



**EDGEWATER PRIMARY SCHOOL**  
An Independent Public School

Treetop Avenue, Edgewater WA 6027  
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# INFORMATION BOOKLET

## 2020



## PRINCIPAL'S INTRODUCTION

**W**elcome to a new year at Edgewater Primary School.  
We look forward to providing a stimulating, caring and enriching environment for all students during 2020.

Our highly trained, caring staff are committed to working collaboratively 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.

If at any time you have concerns regarding your child or school operations, please contact the school leadership team or your child's teacher.

This Information Booklet provides details of the operational aspects of our school. I trust you will find it a handy reference throughout 2020 as we look forward to a highly successful and rewarding year ahead.

**Kim Perkins**

## 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.
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## EDGEWATER PRIMARY SCHOOL LEADERSHIP TEAM

<b>PRINCIPAL</b>	Ms Kim Perkins	<a href="mailto:Kim.Perkins2@education.wa.edu.au">Kim.Perkins2@education.wa.edu.au</a>
<b>ASSOCIATE PRINCIPALS</b>	Mr Brian Baily	<a href="mailto:Brian.Baily@education.wa.edu.au">Brian.Baily@education.wa.edu.au</a>
	Mr Michael Minson	<a href="mailto:Michael.Minson@education.wa.edu.au">Michael.Minson@education.wa.edu.au</a>
<b>MANAGER CORPORATE SERVICES</b>	Mrs Kathy Dean	<a href="mailto:Kathy.Dean@education.wa.edu.au">Kathy.Dean@education.wa.edu.au</a>
<b>ADMINISTRATION OFFICER</b>	Mrs Vanessa Stables	<a href="mailto:Vanessa.Stables@education.wa.edu.au">Vanessa.Stables@education.wa.edu.au</a>

## STAFF

Teaching Staff			
Year	Room	Teachers	Email
K1B/K1R	K1	Mrs Rose Mrs Lindsay	<a href="mailto:Ann.Rose@education.wa.edu.au">Ann.Rose@education.wa.edu.au</a> <a href="mailto:Carmen.Lindsay@education.wa.edu.au">Carmen.Lindsay@education.wa.edu.au</a>
K2G	K2	Mrs Norris	<a href="mailto:Aimie.Norris@education.wa.edu.au">Aimie.Norris@education.wa.edu.au</a>
PP	P1	Mrs Radford	<a href="mailto:Gabrielle.Radford@education.wa.edu.au">Gabrielle.Radford@education.wa.edu.au</a>
PP	P2	Miss Circosta	<a href="mailto:Danielle.Circosta@education.wa.edu.au">Danielle.Circosta@education.wa.edu.au</a>
PP/1	3	Mrs Pannell	<a href="mailto:Michele.Pannell@education.wa.edu.au">Michele.Pannell@education.wa.edu.au</a>
1	4	Mrs Lowe	<a href="mailto:Jennifer.Lowe2@education.wa.edu.au">Jennifer.Lowe2@education.wa.edu.au</a>
2	15	Mrs McGrath	<a href="mailto:Maria.McGrath@education.wa.edu.au">Maria.McGrath@education.wa.edu.au</a>
2/3	16	Miss Tangerman	<a href="mailto:Melanie.Tangermann@education.wa.edu.au">Melanie.Tangermann@education.wa.edu.au</a>
2	12	Mrs Rubidge	<a href="mailto:Tracy.Rubidge@education.wa.edu.au">Tracy.Rubidge@education.wa.edu.au</a>
3	11	Mr Smith	<a href="mailto:Adam.Smith4@education.wa.edu.au">Adam.Smith4@education.wa.edu.au</a>
3	17	Ms Hill	<a href="mailto:Christine.Hill2@education.wa.edu.au">Christine.Hill2@education.wa.edu.au</a>
4	2	Miss Smith	<a href="mailto:Emma.Smith@education.wa.edu.au">Emma.Smith@education.wa.edu.au</a>
4	1	Mrs Sugg Mrs Forsythe	<a href="mailto:Sue.Sugg@education.wa.edu.au">Sue.Sugg@education.wa.edu.au</a> <a href="mailto:Linda.Forsythe@education.wa.edu.au">Linda.Forsythe@education.wa.edu.au</a>
5	8	Mrs Baily	<a href="mailto:Gail.Baily@education.wa.edu.au">Gail.Baily@education.wa.edu.au</a>
5/6	7	Mrs Grant	<a href="mailto:Suzanne.Grant@education.wa.edu.au">Suzanne.Grant@education.wa.edu.au</a>
6	5	Mr Butt	<a href="mailto:Terry.Butt@education.wa.edu.au">Terry.Butt@education.wa.edu.au</a>
Support & Specialist Teaching Staff			
ECE Support		Mrs Lindsay	<a href="mailto:Carmen.Lindsay@education.wa.edu.au">Carmen.Lindsay@education.wa.edu.au</a>
Art		Mr Baily Mr Minson	<a href="mailto:Brian.Baily@education.wa.edu.au">Brian.Baily@education.wa.edu.au</a> <a href="mailto:Michael.Minson@education.wa.edu.au">Michael.Minson@education.wa.edu.au</a>
Music		Mr Hadzic	<a href="mailto:Nevad.Hadzic2@education.wa.edu.au">Nevad.Hadzic2@education.wa.edu.au</a>
Physical Education		Ms Farinosi	<a href="mailto:Cindy.Farinosi@education.wa.edu.au">Cindy.Farinosi@education.wa.edu.au</a>
Science		Mrs Milentis	<a href="mailto:Diane.Milentis@education.wa.edu.au">Diane.Milentis@education.wa.edu.au</a>
LOTE		Dr Law	<a href="mailto:Geoffrey.Law@education.wa.edu.au">Geoffrey.Law@education.wa.edu.au</a>

