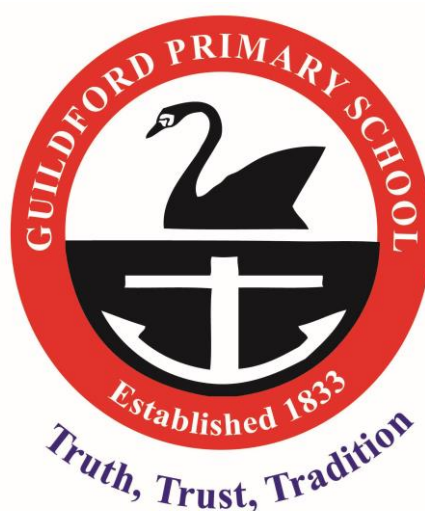


Guildford Primary School

Information For Parents 2020

Pre Primary – Year 6



CONTACT PHONE NUMBERS

Guildford Primary School **6216 1200**
(125 Helena Street, Guildford)

**SMS Telephone Number for
Absenteeism and Lates** **0407 388 021**

Guildford Kindergarten **0436 804 794**
(Meadow St, Guildford)

Dental Therapy Centre **9279 5869**
(125 Helena Street, Guildford)

E-mail: guildford.ps@education.wa.edu.au
Website www.guildfordps.wa.edu.au

PREAMBLE

Welcome to Guildford Primary School which is Western Australia's oldest continually operating school. With proud heritage and tradition, set in beautiful natural surroundings, we provide a relevant and inclusive education within a close-knit, community centred learning environment. The school community strives to act openly and respectfully.

Our school caters for students from 4 years of age (Kindergarten) through to those who are completing their primary education in Year 6.

This booklet has been produced for parents enrolling their children during the year. Please keep it for reference as it should provide answers to most items parents need to know in relation to the functioning of the school.

This booklet is offered in the hope that it will help you:

- I. Support the staff in the education of your children.
- II. Take an interest in the school's various programmes and activities.



ARRIVAL TIMES

School times

8.40am	Doors open
8.50am	Siren to enter class
10.50am	Siren for recess
11.10am	Siren to end recess
1.10pm	Siren for Lunch
1.40pm	Siren to end lunch
3.00pm	Siren for the end of School

Kindergarten times

8.50am	School day commences
2.50pm	School day ends

The change to the finishing time for the Kindergarten students allows for parents to be able to get to the main school before the end of the school day.

At the end of the school day if a student is not collected they will be supervised at the front of the school, inside the school grounds. Students who are not collected by parents/caregivers at 3.20pm will wait in the school office where parents/caregivers can collect them.

Footnote: These changes have been endorsed by School Council.

ASSEMBLIES

Assemblies are held every fortnight. These are child-run and incorporate children performing items, which reflect classroom activity, honour certificates are presented and good work is displayed. Parents are encouraged to attend these assemblies.

BUSES

Information regarding buses to our area can be obtained by calling Transperth Infoline on 13 62 13.

CHAPLAIN

Miss Mandy is the Chaplain at Guildford Primary School. Miss Mandy's job as School Chaplain is to care for students, staff and parents by being a support person, a listening ear and an encourager. Mandy spends time in classrooms, has one-to-one conversation with students and supports families. She is passionate about seeing young people live out the best story they can with their lives. You will see Mandy around the school on Wednesdays, so feel free to say hello!

COMMUNICATING WITH PARENTS

An important aspect of the school's operating procedure is the fostering of a healthy, constructive, home-school relationship. We welcome your involvement in your child's education and we operate with an 'open door' policy which welcomes discussion, comments and suggestions.

Parents are invited and encouraged to participate in special activities or functions that are held during the course of the year. Some teachers welcome the assistance of interested parents in classroom activities. These activities include listening to oral reading, assisting with maths, art/craft and accompanying students on class excursions or camps. Please indicate to the class teacher your willingness to assist.

Matters of concern are usually best clarified by direct discussion. We request that parents do not interrupt classes during lesson time. Approaches to teachers before school to discuss major concerns and issues prior to the start of the day are not encouraged, as this is when preparation for the day is being conducted and privacy

Guildford Primary School uses Connect which is a secure online program developed by the Department of Education to communicate with staff, students and parents in public schools. Connect provides easy access to information relevant to your child's classes and learning such as assessments, teacher feedback and attendance data.

