



# Parent Information Booklet 2023



**Kelmscott**  
PRIMARY SCHOOL

River Road

Kelmscott, WA, 6111

Ph: 08 9496 9300

[Kelmscott.PS@education.wa.edu.au](mailto:Kelmscott.PS@education.wa.edu.au)

Dynamic Schooling.

Innovative Students.

Nurturing Community.

## **PRINCIPAL'S FOREWORD**

**- 2023 -**

Welcome to Kelmscott Primary School. We are so proud of our school, the amazing location and aspect, its' connection to the local community and history dating back to 1882 – and we can't wait to share this with you and your family.

Our school is one where staff, parents and community come together to share in the educational journey of our children, where great behaviour is expected and rewarded, great relationships are forged, nurtured and engaged, and positive students are achieving their very best all of the time.

Our vision of dynamic schooling encompasses our strong culture focused on high expectations and developing the next generation of caring, creative, responsible, active citizens of society. Our school placed great importance on providing a range of opportunities for students to develop skills, knowledge, attitudes and leadership so that they can contribute to our rapidly changing society. This commitment is demonstrated by the high percentage of students accepted into specialist, and gifted and talented programs in secondary education.

I invite you and your children to be part of our future whilst celebrating our tradition of excellence in education.

Jason Bushe-Jones  
Principal

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## WELCOME

### SCHOOL CONTACT INFORMATION

<b>SCHOOL NAME:</b>	Kelmscott Primary School
<b>ADDRESS:</b>	River Road, Kelmscott WA 6111
<b>EMAIL ADDRESS:</b>	Kelmscott.PS@education.wa.edu.au
<b>WEB ADDRESS:</b>	kelmscottprimaryschool.wa.edu.au
<b>TELEPHONE NUMBER:</b>	08 9496 9300
<b>OFFICE HOURS:</b>	8.30am to 3.30pm
<b>SCHOOL PRINCIPAL:</b>	Mr Jason Bushe-Jones
<b>DEPUTY PRINCIPAL:</b>	TBA
	TBA
<b>MANAGER CORPORATE SERVICES:</b>	Mrs Sharon Saville
<b>SCHOOL OFFICERS:</b>	Mrs Kylie Mc Rae
	Mrs Sharon Merritt

### TERM DATES 2023

All term dates for the current year and future years are available on the Department of Education website:  
[www.det.wa.edu.au/education/termdates/](http://www.det.wa.edu.au/education/termdates/)

#### **Semester 1**

<b>Term 1</b>	Wed 1 Feb – Thurs 6 April
<b>Break</b>	Fri 7 April - Sun 23 April
<b>Term 2</b>	Mon 24 April- Fri 30 June
<b>Break</b>	Sat 1 July - Sun 16 July

#### **Semester 2**

<b>Term 3</b>	Mon 17 July - Fri 22 Sept
<b>Break</b>	Sat 23 Sept - Sun 8 Oct
<b>Term 4</b>	Mon 9 Oct - Thu 14 Dec
<b>Break</b>	Fri 15 Dec 2022 – Tues 31 Jan 2024

### **PUBLIC HOLIDAYS 2023**

<b>Labour Day</b>	Monday 6 March	<b>Good Friday</b>	Friday 7 April
<b>Easter Monday</b>	Monday 10 April	<b>Anzac Day</b>	Tuesday 25 April
<b>Western Australia Day</b>	Monday 5 June		
<b>Queen's Birthday</b>	Monday 25 September		

### **PROFESSIONAL DEVELOPMENT DAYS**

Term 1 – Monday 30 January	Term 1 - Tuesday 31 January
Term 1 – TBA	Term 3 – TBA
Term 4 - TBA	Term 4 - TBA

**\*Development days for 2023 are correct at time of publishing, but are subject to change.**

## HOURS OF INSTRUCTION SUPERVISION

<b>School Commences:</b>	8.50am	<b>Break 1</b>	10.50am – 11.25am
<b>Break 2</b>	1.25pm – 1.50pm	<b>End of School Day</b>	3.00pm

\* From a safety perspective, children should not arrive at school prior to 8.30am. Students should arrive at school punctually with sufficient time to organise personal belongings prior to class. They are expected to sit outside their class and read when they arrive at school. This ensures a positive start to the day.

\* All children not involved in out of school care or after school activities are expected to leave the school grounds by 3.10pm unless special arrangements have been made by parents or teachers. If you are running late to collect your child, please advise the school office.



## School Vision

Dynamic  
Schooling driven  
by a strong  
culture focused  
on high  
expectations and  
developing the  
next generation  
of caring,  
creative,  
responsible and  
active citizens.



# **ADMINISTRATION**

## **ENROLLING/LEAVING**

Kelmscott Primary School does not have a local intake area; where the number of applications exceeds the number of places available, the child living nearest to the school will be given priority. Parents applying to enrol their children in specialist programs and siblings of children already enrolled at the school do not have priority over those children living nearest the school. Proximity to the school is the only criterion to be used in non-local area intake schools as per the Enrolment in Public School Policy.

Kindergarten is an optional year of education for students and enrolments are taken in the chronological order in which they are processed up to the point of planned, available capacity.

A birth certificate or extract of birth or passport must accompany the Application of Enrolment. Students will be placed in the year of study corresponding to their age group.

