

ANNE HAMERSLEY PRIMARY SCHOOL

- An Independent Public School -



PROSPECTUS 2022

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THE HISTORY OF ANNE HAMERSLEY



ANNE FRANCIS ISABELLA HAMERSLEY

1809 - 1876

Anne Hamersley was the wife of William Locke Brockman (1802-1872), pastoralist and stockbreeder who with her husband decided to emigrate to the Swan River settlement.

She arrived with her son Edmund Ralph (b.1828) and husband at Fremantle in January 1830 in the *Minstrel*. The family were relatively wealthy and arrived with livestock—three rams and forty-six pure merino ewes. They also brought a prefabricated house and seven servants. The family became original grantees of Location Nine, Herne Hill, Upper Swan.

Crops were put in as soon as possible but milling presented a problem. In May 1832 the family had wheat ground at Fremantle, but by 1837 owned their own horse-mill. Agriculture was necessary in the infant colony but the families main service was in the breeding of blood horses and pedigree sheep. The success of these ventures was rewarded by stock soon commanding high prices and later the family exported horses to India.

The family was soon able to branch out and good pastoral land was bought near Northam. Cheriton, near Gingin, a large farm and fattening station was also acquired. It was at this farm that the family planted and cultured a breed of oranges called Cheriton oranges, named after her husband's birthplace.

Our school logo features a horse head and oranges which the family were famous for. These have been adopted as a tribute to Anne Hamersley and her pioneering spirit.

Perhaps the most fitting tribute to this spirit is the naming of our school after her.



ABOUT ANNE HAMERSLEY PRIMARY SCHOOL

Anne Hamersley Primary School is an Independent Public School catering for children from Kindergarten to Year 6. We deliver an inclusive, diverse and exciting range of programs to our students with teachers and support staff selected to deliver the best possible education for children in the Ellenbrook area.

We are very proud of our rich diversity with children from fifteen countries enrolled in our school. Our focus is on child engagement and wellbeing with a vision that centres on students, staff and the community living together, learning together, and succeeding together.

We provide a strong foundation in Literacy, Numeracy, Science, Technology and HASS, with current technologies and equipment being used to deliver a state of the art education. We are dedicated to ensuring all students become proficient in these core subjects, as they drive all future learning. We also provide a strong focus on physical education, music and art.

Our strong team of teachers and support staff give our school the strength and unique flavour that distinguish it as a school of choice in the Ellenbrook area. Our specialist teachers in Art, Science, Music, Physical Education and Auslan ensure that we have a balanced and engaging curriculum.

We also strive to develop attitudes and values which best equip students for a successful life, where they become active and productive members of society. All students understand and abide by our code of behaviour. We have implemented the Zones of Regulation and Restorative Practice Programs to drive engagement and wellbeing and enhance student achievement.

At Anne Hamersley we value; Respect, Cooperation, Excellence, Resilience and Compassion. Our school values are foundational for the way we approach all aspects of school life, and for providing the best education for our students.

Anne Hamersley Primary School offers the Ellenbrook community a well-appointed early childhood centre, a purpose built art room, and a stand alone library resource centre. Our school is beautifully landscaped with outdoor nature spaces being a special feature. Netball, basketball and tennis courts are provided within an enclosed area and feature contemporary play safe surfaces. Cricket practise nets and a cricket pitch with play safe surfaces are also provided.

We have strong support through our well-established P&C Association and School Board. The sense of ownership within our community is strong with members who are supportive and eager to create a school of excellence where all children are encouraged to be the very best they can be and achieve their potential.

Christiaan Moir
Principal

OUR VISION

At Anne Hamersley Primary School, we strive to strengthen teaching and learning excellence in every classroom. We provide a safe and inclusive learning environment, to empower every child and set a strong foundation for future learning.



OUR MOTTO STRIVE TO THRIVE



OUR VALUES

RESPECT - We always act in a positive way towards ourselves, others, our community, and the changing environment around us.

RESILIENCE - We bounce back from adversity, learn from our mistakes, and challenge ourselves to overcome obstacles.

COMPASSION - We show compassion by caring for ourselves and others, with understanding, kindness and honesty.

COOPERATION - We work together to ensure success for all, acknowledging the rights of others to have different views and opinions.




EXCELLENCE - We strive to improve, to achieve, and to exceed our goals, in all aspects of our life.

RIGHTS AND RESPONSIBILITIES

	Have the right to...	Have the Responsibility to...
Students	<ul style="list-style-type: none"> Learn in a purposeful and supportive environment. Work and play in a safe, secure, friendly and clean environment. Respect, courtesy and honesty. 	<ul style="list-style-type: none"> Ensure their behaviour is not disruptive to the learning of others. Ensure they are punctual, polite, prepared and display a positive manner. Behave in a way that protects the safety and well being of others.
Staff	<ul style="list-style-type: none"> Respect, courtesy and honesty. Work in a safe, secure and clean environment. Cooperation and support from parents and colleagues. Teach in a purposeful and non-disruptive environment. 	<ul style="list-style-type: none"> Model respectful, courteous and honest behaviour. Ensure the school environment is kept neat, tidy and secure. Establish positive relationships with students, parents, carers and families. Ensure good organisation and planning. Report student progress to parents, carers and families. Support colleagues. Develop Individual Management Plans for students with specific behavioural and academic needs. Ensure consistency in implementation and maintenance in behavioural procedures (Procedural Fairness) Work collaboratively to ensure guidelines pertaining to behaviour development procedures are followed.



CONTACT DETAILS

PHONE	(08) 9297 7000
POSTAL ADDRESS	16 Dunnett Drive ELLENBROOK WA 6069
EMAIL ADDRESS	AnneHamersley.PS@education.wa.edu.au
Website	www.annehamersleyps.wa.edu.au
App	'Updat-ed'  Updat-ed  
Facebook	Anne Hamersley Primary School
Principal	<u>Christiaan.Moir@education.wa.edu.au</u>
Deputy Principals	Rob.Guy@education.wa.edu.au Paula.Bell@education.wa.edu.au Kym.Fanelli@education.wa.edu.au
Manager Corporate Services	Lisa.Snell@education.wa.edu.au

OFFICE HOURS 8.30AM - 3.30PM

SCHOOL HOURS

Morning Session	8.40 – 11.10am
Recess	11.10 – 11.40am
Before lunch Session	11.40-1.30pm
Lunch	1.30 – 2.00pm
Afternoon Session	2.00pm – 2.55pm

NOTE : Wednesday early close - 2.30 pm

As the school gates are not opened until 8.20am, Parents/Carers are requested to ensure that children do not arrive at school before this time. All children should be in class by 8.40am. If children are travelling to and from school by scooter or bike, please make sure they have appropriate safety equipment and are familiar with the road rules. Where possible, children under the age of 10 should be accompanied by an adult when riding or walking.

Please note: Pets are not permitted on the school grounds at any time.

TERM DATES 2022

SEMESTER 1 (Student Attendance Dates)

The Administration Office will be open for business from Monday 24 January 2022 from 8.30AM to 3.30PM

TERM 1

Commences

Monday 31 January 2022— Friday 8 April 2022

Break

Saturday 9 April 2022—Monday 25 April 2022

TERM 2

Commences

Tuesday 26 April 2022— Friday 1 July 2022

Break

Saturday 2 July 2022—Sunday 17 July 2022

SEMESTER 2 (Student Attendance Dates)

TERM 3

Commences

Tuesday 19 July 2022—Friday 23 September 2022

Break

Saturday 24 September 2022—Sunday 9 October 2022

TERM 4

Commences

Tuesday 11 October 2022—Thursday 15 December 2022

Break

Friday 16 December 2022 – Tuesday 31 January 2023

Note: Six designated School Development days have been allocated in 2022:

TERM 1	TERM 2	TERM 3	TERM 4
Thursday 27 January 2022	Friday 3 June 2022	Monday 18 July 2022	Monday 10 October 2022
Friday 28 January 2022			Friday 16 December 2022

PUBLIC HOLIDAYS 2022

New Year's Day	Monday, 3 January 2022
Australia Day	Wednesday, 26 January 2022
Labour Day	Monday, 7 March 2022
Good Friday	Friday, 15 April 2022
Easter Monday	Monday, 18 April 2022
Anzac Day	Monday, 25 April 2022
Western Australia Day	Monday, 6 June 2022
Queen's Birthday	Monday, 26 September 2022
Christmas Day (Sun 25 Dec 2022)	Public holiday observed Tuesday, 27 December 2022
Boxing Day	Monday, 26 December 2022

ANNE HAMERSLEY PRIMARY SCHOOL BOUNDARIES

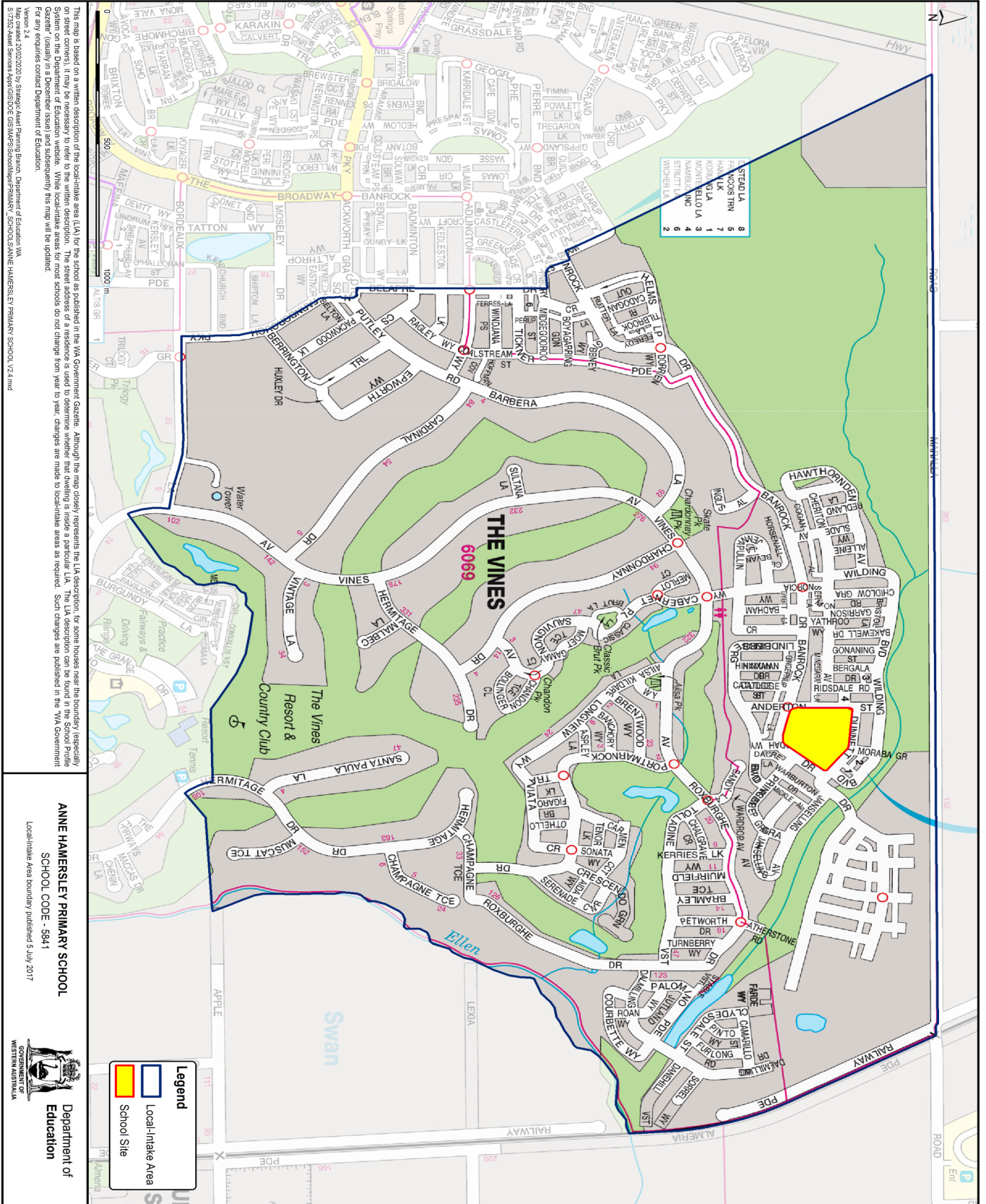
The building of Anne Hamersley Primary School was commenced in 2014, following an undertaking by the Minister of Education to provide a Primary School for the newly emerging community of Annie's Landing. It opened its doors on 1 February 2016. Students that populate Anne Hamersley Primary School are drawn from the areas described below. The following will define the local-intake area of this school from 2018:

From the junction of Bordeaux Lane and Farnborough Parkway, north along Farnborough Parkway (east side included) to Putley Road, west along Putley Road (north side included) to Delapre Drive, north along Delapre Drive (east side included) to Stanbury Crescent, west and north west along Stanbury Crescent (north and north east sides included) to Banrock Drive, south west along Banrock Drive (north west side included) to Dalgarpur Way, north west along Dalgarpur Way (east side included) and continuing north west along the extension of Dalgarpur Way to Maralla Road, east along Maralla Road (both sides excluded) and its extension to the railway line, generally south along the railway line to the railway bridge over the Ellen Brook, south west and south along Ellen Brook to the western extension of Apple Street, west along the western extension of Apple Street to the golf green of the 13th hole, south west between 108 Hermitage Drive and 96 Hermitage Drive to Hermitage Drive, north along Hermitage Drive (east side included) to a point located east of the tennis courts, west through the centre of the tennis courts to the 10th fairway, west along the centre of the 10th fairway and continuing south west along the centre of the 11th fairway to Vines Avenue, north along Vines Avenue (east side included) to Bordeaux Lane and west along Bordeaux Lane (north side included) to Farnborough Parkway.

The School Education Act 1999 guarantees a place for every child in the compulsory years of schooling (PP to Year 6) in their local school. Please see Local Area Intake Map (page 5).

NOTE: The local-intake area maps are based on a written description of the local-intake area (LIA) for the school as published in the WA Government Gazette. Although the map closely represents the LIA description, for some houses near the boundary (especially on street corners), it may be necessary to refer to the written description. The street address of a residence is used to determine whether that dwelling is inside a particular LIA. While local intake areas for most schools do not change from year to year, changes may be made to local-intake areas as required. Such changes are published in the WA Government Gazette and subsequently the local-intake area map will be updated.

ANNE HAMERSLEY PRIMARY SCHOOL LOCAL AREA INTAKE MAP



ENROLMENTS

ENROLMENT PROCESS

As Anne Hamersley Primary School is a local area intake school, our prime focus is to cater for the families and students in our defined local intake area. Parents of children not residing within the local intake are also invited to complete an application for consideration by the Principal. Eligibility for entry will be dependent upon positions available within the school. This is determined by the Principal factoring in future growth and establishment of school precedents. Local intake area maps can be viewed on www.det.wa.edu.au/schoolsonline/ (or see page 5).

Enrolment in a public school is a two-step process.

Step 1: Application for Enrolment/ Expression of Interest requires the following documents to be returned:

- Application for Enrolment/ Expression of Interest Form
- Birth Certificate or Passport (original document to be sighted)
- Australian Immunisation Register (AIR) Immunisation History Statement no more than two months old.
- Parents can request an Immunisation History Statement at any time by:
 - logging into Medicare online via MyGov (my.gov.au)
 - using the Medicare Express Plus app
 - visiting a Medicare or Centrelink office, or
 - calling the AIR General Enquiries Line on 1800 653 809 to request an AIR Statement to be posted.
- Proof of Address (no more than 3 months old)- We accept the following:
 - Rates Notice or Tenancy Agreement
 - Deed of Title (for land purchased)
 - Utility accounts - gas/electricity/waterA Statutory Declaration is required if Proof of Residence is not in the person enrolling the child's name
- Information relating to suspensions or exclusions (if applicable)
- Copies of Family Court or any other court Orders (if applicable)
- Information relating to disability (if applicable)

From 22 July 2019, Kindergarten children must meet the new immunisation requirements before they can enrol at a school, community kindergarten or day care program. This change will assist to better protect young and vulnerable children and the wider community from vaccine preventable diseases. Parents applying to enrol their children in Kindergarten programs are encouraged to ensure their children's immunisation is 'up-to-date' to avoid their application for enrolment being declined.

If your child was not born in Australia, you must provide evidence of:

- Date of entry into Australia
- Passport or travel documents
- Current VISA subclass and previous VISA subclass (if applicable)

If your child is a temporary visa holder, you must also provide:

- Confirmation of enrolment or evidence of any permission to transfer provided by Education and Training International (ETI) email: study.eti@dtwd.wa.gov.au (if holding an International full fee student visa, sub class 571); or
- Evidence of the visa for which the student has applied if the student holds a bridging visa

Parents/Guardians will be notified in writing of the outcome of enrolment decisions at the earliest opportunity if applying for the current year and within three weeks of the closing date for applications if enrolling for the following year. You will then be required to complete the Step 2 Enrolment process.

Step 2: Enrolment Form requires the following documents to be returned to AHPS:

- Enrolment Form
- Form 1 - Student Health Care Summary
- School Reports and NAPLAN results

Once forms have been returned an interview will be conducted with the Deputy Principal prior to student/s commencing.

NOTE: Children may be enrolled in Kindergarten in one school only, either public or private.

NOTE: In the event that statements made in this application later prove to be false or misleading, a decision on this application may be reversed. Information supplied may need to be checked by the school.

SCHOOL ORGANISATION

ADMINISTRATION

The school administration team consists of the Principal and three Deputy Principals. The leadership role is shared, depending on the operation or project being undertaken. Ultimate responsibility lies with the Principal.

Principal	Christiaan Moir
Deputy Principal	Robert Guy: Upper Primary Phase of Learning (year 5 - 6)
Deputy Principal	Kym Fanelli: Middle Primary Phase of Learning (year 2 - 4)
Deputy Principal	Paula Bell: Early Childhood Coordinator (K - 1) and Student Services.
Manager Corporate Services	Lisa Snell
School Officer	Yvonne Barry/ Alison Barklam

THE HOUSE SYSTEM

All Anne Hamersley Primary students will be placed in a house once enrolled at school. Students from the same family will be placed in the same House. The House names are in honour of some of Australia's most famous sporting greats:

BRADMAN (GREEN):	Sir Donald Bradman -The most celebrated wearer of the baggy green cricket cap.
FREEMAN (RED):	Cathy Freeman - A famous Aboriginal athlete. The red is one of the dominant colours on the Aboriginal flag.
FRASER (BLUE):	Dawn Fraser - A famous swimming champion, who graced the blue water of the pool for many years.
HOPMAN (YELLOW):	Harry Hopman - A celebrated tennis player of the past, the house is identified by the yellow tennis ball used in tennis today.

CURRICULUM AT ANNE HAMERSLEY PRIMARY SCHOOL

The Pre-Primary to Year 10 Western Australian curriculum provides a coherent and comprehensive set of prescribed content and achievement standards which our school uses to plan student learning programs, assess student progress and report to parents. The Kindergarten Curriculum Guidelines guide teachers at Anne Hamersley Primary School to develop the Kindergarten curriculum.

Learning Areas	Content Strands
English	Listening Speaking and Phonemic Awareness Reading and Phonic Knowledge Viewing Writing & Spelling
Mathematics	Number and Algebra Measurement and Geometry Statistics and Probability
Science	Biological Chemical Earth & Space Physical Sciences
Humanities and Social Sciences	History Geography Civics & Citizenship Economics & Business
Health and Physical Education	Health Movement and Fitness Physical Education Fundamental Movement Skills
Technologies	Design Technologies Digital Technologies
The Arts	Dance Drama Media Music Visual Arts
Languages	Auslan Year 1 - 6

STUDENT LEADERSHIP AND COUNCILLORS

An essential part of the school is the role played by Year 6 students in providing student leadership. Students will have the opportunity to take on a number of leadership roles within the school. These include formal roles of School Captains, Student Councillors and House Captains. Leadership also encompasses a number of informal and occasional roles, including Worm Wizards, Chook Champs and Technology Monitors, which students will be expected to fulfil.

Towards the end of each year, Student Councillors are elected for the following year. Students who wish to be considered as a Student Councillor need to maintain good standing in behaviour during the school year. The following "Qualities of a Good School Councillor" are expected behaviours modelled by a Councillor:

- Children who are capable of accepting responsibility, exhibit leadership qualities and show initiative.
- Children who are reliable, trustworthy and demonstrate respect for self, peers and teachers.
- Children who can be models for other students in behaviour and dress, always wearing full school uniform and setting high personal standards.
- Children who are confident in public speaking and capable of organising activities.
- Children who are capable of representing the needs of all children in this school.
- Children who are capable of representing the school at formal functions.
- House Captains (Year 6 Captains are voted by their respective houses).

COMMUNICATION BETWEEN SCHOOL AND HOME

PARENT/ SCHOOL CONTACT

Any parent who feels concerned about a child's progress or any other aspect of their schooling is invited to discuss the matter with the class teacher, as the first point of contact. However, in order that the school routine is not unduly interrupted, we ask parents to follow the School Communication Policy located on page 12.

ASSEMBLIES

At Anne Hamersley Primary School, assemblies are held throughout the school term on Thursday mornings at 8.50AM. Due to enrolment growth assemblies are delivered in a PP-2 and 3-6 format. Please refer to the school term planner for assembly dates and class presentations.



