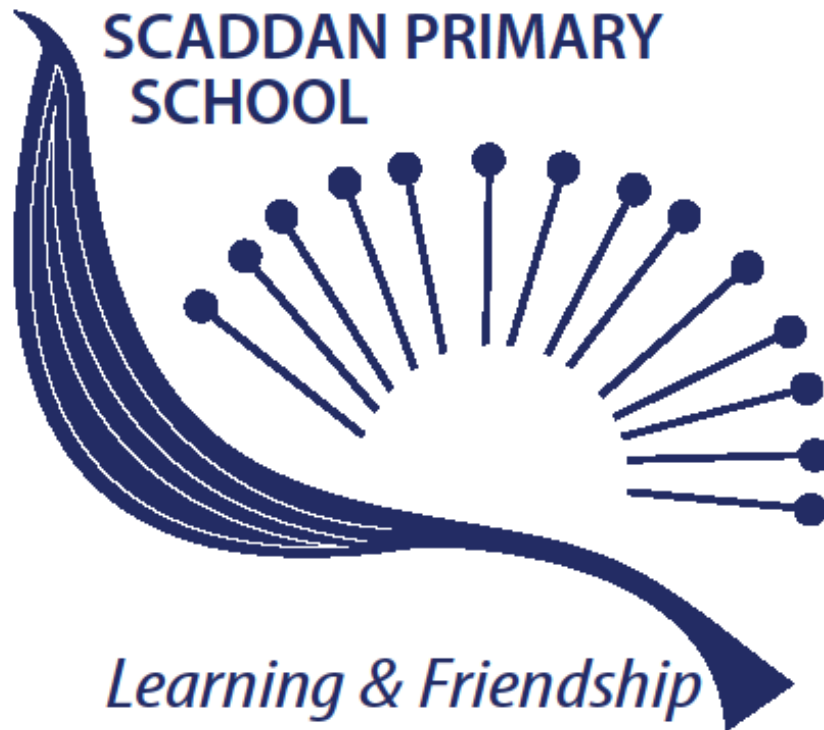


Scaddan Primary School



**Parent
Handbook
2019**

SHARED VISION

Scaddan Primary School is a caring and positive environment. High quality explicit teaching enables our children to become 21st century problem solvers who actively contribute to the local and global community. We nurture pride, excellence and respect to grow independent and confident children who value themselves and others. We are a unique and proud community built on positive relationships.

CORE VALUES

PRIDE

EXCELLENCE

RESPECT

NURTURING

School and Community Contacts

Principal	David Vooght-Simpson
Manager Corporate Services	Tracey Berry
Teacher K—2	Samantha Hatton
Teacher 3—6	Dale Rooney
Education Assistant	Samantha Crawford
Education Assistant	Liz Harry
Library Officer	Mary Wandel
Gardener/Handyperson	Kylie Bailye/Bevan Bailye
Cleaner in Charge	Naomi Hartley
School Telephone	08 90756 055
Mobile	0427 756 055
School Fax	08 90756 028
Address	PO Box 7, Scaddan, 6447
Email	Scaddan.PS@education.wa.edu.au david.vooght-simpson@education.wa.edu.au tracey.berry@education.wa.edu.au

2019 P&C

P & C President	Amanda Bouckaert
Vice President	Lynne Norwood
Secretary	Chantelle Hallam
Treasurer	Aneka Marshman
Uniform Distributor	Ros Tyrrell
WACCSO Rep	Lynne Norwood
West Bus Rep	Mark Wandel
East Bus Rep	Dale Hartley
Lunch Coordinator	Naomi Hartley
Publicity Officer	Amanda Bouckaert
P&C School Council Rep	Naomi Hartley

2019 School Council

David Vooght-Simpson	Dale Rooney (Teacher)
Lynne Norwood (Chair)	Naomi Hartley
Elaine Egan	Amanda Bouckaert
Jane Wandel	

Admissions

Enrolment of all K—6 Students should be completed through our Manager Corporate Services. An application for admission must be completed by the parent or guardian. When enrolling for the first time, it is essential that the enrolling officer sights the appropriate Birth Certificate or Extract, and ACIR Immunisation History Statement.

Kindergarten

Kindergarten children attend school on Tuesday and Thursday in Semester 1 and Tuesday, Wednesday and Thursday in Semester 2. These sessions will be conducted in the Junior Room and will include Pre Primary students.