Connect keeps you updated with important information. Newsletters, up-coming events, excursions/incursions and classroom activities are sent via Connect. Login details for Connect is sent to parents via the email address we have on file.

CROSSWALK

The crosswalk on Johnson Street has Crossing Wardens present on school days from 8.00am to 9.00am and 3.00pm to 4.00pm to ensure that all children cross safely. Parents crossing Johnson Street (when collecting children, etc) should also use the crosswalk, as it is safer and sets a good example for all children.

DENTAL THERAPY CLINIC

This service is provided free to children. Enrolment in the scheme is voluntary and children will only be treated with parental consent.

Parents are advised that children should complete any current course of treatment at a private dentist before enrolling in the scheme. A Dental Officer is in charge of the centre and she controls, directs and supervises all activities of the

dental therapist. A basic role of the dental therapist is to provide both dental care and treatment as well as instruction in personal dental health care.

The Public Health Department sees the Dental Therapy Centre providing a service of regular inspection and repair of decayed teeth as well as preventative measures such as application of fluoride solutions, fissure sealants and checking of dietary habits and tooth brushing efficiency. Any treatment not provided in or through the Centre is the financial responsibility of the parent.

Telephone **9279 5869** to contact the Clinic.

DRESS CODE

The school dress code policy is available on request.

EDUCATION PROGRAM

The school offers specialist programs in Music, Art, Physical Education and Science. The school also monitors the extent to which the children have met the set goals in the School Strategic Plan.

Staff complete reports of children's progress on all learning areas and rank each child according to a coded recording system that has four levels at the end of second and fourth terms (Semester 1 and Semester 2).

PP – Year 2

Grade	Achievement Descriptor
Excellent	The student demonstrates excellent achievement of what is expected for this year level.
High	The student demonstrates high achievement of what is expected for this year level.
Satisfactory	The student demonstrates satisfactory achievement of what is expected for this year level.
Limited	The student demonstrates limited achievement of what is expected for this year level.
Very Low	The student demonstrates very low achievement of what is expected for this year level.

Year 3-6

Letter/Grade	Achievement Descriptor
A Excellent	The student demonstrates excellent achievement of what is expected for this year level.
B High	The student demonstrates high achievement of what is expected for this year level.
C Satisfactory	The student demonstrates satisfactory achievement of what is expected for this year level.
D Limited	The student demonstrates limited achievement of what is expected for this year level.
E Very Low	The student demonstrates very low achievement of what is expected for this year level.

This information is then summarised and evaluated by the staff and School Council Representatives at a School Development Day to identify priority areas and evaluate the school's performance. An annual report is then produced for the School Council and Parents.

EVALUATION AND TESTING

Teachers carry out both informal on-going pupil evaluation and regular assessment. Assessment is done throughout the year, usually as units of work are completed, and towards the end of the term as a review. Teachers will attempt to contact all parents before the end of first term to discuss their child's progress. Reports are sent home via email for PP - 6 students at the end of Term Two and Term Four. Workbooks are available to parents at the open morning during Education Week in Term Four.

EXCURSIONS AND INCURSIONS

Throughout the school year your child will be involved in various excursions and incursions which are a valuable part of the education program.

These events fall into 5 categories -

Excursions

This is where the children leave the school grounds. Transport is generally required and this adds to the cost, eg Visit to the Zoo, Ballet performance, Museum, plus the cost of admission to the particular venue.

All children from PP – Year 6 attend swimming lessons.

Parents are notified of the costs closer to the date of lessons.

The children may be required to attend interschool sporting events and transport costs will be incurred. This is mainly in second and third terms.

These events enhance the child's educational program and may be on a whole school, class or group basis. Any child that has not demonstrated acceptable behaviour in the classroom or playground may be excluded to ensure the safety of the other children attending. In such cases an alternative educational activity will be organised.

Costs are kept to an absolute minimum to enable the attendance of all children.