NEWSLETTERS—'The Landing Post'

Newsletters are an important way of communicating with all parents and care-givers on matters concerning the school. The newsletter will be distributed via email, through our AHPS App and school website every second Friday (odd weeks). Hard copies are available from the administration office. Please check that your e-mailing details are accurate at all times.

UPDAT-ED APP FOR ANNE HAMERSLEY PRIMARY SCHOOL

Keep up to date with the latest communication and information from Anne Hamersley Primary School. The Anne Hamersley Primary School Updat-ed app is great for sending out alerts and reminders to the school community. One of the app's best features is the ability to save events directly into your phone's calendar and link you to the school website with one click to view the latest newsletter or photos taken of events around the school.

Download instructions:

1. Download the Anne Hamersley Primary School app by visiting the App Store for iPhones or Google Play for Android's.
2. Search for '**Updat-ed by sponsor-ed**'
3. Select Anne Hamersley Primary School from the menu.
4. After selection the school will receive your registration request and will need to approve you before your app is up and running.

FACEBOOK GUIDELINES AND PROTOCOLS

The school maintains a closely monitored Facebook page that keeps us all in touch with school life. This page is a place for people interested in the happenings at Anne Hamersley Primary School. However, we do need to have certain guidelines and protocols. Please be aware that we reserve the right to remove any posting or other material that we find off-topic, inappropriate or objectionable. We trust that people who like our page will understand the reasons for this. Remember that many of the children who attend Anne Hamersley Primary School do view the posts and pictures on the page.

We'd love you to 'like' and add positive comments on posts and pictures posted on our page. This encouragement and acknowledgement of wonderful things happening in our school community is valuable.

Please refrain from asking questions which are more appropriately addressed to the school administration. These can be asked during normal operating hours.eg..."When will reports be sent home?" If something is a more personal concern or question and it is after hours, please follow the communication guidelines to direct your concern.

We would love our community to feel a sense of camaraderie and to find genuine value in what we share on our page. If you feel something which does not meet these guidelines and protocols appears on the page, please make an appointment to see the Principal during operating hours.

We do not wish to see:

- Profane, defamatory, offensive or violent language.
- "Trolling", or posting deliberately disruptive statements meant to hijack comment threads or throw discussions off-track.
- Personal promotion of businesses etc.
- Matters that require policy or procedure responses from the Principal.

ABSENCES, LATE TO SCHOOL AND VACATIONS

If it is necessary for a child to be late to school, please go to the Administration office where a late note, stating the reason for the lateness, will be generated for your child to hand to their class teacher. Please note that a late arrival after 9am will be marked as an absence for the session. Parents of students who are regularly late will be contacted to discuss the situation.

If your child is absent:

Please contact the school office on the day, provide a written explanation via email to annehamersley.ps@education.wa.edu.au or via our SMS service.

As a school, we cannot support children being removed from school during term time. However, we do understand in today's society, finding shared family time can be a challenging experience. Please complete the 'Students taking in-term holidays' request form and hand it into the office, this form outlines the dates your child will be away and the reason.

You are reminded:

PERIOD OF ABSENCE	ATTENDANCE RATE	EQUIVALENT AMOUNT OF SCHOOL MISSED IF % RATE IS MAINTAINED BETWEEN PP AND YEAR 10
0-2.5 days missed per term	95—100%	0 - 6 months
Average of 5 days missed per term	90%	1 Year
1 day per week	80%	2 Years
1.5 days per week	70%	3 Years
2 days per week	60%	4 Years
2.5 days per week	50%	5 Years
3 days per week	40%	6 Years

SMS [SHORT MESSAGING SERVICE]

Anne Hamersley Primary School utilises a mobile phone messaging system to communicate student unexplained absences to parents/guardians. This communication system uses Short Messaging Service (SMS) and will send text messages to parent/guardian mobile phones when your child is absent from school (in the instance that an explanation has not already been provided). Each school morning, our computer system will automatically send parents a message similar to:

"AHPS records show Frank Smart is absent Mon 23/03/2021. Pls reply SMS or call 08 9297 7000, student name/reason/abs date"

SMS is designed to advise parents that, according to school records, the student is absent and no reason has been provided to the school. It is a legal requirement that parents contact the school regarding any student absences or reasons for lateness. If an explanation for the absence has been provided prior to 9.30AM each morning, then parents will not receive an SMS. Once absence notification messages have been implemented, the use of SMS communications may be extended to wider uses such as unexpected school closures or a reminder about a school event. It is expected that the use of SMS communication to parents will assist in reducing the number of unexplained student absences and help inform the school and parents as to the whereabouts of every student. The SMS strategy is already being used across many WA schools as a successful initiative to improve communication to parents and to encourage students to take responsibility for their attendance at school.

EARLY RELEASE FROM SCHOOL

All children leaving school prior to the end of the day must be signed out in the Administration Office by a Parent, Guardian or approved persons. Parents are requested to identify on their child's admission form the names of people they wish to act on their behalf in an emergency. Authority from the parent/caregiver is required before students are released to anyone during school hours. The name of the person collecting the student is checked against the child's admission records. Please ensure that the office is kept advised at all times if the emergency contacts identified on the admission record changes.

REPORTING TO PARENTS

Student progress reports are electronically generated and provide you with your child's levels of achievement for Semester 1 and Semester 2. This gives you an accurate picture of performance compared to others of your child's age across the state. They also ensure that they are uniformly presented and as such provide reliable information that is portable to other schools. Student reports are emailed to parent contacts at the end of each semester.

Strategies used to inform parents of student progress can include:

- Connected Assessment Student Files containing evidence of students' learning, and information highlighting progress in areas of school and class priorities;
- Interviews to discuss student progress with class teachers and reflect upon student progress through feedback sheets;
- Open night;
- Parent/ Teacher Interviews; and
- Half yearly and annual reports.

We believe that the work samples are effective in tracking the complexity and individuality of a student's learning. When used with other data gathered by teachers, including checklists, anecdotal notes and cumulative scores, the student and teacher will be able to give a very good insight into student development and achievement.

SCHOOL VISITORS

All parents, helpers and visitors are required to report to the Administration Office where you will be asked to sign in via our i-Pad. This will print you a visitor's sticker which will state your purpose for being onsite. On completion of your visit, it is requested that you exit from the main entrance to sign out. Anyone without a sticker will be challenged and asked to leave or proceed to the office to follow this procedure. Members of external agencies working with children are expected to present their Working With Children cards. Details are recorded in our electronic records.

COURT ORDERS OR OTHER OFFICIAL DOCUMENTS

Parents are requested to bring in the original of these so they can be copied and kept in our official records archives ready for reference. Please make an appointment to discuss with the principal.

CARE OF MONEY AND VALUABLES

Children should not bring valuables, toys, sports equipment or unnecessary money to school. Children who need to bring money should place it in the care of their class teacher or keep it on their person. The school does not accept any liability for the loss or damage to the above items if they are brought to school.



COMMUNICATION POLICY

WHERE TO ADDRESS YOUR ENQUIRIES/CONCERNS

Your enquiry/concern will be managed according to established School Policy and Procedures.

Level 1 Response

PRIOR TO ADDRESSING ENQUIRIES/CONCERNS

Before contacting the school with an enquiry or concern parents and caregivers may want to:

- Talk with family or friends to clarify your enquiry/ concern.
- Write down your enquiry or concern.
- Make a list of all relevant information specific to your enquiry/concern.
- Take a support person to any meetings or discussions if you feel nervous talking about your enquiry/concern.

Level 2 Response

CLASSROOM TEACHER

Contact your child's teacher if your concern is about:

- Academic Progress
- General Behaviour
- Homework
- Assessment
- Attendance
- Social and Emotional Wellbeing

Your child's classroom teacher can be contacted via email, telephone or making an appointment at the office.

In your discussion:

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

Majority of enquiries/concerns will be dealt with thoroughly and effectively at this level

SCHOOL BOARD

Matters relating to Strategic directions as outlined in the Business Plan and Whole School initiatives.

School Board Chair
Mr Dave Donovan

P&C

Matters relating to becoming a member of the P&C, supporting community initiatives, P&C fundraising and events

P&C President
Nicole Amato

CAMP AUSTRALIA

Matter's relating to before and after school care.

Camp Australia Contact

Level 3 Response

DEPUTY PRINCIPAL

Mr Robert Guy, Deputy Principal, Year 5-6. Mrs Kym Fanelli, Deputy Principal, Year 2-4. Mrs Paula Bell, Deputy Principal, Kindergarten – Year 1.

- **Contact the Deputy Principal of your child's Phase of Learning if:**
- You were not able to achieve a satisfactory outcome regarding your concerns from Level 2 Responses.
- You were not able to achieve a satisfactory arrangement regarding your enquiry/concern with the class teacher.
- Your enquiry/concern is about another aspect of school life that is impacting on your child's education.

Level 4 Response

PRINCIPAL Mr Christiaan Moir

Contact the Principal if:

- You have not reached a resolution from Level 3 responses, contact the Principal who will work with the relevant parties to resolve the enquiry/concern.
- Your enquiry/concern is about the conduct of a teacher or another member of the school staff.
- Your enquiry/concern is about another aspect of school life that is impacting on your child's education.

Level 5 Response

NORTH METROPOLITAN REGIONAL EDUCATION OFFICE

Contact the coordinator of regional operations if a resolution is not reached at school level and/or:

- Your enquiry/concern has not been resolved by the school Principal.
- The Principal can assist with contact details for the coordinator of regional operations at North Metropolitan Regional Education Office.

STUDENT REQUIREMENTS

LIBRARY

We have a fully automated library. A wide range of books and resources are available for both students and staff along with access to up to date computer equipment, including internet facilities. Children wishing to borrow a book must provide a library bag. Books and resources are borrowed for 7 days and may be renewed after that time. Parents are asked to pay the replacement costs for any damaged or lost items.

LOST PROPERTY

Parents are requested to ensure that all clothing is clearly marked with the child's name, so that the owners can be located when clothing is found. Every effort will be made to return lost clothing if the articles clearly show the name of the child. Lost property is stored in the Undercover Area. Any unclaimed lost property will be donated to a recognised charity at the end of each term. We will also arrange periodic "displays" of lost property at some assemblies.

EXCURSIONS, INCURSIONS AND CAMPS

From time to time class teachers may arrange excursions and outings for children in their class. These form part of the educational program, and wherever possible we arrange transport by bus. (Parent friendly costing limits of excursions are covered in the 2022 Charges and Voluntary Contributions document). Visits by high profile organisations with a message, entertainment or valuable learning experience are presented at school from time to time. It is an expectation that all children attend these presentations. Children who cannot attend for financial reasons will be supervised for the duration. Please note: AHPS no longer accepts cash payments, Excursion/Incursion payments can be made via direct deposit or EFTPOS.