Parents of students with special needs are asked to contact the school to discuss these needs when the Application for Enrolment has been approved to ensure that the most appropriate program is in place to meet their needs.

Students who were born overseas must hold the appropriate visa before applying at the school. For overseas students who wish to attend school in Australia using an entry visa it is necessary that the office sight the passport and visa of the parent (primary visa holder) and student at the time of Application for Enrolment.

The school must sight a copy of each student's Australian Children's Immunisation Record at the time of Application for Enrolment.

## **PASTORAL CARE INFORMATION**

Our school has a warm and caring environment where students are encouraged and rewarded for demonstrating our fair values from our school moral compass: respect, responsibility, pride and safety. We also acknowledge the joint role of the school, home, environment and community in developing our students to be responsible and active citizens.

We recognise students for demonstrating positive social skills and behaviours aligned with our values. There are a range of leadership roles, rewards, awards and positive incentives for children to aspire to and that encourage them to develop positive relationships and a sense of belonging to the school community.

The staff work together to ensure a consistent approach across the school in the management of our students. Staff are supported by clear policies in behaviour management and bullying. These policies are proactive and positive in their intent.

A School Chaplain is available at Kelmscott PS to liaise with teachers and the Learning Support Team to assist students who need support socially and emotionally. They can also work with parents and families on a case by case basis.

A School Psychologist provides a school based referral service for students with learning difficulties and behaviour challenges. They support teachers to develop individual education/behaviour plans, and implement programs to ensure student health and wellbeing

Our Community Nurse conducts hearing and sight screening for students in our early childhood program. They also assist staff with implementing strategies to support the safety and health of students, such as anaphylaxis training, advice on communicable disease management and safety information.



## **VOLUNTARY CONTRIBUTIONS AND CHARGES, MONEY COLLECTION AND PAYMENTS**

The Kelmscott Primary School Board has endorsed the schedule of Voluntary Contributions and Charges for 2023. The Voluntary Contributions has been set at \$60.00 per child. The Schedule of Charges for extra cost optional components represents the maximum charge with participation optional and conditional on payment. This financial support will enable the provision of resources to enhance your child's learning experience.

If paying by cash, parents are asked to assist the school by ensuring that they (or their child) always have correct money for any payments being made. All cash payments should be brought to school in a sealed school payment envelope and placed in the post box outside the school office.

Payments to the school may also be made by EFTPOS for items over \$10.00. Alternatively, payments can be made via direct deposit:

Account Name      KELMSCOTT PRIMARY SCHOOL  
BSB                    066 156  
Account No        00900109  
Reference           STUDENT NAME

### **Charges for Extra Cost Options Schedule 2023**

	<b>K</b>	<b>PP</b>	<b>YR 1</b>	<b>YR 2</b>	<b>YR 3</b>	<b>YR 4</b>	<b>YR 5</b>	<b>YR 6</b>
<i>Incursion</i>	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
<i>Excursion</i>	\$50.00	\$50.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
<i>Fitness Program &amp; Costume</i>	\$50.00	\$50.00	\$50.00					
<i>Interm Swimming</i>		\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
<i>Interschool Sport Carnivals</i>					\$100.00	\$100.00	\$100.00	\$100.00
<i>Instrumental Music –Instrument Hire</i>					\$150.00	\$150.00	\$150.00	\$150.00
<i>Choir/Instrumental Music Activity &amp; Costume</i>					\$50.00	\$50.00	\$50.00	\$50.00
<i>Year 6 Leaver's Activities/Camp</i>								\$300.00
<i>Year 6 Leaver's Personal Items</i>								\$200.00
<i>Graduation Activity e.g. Lunch/Disco</i>								\$100.00
<i>PEAC</i>							\$300.00	\$300.00
<i>School Photographs</i>	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00

## **STAFF ORGANISATION**

The total number of staff varies from year to year according to student enrolments. Deployment is generally organised as follows:

Principal: Overall responsibility for all school activities and processes, strategic, administrative and instructional leadership.

Deputy Principal/s: Administrative duties, instructional leadership, learning, student and classroom support.



Manager Corporate Services: Manages the financial, physical and human resource aspects of the school's business operations and supervision of all school support staff.

Class teachers: Kindergarten – Year 6

Specialists: Music, German, Art, Physical Education, Science

Allied Professionals: School Officers, Library Officer, Education Assistants, Cleaners and Gardener.

### **STUDENT LEADERSHIP**

Students are encouraged to take on leadership roles, even in their early years of school. Your child will have the opportunity to be a class leader and have various roles in the classroom as a helper throughout the year. These opportunities and jobs will build their skills with time management, organisation and responsibility, laying the foundation for future leadership roles as they grow older.