Incursions

The exhibition is brought to the school setting eg Dinosaurs at Large, Indonesian Cultural Day. The cost here is charged in two ways -

- a) cost per child, or
- b) set cost for the school

School Fundraisers

At the end of each term a whole School free dress day occurs and students donate a gold coin. Monies raised are donated to a charity each term. E.g. Cancer Council, Red Cross, Radio Lollipop, etc

P&C Fundraisers

Whole school fundraising instigated by the school Parent Group. The funds raised are used towards school curriculum areas and purchasing new equipment, eg Sausage Sizzles, Special Lunch days, Special Occasion Raffles, Mother's Day Stalls, School Discos

HOMEWORK

Homework could include: -

Junior (Years 1-2) - Oral reading, counting objects, talking about things, asking and answering questions.

Middle (Years 3-4) - Reading, spelling, tables and combinations, maths, project work, activities for completion.

Upper (Years 5-6) - As for middle with extension to more in-depth research work with projects.

The homework should be work that has been taught by the teacher and not a new concept. The homework assigned should encourage the children to use their research skills, analytical thinking and build on concepts that they are developing through their time at Primary School.

Homework should be presented as a fun activity where the children can take time on their own to practise their skills. Homework that cannot be completed independently should be signed by the parent to let the teacher know that the parent is aware of the situation.

The routine of completing regular homework can be as important as the research undertaken, especially in the senior classes where children are being prepared for their Secondary Education. A detailed Homework Policy is available from the office.

LOST PROPERTY

It is a parental responsibility to ensure that items of clothing, lunch boxes etc. are clearly marked. Articles not claimed at the end of each term will be forwarded to a charitable organisation.

LUNCHES

The school does not operate a canteen facility.

MANAGING BEHAVIOUR

The school ethos emphasises a safe, caring and friendly environment in which children can learn to the best of their ability. Copies of the School Behaviour Management Policy are available at www.guildford.ps@education.wa.edu.au.

MEDICAL AND ADMINISTRATION OF MEDICATION

A child who becomes ill at school will be made as comfortable as possible unless considered too ill to remain at school. In this latter case, Parents/Caregivers will be contacted and asked to collect their sick child.

Minor accidents will be treated by a staff member. Should the accident be regarded as serious and parent contact is not possible, then medical treatment will be sought.

Please remember that a child who is sick is better off at home. The school does not have the facilities to cope with sick children.

In the case of emergency, an ambulance will be called and parents will be billed for that service. If an ambulance is required, it will be called prior to the contacting of parents, however, every effort will be made to involve parents as early as possible.

The Department of Education has established guidelines about the administration of medication to students. All schools are required to comply with these guidelines. Schools are **NOT PERMITTED** to give children, aspirin, paracetamol or any medication as part of first aid treatment without written instructions and provision of medication from the student's parent/caregiver.

For students requiring prescribed medication to be administered during school hours, parents must complete a "Student Medication Request" form and provide medication, which must be handed into the office. Forms and details are available from the office on request.

MOBILE PHONES

Use of mobiles by students on school grounds is forbidden, in compliance with the Department of Education policy. Students needing mobiles for parent contact after school must take full responsibility for them. Mobile phones should be kept in schoolbags and switched off during school hours. We ask parents to reinforce the importance of adhering to this rule.

NEWSLETTERS

Newsletters are an important channel of communication between the school and parents. A fortnightly newsletter is produced on Wednesday. The newsletter is distributed via Connect. If space permits, and the information is received in sufficient time, notes of general interest to students and parents from community organisations, eg of sporting interest, may be included in the school newsletter, provided the following procedure is followed: -

1. The item (and wording) must be in writing by the person associated with the item.
2. Items other than those written by the Principal, must have the Author's name supplied - this will be included in the item.
3. All items must be in by 9am on the Friday before that week's Newsletter (the earlier the better).
4. The Principal reserves the right not to grant permission for items to be included.

PARENTS AND CITIZENS ASSOCIATION

This Association (to which any parent or citizen is entitled to belong), exists to support the educational programme of the school. Meetings are held on Mondays in Weeks Three and Seven of each term with notification through the school Newsletter.

What is a P&C?

A broad but concise definition of a P&C Association as spelt out by WACSSO (The Western Australian Council of State Schools Organisation), the “parent” body with which most P&C Associations (including ours) are affiliated, is summarised as follows: -

“A Parents and Citizens Association is comprised of the parents, teachers and other interested citizens who have a common interest in promoting the education of our children. It helps to bring about communication and cooperation between students, teachers and parents and works to foster community interest in educational matters. It provides extra facilities and amenities for the school and works to provide a pleasant environment in which our children can gain the most benefit from their education.”