CHILDREN TRANSFERRING

When children leave our school or transfer to another school, parents are asked to advise the office and the class teacher in writing at least a week or more beforehand. This will provide adequate time to enable the staff to ensure that all records have been completed and checked and all library books or borrowed materials are returned prior to the child's departure.

MOBILE PHONES

In accordance with the State Government announcement of the Student Mobile Phones in Public Schools policy, Anne Hamersley Primary School has implemented a ban on the use of mobile phones for all students from the time they arrive at school to the end of the school day. This includes smart watches, other electronic communication devices, and associated listening accessories, such as, but not limited to, headphones and ear buds. "Off and away all day" includes before school and at break times. All mobile phones should be handed in to the class teacher at the commencement of the school day. Exceptions are permitted for health and educational purposes. Please refer to our Mobile Phone Policy on the school website.

PERSONAL USE REQUIREMENTS

While the Department of Education supplies certain text materials and work books, parents are required to provide items for personal use such as pencils, pens, rulers and so forth. Parents should check regularly that each student has the appropriate equipment for use throughout the school year. Separate lists of the requirements for each class are issued. Additional copies of these lists are available at the school office. These can also be downloaded from our website. Campion offers a service to this school whereby they will supply the necessary items in a complete order for each child at the beginning of the school year. A list of requirements for the forthcoming year is issued each November/December where parents are able to utilise an internet ordering service for your convenience. These items should be clearly named. To develop habits of neatness and a pride of work, it would be appreciated if parents would cover all books in which written work will be done by the child throughout the year. All children will need a library bag, which is used to preserve and protect school library books when carried to and from school. Your child will need to have personal use items in their possession each school day in order to maximise participation in the learning opportunities and activities presented. It may be necessary to replace some items such as pencils throughout the year.

NOTE : The supplier mentioned has been selected by the school. All items on the list are available from other suppliers and parents are free to purchase list items from other sources.

DIGITAL MEDIA

Teachers utilise a number of different resources within an educational setting. Almost always these are "G" rated and don't require consent. Very occasionally, something with a 'PG' rating is appropriate for which we would need parental permission, in this instance a permission slip will be sent home by the classroom teacher. The general consent form is included in Part B of our enrolment form and needs to be completed to allow your child to participate.

PUBLICATION OF IMAGES & WORK

Anne Hamersley Primary School has received clarification of the Department of Education's Information Privacy and Security Policy that requires schools to gain parental/guardian permission before using visual images of students, such as photographs, outside the school environment.

This school regularly uses images of students in a variety of ways to recognise excellent achievement, inform parents and the local community of school matters, publicise events and to promote the school. From time to time, we may also be asked to contribute to Department of Education materials such as educational videos, newspaper and local papers. The school also has a website which may result in your child's image potentially being accessed worldwide through the internet.

The permission of parents/caregivers is required before any photographs are published. There is therefore a requirement that the **Consent Form** is completed. This form is contained in Part B of our enrolment package.

INTERNET POLICY

The internet is a tool which can be used across all eight learning areas. The internet offers tremendous opportunities of educational value. Internet access will be available to students with teacher supervision. All students, parents and teachers are to complete a Consent Form included in Part B of our enrolment form.

BYOD

At Anne Hamersley Primary School we offer students in Years 5 and 6 the opportunity to participate in our BYOD (Bring Your Own Device) program. This program enables students to use their own iPad to achieve enhanced access to engaging learning through the school's wireless network.

The features of the program are:

1. Students have one on one access to technology.
2. Students can utilise online resources and programs, shifting towards self- directed learning in collaboration with peers and teachers.
3. The frequent use of their own device supports familiarity and students become very competent in using their devices.
4. Continuity of learning at home as the same programs can be accessed from home.
5. The BYOD program complements our focus on integrating ICT into our teaching and learning programs. Students who do not participate in the BYOD program are provided with one school iPad to share with another student to ensure their access to ICT.

Please note that participation in the BYOD program is **OPTIONAL** and that you are under no obligation to provide an iPad for your child. Children will not be disadvantaged if parents decide not to participate in the BYOD program next year. They will have access to a shared iPad, one between two students.

Please note that iPads are not covered by the school's insurance. We highly recommend a protective case for the iPad, with all corners enclosed as a minimum. Students participating in the BYOD program will be required to complete a student agreement around iPad usage and responsibilities. Parents will also be asked to sign a parental agreement.

More information will be provided to the parents with students in Year 5 and 6 at the beginning of the year.

THIRD PARTY CONSENT

In 2021 the Department of Education created a policy to protect information shared with third party services. This new process requires parents/guardians to consent for apps and websites used in the classroom to support your child's education which collects student information. Each student requires a separate consent form to be completed before they will be able to access any apps on devices at school. The school has researched the Department's Assessment Reports on Third Party Services (apps and websites) used within our school. Consent forms will be sent home at the beginning of the school year. As the Department continues to assess the Third Party Services (apps and websites) available, you may be asked to complete further consent forms throughout the year.

2022 VOLUNTARY CONTRIBUTIONS AND CHARGES

VOLUNTARY CONTRIBUTIONS AND CHARGES

In order to enrich the educational opportunities available to your child, under the Education Act, the Department of Education regulations provide that a Principal, with the endorsement of the School Board, may establish funds to assist in the purchase of library materials, sporting equipment, extra art/craft materials, stationery, learning aids and other incidental materials that render the school's learning program more efficient. The voluntary contributions for 2022 for students are:

- Kindergarten \$50 per child
- Pre-Primary -Year 6 \$60 per child

Parents/carers are welcome to pay their voluntary contributions when purchasing their child's personal items at the beginning of the school year online through Campion. In addition, specific requests for charges to cover the cost of activities such as excursions, incursions, swimming lessons, interschool sport etc. will be made during the year. Anne Hamersley Primary School has endorsed the schedule (below) of charges for 2022. The schedule is broken into two sections and will allow you to calculate all costs that may be incurred throughout the 2022 school year. Contributions and charges may be paid by:

EFTPOS: Facilities are available at the school office.

Direct Deposit: BSB: 016-352 ACCOUNT: 2953 64417
Please include reference: (SURNAME, First Name)

2022 VOLUNTARY CONTRIBUTIONS AND CHARGES										
<i>In accordance with Department of Education policy, the following schedule of Contributions and Charges has been endorsed by the Anne Hamersley Primary School Board. The schedule is broken into two sections and will allow you to calculate all costs that <u>may</u> be incurred throughout the 2022 school year.</i>										
VOLUNTARY CONTRIBUTIONS		CHARGES – Extra Cost Options Estimated maximum Cost								
PRE-PRIMARY – YEAR 6 \$60 PER STUDENT		ITEM	K	P	1	2	3	4	5	6
Cost Component	Itemised Costs	Swimming	-	\$70	\$70	\$70	\$70	\$70	\$70	\$70
Photocopies	\$5.00	Interschool/ Carnivals	-	-	\$10	\$10	\$10	\$30	\$30	\$30
Workbooks/ Exercise Books	\$5.00	Incursions/ Excursions	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140
Reading/ Library Books	\$15.00	Special Days/ Craft Activities	-	\$20	\$20	-	-	-	-	-
Stationery	\$10.00	SUBTOTAL	\$140	\$230	\$240	\$220	\$220	\$240	\$240	\$240
Art and Craft	\$10.00	<i>The term 'charges' refers to the extra cost optional activities which are part of an education program and which contributions do not cover. All of the below are optional and if no payment is received, an educational activity with a similar outcome will be provided to the student. The 2022 extra cost optional activities are to be approved by the School Board. The estimated costs provided are at an upper limit and will not exceed this amount. These costs will only occur if the activity is actually undertaken. A breakdown of estimated charges for your child for 2022 has been included in the schedule above.</i>								
Student Resources	\$15.00									
TOTAL	\$60.00									
KINDERGARTEN \$50 PER STUDENT		OTHER OPTIONAL COSTS								
Cost Component	Itemised Costs	ITEM	K	P	1	2	3	4	5	6
Photocopies	\$5.00	PEAC	-	-	\$10	\$10	\$10	\$45	\$70-\$270	\$30-\$300
Workbooks/ Exercise Books	\$3.00	School Photos	<i>Costs vary according to packages selected</i>							
Reading/ Library Books	\$5.00	Graduation Shirt								\$45
Stationery	\$2.00	Graduation Lunch								
Craft Materials	\$20.00	Camp – (NB: this figure may change due to the costing of buses in 2022)								\$350
Student Resources-Sporting Resources	\$5.00	Whilst contributions are voluntary, the quality of our teaching and learning program will be maximised when each family makes its contribution to the cost of supplementing funding gained from other sources, including the State and Australian Governments.								
Student Resources -	\$10.00									
TOTAL	\$50.00									

SCHOOL DRESS CODE

Our school uniform is available for purchase from Lowes, located in the Ellenbrook Central shopping centre off Main Street in Ellenbrook. The following uniform items were selected and approved by the school community, and are suitable for all children:

- Uniform dress (with an embroidered logo)
- Uniform Polo Shirt
- Navy Skorts
- Navy Shorts
- Navy tracksuit pants
- Uniform navy tracksuit jacket
- Black school shoes (These don't necessarily have to be leather school shoes)
- White socks
- Navy school hat

SPORTS UNIFORM - Polo top or house shirt with navy skorts or sport shorts. Sports shoes may be worn on the days that sports uniforms are worn for sport. A sun safe school hat in the school colours is compulsory. Brim to be approximately 7cm.

CONTEXT

There are several reasons why a school uniform is an essential element of our school culture and dress code:

- Uniforms set the standard of expectation at our school. A school's dress code plays an important role in promoting a positive image of the school and creating a sense of identity among students.
- They promote the safety of students through easier identification.
- They assist in keeping costs of clothing within reasonable limits for parents.
- They assist students to learn the importance of appropriate presentation.

DRESS CODE EXCLUSIONS:

- thongs, slip-ons, ugg boots, rubber boots, football boots in class, high heels or platform shoes, coloured joggers
- jewellery (watches, ear studs and sleepers are acceptable). Make-up is excluded, this includes nail polish
- bulky jackets may be worn over a jumper and removed before entry to class as classrooms are adequately heated
- brief shorts, board shorts or denim shorts
- clothing with vulgar, lewd or offensive slogans or pictures, logos bigger than a bankcard. T-shirts and long pants not in school colours, jeans, camouflage clothing, black clothing, checked shirts or long coloured striped socks
- Hair dye
- Hair longer than shoulder length to be tied up

NOTE: It is an expectation that all children wear the school uniform.

MODIFICATION TO DRESS CODE

Parents of students who, for religious or health reasons, may need to modify the school dress code, are required to make an appointment with the Principal to negotiate alternatives. Staff will be informed of these students.