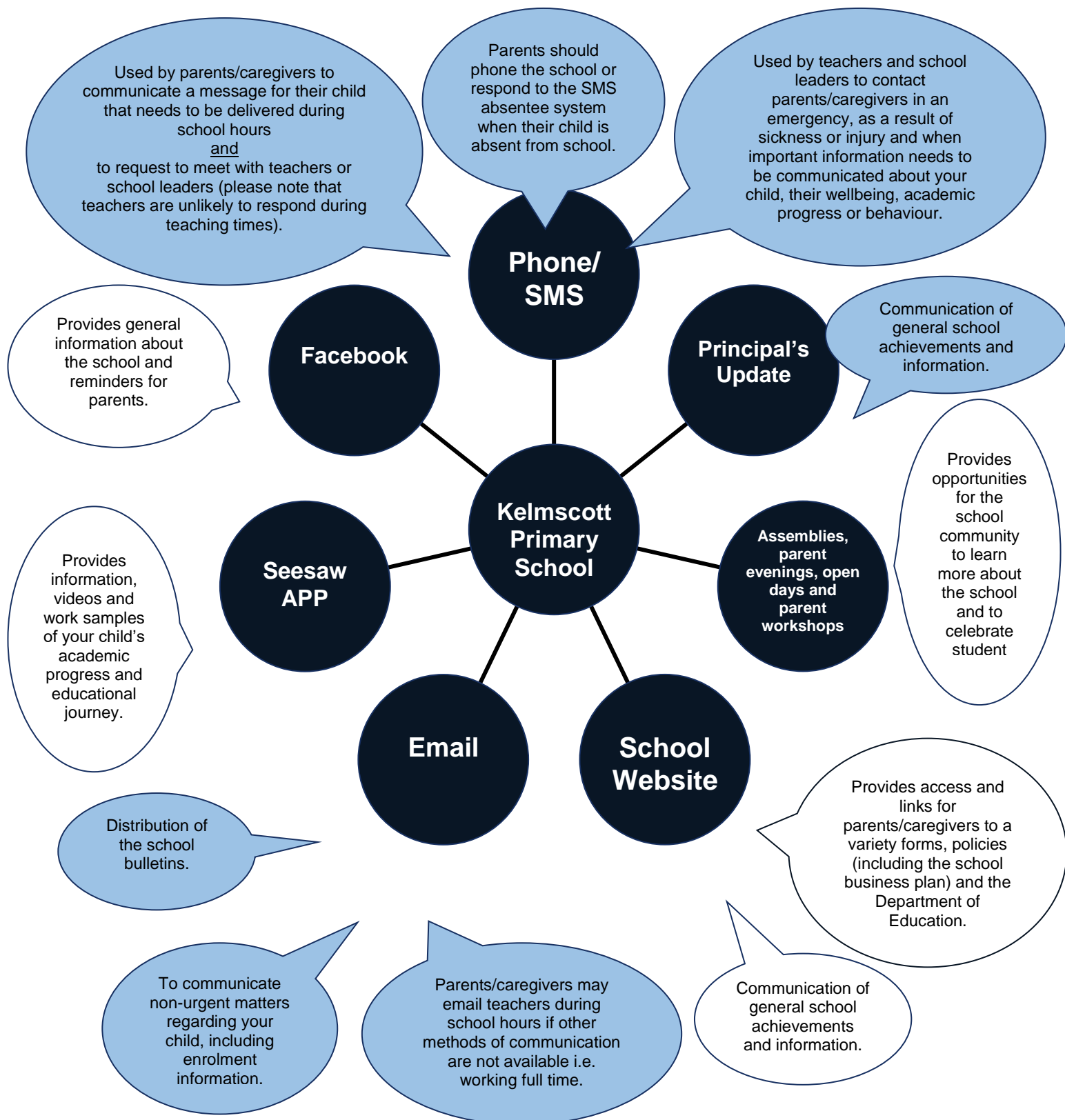
*In the older year's students will have many opportunities to be a leader. This includes but is not limited to school captains, house captains, a buddy program and peer tutoring.*



# COMMUNITY INVOLVEMENT

## COMMUNICATION

Quality communication at all levels is a key component of our operations and, as such our school acknowledges the role of parents as partners and welcomes your involvement and communication. We aim to communicate effectively with our diverse community, and therefore we use a range of strategies and mediums to suit the different needs and preferences of parents and caregivers. Below is a diagram of our *Communication Plan* which shows the types of information you will receive and how it will be communicated to you. Standard forms of communication are shown in the blue speech bubbles.



If you have issues or concerns regarding your child or the school, it is vital that you seek resolution as early as possible to avoid stress and anxiety. In the first instance please contact the classroom teacher or other relevant staff members to discuss your concerns. The best way to do this is to arrange an appointment with the relevant person so that an appropriate amount of time can be devoted to resolve the problem effectively. To avoid disruptions to normal class routine we do ask parents to arrange visits in advance with the teacher or via the administration.

**Please note that it is inappropriate for parents/caregivers to deal directly with other students or their caregivers as this can lead to unnecessary conflict.**

### **TEACHER - PARENT CONTACT**

Parents and teachers are partners in supporting your child to reach their full potential. In addition to formal communication processes, teachers also communicate with parents informally in a variety of ways including:

- Information sessions about the teaching and learning program
- Parent teacher discussions, that may include three way conferences with the child involved
- Telephone discussions between teacher and parent
- Comments on student work samples
- Notes, emails and other form of correspondence from teachers to advise parents about successes or concerns

Kelmscott Primary School will also use the Seesaw App to strengthen the communication between teachers, parents and students. There are many benefits for using this real-time communication including;

- Seesaw empowers students to independently document their learning with built-in creative tools, and provides an authentic audience for their work.
- Seesaw gives families an immediate and personalised window into their child's school day.  
The Seesaw App can be downloaded to your device using the following links;
- iOS Devices  
- <https://itunes.apple.com/us/app/seesaw-multimedia-journal/id930565184?ls=1&mt=8>
- Android Devices  
- <https://play.google.com/store/apps/details?id=seesaw.shadowpuppet.co.classroom&hl=en>

Where there is a need to discuss an individual student's progress, staff will contact parents in person, by phone, Seesaw message or email to arrange a suitable interview time to meet. Parent information meetings are held in each class in the first couple of weeks every year.