Pre Primary

The Pre Primary program runs five full days.

Voluntary Contributions

As in other schools, an Education Department approved Voluntary Contribution Fund operates and is administered by the Principal.

Kindergarten	-	\$60.00 per child
Pre Primary	-	\$60.00 per child
Primary	-	\$60.00 per child

Payment can be made to the Manager Corporate Services early in the first term.

Payments can be either be -

Electronic Funds Transfer (EFT) - The account details are:

Name: Scaddan Primary School

BSB: 306-037

Account Number: 5344436

Please send an email stating that EFT has occurred, to the following email address:

Scaddan.PS@education.wa.edu.au

Cheque - payments made to "Scaddan Primary School".

Cash - in a sealed envelope with your child/s name on the front and the amount listed inside (this is not our preferred method of payment.)

2019 Department of Education WA Term Dates

Semester 1

Term 1 commences

Monday 4 February — Friday 12 April

Break

Saturday 13 April—Sunday 28 April

Term 2 commences

Monday 29 April — Friday 5 July

Break

Saturday 5 July—Sunday 21 July

Semester 2

Term 3 commences

Monday 22 July—Friday 27 September

Break

Saturday 28 September —Sunday 13 October

Term 4 commences

Monday 14 October—Thursday 19 December

School Development Days at Scaddan Primary School

School Development Days for 2019 are as follows:

Thursday 31 January & Friday 1 February 2019

Friday 24 May 2019

Monday 22 July 2019

Friday 18 October 2019

Friday 20 December 2019

Healthy Food

We ask students bring a piece of fruit. Children will be encouraged to eat a piece of fruit and then play. Children may, if still hungry, access their lunch box after 10 minutes.

Newsletter

To assist in communication, a newsletter will be sent home every fortnight on a Tuesday. A hard copy of

newsletter will be sent home with the eldest family member, an electronic copy will also be emailed out. You can access the newsletter online at the Scaddan Primary School website;
www.scaddanps.wa.edu.au

The newsletter contains both school and community announcements. Every alternate week the Newsletter contains either a Senior and Junior Room page. Parents are encouraged to place community news items in the publication by contacting the school by phone or fax by Tuesday morning.

Scaddan Primary School—Uniform Information

The P&C endorses the following school dress:

School Uniform Boys & Girls

Summer:

White or Royal Blue Embroidered Polo Shirts

Royal Blue Sports Shorts and Skorts/Skirt

Winter:

White or Royal Blue Embroidered Polo Shirts

Royal Blue Pants

Royal Blue Embroidered Rugby Jumpers

Footwear

Socks and Joggers – thongs and sandals are not permitted for safety reasons.

Formal

White Embroidered Polo Shirts ('SCADDAN' also embroidered on the back of the shirt). To be worn on excursions, at special occasions, formal occasions and when the school requests it.

Year 6 Leavers Shirts and Jackets

In Term 1, Year 6's will have the opportunity to purchase a special embroidered polo shirt and Jacket in the school colours.

Hats

Scaddan Primary School has a 'No Hat Play in the Shade' rule. All children are expected to wear a royal blue adjustable bucket hat whilst in the playground in the interest of good health.

All clothing should be clearly labelled with your child's name.

Purchasing your uniform:

Rugby Jumper: Through the school

Shirts- blue and white: Haslams in Esperance, there will be a delay as they only embroider once the order is placed.

Pants: These can be purchased anywhere; the only requirement is that they are royal blue.

Hat: Haslams, these **do not** have to be embroidered

Leavers clothing: This will be organised with the Parents and Principal of the current Year 6 students.

For further information regarding our school dress please contact the School or the Uniform Co-Ordinator.

Instruction Times

Monday - Tuesday

8.45am - 10.30am
10.30am - 10.50am
10.50am - 12.20pm
12.20pm - 12.55pm
12.55pm - 3.00pm

Instruction Time
Recess
Instruction Time
Lunch
Instruction Time

Wednesday - Thursday

8.45am - 10.45am
10.45am – 11.05am
11.05am - 12.55pm
12.55pm – 1.30pm
1.30pm - 3.00pm

Instruction Time
Recess
Instruction Time
Lunch
Instruction Time

Friday Early Close

8.45am - 10.30am
10.30am - 10.50am
10.50am - 12.20pm
12.20pm - 12.55pm
12.55pm – 2.35pm

Instruction Time
Recess
Instruction Time
Lunch
Instruction Time

The school has no formal break in the afternoon. However, children are given a short break at a convenient time to the class program. This is not a play break.