The school Leadership Team and teaching staff can also be contacted through the school office (6207 3200) or by email at [Edgewater.PS@education.wa.edu.au](mailto:Edgewater.PS@education.wa.edu.au)

<b>Non-Teaching Staff</b>	
Special Educational Needs Education Assistants	Mrs Bock Mrs Latham Mrs Nock
General Education Assistants	Mrs Giacobino Mrs Lock Mrs Neivandt Mrs Vanderwiell Mrs Russell Mrs Varsani
Psychologist	Mrs Mollett
Chaplain	Mrs Sanders
Library Officer	Mrs Sandercott
Gardener/Handyperson	Mr Kemp
Head Cleaner	Ms Zirojevic
Cleaner	Mrs Pearman

### SCHOOL BOARD

Chair & Parent Representative	Rebecca Wright
Principal	Kim Perkins
Parent Representatives	Leah Beltran
	Scott Jerome
	Rhianna Stone
	Claire Humfrey
	Jayston Koi
Staff Representatives	Gail Bailly
	Sue Sugg
Community Representative	Ken Travers

School Board members can be contacted through the school office – [Edgewater.PS@education.wa.edu.au](mailto:Edgewater.PS@education.wa.edu.au).

### PARENTS AND CITIZENS' ASSOCIATION (P&C)

President	Jason Beltran
Vice President	Phil Dawson
Secretary	Joanna Jacob
Treasurer	Anita Walczak
Canteen Committee Contact	Louise Skuse
Fundraising Committee Contact	Kelly Dear
Graduation Committee Contact	Liane Brown
Safety House Contact	Justine Whittle

P&C members can be contacted by email at – [Edgewater.PS.PandC@gmail.com](mailto:Edgewater.PS.PandC@gmail.com)

## SCHOOL TERMS

<b>SEMESTER 1</b>	Term 1 - Monday 3 February	-	Thursday 9 April
	Term 2 - Tuesday 28 April	-	Friday 3 July
<b>SEMESTER 2</b>	Term 3 - Monday 20 July	-	Friday 25 September
	Term 4 - Monday 12 October	-	Thursday 17 December

## SCHOOL DEVELOPMENT DAYS

<b>SEMESTER 1</b>	Term 1	Friday 28 February	<b>SEMESTER 2</b>	Term 4	Monday 9 November
	Term 2	Friday 29 May			

## PUBLIC HOLIDAYS

Labour Day	Monday 2 March	ANZAC Day	Monday 27 April
Good Friday	Friday 10 April	Western Australia Day	Monday 1 June
Easter Monday	Monday 13 April	Queen's Birthday	Monday 28 September

## SCHOOL TIMES

*See the Early Childhood Centre Kindergarten Information Booklet for their times. This is available on the school website.*

Classroom doors open	8.30am	Lunch	1.05pm – 1.50pm
Commencement	8.45am	Finish	3.00pm
Recess	10.45am – 11.05am		

Students are expected to arrive at school between 8.30am and 8.40am. They are required to sit quietly outside their classroom until the teacher opens the classroom door at 8.30am ready for the school day to begin at 8.45am.