Kelmscott PS provides parent workshops to assist you in supporting your child at school. Workshop dates and topics will be communicated on the school website, Facebook page and Seesaw.



**All available evidence  
concludes that positive  
parental engagement in  
learning improves academic  
achievement, wellbeing and  
productivity.**

*Emerson, L., Fear, J., Fox, S., and Sanders, E.  
(2012).*

## **PARENT PARTICIPATION**

Parent/family assistance in classroom and with school activities is always very welcome. It gives parents the opportunity to take an active part in class activities and to develop an understanding of how children learn. At the same time parent help enables teachers to give more individual attention to members of the class. If you wish to assist in the class, please contact your child's classroom teacher or watch for notes in the school newsletter asking for assistance with special school events.

In some cases there may be a need to obtain a Working with Children declaration. Information on these requirements is also available from the classroom teacher or school office.

## **COMPLAINTS MANAGEMENT**

In the first instance, all parents and staff will be requested to address feedback or complaints to the person who it concerns. Most issues can be resolved or explained at this level.

If the complaint cannot be resolved at this level, the complaint or issue will be escalated to the Deputy Principal where a mediation meeting would be arranged with all parties involved. If the issue cannot be resolved at this level, it may be referred to the School Principal.

***Please Note: The School Board or Parents and Community Association (P & C) do not manage or involve themselves in communicating complaints on behalf of parents. Their role is detailed below.***

## **PARENTS AND COMMUNITY ASSOCIATION**

The P&C is a great opportunity for parents, teachers and community members to support the learning and infrastructure of the school. Meetings are generally held twice per term with the sub committees and an executive committee meeting more regularly.

A notional membership fee is payable each year and ensures copies of the minutes of each meeting and the right to vote at meetings.

Funds raised by the P&C contribute to the funding of programs and facilities within the school, and the interests and activities of the P&C Association are diverse. Listed below are some of the possible sub-committees or roles which **may** be formed in response to need – all of which welcome input from additional parents in order to share the work requirements:

**Uniform:** Coordinates the supply of school uniforms via the Uniform Shop and Clothing Pool (second hand uniforms). The Kelmscott Uniform Shop is open Monday 2.30pm – 3.00pm and Thursday 8.15am – 8.45am.

**Canteen:** The School Canteen is run by the P&C and provides healthy food. The canteen operates four days a week from 8.30am – 12pm. Price lists for winter and summer menus are sent home each term and are available on the school website. Orders can be placed at the canteen before school or online using Quickcliq <https://quickcliq.com.au/LearnMoreParents.aspx>

**Buildings & Grounds:** Makes suggestions in regard to improvements to school buildings, grounds and facilities.

**Events:** Initiates social functions to facilitate networking of families within the school community and helps organise fundraising events.

**Sport:** Supports sporting programs within the school by assisting with coaching and motivation of team and individual sports and the purchase of equipment.



## SCHOOL BOARD

The aim of the school board is to unite the aspirations and expertise of staff, parents and community members in order to promote the well-being and achievement of the children at Kelmscott Primary School. The elected members can include parents, staff and community members. The functions of the School Board are outlined by legislation and training is available to all members. They include:

- Determining priorities and objectives for the next planning cycle
- Contributes to and endorses the Business Plan
- Notes the budget to ensure it is consistent with school priorities
- Reviews the school plan based on the analysis of student outcomes
- Reviews the annual school report
- Reviews the Schedule of Fees and Charges

For more information please click on the link <https://www.education.wa.edu.au/school-councils-boards>



**We are always  
looking for  
new people to  
join our  
School Board  
and P & C  
Association.**

**Please contact the school  
if you would like more  
information.**



# STUDENT SERVICES

## ATTENDANCE

The School Education Act 1999 requires children of compulsory school age to attend school. When a child is unable to attend, legislation requires that parents/caregivers forward notification providing a reasonable cause for the absence of their child. Please note that a telephone message beforehand is encouraged if the absence is anticipated.

The school will use an SMS messaging service which, on every school day at approximately 10.00am, will automatically send a text message to a parent or caregiver if a child is marked absent without explanation. Parents are expected to respond to these messages. When an explanation is not provided to the principal within three days of the original day's absence, the class teacher may send a letter requesting an explanation.

In addition, it is important to note that no child may leave the school grounds during the school day without the knowledge and permission of the school Administration. Parents or carers collecting children prior to the end of the school day are required to complete a Leave Pass obtained from the front office.

***Going to school and arriving on time every day really matters!***



## **Every minute counts! (Punctuality)**

**8:40 am**

Your child has arrived in time to settle well and has the best start possible. You will be able to spend some time in the classroom with your child and give any messages to the teacher.

**8:50 am**

Your child has arrived just after most children and will need to get organised quickly and enter the classroom quietly. You will not be able to interrupt the teacher or enter the classroom with your child.

**8:55 am**

Your child is late and has missed the beginning of the school day. Being late a few minutes can be unsettling for your child and they will have missed key messages from the teacher. 5 minutes a day = 3 days a year.