DOTT (Duties other than Teaching) Time

Duties other than Teaching time is provided for teaching staff.

Parent Meetings

Staff are available for parent meetings throughout the year. Please contact the school to make an appointment.

Assemblies

Parent assemblies are held twice per term in terms 1, 2 & 3. All children are involved in a variety of activities including music, poetry, drama, displaying work and public speaking. Merit certificates are presented. Dates for assemblies are advertised in the fortnightly newsletter. Parents and friends are encouraged to attend assemblies as the main purpose is to allow the children to display their skills to an appreciative audience.

A shared morning tea for students, parents and staff will follow an assembly. This gives an opportunity for parents and staff to interact informally.

Attendance

To ensure the children's safety and for legal reasons parents are asked to comply with the following:

- If a child is absent, notification to class teacher on return. This can be either via a phone call, note in student's diary, or verbal communication with the teacher. We ask that parents are prompt in contacting the school.
- If a child is to be away for an extended period of time, the school is to be notified in writing. Arrangements need to be made with the Principal.
- Categories of student attendance are:

Regular Attendance	90-100%
At Educational Risk 'Indicated'	80-89%
At Educational Risk 'Moderate'	60-79%
At Educational Risk 'Severe'	0-59%
- Students who have an attendance of 90% or less are identified as "at risk" and a parent teacher meeting and or case conference will be held to identify issues concerning the student's attendance and strategies will be implemented.

- If students need to leave the school grounds during school hours to go anywhere other than home, they need to obtain a 'leave pass' from the office.
- Early child years: although attendance is not currently compulsory in Kindergarten. Please note absence is an interruption in their planned curriculum program and may negatively affect student achievement.

Student Requirements

A detailed list of requirements will be given to all students early in term 4. New admissions will be given the list on enrolment. It is essential that students come to class fully prepared. Borrowing of other students equipment is discouraged. Please **label all personal** belongings with full name eg. S. Jones or Sally Jones. Initials can lead to confusion.

Buses

Parents must utilize the School Bus Services website: www.schoolbuses.wa.gov.au for any new bus stops. If parents wish to request a change in the bus route, they must contact their bus representative. Parents are asked to contact the school by phone or communication book if their child is to be collected from school. If the school is not directly contacted by the parent, then the child will be placed on the bus as usual.

Bus Rules

Stay in allocated seats

Buckle up seat belt

1. Face forward
2. Use 30cm voices
3. Do not interfere with other passengers
4. No food on bus, water in drink bottles only

****Bus driver to reinforce rules. If there is no response from the students, then report to Principal****

Behaviour Management Policy

Elements of the policy are built around promotion of the CORE VALUES, positive reinforcement and the use of Restorative Justice Questions.

Core Values

Respect

Pride

Excellence

Nurturing

Positive Reinforcement

Classroom

One on one conversations/recognition

Small and large group verbal recognition

Communication to parents- diaries

Stickers on occasions

Whole class reward systems – eg Class Dojo

Stars of the week- published fortnightly in the newsletter.

Values Points

Whole School

Newsletter Values Star

Merit certificates at assemblies

Verbal – one on one, large groups

Aussie of the Month

Restorative Justice questions

What happened?

What were you thinking of at the time?

What have you thought about since?

Who has been affected by what you have done? In what way?
What do you think you need to do to make it right?

The Behaviour Management Policy was developed in consultation with staff, parents, and students. Each year it is reviewed and discussed and is then the platform of many discussions and directions to students.

Code of Behaviour

The school community has agreed that students must:

- ☐ Obtain permission from parents to leave school grounds during the day. A note or verbal consent must be given by the parent/guardian prior to a student travelling with another adult.
- ☐ Always consider the safety of others when playing games and moving around in the classroom.
- ☐ Walk on verandah or in designated areas.
- ☐ Ensure that items brought to school will not cause damage to the environment. Do not bring such things as bubble and chewing gum and liquid paper.
- ☐ Only play non-violent games at school. Fighting and rough games where undue physical contact is required are not allowed.
- ☐ Keep the school in a neat and tidy condition. All food scraps and rubbish to be put into bins.
- ☐ Only enter or remain in the classroom during non-teaching time when a teacher is present.
- ☐ Follow directions of staff at all times.
- ☐ Take responsibility for personal items and limit valuables brought to school.
- ☐ No make-up, and limited jewellery is to be worn to school

Computer Education

Computers and iPads are integrated into children's learning in the classroom. The children learn how to use computers through a variety of software packages and "apps". Computers are very useful tools for consolidation of learning, problem solving, research and presentation.