HOMEWORK

Homework is seen as valuable in the revision and extension of class work and is required to help develop independent learning. However, homework should be relevant to the child's individual needs and developmental stage. Classroom teachers will refer to this policy at class meetings held at the beginning of the year, and will answer any questions you may have regarding school work at home.

EARLY CHILDHOOD - YEAR PP - 2

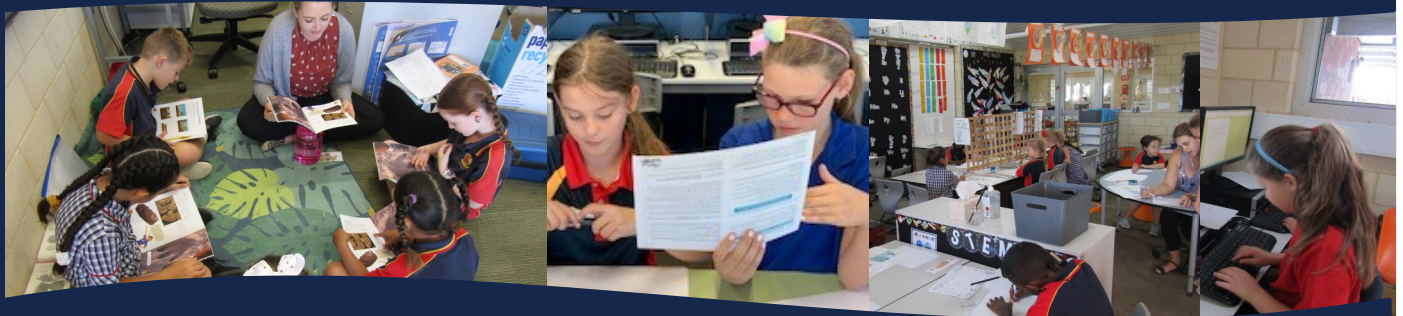
1. Children will complete homework within the range of 3 to 4 nights per week.
2. Children are encouraged and may be required to practise mathematical concepts, writing, spelling and reading at home.
3. The maximum time commitment is between 15-20 minutes per night.
4. There is an expectation that parents will be responsible for supervising homework completion, with teachers ensuring work is checked. Teachers will also monitor completion and praise home achievement.

YEAR 3 - 6

1. Children will complete homework within the range of 3 to 5 nights per week.
2. Children are encouraged and may be required to practise mathematical concepts, spelling, writing and reading at home.
3. The maximum time commitment is between 20-30 minutes per night.
4. There is an expectation that parents will be responsible for supervising homework completion, with teachers ensuring work is checked. Teachers will also monitor completion and praise home achievement.

SUGGESTIONS TO PARENTS

- Establish a homework routine with your child/ren.
- Provide a quiet working area.
- If any difficulties arise, please discuss the situation with your child's teacher.
- Homework, including project work, is directed at the child not the parent.
- Homework should further the partnership between the home and school.
- Homework at AHPS is to practice taught skills. If set homework is too hard, please notify your child's teacher.



HEALTH AND WELFARE

SICK CHILDREN

PLEASE ENSURE THAT YOUR CHILD'S HEALTH RECORDS MAINTAINED AT THE OFFICE ARE CURRENT.

Although we endeavour to take every care with genuinely sick children, we request that parents do not send children to school who have been ill at home and have not fully recovered. We request parents notify their child's classroom teacher if a child has a recurring illness.

IF A CHILD HAS A COMMUNICABLE DISEASE, PLEASE ADVISE THE OFFICE IMMEDIATELY. Parents must supply an emergency caregiver's number that is current in case of emergencies.

If a child becomes ill at school, the caregiver will be contacted and asked to take the child home. Where a caregiver cannot be contacted, we will contact the emergency contacts provided. Alternatively, the child will remain in the sick room under the supervision of the Administrative team. In exceptional circumstances, immediate medical help will be sought and the caregiver contacted as quickly as possible. The cost of an ambulance, if needed, will be the parents' responsibility. If your child is unwell, please keep them at home until they are well. Please ensure that all of your contact numbers are up to date.

FIRST RESPONSE TO PLAYGROUND INJURY

Every effort is made to attend to minor cuts, grazes, sprains, etc. For serious injuries, parents are contacted immediately and an ambulance could be called, depending on the severity of the injury or distress.

ALLERGIES , ASTHMA AND HEALTH CONCERNS

For students whose health care needs can be supported using the resources available to the school, Parents/ Caregivers will be requested to complete one or more of the Department's standardised student health care plans or provide an alternative plan from their child's medical practitioner. Please advise Administration upon enrolment, about any allergies or health conditions affecting your child. These may include food allergies, asthma, bee/wasp allergies, dietary considerations due to religion, etc. Parents should also ensure that any medication and equipment provided for your child is up-to-date and in good working order. All medication should be in its original packaging with correct dosage. You may wish to meet with school staff to discuss your child's health care plan, particularly if staff need to be trained to support your child. Some health care plans for serious conditions require a medical practitioner's signature. It is important to arrange this as soon as possible. All Health Care Plans must be updated annually or if a situation changes. We are an Asthma Friendly school. This means we have both an awareness of asthmatic symptoms and first aid procedures. It is the responsibility of parents to provide both "puffers and spacers" and to complete a student Health Care Summary (HCS) form which provides an overview of your child's health care needs and information for use in a medical emergency.

ALLERGY AWARE

Like all schools, Anne Hamersley Primary School responds to individual students' medical needs. Some of our students have severe allergies that are of a life threatening nature. **Anne Hamersley Primary School is an 'ALLERGY AWARE' school.** This means that we respect the individual needs of students who have identified allergies (with care plans) to such products as nuts, kiwi fruit, dairy and eggs. **In particular, food products that have nuts or are made from nuts should not come to school. i.e. peanut paste, Nutella and nut bars.** We seek your support to keep our school allergy friendly by not including these products in your child's lunches and snacks. We request that children do not share food at recess or lunch. If you provide food for celebrations to the classroom, please ensure a full list of ingredients is available so every care can be taken for children with allergies.

MEDICATION

Written authorisation is required for school staff to administer prescribed and non-prescribed medication. Requests must be made at the school office. Parents are asked NOT to make individual requests to the class teacher. Parents who require the administration of medication to their children during school hours (including asthma preventatives or relievers) are asked to provide the medication to the school and to complete the necessary form. The school requests that prescription medication is supplied to the school in pharmacy labelled packaging. Students are not to keep prescription medication in their bags or self administer. All medication is kept in a locked medical cabinet in the office.

INFECTIOUS DISEASES AND IMMUNISATION

The WA Department of Health strongly recommends that children entering school are fully immunised. Our guide for communicable and infectious diseases is taken from the WA Department of Health, and the Department of Education Regulations. For your information, details relating to some of the more common diseases are listed below:

- **Chicken Pox:** Exclude for at least 5 days after vesicles (rash) appear and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion. Refer any immunosuppressed children (e.g. leukaemia patients) to their doctor. Do not exclude other contacts.
- **Measles:** *NOTIFIABLE Exclude for 4 days after the onset of the rash, in consultation with public health unit staff. Do not exclude vaccinated or previously infected contacts. Susceptible contacts should be excluded until 14 days after the onset of the rash in the last case occurring at a facility. If susceptible contacts are vaccinated with MMR within 72 hours of their first contact with the first case, or Immunoglobulin within 6 days of exposure, then they may return to school following vaccination. Contact management will be coordinated by public health unit staff.
- **Rubella:** Exclude for four days after onset of rash. Contacts – do not exclude. Refer pregnant contacts to their doctor.
- **Mumps:** Exclude for 9 days after onset of symptoms. Consult with your public health unit staff. Contacts—Do not exclude.
- **Ringworm:** Exclude until person has received anti-fungal treatment for 24 hours. Contacts – do not exclude.
- **Scabies:** 2 to 6 weeks before onset of itching if not previously infested. People who have been previously infested may develop an itch 1 to 4 days after re-exposure. Exclude until the day after treatment has commenced.
- **Hepatitis A:** *NOTIFIABLE Exclude for at least one week after onset of jaundice or two weeks after onset of symptoms (if not jaundiced). Extra exclusion may apply for high risk groups.

Please keep the school up to date with information regarding the immunisation status of your child.

HEAD LICE

Anne Hamersley Primary School asks that all parents regularly check their child's hair for head lice. If lice are found, please treat promptly and inform the class teacher or school administration. **Once the child has been treated, they may return to school.** Re-infestation is highly likely to occur if the entire family is not checked and all combs and brushes are not treated. We strongly recommend children with long hair have their hair tied back at all times. Hair will need to be checked by parents on a daily basis for the following 10 days to ensure that all lice and eggs have been removed from the hair. Refer to the Department of Health, head lice fact sheet <http://www.public.health.wa.gov.au/>. If a child is found to have head lice while attending school, the parents will be telephoned and asked to collect the student. The student must be excluded until treatment is underway. Parents are encouraged to seek advice from the school at any time to help overcome this ongoing problem.

LUNCHES

Lunch boxes should contain a variety of foods that are healthy and wrapped with minimal or no packaging. There are a variety of containers and lunch boxes available that enable no wrapping of foods. Pre-packaged snacks and treats of dubious nutritional value are increasingly visible in lunch boxes. We would ask that these snacks and treats should be kept to a minimum i.e. no more than **one** item per day.

CRUNCH & SIP

Anne Hamersley delivers the Crunch & Sip program. Crunch & Sip is a primary school nutrition program, developed to increase the quantities of vegetables, fruits and water being consumed by Western Australian children. Crunch & Sip is a set time in the day for students to eat vegetables and fruit with a drink of water in the classroom. At Anne Hamersley Primary School our Crunch & Sip time is delivered during the morning session, giving the students a chance to refuel to improve mental performance and concentration during the first session of the day. Please provide some cut up fruit or vegetables for your child to enjoy during the Crunch & Sip time.

As a Crunch & Sip school we follow the Crunch & Sip guidelines. These are:

Vegetables

- All fresh vegetables are permitted (e.g. celery, carrot sticks, broccoli bits)
- Vegetables canned in water with no added salt (e.g. corn spears, baby carrots, butter beans)

Fruit

- All fresh fruit (e.g. whole fruits, chopped melon)
- Fruit canned in water, juice or with no added sugar (e.g. peach slices). Don't forget a spoon!
- Dried fruit like sultanas or apricots are allowed for Crunch&Sip but should be limited. This is because dried fruit tends to cling to teeth and is a concentrated source of sugar, increasing the risk of tooth decay.

Drinks

- A clean, clear water bottle filled with plain water.

SUN PROTECTION

Anne Hamersley Primary School follows a “No Hat - Shade Play” SunSmart Sun Protection policy.