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

## GENERAL INFORMATION

### Absences

Under Department of Education Regulations, the only acceptable reason for absence from school is illness or associated appointments. The explanation for an absence must be received from the parent/carer within three days of the absence and could take the form of an email, a written note, SMS to our automated absence number (0437 510 751), 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. See also Attendance.

### Accidents/Sick Children

Parents are to ensure that their phone numbers and those 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 wellbeing of themselves and others.

### Allergies

As our school is allergy aware, parents/carers are asked to ensure that all current information regarding allergies and conditions which require emergency care and procedures are provided to the office for inclusion in the school's records. A passport size photo is required for emergency identification should children fall into this category. This accompanies an emergency care plan along with any required medication.

### App

The official school app is MGM School Star, which can be downloaded to a smartphone. This will ensure that you remain up to date with the latest school information. See Communication with Parents/Carers for more information.

### 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 included in assemblies. The Lord's Prayer may be part of our special Christmas or Easter assembly. An annual ANZAC ceremony will be held at the end of Term 1 or the beginning of Term 2. An Acknowledgement of Country to demonstrate respect of traditional ownership will precede a number of our more formal ceremonies. Other cultural celebrations will also be part of our assembly and ceremony formats.

School assemblies are held throughout the terms on a Friday morning, and 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 or their child is receiving an award.

If you have any questions or queries about our assemblies or ceremonies, please contact a member of the leadership team.

Students turning five years of age after 1 July 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. **Whilst it is not compulsory to attend Kindergarten, once a child is enrolled, attendance is compulsory.**

- |                       |                                                                                                                                        |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Kindergarten -</b> | If a child turns four years of age after 1 July of that year.<br>Kindergarten students attend two full days and one half day per week. |
| <b>Pre-primary -</b>  | If a child turns five years of age after 1 July of that year.<br>Pre-primary is compulsory and students attend full-time.              |



## Bicycles

Students from Years 4 to 6 are permitted to ride bikes to school. For safety reasons, they are not to be ridden on 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 not to ride bikes to school. Road safety experts advise that they do not have the road sense to protect themselves or judge distances effectively.**

## Bushfire Plan

As the school is in a Bushfire Zone Area, a bushfire risk management strategy and plan has been developed and a copy placed on our website.

## Camp – Year 6

Traditionally our Year 6 students participate in an annual camp. Classroom teachers will communicate with parents/carers of these students early in the year to present information about the camp programme. Costs have been indicated on the Contributions and Charges information sheet available on our website.

## Canteen

The Parents & Citizens' Association (P&C) operates the school canteen. The canteen staff prepare and dispense food that is both nutritional and appetising. Our canteen adheres to the government's Healthy Choices policy and follows the Traffic Light program. It is staffed by a 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 via the school office on 6207 3200 or [edgewatercanteen@hotmail.com](mailto:edgewatercanteen@hotmail.com). Please remember to purchase from our canteen whenever possible.

Currently students can order their lunch from the canteen every day.

### The ordering process:

- Write name and room number on an envelope or order bag which are available from the 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 link on the school website or from [www.ouronlinecanteen.com.au](http://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.

## Chaplain

The chaplaincy program runs two days a week (Tuesday and Friday) 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 in classrooms. Contact the school office if you want to make an appointment with the Chaplain.

## Communicable 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 – [ww2.health.wa.gov.au](http://ww2.health.wa.gov.au). The following infections require children to be excluded:

Chicken Pox	Influenza	Mumps
Ringworm	Rubella	School sores
Conjunctivitis	Measles	Whooping cough

Measles cases require exclusion of any non-immunised children from school. Immunisation is strongly recommended. Information brochures providing further details are available from the Department of Health WA website – [www2.health.wa.gov.au](http://www2.health.wa.gov.au) – or the school office.

### Communication with Parents/Carers

Effective, accurate and timely communication with our school community is of paramount importance to us. We have prepared a Communication Plan which is available on our website. It outlines our multi-channel approach to communication.

#### Whole School

- the school app – MGM School Star – download to your smartphone
- website – [www.edgewaterps.wa.edu.au](http://www.edgewaterps.wa.edu.au)
- newsletters – published on our website in school weeks 3, 6 and 9.
- LED roadside sign
- Connect – student reports, attendance, Connect Library – log in details and password are given on enrolment or through the school office.

#### Classroom

- Connect – class teachers will send out regular updates on activities – log in details and password are available from the office.
- Connect Now – download this app to receive Connect notifications.

### Computers/ICT

The school has two computer labs with up-to-date computers connected to the Department of Education's high speed network. Students receive instruction in computer skills, safety on the Internet, and for our middle and senior primary students, information and skills on dealing with cyberbullying. The school has adopted a computer coding curriculum for students from Pre-primary to Year 6.