**9:00 am  
– Late note is needed**

10 mins late a day means 6 lost days a year!  
**Arriving at 9:00 am, you will need a late note from the office.** Your child is severely disadvantaged having missed the morning routine and revision activities.

## **Every day counts! (Attendance)**

Regular absences of 1 or 2 days per week don't seem like much but:

When your child misses just...	that equals....	which is.....	and over 13 years of school that is.....
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1 and ½ years
1 day each week	40 days per year	8 weeks per year	Nearly 2 and ½ years
2 days each week	80 days per year	16 weeks per year	Over 5 years
3 days each week	120 days per year	24 weeks per year	Nearly 8 years

## **DENTAL CARE**

Free emergency and basic dental care is provided to all enrolled school children aged 5 to 16 years. For further information please contact Dental Health Services on 9313 0555 or visit Dental Health Services' website at [www.dental.wa.gov.au](http://www.dental.wa.gov.au).

## **STUDENT REQUIREMENT LISTS**

Parents are expected to provide personal items used by their child at the commencement of the school year. These consumables are used continuously and will need to be replenished by parents as the year progresses.

## **SCHOOL DRESS CODE**

Our School Board supports a school uniform for Kelmscott Primary School. Though the wearing of the school uniform is not mandated, at Kelmscott Primary School we believe that it assists in the development of pride in the school, raises the school profile in the community and assists with maintaining a positive school culture. We encourage all students to wear the uniform at all times in order to be part of the team at Kelmscott Primary School.

Uniform information and order forms are available on our website.

<http://www.kelmscottprimaryschool.wa.edu.au/uniforms/>

Footwear must be worn at all times. Thongs and other open footwear should not be worn to school for safety reasons.

### **Please note: We have a Yes Hat, Yes Play in the sun policy.**

- During the school year, all students are to wear hats whilst out of their classrooms. Students without a hat will be supported to continue playing, but in the undercover area. This includes before school, recess and lunch: also during Physical Education and outside class activities etc. Students are encouraged to wear wide brimmed hats for extra protection from the sun. School specific wide brimmed hats are also available from our uniform supplier and generic navy blue hats are also suitable.
- For health and safety reasons, all students are encouraged to tie hair back if it is shoulder length or longer.
- All articles of clothing should be clearly marked with the student's name.



## **MEDICAL CONDITIONS AND MEDICATIONS**

Please advise the office if your child suffers from a condition that requires our attention and support. This includes conditions such as Asthma, allergies or other medical conditions. A confidential record of students with specific allergies is maintained within our electronic records system.

At all times it is preferable that prescription and non-prescription medication is administered to your child at home before and after school. However, it is acknowledged that on some occasions, medication may be required to be administered whilst your child is at school. Should this be the case, the school requires a comprehensive suite of information relating to the medicine and its administration so see the team in the front office. It is important that you provide the school with a Medical Action Plan provided by your family doctor if your child is asthmatic, anaphylactic, or suffers from other conditions that may require attention by staff.

Please note that for safety and hygiene reasons, medications (e.g. antibiotics, analgesics) are not to be kept in students' school bags. Prescribed medication must be brought to the front office where a Student Medication Form must be completed by parents or caregivers. This is in line with Department of Education policy and these forms are available at the front office upon request. In some instances, parents may be asked to return to school to administer their children's medication if the circumstances warrant such action.



## ALLERGIES AND ANAPLALAXIS

Most food allergic reactions do not involve anaphylaxis, and the likelihood of a severe allergic reaction from casual exposure when food is not ingested (e.g. from touch or exposure to odours) is very low. However, severe reactions may occur unpredictably, thus any allergic reaction to foods should be taken seriously and treated as a potential medical emergency requiring immediate treatment.

All staff at Kelmscott are trained to manage acute allergic reactions and have been provided information in the following areas:

- What is allergy and anaphylaxis?
- Common causes of allergic reactions including anaphylaxis.
- Signs and symptoms of mild to moderate and severe allergic reactions and using Action Plans as an emergency guide to manage allergic reactions including anaphylaxis.
- Risk minimisation strategies to prevent accidental exposure to allergic triggers.

It is no longer recommended that schools make claims that they are 'nut free' as it is not possible to guarantee all possible allergic triggers are removed from a school environment. The aim is therefore to promote Allergy Awareness and implement age-appropriate and practical strategies to reduce the risk of inadvertent exposure, and review these policies annually, or if a reaction does occur.

## ACCIDENTS AND ILLNESS

If your child is not well, please do not send them to school. Sick children are much better at home. Where possible, parents will be notified immediately if students become ill or are seriously injured at school.

***All parents are asked to ensure that the school has an up to date contact phone number, address and emergency contact details, so contact can be made without delay.***

In the event of a serious accident where parents cannot be contacted, an ambulance may be called (note the expense for this action is to be met by the family not the Department of Education).

### **Important:**

***Please note that if your child may be (or is) ill with any infectious condition, including colds and stomach ailments, they should not attend school and they should return to school only when fully recovered. The risk of cross infection in schools is very high despite the best efforts of staff and students.***

***When in doubt, please keep your child at home and if necessary, seek medical advice.***



## **BEHAVIOUR MANAGEMENT**

Kelmscott Primary School is committed to recognising the rights of all students to learn in a safe, caring and positive school environment. The school has developed a policy, in consultation with our community and endorsed by our School Board that is based upon the recognition of all individuals, their achievements and positive behaviours.