This is in place:

- To encourage all students to have some form of protection from the sun when involved in outdoor activities
- For students to develop sensible habits with regard to protection from harmful effects of the sun
- To educate students to be aware of the dangers of exposure to the sun; and
- To encourage students to wear the school hat as an integral part of the school uniform

EXTREME WEATHER PROTECTION

All children at Anne Hamersley Primary School are encouraged to play each day during the recess and lunch time available to them. This is to be encouraged in wet weather, unless thunder storms or severe weather conditions are present. During periods of inclement weather, all students are restricted to playing in either the undercover area or the verandas and alcoves during the recess and lunch breaks. The library may be opened in severe wet weather or students will occasionally stay in classrooms. The same will apply for extreme heat.

STUDENT SUPPORT PROGRAMS

SCHOOL PSYCHOLOGIST

A school psychologist from the Department of Education is appointed to our school. School Psychologists work in the areas of learning, behaviour and mental health to support students. Children with learning difficulties can be assessed to ascertain areas of need, and guidance and assistance is offered to teachers and parents. Help with children who have social, behavioural or emotional issues is also available. Before a school psychologist can have any involvement with children, caregivers must meet with the School Psychologist and give consent. Parents who have concerns regarding their child's learning or wellbeing should contact the school and the necessary arrangements will be made.

SCHOOL NURSE

The school nurse visits the school periodically. Children are examined at intervals and parents are notified of problems. Screening for hearing and vision is conducted in the early years of schooling (Kindergarten).

DENTAL THERAPY UNIT

As part of the School Dental Services (SDS) public health program the Dental Therapy Centre provides free general and emergency dental care for all students who attend a school recognised by the WA Department of Education. Specialist treatment such as Orthodontics can also be arranged, although parents will be responsible for the cost of specialist services. Students aged 5 to 16 or from Pre Primary to end of Year 11 are eligible for enrolment with the SDS. All children must have a parent /guardian present for dental appointments. Anne Hamersley Dental Therapy Centre can be contacted on 9297 7021.

SCHOOL CHAPLAIN

Our School Chaplain works one day a week. The School Chaplain is a listening ear for students, parents and staff. The role of the Chaplain is to assist in the physical, social and emotional wellbeing of the school community. A Chaplain is a Christian who is motivated by their beliefs to care for and help those they encounter but are not permitted to attempt to sway people towards their own beliefs. A Chaplain is to provide non-religious pastoral care and is here to create a supportive environment for students and families irrespective of their faith or cultural backgrounds. Please contact the school administration for further details.

INSURANCE COVER AND SCHOOL CHILDREN

To avoid any misunderstanding with regard to school children and insurance cover, your attention is drawn to the following points:

- The Department of Education does not insure children against injury at school or on an excursion, camps, visits, etc. This is considered to be the responsibility of the parent. School children's accident insurance cover is available from several insurance companies. This insurance provides twenty-four hour per day cover.
- On school excursions, camps, swimming etc. whether children travel by bus or private transport, they are covered while travelling by normal third party insurance cover, the premium for which is part of both car and bus registration fee.
- Some bus companies do carry an additional public liability policy, but it would only cover negligence on the part of the company.

POSITIVE PARENTING PROGRAM

Triple P gives parents simple and practical strategies to help them build strong, healthy relationships, confidently manage their children's behavior and prevent problems developing. It is one of the most effective evidence-based parenting programs in the world, backed by more than 30 years of ongoing research. Triple P is currently used in 25 countries and has been successful across cultures, socio-economic groups and in all kinds of family structures. Triple P's multi-level suite of programs continues to evolve and grow – both in what is offered and how it is offered. Researchers have developed programs delivered in seminars, groups, individually and online, which result in improved relationships, parenting confidence and greater use of positive parenting strategies. At Anne Hamersley Primary School, we encourage **all** parents to attend the Triple P Seminar Series as their child enters school. The School Psychologist may hold Triple P Seminars for interested parents and caregivers.

Check the website for more details at <http://www.triplep-parenting.net.au>

MEETING THE NEEDS OF INDIVIDUALS

Anne Hamersley Primary School is committed to meeting the individual needs of our children. In order to develop and implement the most appropriate and relevant teaching and learning programs, we need to be informed about children with special needs which may include:

- Speech and/or language delay
- Gross/fine motor delay
- Behavioural disorders
- Social /emotional problems
- Physical disabilities
- Specific learning disabilities; or
- Academic talent and/or giftedness



SCHOOL PARTNERSHIPS

OUTSIDE SCHOOL HOURS CARE (OSHC) CAMP AUSTRALIA

Anne Hamersley Primary School has partnered with Camp Australia, the leading provider of Before and After School Care in Australia. This high-quality program embraces the school's values and builds on your child's educational experiences and individual interests. Every day is a new adventure with activities guided by the children who attend the program and there are lots of things to see and do including:

- Outdoor games & sports
- Arts & crafts
- Playing with friends
- Homework time
- Food & cooking
- Indoor activities

Come along and join the adventure! You are welcome to drop in and visit our program anytime to meet our team and see what happens in the program.

REGISTER AND BOOK

To find out more about the OSHC program, visit our website at :

<https://www.campastralia.com.au/Schools/AnneHamersleyPrimarySchool/6069/1820>

and you can request an information pack, or register and book your children into the program, or call our friendly Customer Care Team 24 hours a day, 7 days a week on 1300 105 343.

We hope to see you soon,
The Camp Australia Team



**UNIFORM NOW
AVAILABLE AT
LOWES ELLENBROOK**
& online at www.lowesschoolwear.com.au



P: 6296 7487 70-71/204 The Promenade, Ellenbrook WA 6069

**WITH EVERY SCHOOLWEAR PURCHASE
WE GIVE BACK TO THE SCHOOL**

UNIFORM SUPPLIER - LOWES ELLENBROOK

Anne Hamersley Primary School partnered with Lowes Ellenbrook in 2015 after they were commissioned to design, produce and sell our uniforms from their outlet. For further details contact Lowes on 6926-7487 or call in and speak with the friendly staff at Shop 70/71, Ellenbrook Central, 204 The Promenade, Ellenbrook, WA 6069 during business hours.



ANNE HAMERSLEY PRIMARY SCHOOL CANTEEN - S & J FOOD 4 THOUGHT

S & J Food 4 Thought commenced operating a canteen service, "Annie's Food Hut", on Tuesdays and Thursdays in Term 2, 2017 at Anne Hamersley Primary School. A varied and healthy food menu has been designed for the children in line with the Traffic Light food system. Orders can be placed either through Flexischools (available on Apple and Android or online - www.flexischools.com.au) or in person at the canteen by 9am each Tuesday and Thursday. A recess and lunch time food service is provided. S & J Food 4 Thought have created a Facebook page – Anne Hamersley Primary School Canteen - to update parents on specials and to answer any questions you may have about the Canteen.

THE TRAFFIC LIGHT FOOD GUIDE

A handy guide to providing your children with nutritious food that keeps them happy and healthy is the Traffic Light system. This system categorises food into three groups.

Fill the menu

Green food and drinks

- at least 60% of the menu
- form the basis of a healthy diet
- good source of nutrients
- should be promoted

Select carefully

Amber food and drinks

- no more than 40% of the menu
- have some nutritional value
- should be selected carefully

Off the menu

Red food and drinks

- off the menu
- lack nutritional value
- can contribute excess energy

KINDERGARTEN CHILDREN

Kindergarten programs assist in the development of competent, confident and creative learners who grow to become responsible citizens. Children have a fundamental right to access high quality programs, environments and pedagogical practices that acknowledge and respond to each child's uniqueness in the way they develop, grow and learn.




Children in these years continue to build foundations of effective communication (including Information Technologies). Literacy and Numeracy are introduced as well as key ideas and concepts of other learning areas. Building effective learning and life skills requires cognitive strategies, social and emotional competence, cultural competence, physical and personal development and creativity to be addressed.

High quality programs compliment and motivate children's natural curiosity, sense of fun and zest for learning. Educators provide opportunities for children to learn through an orchestrated balance of play, deliberate and intentional teaching and spontaneous experiences and interactions. Curriculum experiences are active, engaging, challenging and connected to children's lives. Children are encouraged to make decisions and take risks in learning, show initiative, make choices, reflect, problem solve and persevere. Kindergarten indoor and outdoor environments are used to enrich learning and reflect effective early childhood pedagogy for children of this age.

As Kindergarten children attend kindy 15 hours per week, the kindy days will be split into five days a fortnight with two days one week and three days the alternate week. Kindy students will attend school for full days from the start of the year. The Kindergarten will use the same session times as the school timetable.

- **Kindergarten students will be in four groups for 2022; Red, Yellow, Blue and Green. Students will attend either Thursday and Friday each week with alternate Wednesday starting in the second week (even weeks) or Monday and Tuesday each week with alternate Wednesday starting in the first week (odd weeks)**
- **In the first week;**

PERSONAL ITEMS FOR STUDENT USE KINDERGARTEN 2022

	
KINDY RED AND GREEN	KINDY BLUE AND YELLOW
1 Artline Supreme Permanent Marker 2 packet of wind-ups 1 Artline 210 MEDIUM 0.6 2 document wallets (Red/ Green)  2 scrapbooks 64 page 4 Uhu glue sticks (21g) Magic Blue 1 lead pencil triangular 2B 4 packet fine whiteboard markers (4 pack) 1 display folder A3 1 Pair of Scissors (left or right handed for your child's use) 1 packet of textas 1 packet A4 laminating sheets	1 Artline Supreme Permanent Marker 2 packet of wind-ups 1 Artline 210 MEDIUM 0.6 2 document wallets (Blue/Yellow)  2 scrapbooks 64 page 4 Uhu glue sticks (21g) Magic Blue 1 lead pencil triangular 2B 1 packet fine whiteboard markers (4 pack) 1 display folder A3 1 Pair of Scissors (left or right handed for your child's use) 1 packet of textas 1 packet A4 laminating sheets
KINDY RED & GREEN GROUPS PLEASE PROVIDE: 1 x Pack of Scurers (6 pack) 1 x Large Zip Lock Bags (A4 size -27x33cm) 1 x Food Colouring 1 x 1kg Salt 1 x Box of Tissues 1 x Cream of Tartar 1 x Dishwashing Liquid	KINDY YELLOW & BLUE GROUPS PLEASE PROVIDE: 1 x Pack of Sponges (5 pack) 1 x Packet Paper Plates (20 pack) 1 x 1kg Flour 1 x Oil 1 x Hand Sanitiser 1 x Cream of Tartar 1 x Hand Soap
** Please purchase plain brands where possible, except glue. Items may be purchased from any supplier	

EACH DAY YOUR CHILD WILL NEED TO BRING:

- A bath towel that can be used at relaxation time
- 1 library bag
- A hat - must be wide brimmed - the school hat is available from Lowes in Ellenbrook
- Children need their **own water bottle each day**, which they take home at the end of the day to be cleaned and filled with water only (no juice or cordial please)
- A piece of fruit for crunch and sip
- A healthy packed **lunch**
- A school bag

NOTE: Please label all belongings clearly with child's name.