Excursions / Incursions

Class excursions are held throughout the year. Teachers will notify parents about forthcoming excursions and permission notes will be sent home. Parental assistance may be called on depending on the nature of the excursion. A variety of incursions are also a valuable part of the learning program. If contact is needed during these excursions the contact is by the school mobile—0427 756 055.

School Health Nurse

A school nurse visits once a year but is available for any health concerns at the Community Health Centre in Esperance - 9071 0400.

All Pre-Primary students will have vision and hearing assessments done at the beginning of the year.

Any child can be referred to the school nurse by either parents or teachers for assessment.

Please ensure a photocopy of your child's ACIR Immunisation History Statement is left at school.

P&C

P&C Meetings are held every term and these provide a good forum for gathering information about school happenings and are a way to make a real contribution to your child's education.

Homework Diaries

These communication diaries are a source of day to day information regarding homework requirements, teacher concerns and absences etc. Therefore, it is imperative that parents consistently read and sign the diary.

SCRIBIT—Scaddan Reading in Bed is Terrific

Students are encouraged to read every night and have parents sign off their reading in their "Reading Record Book". A tally is kept and awards are given out.

Library

The library at Scaddan enables wide range of books to be displayed and our collection expanded, this operates under the supervision of the Library Officer. Children are encouraged to borrow:

Yrs K—2: 2 books, either fiction or non-fiction.

Yrs 3—6: 3 books, either fiction or non-fiction.

If books are abused, lost, mislaid or damaged beyond repair, compensation may be requested. Children are requested to use a library bag. Library bags may be purchased from the P&C.

Lunches

The school runs a canteen once a week, currently on Thursday. Information about the menu and parent roster is given out at the end of each term.

All children are required to remain seated for lunch between 12.20pm and 12.30pm and then will be dismissed.

Scholastic Book club

Scholastic Book club is available throughout the year. A notice will be placed in the newsletter when a new issue has arrived. Orders can be made through the office with all payments made direct to Scholastic Australia or by using Scholastic Book Clubs LOOP for parents. For further information, please see the last page of the parent handbook.

Faction System

All students will be allocated to a faction. The two factions are Dempster (White) and Fleming (Blue).

SCADDAN PRIMARY SCHOOL

Homework Policy



Homework is purposeful out of class learning that seeks to enhance the extent to which children benefit from their education. It provides students with the opportunity to develop positive lifelong learning habits as well as reinforce the importance of responsibility and independence.

At Scaddan Primary School, we believe that homework should:

- Support the development of the student's independence as a learner;
- Further the partnership between school and home;
- Assist students to develop study habits that allow them to achieve the highest possible outcomes;
- Be designed for the student to complete independently with resources that are easily accessible;
- Not exceed the time limit for each year level to allow for family, recreational and cultural pursuits;
- Be phased in gradually and consistently as students move through the upper primary years and sustained through the secondary years;
- Provide opportunities for students to consolidate their learning;
- As a general rule, homework may be given up to four nights of the week- Monday, Tuesday, Wednesday, Thursday;
- Not be used as a form of punishing students or means of securing discipline.

Responsibilities of Stakeholders

At Scaddan Primary School, we believe all stakeholders have a role to play. Homework is not just about the student. Responsibility for an effective homework program also falls back on the administration team (Principal), teachers and the student's parents.

Administration Team Responsibilities

- Establish guidelines for teaching staff that ensures consistency of homework across the school based on research findings.
- Ensure that homework is set in relation to the agreed homework policy and reflects the Western Australian Curriculum and Assessment Outline and school plans.
- The School Homework Policy is regularly communicated to students and parents.
- Ensure that the policy is developed in consultation with the school staff and parents through the School Council along with its endorsement.
- Support staff with students who do not regularly do homework.