This Behaviour Management and Wellbeing Policy rewards and reinforces desirable behaviour, and provides appropriate consequences for undesirable behaviour. It is based on providing clear school and classroom rules with fair and appropriate consequences which are applied consistently and equitably. A reward system provides incentive for students to do the right thing.

Positive Behaviour Support is a whole school approach to creating a positive, safe and supportive school climate in which all students can learn and develop. KPS Staff and family members work together to teach and support behaviour expectations at the school. PBS focuses on the expected behaviours of a person in a given situation and supports both student learning and social behaviour.

In line with community expectations and good practice, bullying is not tolerated at this school. Children are encouraged, in all instances to be good citizens who are compassionate, caring and respectful and to report all acts of bullying so that action can be taken. The Behaviour Management and Wellbeing Policy includes a section on bullying – how to prevent it, and how we respond to it.

To provide clarity around our school's actions on various events, it is important that parents firstly are aware of what Kelmscott Primary School considers what bullying is and what it is not, so that we can work together with our children and community to promote a positive learning environment for each and every child. We recognise the following guidelines and hope that you support and discuss them with your children:

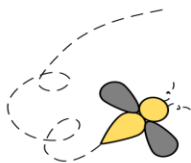


### **Is it Bullying?**



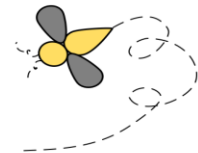
When someone says or does something unintentionally hurtful and they do it once.

**That's RUDE**



When someone says or does something intentionally hurtful and they do it once.

**That's MEAN**



When someone says or does something intentionally hurtful and they keep doing it even when you tell them to stop or show them that you're upset.

**That's BULLYING**

## **STUDENTS AT EDUCATIONAL RISK**

At Kelmscott Primary School we have processes in place to identify Students at Educational Risk (SAER) and then support them to achieve their individual potential. This is done through a collaborative approach involving the development, implementation and monitoring of individual plans addressing each student's specific needs. Parents will be contacted by the classroom teacher or Deputy Principal in order to be a part of the process of establishing these plans for their children or if we have any more general concerns about your child's progress.

# **CURRICULUM AND PROGRAMS**

## **ASSEMBLIES**

Assemblies are a feature of our whole school activities program. A schedule of assemblies will be published in Term Calendars. In addition, many other events to promote parent and community involvement, and celebrate student learning and good behaviour will be a feature of our school. Parents, carers and friends will be very welcome to attend assemblies.

School assemblies are held to:

- Recognise and celebrate worthwhile achievements of children and adults in the school community
- Give individual classes the opportunity to share learning experiences and/or perform for their peers in other classes
- Give parents, carers and members of the community an opportunity to see the achievement of individual students and classes being celebrated
- Distribute information to members of the school community.

## **ACADEMIC SUPPORT**

The early identification of students' academic needs in order to support them to reach their full potential is paramount to success at school. During each stage of schooling a number of measures are employed to identify students' educational needs. Speech therapists screen all Kindy and Pre Primary and develop an intervention plan to support those needing additional help. Parents receive a printed report of their child's screening.

- Kindergarten – The teacher discusses any concerns with parents in relation to hearing, sight, speech and or physical development to enable parents to access specialist health professional intervention.
- Pre-Primary – Making sure our early year's students have the necessary essential skills for future literacy and numeracy development at school is vitally important. All public schools in Western Australia are involved in the Department of Education's On Entry Assessment Program. This program, presented as a literacy and numeracy interview, enables teachers to collect vital information on essential literacy and numeracy skills of their pre-primary children. Parents of pre-primary students will receive a printed report following the testing.

The results of these interviews will provide teachers with additional information to assist in the planning of their teaching programs, reflective of each student's needs. It will also provide your child and teacher with some valuable time together in a one-to-one situation.

The literacy interview takes approximately 30 minutes, and includes a series of simple tasks, some of which have accompanying resources, and include speaking and listening, letter recognition, responding to sounds, and looking at books. The numeracy interview takes approximately 15 – 20 minutes, and includes a set of simple tasks on number, measurement and space. Further information can be found on the On Entry website, at <http://www.det.wa.edu.au/educationalmeasurement/detcms/navigation/on-entry/>

- Year 1 to 6 – our school incorporates a wide range of options that enable ongoing monitoring and assessment of your child's progress using standardised tests and Summative assessments to plan for and implement teaching strategies to meet your child's individual needs.

In addition to monitoring that occurs at a school level, students also participate in national and state testing procedures. The most common is known as NAPLAN. The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual national assessment of all students in Years 3, 5, 7 and 9. All students are expected to participate in the testing. They are assessed in language conventions (spelling, grammar and punctuation), writing, reading and numeracy.

NAPLAN results are one source of data used by our school in assessing the school's our students' performance, particularly across time and against the mandated Australian Curriculum. It is a snapshot of our student's capabilities and our whole schools progress, particularly in comparison to other "Like Schools". NAPLAN data is used as part of a range of information to support our school in measuring and comparing our students' progress, in identifying strengths and opportunities in teaching programs, and gain information to help us direct resources.