A NOTE ON FRUIT TIME

At kindergarten we have fruit as a snack at Crunch & Sip time. Please ensure your child has at least one piece of fruit per session. This fruit is washed, cut up and then placed into individual bowls for the students to eat. Alternatives to fruit are vegetables, plain crackers, dried fruit, cheese cubes or sultanas, but please – no sweet biscuits, lollies or nuts.



PARENT ROSTERS FOR PLAYDOUGH & FRUIT CUTTING

Parent helpers are welcomed in Kindergarten. You can help out by volunteering to make play dough and cutting fruit. Rosters will be displayed in week 5 of term one.

KINDERGARTEN AND PRE PRIMARY CHILDREN

CLOTHING

Please label **ALL** items of clothing. Children will be asked to empty the sand out of their shoes after each outside session, so footwear that they can manage themselves is best e.g. unless your child can tie their shoes please supply them with Velcro sneakers. All children must wear shoes at all times during the school day, unless participating in sensory activities. In case of an “accident”, please ensure your child always has a spare change of clothes in a plastic bag in their school bag. A wide brimmed hat is essential at all times of the year. Please apply sunscreen at home before school especially in the summer months. Children can get easily sunburnt and windburnt.

DELIVERING/COLLECTING YOUR CHILD

Kindergarten and Pre Primary children must not be left unattended before the classroom doors open. We have family time from 8.30am to 8.40am. They should also be collected on time at the end of the day at 2.55pm (2.30pm each Wednesday), as it is very distressing for a young child to be the last one picked up. They must be brought and collected by an adult, not siblings. We must be notified if someone other than the primary caregiver is going to pick up your child at the end of the session. For duty of care reasons, please do not let any of your children play on the playground or with equipment before or after school.

PARENT HELP

We value your help in our early childhood program and ask that you volunteer to come in for a session each per term by writing your name down on the parent roster, which will be displayed in your child's classroom. Parent help will be discussed further at the Parent Information sessions at the beginning of Term 1. If any parents and family members have special talents or an interesting occupation, we would love you to come in and share them with us (e.g. artist, bee-keeper, musician, dancer, potter, fireman, nurse, baker, etc.).

BIRTHDAYS

Due to the difficulty that could be encountered by children with allergies, parents are asked to provide cup-cakes or chocolate Freddo Frogs only. If the cup cakes are prepared at home a list of ingredients needs to be provided to ensure that children with allergies are not given these treats. Cup-cakes can also be purchased from recognised retail outlets. These outlets print ingredients on their packaging and are closely monitored by Health Authorities. Please do not send in nut related foods. Parents of children with severe allergies may like to keep “treats” at school for these occasions to allow their children to be part of a celebration. Parents who would like their children to be excluded from Birthday Celebrations are asked to contact their child's teacher by the end of week 1 of the year.

LIBRARY

We have a fully automated library. A wide range of books and resources are available for both students and staff along with access to up to date computer equipment including internet facilities. Kindergarten and Pre Primary children will visit the library once a week to participate in literature lessons and to borrow a book. Books will be returned every fortnight and may be renewed after that time. Children wishing to borrow a book must bring their library bag on their library day. Parents will be asked to pay the replacement costs for any damaged or lost items.

JUNK MATERIALS

Your junk is our treasure! Where possible please try to bring in clean items that are in good condition. Ice cream containers, foam trays, lace, boxes, corks, material, buttons, wrapping paper, cards, magazines, pegs, string, shells, paper towel tubes, dress-up clothes, etc. We also use larger items for outside play. Let your child's Classroom Teacher know if you can supply loose parts; pebbles and rocks, tubes, pallets, wood, large boxes, large sticks, pavers, poles, pvc.

EARLY CHILDHOOD EDUCATION ENROLMENT AGES

Date Of Birth	YEAR LEVEL					
	2022	2023	2024	2025	2026	2027
1.7.10 - 30.6.11	Year 6					
1.7.11 - 30.6.12	Year 5	Year 6				
1.7.12 - 30.6.13	Year 4	Year 5	Year 6			
1.7.13 - 30.6.14	Year 3	Year 4	Year 5	Year 6		
1.7.14 - 30.6.15	Year 2	Year 3	Year 4	Year 5	Year 6	
1.7.15 - 30.6.16	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
1.7.16 - 30.6.17	P/P	Year 1	Year 2	Year 3	Year 4	Year 5
1.7.17 - 30.6.18	Kindy	P/P	Year 1	Year 2	Year 3	Year 4
1.7.18 - 30.6.19		Kindy	P/P	Year 1	Year 2	Year 3
1.7.19 - 30.6.20			Kindy	P/P	Year 1	Year 2
1.7.20 - 30.6.21				Kindy	P/P	Year 1
1.7.21 - 30.6.22					Kindy	P/P
1.7.22 - 30.6.23						Kindy
1.7.23 - 30.6.24						
1.7.24 - 30.6.25						

PARENT INVOLVEMENT

PARENTS AND CITIZENS' ASSOCIATION

The P&C comprises of parents and guardians of children attending Anne Hamersley Primary School and other interested persons over the age of 18 years who have paid an annual subscription (\$1.00). The principal of the school is an ex officio member. The P&C Association, as per the School Education Act 1999, is a recognised organisation whose major objectives are to:

- Act as a formal, recognised parent forum for discussion of educational issues;
- Develop community interest and gather community opinion on educational issues;
- Elect a representative to the School Council;
- Participate in the formulation of the educational policies of the school through representation on the School Council;
- Promote the interests and wellbeing of the children attending the school;
- Work to bring about greater co-operation between the school and the home;
- Provide additional resources and facilities for the school.

Dates and times of general meeting and sub committee meetings are advertised in the school newsletter and in the term planner. A small joining fee of \$1.00 is asked if parents wish to be a member of the P&C and/or of its sub committees. It is not necessary to pay this fee to attend the general meetings, or committee meetings, only to vote on issues. There can be no doubt children have benefited from the assistance and support of the P&C Association. The principal, staff and P&C Association cordially invite you to take an active part in the Association's affairs and to co-operate in making the school more progressive. All interested parents and friends are welcome to attend any meeting and are encouraged to become active members.

Please note: All P&C matters are to be presented in writing and sent to the secretary to be forwarded to appropriate persons or subcommittees. Direct criticisms to subcommittee representatives are not appropriate. All matters relating to a child/teacher should be handled through an interview with the class teacher/principal, at a time arranged to suit all parties. The P&C is not a forum for discussion of specific issues relating to particular children or teachers.

The P&C operates under the guidance of WACSSO (Western Australian Council of State School Organisations Inc.) and abides by the constitution and rules provided by them. There are positions that are required to be filled each year for the P&C (and the sub committees) to operate; these positions are filled at the annual general meeting, which usually occurs in the first few months of the new year. Most positions require a little of your time each month.

SCHOOL BOARD

The *School Education Act 1999* provides for school councils/boards to enable parents and members of the community the opportunity to engage in activities that are in the best interests of students and enhance the education provided by the school.

Specifically, the functions of the Board are to:

1. Take part in establishing and reviewing the school's objectives, priorities and general policy directions; financial planning to support the above; evaluating the school performance in achieving the above; and formulating codes of conduct for students.
2. Promote the school in the community.
3. Determine, in consultation, a dress code for students.
4. Approve: contributions, charges and extra cost optional components of the school educational program; items for personal use in the educational program; and advertising and sponsorship arrangements.

School Board members:

- Principal: Christiaan Moir
- Chair person: Dave Donovan
- Secretary: Amanda Schiaffini
- Staff representatives: Rob Guy and Brooke Lowe
- Parent representatives: Sarah Stutt, Matthew Harvey and Sophie Pearce

PARENT WORKSHOPS

At regular intervals through the year, parent workshops will be held to inform parents about educational issues and approaches being used at Anne Hamersley Primary School. All workshops will be advertised in The Landing Post. Parents are encouraged to attend.

PARENT HELPERS

Parents are very welcome to help in and out of the classrooms. Please let your child's teacher know if you'd like to volunteer your time. There may be parent help courses available at the beginning of each term (depending on parent interest) for those parents who'd like to help with reading. We prefer to have parent helpers in daily so that all children get multiple opportunities every day to read to adults. Parent helpers must complete a Confidentiality Parent Form.



POLICE CLEARANCE AND CONFIDENTIALITY

Parents working with children in the classroom are required to complete a Department of Education and Training "Confidential Declaration" which is available from the school office. Other volunteers may be required to obtain a "Working with Children Check". Please check with reception for more information.

PARENT AND COMMUNITY MEMBER'S CODE OF CONDUCT

To ensure safety, security and the social-emotional development of all students and school personnel, the following list is the school's expectations of the conduct that is expected of all parent/community members whilst on school premises. When on school premises you must:

- Act in a polite and courteous manner at all times.
- Observe the parking and drop off requirements of the school.
- Obtain a visitor's badge and state the name of your business if remaining on school premises.
- Refer child related concerns to the class teacher or the office.
- Be aware that staff are not always available on demand and that an appointment may be necessary.
- Respect each child's privacy by ensuring your concerns are discussed with staff in private.
- Respect the position of all staff as authority figures in your child's life and refer to them in a positive manner.
- Request a copy of school policy when further information is required.
- Help to promote a smoke free zone around the school.
- Avoid behaviours which are delivered in a manner that threatens, intimidates, or harasses. The use of inappropriate language and behaviour will not be tolerated and will be dealt with accordingly.
- Help to ensure the good order of Anne Hamersley Primary School.

ARRIVING AT SCHOOL

CHILD PEDESTRIAN ISSUES

Research indicates that children under the age of ten should not walk to school unsupervised. If your child walks to school and is under the recommended age to walk alone, where possible, a buddy system may be formed with an older student so that your child may walk to school accompanied, therefore decreasing their road safety risk.

BICYCLE HELMETS/SKATEBOARDS/SCOOTERS

As legislation exists requiring all cyclists to wear helmets, children who do cycle to school must wear a helmet. It is recommended, by the WA Police, that children under ten do not ride bicycles unsupervised. The main reason for this is that children under this age have not developed peripheral vision.

Students who ride their skateboards to school are expected to wear appropriate safety equipment, including a helmet. Bicycles should be parked in the bike racks provided. Endeavour & Orelia students at Orelia bike racks/Calista and Parmelia at Parmelia bike racks. It is highly recommended that students provide their own locks. Children on bicycles must give way to pedestrians at all times. It is even more important to adhere to these guidelines in wet weather. Please remember to place the safety of our children before the convenience of your parking when dropping off and picking up your children. Bicycles and scooters must not be ridden in the school grounds.