Classroom Teacher Responsibilities

- Ensure all set homework is understood and able to be completed by the student
- Acknowledge the completion of homework and provide timely feedback to the student
- Provide homework which challenges able students and supports those with learning difficulties
- Include a variety of homework tasks to maintain student motivation and engagement
- Provide communication to parents about homework requirements

- Include discussions about homework with parents during case conferences for those students with Individual Education Plans.
- Be aware of circumstances which may prevent a child from completing homework tasks and consider these when providing feedback.
- Accept circumstances that may impact on the student's ability or capacity to complete homework tasks.
- Seek advice from outside agencies to ensure needs of the students are catered for (fine motor skills, growth motor skills, socialisation strategies).
- Respond to parent concerns promptly.

Student Responsibilities

- Follow homework instructions provided by the classroom teacher
- Demonstrate initiative and problem solving skills when attempting and completing homework
- Demonstrate responsibility by caring for materials required to complete homework, such as home readers, pencils, pens etc
- Submit homework according to the instructions of the teacher.
- Take pride in the work and presentation submitted for homework.
- Communicate as required with parents and share homework with them as appropriate.
- Consult classroom teacher to clarify any questions or instructions that are not understood.

Parent Responsibilities

- Provide your child with a place to do homework that is quiet and free from distraction.
- Show a genuine interest in your child's homework and become involved, but refrain from doing it for them.
- Establish a homework routine and be aware of homework procedures.
- Ensure that your child has the tools they need to do their homework, eg. pens, pencils rulers, erasers, glue scissors and paper.
- Have an atlas and dictionary in the home.
- Be willing to make the occasional visit to the school and/or public library with your child.
- Supervised access to the Internet will be of assistance to students engaged in research tasks.

Children on Holidays During School Time

Extended vacations are terrific learning experiences in their own right. The social, cultural and the possibility of exposure to other languages can have an enormous benefit for children of all ages.

Considerations:

1. Gather a range of appropriate reading material from the local library on a long-term loan for your child to read.
2. Take advantage of the social, cultural and linguistic experiences involving visits to places of interest.
3. Your child could maintain e-mail contact with their class or send post cards.
4. Maintain a daily diary.
5. For holidays in excess of 6 months children can be enrolled in the School of Isolated and Distance Education (SIDE). For periods marginally less than 6 months, parents may negotiate an arrangement with the school.

Homework Expectations and Guidelines

- Engagement with homework is encouraged, but non-completion will not incur a punishment.
- Parents may choose for their child to complete less homework than expected or alternative tasks. This needs to be done in consultation with the classroom teacher.
- Each teacher may have a differing system within the Homework Policy (signing by parents, borrowing of library books, due dates etc) that will be clearly communicated to parents.

Age Group	Time Limit (Maximum)	Possible Homework Activities
Kindergarten & Pre-Primary	15 minutes	-Reading to your child daily. Kindergarten students will engage in a literature based home reading program and Pre-Primary students will additionally engage with CVC readers and sight words. -Count things whenever an interesting opportunity allows.

		<ul style="list-style-type: none"> -Allow your child to help with cooking. -Take an interest in the things your child brings home from school. -Have stationery for your child to use. -Encourage running, climbing, balancing, ball play (throwing, catching, kicking, batting) and getting dirty (sand, mud, paint). <p>**For these suggestions to be useful, your child's interest must be engaged. If it isn't, try again another time.</p>
Years 1 & 2	15 minutes	<ul style="list-style-type: none"> -Home reading of a book provided by the school. -Reading a developmentally and age appropriate library book the child has borrowed from the school. -Sight words/spelling words -Letters and Sounds work -Handwriting -Addition and subtraction facts (Friends of 10) -Occasional assignment (short and interview based- asking about family, hobbies, favourite colour etc)
Years 3 & 4	20 minutes	<ul style="list-style-type: none"> -Home reading of a book provided by the school, a library book and/or a book belonging to the child. -Spelling words -Addition and subtraction practice to improve speed and accuracy. -Multiplication facts practice (1-10) -Handwriting -Occasional assignment
Years 5 & 6	30 minutes	<ul style="list-style-type: none"> -Spelling words -Multiplication facts practice (1-12 times tables) -Handwriting -Research projects -Revision tasks relating to all subject area content.
All Years	Not to exceed time limit for age group	<ul style="list-style-type: none"> -Complete unfinished class work at home. -Undertake special research reading or projects. In this case the teacher will ensure that resources are provided and the project expectations and due date are clearly articulated in print. -Locate current events items. -Extra-Curricular activities – household chores, after school sport, fine and gross motor skill development.