**Dynamic Schooling. Innovative Students. Nurturing Community.**

### **BOOK CLUB**

Book Club provides families with an affordable and convenient way to bring the best in children's literature into your home. Each issue contains curated, age appropriate titles that have been carefully selected and levelled by a dedicated team of professional booklovers. For every Book Club order placed, Scholastic gives back 20% of the order spend to schools to purchase valuable educational resources via its Scholastic Rewards program. Payment method is through Loop Scholastic Website.

### **ENVIRONMENTAL AND SUSTAINABILITY FOCUS**

The school has a strong environmental focus with all classes taking responsibility for different activities throughout the year to promote sustainability. This includes a recycling program, garden beds for each class and worm farms. Parents are encouraged to consider waste when packing school lunchboxes. Reducing the use of plastic wrapping and using reusable containers is encouraged.

### **EXCURSIONS AND INCURSIONS**

Excursions and incursions add value to teaching programs and experiences. The school endeavours to provide a balance of activities to complement our programs. Parents are advised as soon as possible of any forthcoming excursions/incursions and any associated costs. Information and requirements for these are outlined in Seesaw, via social media and direct email, well in advance of the event and costs are outlined in our Voluntary Contributions and Charges Schedule. The school reserves the right to refuse participation aligned with our 'good standing' policy. Students must be in full school uniform in accordance with the Kelmscott PS Dress Code Policy.

Final payment dates are indicated with each excursion and these must be adhered to. Should families have any concerns about meeting the payment required they should contact the Manager Corporate Services to organise a payment plan. No payments are accepted on the day of the incursion/excursion.

### **FACTIONS SYSTEM**

Kelmscott Primary School has four factions and these are Buckingham, Ellis, Martin and Dale. Students are placed in a faction at enrolment. Family members are placed in the same faction. Faction shirts are recommended and should be worn on sports days.

### **GIFTED AND TALENTED**

Kelmscott Primary School provides challenging and broad curriculum content and a diverse co-curricular program to cater for all students. Opportunities are provided for students to participate in external competitions in ICT, Maths, Science, the Arts and English.



**Teachers take into account the different experiences and backgrounds of children, and tailor programs to meet their learning needs.**

In addition to school based programs, students are offered the opportunity to be tested in Year 4 for participation in external classes through Primary Extension and Challenge (PEAC) in years 5-7. PEAC is a part time program in which students attend a District PEAC

centre. For further information please visit [www.southmetropeac.wa.edu.au](http://www.southmetropeac.wa.edu.au).

## **HOMEWORK**

Homework activities are kept to a minimum at Kelmscott Primary School as we believe that time spent at home is as valuable as that at school and is better occupied with family, neighbourhood or recreational activities. In addition, extensive research studies have shown that homework has little to no impact on student achievement or outcomes. At Kelmscott Primary School we encourage parents to read regularly with students, encourage them to write lists / keep a journal / draw, answer their questions, encourage opportunities to become part of clubs, afterschool sport, swimming lessons and visit different places and play outside.

Students will be provided with ability appropriate home readers every day in Pre-Primary to Year 2. This is an important part of their literacy development and parents are strongly encouraged to develop a routine to help their child practise their reading; which should include a quiet place to read and help to fill out the reading log and return the home reader in their plastic folder each day.

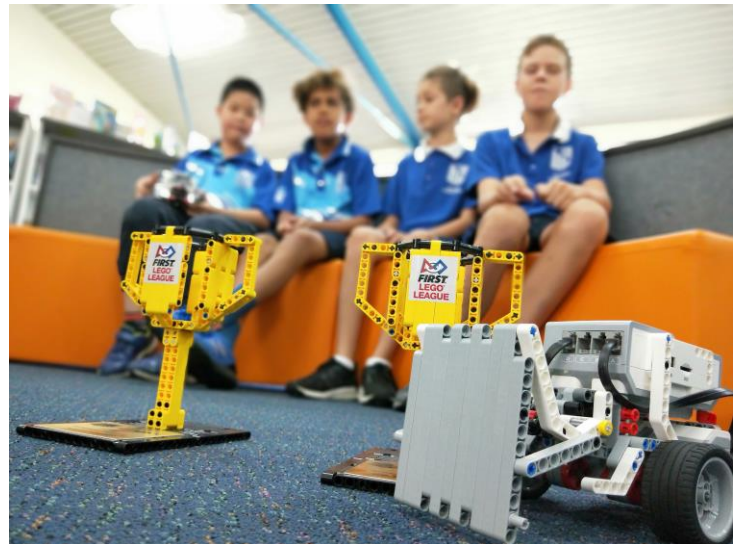
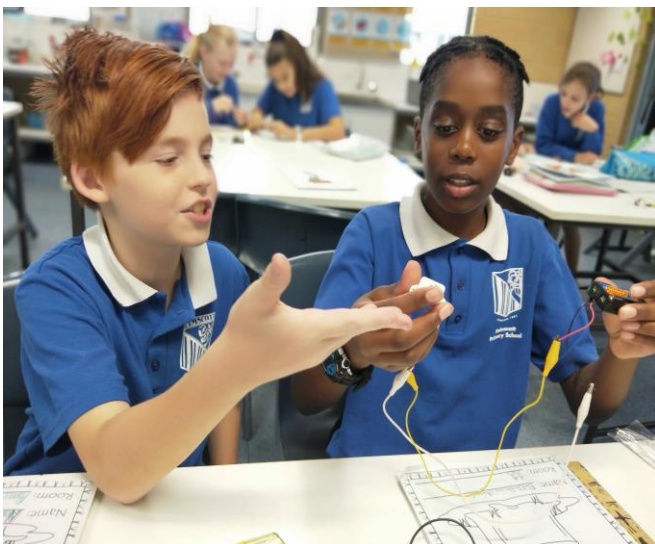
Occasionally students might be asked to complete an assignment at home. For example, they might be asked to ask you questions about your childhood, bring photos from when they were a baby or make a list of the people in their family. Teachers will communicate these activities to you when needed.