### Contact Details

It is vital that family records, especially contact details, are kept up-to-date so that if a child becomes ill, is injured or an emergency arises, contact can be made.

Please advise the school immediately if personal details change – 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 OF DAYTIME CONTACT PHONE NUMBERS  
AND YOUR EMERGENCY CONTACT**

If your child is sick or injured at school, contact will be made with you, and therefore, correct details are essential.

### Contact with School Staff

The school encourages open communication between home and school. Parents/carers are invited to contact the school if they have concerns, or to seek information. Concerns relating specifically to your child should initially be directed to your child's teacher. If there are issues relating to the school generally, please direct them to the Principal or Associate Principal. Refer to our Communication Plan on the school website.

### Contributions & Charges

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

The school receives funding 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/carers through the P&C Contribution.

The Education Act allows the school to set a voluntary contribution rate that has been ratified by the School Board. This has been set at \$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 (booklist) or at the school office



as early as possible each year. In the case of financial hardship, please do not hesitate to contact the Principal to discuss alternative arrangements.

Whilst voluntary contributions and P&C contributions can be paid at the office, all other money, unless otherwise advised, should be handed to the child's class teacher.

School voluntary contributions can be made via bpay. Use pay anybody – the recipient is Edgewater Primary School - BSB 016 494 - Account 3409 68448 - Narration (child's name, room #) - 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 and can be paid with the Personal Items list.

## Dental Clinic

The Dental Clinic operates from Beldon Primary School. With parental permission the clinic carries out normal dental procedures needed for students' dental care at no cost. Parents/carers 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, including the oval, at any time for health and safety reasons, even if on a lead. Assistance dogs are exempted.

## 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)
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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 our uniform supplier. See Uniforms for more information.

## First School Morning

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

## Head Lice (Pediculosis)

Parents will be advised should their child be found to have head lice during the day. Students 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 occur by combing conditioner through hair regularly. Information brochures are available from the Department of Health WA website – [ww2.health.wa.gov.au](http://ww2.health.wa.gov.au) – or the school office.

## 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). 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
- Years 2-3 10-15 mins
- Years 4-5 20-30 mins
- Year 6 30-40 mins

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; or
- Projects or larger activities with a due date, classroom teachers will provide students with written details about the project requirements and post the information on Connect. If parents/carers require further information or clarification, please contact the class teacher.

**\*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

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

### Languages

Edgewater students from Years 3 to 5 learn the basics of the Chinese (Mandarin) language.

### Late to School

If students are late to class, parents/carers are to sign them in at the school office.

### 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 placed 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. Anything not claimed at the end of each term will be either sold by the P&C through the second hand uniform 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.

### 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 medication should not 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/carers should 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 Friday assemblies. 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 maintain good order in our school. 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 applies to other electronic devices which must not be brought to school including smartwatches which must be in airplane mode at all times.

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 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 with an urgent message, it can be left through the school office.

Students who do not follow these procedures will have their mobile phone confiscated and parents 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 be made direct to the school bank account using the details opposite. Please quote *Student name, Room, Excursion Name* as the reference.

Edgewater Primary School ANZ Bank BSB 016 494 Account # 340968448
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## Music/Choir

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

## NAPLAN (National Assessment Program – Literacy and Numeracy)

Like all Australian schools, the Year 3 and Year 5 students complete NAPLAN tests in May. These online assessments give schools and parents/carers an indication of what students can do at that particular time.

## Newsletters

The school newsletter is uploaded to the school website on a Friday in weeks 3, 6 and 9 of each term. Please ensure that we have your up-to-date email address on our system so we can email you an alert with links to our current newsletter. The newsletter will also be available through School Star (app) and a copy is placed in the Connect Library.

## No Hat, No Play

Students will not be permitted in the sun without wearing an approved school hat and they will be required to remain in the undercover area. An approved school hat is needed to participate in all Physical Education lessons and sport. Approved school hats are of the bucket or Legionnaires style in royal blue. Bucket hats are available from our uniform supplier – Uniform Concepts 5/7 Delage Street Joondalup, or from the school office for \$10. 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.
- increase 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.

## Parent/Teacher Interviews

Parent/Teacher interviews are held towards the end of Term 1 with bookings made online. This is an important time for parents and teachers to discuss student progress early in the year then allowing time for any interventions that are required. All parents and carers are strongly encouraged to access this valuable opportunity to ensure that student achievement is maximised.