WELLBEING AND ENGAGEMENT PLAN

The National Safe Schools Framework's over-arching vision is: *'All Australian Schools are safe, supportive and respectful teaching and learning communities that promote student wellbeing.'*

Guiding Principles that enable the school to achieve a whole school approach:

- Everyone has the right to be safe and to feel safe.
- Everyone in our school community is treated with respect.
- Everyone feels part of the school community and is included in its vision.
- Common goals are clearly articulated and prioritised.
- Written documentation provides the school community with a consistent approach to support, wellbeing and the engagement of our school community.
- A well defined and agreed understanding of acceptable behaviour for all members of the school community, both online and offline is promoted.
- Families and students are provided with clear information about strategies that promote appropriate behaviour and the consequences for inappropriate behaviour.



THE FRIENDLY SCHOOLS WHOLE-SCHOOL APPROACH

It is our belief that the most successful approach to building our children's wellbeing and ensuring that they are engaged in the whole process of learning, with particular emphasis on social and emotional learning, is through a whole-school approach.

We have chosen ***Friendly Schools*** to guide us in achieving this aim. This approach is grounded in Western Australia and is the result of exhaustive research conducted through our country. The Friendly Schools approach:

- Is Australian Evidence based.
- Includes the whole school – children K-6, staff, families and communities .
- Has a systematic approach to implementation.
- Provides adequate and consistent support for teachers to ensure successful and sustainable implementation.
- Helps our children to make good choices about their wellbeing and the wellbeing of others.
- Has strong links to the Australian Curriculum.

There are five key areas:

- ***Self-awareness*** - recognising and understanding our feelings, while valuing our strengths and abilities.
- ***Self-management***- controlling and directing our emotions in appropriate ways.
- ***Social awareness*** - being aware and respectful of the feelings and perspective of others.
- ***Relationship skills*** - dealing positively with relationship problems and social conflicts.
- ***Social decision making*** - considering consequences and making thoughtful sensible decisions.

Embedded in Friendly Schools is ***Restorative Practice***. This approach addresses relationships, focusing on conflict which can occur between children, staff, parents and the community. Restorative Practice utilises a framework of questions. Examples are:

- What has happened?
- Who has been affected?
- What are you going to do to make it right?

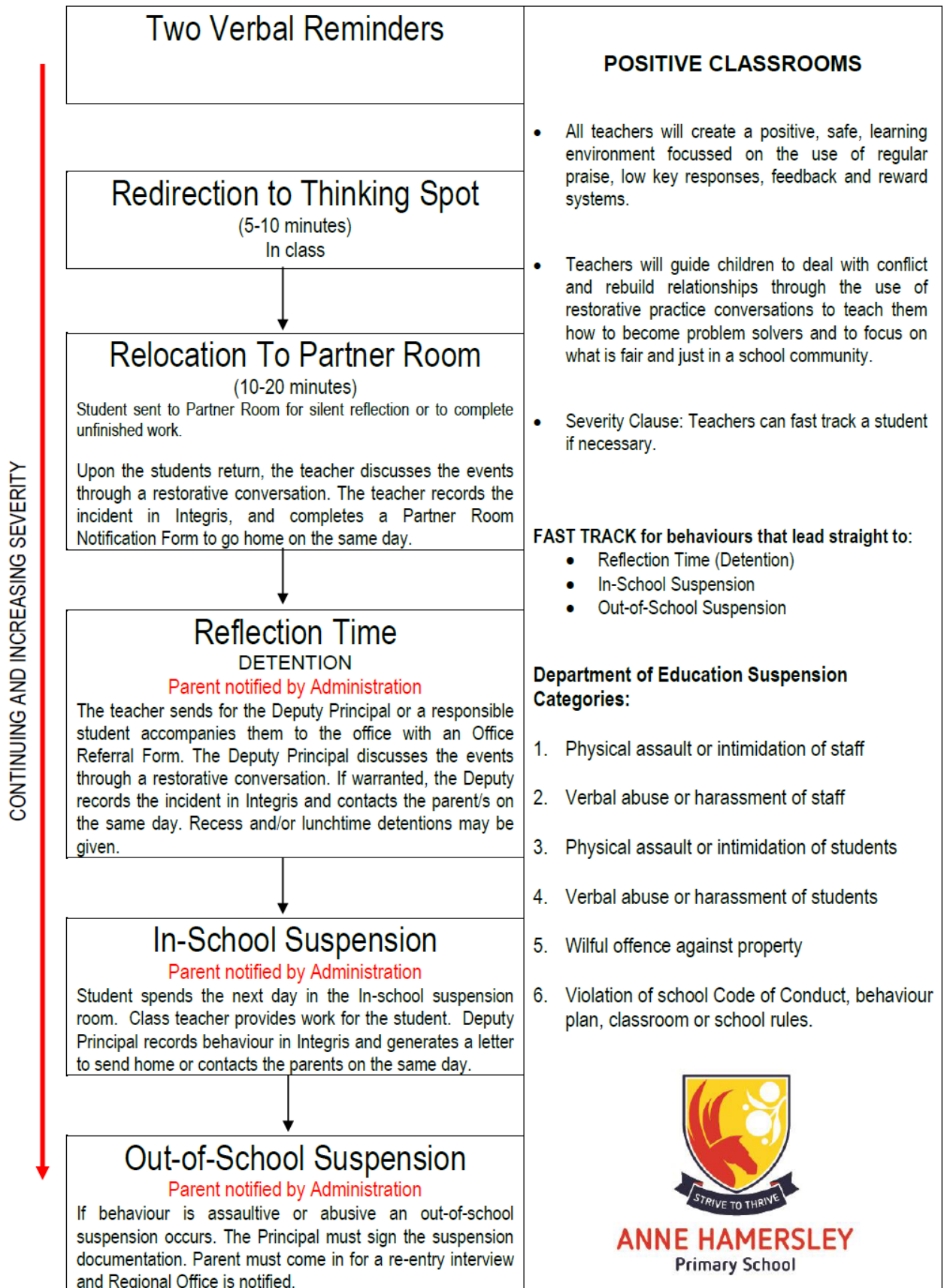
Our staff are trained in Restorative Practices and the Friendly Schools approach. It is our belief that in our school we will all enjoy the benefits of the positive and self-reflective approach this will develop. The Restorative Practices Process is extremely fair as it allows:

1. Engagement - opportunity to have a say.
2. Explanation - understand the reasons for the decision.
3. Expectation clarity - shared understanding on what is expected in terms of behaviour and rules.

Whilst this approach will be central to our endeavours, we do acknowledge that some children, from time to time, will need assistance to manage their own behaviour. The following flow charts (page 28-30) clearly set out the reflection process for self-managing behaviour and our Good Standing process.

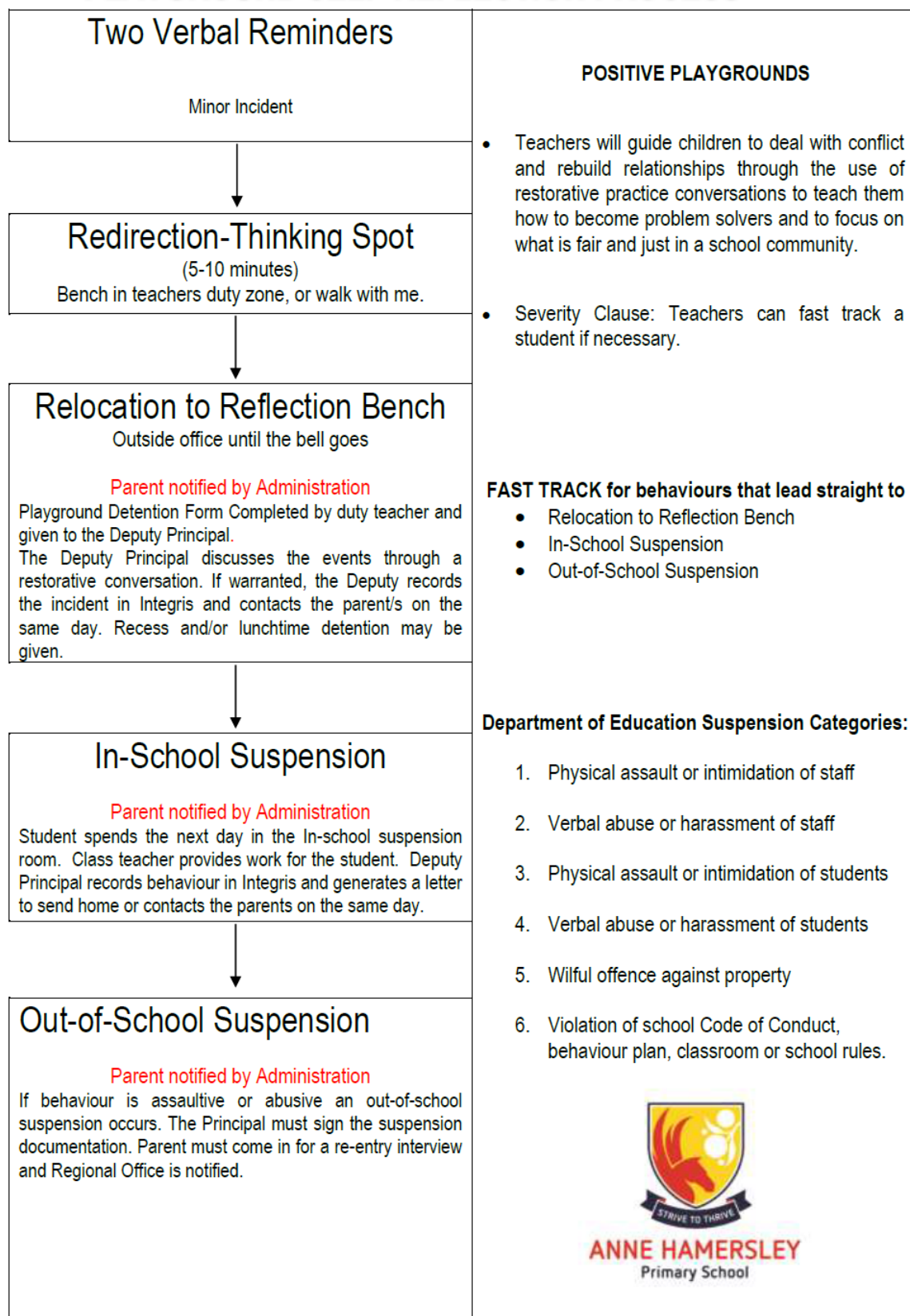


IN-CLASS SELF-REFLECTION PROCESS



PLAYGROUND SELF-REFLECTION PROCESS

CONTINUING AND INCREASING SEVERITY



OUTCOME-Restoring Relationships

Anne Hamersley Primary School

Good Standing Process