What does our P&C try to achieve?

The P&C endeavours to fulfil the above objectives by:

1. Informing parents about aspects of our school and the children’s education and broader issues by organising guest speakers and discussions at monthly meetings.
2. Fund-raising and buying necessary equipment for the school.
3. Helping to beautify the school grounds.
4. Organising social activities providing opportunities for parents and teachers to meet each other.

The following is additional information about our P&C.

1. The P&C provides a service to the school community by having special lunch days and a uniform shop. Uniforms are available for sale on the first Tuesday of every month before school in the P&C store.

PARENT INVOLVEMENT

Parent participation in school activities is most welcome and is encouraged where it is considered beneficial to the children’s education. Forms of involvement could be in classroom assistance, library help, P&C attendance, book covering, help with supervision on excursions, attending assemblies, coaching sport and volunteering for lunch day rosters.

PARENT NOTES

These are required for: -

- a) **Non-attendance:** A note explaining a child's absence must be forwarded to the class teacher every time an absence occurs. Make sure all notes are dated and signed by you. Verbal reasons for absence must be put into writing.
Alternatively, you can text the school on 0407 388 021 to advise the school as to the reason your child is absent or late.
- b) **Leaving School Grounds:** If a parent requires their child to leave the grounds during school hours, they must sign their child out on the IPad located at the front office, this will produce a slip which must be handed to your child's classroom teacher.
- c) **Exclusion from -**
- | | |
|-------|--------------------|
| (i) | Sport |
| (ii) | Swimming |
| (iii) | Physical Education |

PARENT TEACHER INTERVIEWS

Education is a partnership between the parents, teachers and the child. The program will not be effective unless all parties have effective lines of communication. Parents have the expectation that they will be kept informed of their child's progress. It is important that parents feel comfortable about contacting the school to monitor their child's progress.

Here are a few suggestions on the best way to make contact and what to ask.

Step 1: The first point of contact if it is to do with a query regarding your child is to ask for an interview with the class teacher. It is easier for the teacher if you give an indication of what the meeting is for to allow the teacher to gather some background information before the interview.

Some samples of the things you may like to see are:

- The child's workbooks
- The language file, book or folder
- The Maths book, folder or pad
- The current reading book and what level it is based on
- Any special projects the children have completed
- Take along a copy of last years report and compare it with this year's information

Step 2: If you feel after the interview that some of the questions have not been addressed then contact with the Deputy Principal is advised. If necessary a meeting can be arranged with the teacher, parent and the Deputy Principal to clarify any issues. There are also Specialist Teachers and Senior Teachers who can explain current teacher practices to parents.

Step 3: If you are still of the opinion that your concerns have not been addressed then an interview with the Principal is essential. The Principal will assess the situation and suggest what further strategies can be employed to resolve the issues that have been raised.

PERSONAL INFORMATION AND EMERGENCY CONTACT DETAILS

Parents are requested to make sure that any changes in address, telephone number, medical information or emergency phone numbers registered on their child's school records are kept up to date. If any of these details change, please inform school immediately with the updated information.

PLAYGROUND SUPERVISION

Supervision is carried out by teaching staff during recess and lunch breaks.

No child may leave the school during school hours unless they have written parental permission or are accompanied by a parent or guardian.

Children should not bring to school toys, iPods/iPads, electronic games or valuables of any kind, as no teacher responsibility can be accepted for such items.

PEAC: PRIMARY EXTENSION AND CHALLENGE PROGRAMME

These programs, which are arranged by the Education Department, cater for intellectually talented students identified through testing during Year 4. Such children in Years 5 and 6 are offered part time access to PEAC where special programs are designed to extend their knowledge and understanding beyond that which can be provided in the child's classroom. Transport to and from PEAC centres is a parent responsibility. Further details are provided to parents at appropriate times during the year.

PRE PRIMARY

There are two Early Childhood Centres for Pre Primary available on site and a sessional Kindergarten centre is off site.

