible, then at the school’s discretion the student may be taken to a doctor or a hospital. Please keep parent/carer contact details current.

Children suffering from infectious diseases are excluded from school in accordance with Public Health Regulations. Details of the exclusion periods can be obtained by phoning the school office.

A School Nurse is available for routine testing and conducts health assessments of pre-primary students.

Pediculosis [hair nits] is an annoying infestation that occurs in most schools from time to time. Please notify the school immediately if you discover them in your child’s hair. Students are excluded from school until treatment is affected.

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

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.

School Chaplain

The Chaplaincy program runs one day 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.

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.

Student Banking - Commonwealth Youth Saver Accounts

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

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.
Canteen
The 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 only on 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.

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.

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.

School Houses [Factions]
There are four School Houses: 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.

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.

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.

Dogs
Dogs are not permitted anywhere on the school grounds at any time for health and safety reasons, even if on a lead. Guide dogs are excepted.

Smoking
All Government 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.

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.

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.

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.

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; iPods 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.

**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 them, but we cannot guarantee this, particularly if parents are phoning towards the end of the day.

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

**Freecall for School Watch**
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.

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

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**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.