## 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 Ride zone and marked parking bays at the front of the school. When using these always look out for students. Do not park or stand in the Kiss and Drive as it is a flow through area designed to limit congestion and move traffic in an orderly fashion at the beginning and end of the school day. The school zone has a 40kph limit. There are additional marked parking bays at the back 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/carers. At the end of each year students are given a list of requirements for the following year. Parents/carers are encouraged to participate in the school's bulk order process to ensure that items are of consistent quality and type. Naturally, they 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 the school website.

## Physical Education

All students from Pre-primary to Y6 participate in a weekly hour long physical education lesson conducted by our physical education 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 are not able to arrive for 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 students, but we cannot guarantee this, particularly if parents/carers are phoning towards the end of the day.

### **Play Equipment**

**For safety reasons it is suggested that students do not use any outdoor playground equipment before or after school as teacher supervision is unavailable in these areas.** This applies to children whose parents may be present, as often unsupervised students will want to join in, compromising our duty of care.

### **Playground Supervision**

An adequate number of staff are rostered on playground supervision during recess and lunch to provide care of students. Whilst in the playground they wear hi-visibility vests so that they are easily identified. Students are encouraged to report any problems to these teachers.

### **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. Parents/carers may refer their child to the school psychologist by making contact with their child's teacher, or contacting the Students at Educational Risk (SAER) manager via the front office. After consultation with the Learning Support Team, a meeting may be called 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/carers. This involves a combination of the Department of Education's formal online reports, an open night and parent/teacher interviews. Two formal reports are provided each year electronically through Connect - 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/Carers are urged to make personal informal contact with their child's teacher regularly during the year, especially if there is a problem of any kind.

Alternatively, teachers will contact parents/carers if they wish to discuss a student's progress.

### **Safety House Scheme**

There is a well-established scheme coordinated by the P&C in Edgewater whose objective is to act primarily as a deterrent to undesirable people coming into the area and approaching students 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 parent/carer and community 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/carer representatives, and up to two community representatives appointed by the board. More information is available on our website

### 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, 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 exempted; **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 to conduct health assessments of Pre-primary and Kindergarten students.

### School Photos

All students are 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 Behaviour policy. The following are for the benefit and safety of all students 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 number 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 before a student is permitted to leave the school grounds.

### 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 and 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 <https://www.northmetropeac.wa.edu.au/> and there is a link to it from the school's website. Parents/carers of students who have been identified will be provided with details on how to enrol.
- An Early Years' Extension Programme, delivered by the PEAC staff, is available to selected students.



- The school is 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 from Year 5 and 6 are chosen for these lessons following a rigorous identification programme in Year 4.

### **Sports and Faction Athletics Carnival**

The school encourages physical exercise and participation in sporting activities, not only within the school, but at the interschool level.

Each year the school holds a Faction Sports Carnival with the date indicated on our website. Parents/carers and families are welcome to attend and support their children and their faction. It has become traditional for parents/carers to bring a picnic lunch to share with their children. The school canteen 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 involves both the student and the parent/carer. It takes 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. See Reporting to Parents.

### **Student Council and Faction Captains**

Following a nomination and voting procedure, students are elected to the student council or to act as faction captains.

### **Student Leadership**

The school has developed a strong student leadership programme. The model that is used ensures that students develop leadership skills that will assist them both now and in the future.

### **Swimming Lessons**

During the course of the year all students from Pre-primary to Year 6 are given the opportunity to participate in a series of in-term swimming lessons provided by the Department of Education. 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 students at all times. School hats are compulsory when playing outdoors in accordance with our 'No hat, No play' school policy. Students who are not wearing a hat must remain in a designated shaded area. School hats are available for purchase from the school office for \$10 or from our uniform supplier. The School's Dress Code Policy can be downloaded from the 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, an off-site supplier. A price list is available on our website. Second hand uniforms can be purchased for a gold coin donation. These are kept in the atrium area near the office. Parents/carers should remind their children that school hats 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 with their name** so that items can be easily identified if mislaid.

Uniform Concepts  
5/7 Delage Street  
Joondalup.  
9270 4660

## Visitors

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

## Website

The school website – [www.edgewaterps.com.au](http://www.edgewaterps.com.au) – provides information about the school and its operations including copies of the newsletter and notes and forms required by parents. It is updated on a regular basis.

**School Watch Freecall number 1800 177 777**  
**Police Assistance number 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 you are encouraged to participate in school life, both formally and informally, through the Parents and Citizens' Association, the School Board, helping in the classroom or volunteering.

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.



## NOTES

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