DELIVERY OF CHILD TO THE CENTRE

- In the interests of safety please ensure your child is accompanied and supervised until starting time at **8.50am**. Doors open at **8.40am**.
- If you **arrive after 8.50am** please obtain a late pass from the Office.
- Please ensure children wait on the back verandah until the start of the session. Children are not allowed on the Pre-Primary equipment before or after school.
- Please ensure you are **prompt** when delivering and picking up children at all times.
Activities at the beginning of the day are important to establish routines that will carry through to school.
- If your child is to be picked up by someone else, **please let the staff know beforehand** by signing in the communication book.
- If you are unavoidably late to pick your child up, please phone **6216 1200** to let staff know.

PROGRAMME GUIDELINE

The child's time at school establishes the foundation for their school adjustment and academic learning. Our programme endeavours to help the child to begin their education, by participation in group and individual experiences. The programme is based on providing a wide variety of play based experiences for all children. The children will gain control over large and small muscles, co-operate with others, have understanding about the world

around them, use imagination and creative ability and respect for the rights of others whilst adhering to the Foundation level of the Western Australian Curriculum.

PARENT INVOLVEMENT IN THE CENTRE

In some instances, this is your child's first independent step away from home. He/she needs your interest and support. Parents are encouraged to participate in the programme as integral and valued members. We have a parent roster drawn up for each term placed on the outside board.

Please come along at least once or twice a term. If you are unable to attend, because of work commitments, please arrange for a "special someone" in your child's life, to come along to share your child's time at school.

It is school policy that no younger children accompany parents whilst on roster. This enables you to spend "special time" with your child at school, whilst joining in class activities. Also some group activities are specifically planned for listening and concentrating.

ON ENTRY PROFILE

During Term 1 children participate in baseline assessment activities for the entry profile. A report will be sent home at the end of term with your child's results.

Throughout the year if there are any concerns about your child's educational, social or emotional development you will be contacted to arrange a meeting. If parents would like to discuss any concerns, please talk to your child's teacher to arrange a suitable meeting time.

PUNCTUALITY

It is important that children arrive at school with enough time for a settling period prior to the commencement of lessons. Children then have time to organise their books, pencils, etc and experience the classroom as an informal learning environment. Once teaching has commenced, a timetable with established routines operates and children arriving late not only miss the commencement of lessons but also interrupt the remainder of the class. Students who arrive after 8.50am are considered late and need to obtain a late pass from Administration.

Children should not arrive at school before 8.30am. Classrooms are not opened until 8.40am. Children arriving at 8.30am are to sit in the courtyard area where they are supervised by the Deputy or Principal.

SMS COMMUNICATIONS FOR STUDENT ABSENCES AND LATE ARRIVALS

Guildford Primary School uses mobile phone Short Message Service (SMS) to send text messages to parents/guardians/caregivers to notify them of an unexplained absence or late arrival of their child. Parents will be informed by mobile phone SMS each time their child is absent when an explanation has not already been provided to the school.

Parents can send a text explaining their child's absence to **0407 388 021**. Please advise your child's name, room number, date and reason for absence. If your child is absent and a written reason has been provided before the time the SMS is due to be sent (9.00am), you will not receive a text message.

Guildford Primary School introduced SMS communications to build on existing attendance procedures and to ensure that parents are notified as soon as possible if their child is absent from school without an explanation. This system has

been shown to assist in making schools (and parents) more aware of where students are and improve student attendance. These factors will enhance learning opportunities for all students and contribute to their safety.

PERSONAL ITEMS LIST

Although the Education Department supplies many of a child's school needs, there are certain personal requirements for every child, which you are asked to provide.

The lists will be given out at the end of each year (or on enrolment). The P&C has a bulk ordering scheme to cater for school requirements. The prices charged are very competitive and the book supplier does pay a commission to the school. Your support of the programme does assist the P&C with fund-raising.

REPORTING

Written reports are issued to parents via Connect twice yearly at the end of second and fourth terms (Semester 1 and Semester 2).

SCHOOL LEADERSHIP

Guildford Primary School has a number of avenues for students to take on leadership roles. Our Student Leadership Team are formed by a group of 8 students who are nominated and voted for by their peers. We also have a Head Boy and Head Girl. Student Leaders take on a number of very important roles in the school that help support the good organisation of the school and support other students.

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SCHOOL COUNCIL

The Council consists of the Principal, parent and teacher representatives elected on a two-year basis. Guildford has four elected parent members on the School Council. Meetings are held every term.

The parent representatives have to be financial members of the P&C Association - by paying the levy at the beginning of each school year - and are elected through this Association. The teachers are elected by their peers within the school.

The main function of the School Council is to set and ratify priorities for the School Development Plan each year in accordance with the wishes of the parent and teacher bodies.

The School Council has advisory powers in regard to school budgets and curriculum in so far as they effect the educational priority areas identified.

The School Council formulates, as the basis for its planning, a brief statement of the School's purpose, otherwise known as the **Mission Statement**.

The School Council representatives are there to **represent** the views of the parents and teachers.

The School Council does not formulate educational strategies to meet the identified Priority Areas. This is the responsibility of the teaching staff. It does not act as an information or grievance channel to be utilised by parents or staff, except in those areas identified as functions of the School Council.

It does not have a role in the administrative operations of the school.

SCHOOL DEVELOPMENT DAYS **(Children do not attend school on these days)**

There are six School Development Days during the year. These are also called Professional Development Days and are days allocated by the Department of Education and Training for the school staff to attend Professional Development workshops and participate in school review and devise the School Development Plan. On these days the school is closed to all children while the staff attend Professional Training sessions. This year the School Development Days and school terms are;

	School Development Days	Term Commences	Term Finishes
Term 1	Thursday 30 and Friday 31 January	Monday 3 February	Friday 9 April
Term 2	Tuesday 28 April	Wednesday 29 April	Friday July
Term 3	Monday 20 July	Tuesday 21 July	Friday 25 September
Term 4	Monday 12 October	Tuesday 13 October	Thursday 17 December

SCHOOL PARKING

Consideration for others is essential to limit the congestion around the school with car parking before and after school. A suggestion is to practise the kiss and drop method where the children are dropped off without the necessity to park. Another option is to park in Helena Street on the east side of Johnson Street and use the crosswalk to pick up the children. It is essential that all parking signs are obeyed around the school that includes the disabled parking bays and the entrances to the Staff car parks. You should have a current ACROD card to use the disabled parking bays. Please ensure that you do not park on the verges of houses opposite the school. The City of Swan does routine checks and will fine cars that have parked on verges.

Vehicles should not drive into the school unless authorised by the Principal.

SMOKE AND DOG FREE ZONE

The school is a smoke and dog free zone. Parents visiting the school are requested not to smoke at assemblies, in the hall, in the foyer, in the library etc or bring their dogs to school.

SPORT FACTIONS

On entering primary school, each child is allocated to one of three factions. These factions, Meares, Pratt and Waylen are named after the first three chairmen of the Guildford Town Trust. Where possible, families are allocated to the same faction.

A faction competition is run with children receiving incentive points both in the classroom and in the playground for good behaviour and caring for others and their school. A faction cup is presented at the weekly assembly and a faction shield is presented to the overall winning faction for the semester.

STUDENTS AT RISK

The Students At Educational Risk program at Guildford has involved a collaborative model with the School Psychologist, Associate Principal, Class Teacher, Education Assistant, Parents and Outside Agencies being required. This has been highly successful and aims for all stakeholders to have a shared responsibility in individual student's education. Our School Psychologist attends the school one day per fortnight. All students at educational risk are on an individual education plan and monitored closely by teachers and administration.

SWIMMING CLASSES

These will be held in Term 4 and all children are expected to attend as they are considered a vital part of the physical education program. (A note is required for non-attendance).

VOLUNTARY CONTRIBUTIONS AND CHARGES

In order to extend and enrich the educational opportunities available to your child in the school, the Guildford Primary School Council has endorsed the voluntary contributions and charges as per the School Education Act 1999. These contributions are established to purchase extra equipment and resources, such as library and reading texts, maths materials, sports equipment, art/craft and many incidental extras.

The voluntary contributions and charges for 2020 is \$60, this amount does not cover the cost of excursions, incursions or in-term swimming

Should there be financial difficulties, please discuss the matter with the Manager of Corporate Services. Early payment of contributions helps the school to quickly establish its budgetary priorities.