## **INFORMATION COMMUNICATION TECHNOLOGY AND STEM**

Kelmscott Primary School is equipped with computer and robotics technology to support and enhance student learning. Your child will learn to use contemporary information and communication technologies including interactive televisions, desktop computers, notebooks, robots and iPads that will support their learning and provide them with unprecedented, yet well managed access to information and contemporary models of learning.

Kelmscott Primary School provides outstanding integrated ICT teaching and learning practice with a high ratio of iPads to students.

All students are to comply with classroom rules and ICT etiquette whilst using a tablet or laptop, working on the internet and using school communication and collaboration platforms. Any student who does not comply with the rules will be managed through the Student Behaviour Policy.



## **LIBRARY**

Kelmscott Primary School has a spacious and well-resourced Library, which is available to all students. The Library is resourced with quality fiction and non-fiction books which students will be strongly encouraged to borrow. All students must have a library bag in which to transport their book to and from school. If a student damages or loses a library book, the parent will be responsible for the replacement cost.

Book Fairs help the school stock up on resources to enrich your children's education. Best of all, each Fair provides kids access to more books as a percentage of profits are returned to the Library.

## **REPORTING TO PARENTS**

As part of accountability requirements, regular reporting to parents and feedback on student progress is an important process for our school. A variety of methods are utilised each term to keep parents informed about their child's progress.

Parent and carers will receive formal reports twice a year that comply with the Department of Education requirements to give an accurate and objective assessment of the student's progress and achievement and include an assessment of the student's achievement reported as ABCDE scale, clearly defined against specific learning standards and relative to the student's peer group.

# **SPECIALIST PROGRAMS**

## **PERFORMING ARTS**

Kelmscott Primary School has a Performing Arts specialist teacher who provides all students in Pre Primary to Year 6 with a comprehensive music program. We have a long and rich history in performing arts and students have also had the opportunity to participate in a range of additional artistic experiences as detailed below.

The Kelmscott Primary School Choir is comprised of dedicated, music loving students from Years 4 to 6. The choir performs at assemblies and community events. The students audition at the beginning of the year to join the choir and are expected to make a commitment for the full year if they are successful.

The Instrumental Music Program selects a small group of students to have the opportunity to participate in enrichment music activities. The school currently offers Viola, Violin, Cello, Brass, Double Bass and a String Ensemble.

## **VISUAL ARTS**

Kelmscott Primary School has a Visual Arts specialist teacher who provides students with a comprehensive Arts program. Students actively participate in a variety of visual arts learning experiences using a variety of media, techniques, processes and skills to create, value and respond to art produced by themselves, peers and society.

## **PHYSICAL EDUCATION**

The primary focus of the Physical Education program is to develop and enhance the physical activity skills of all students, and to encourage and foster a positive attitude towards a healthy and active lifestyle. Every student at Kelmscott participates in two hours of Physical Education instruction per week, which is taught by the classroom teacher and sports teacher. Interschool carnivals and other sporting events provide additional opportunities for students.

## **LANGUAGES OTHER THAN ENGLISH - GERMAN**

The Languages learning area provides students with the opportunity to develop an understanding and appreciation of another culture as well as the ability to communicate in both written and spoken forms. In

Australia's multicultural society, the ability to speak a second language is particularly important. German is our language of choice and students from Years 3-6 engage with this program each week.

## **POLICIES AND PROCEDURES**

### **BICYCLES**

Students are encouraged to ride their bikes or scooters to school. In the interests of safety, we have rules for them to follow:

- Bicycles or scooters are not to be ridden on the school grounds
- Bicycles and scooters must be kept in the space/ racks provided.

Legislation exists requiring all cyclists to wear helmets, and children who do cycle to school must wear a helmet. It is recommended that children under ten do not ride bicycles unsupervised.

### **COLLECTION OF STUDENTS**

#### **During School Hours**

- In certain circumstances, such as illness, medical or dental appointments, it may be necessary to collect children from school during school hours. Parents are required to complete a Student Release Form at the front office before picking up child/ren from their classroom/s. This is a necessary legal requirement for reasons of safety and duty of care.

#### **After School Hours**

- At times, parents can be unavoidably late to collect their children from school. In such instances, please ring the office to let us know so that we can inform your child, to assist in easing their anxiety. If any students are not collected within a reasonable time at the end the school day, they will be taken to the office and left in the care of a member of Administration until suitable arrangements can be made.

### **CUSTODY OF CHILDREN**

If there are formal arrangements in place that relate to the custody and access of your children, particularly in relation to any Court Orders or other formal directions that may be in place, please provide the necessary information and copies of documents to the principal at time of enrolment. If, in the future there are any changes to the arrangements/ orders on file, it is vital that you inform the school office.

### **EMERGENCY AND EVACUATION PLANS**

In an emergency, KPS staff, students and any parents/visitors at the school will come under the direction of the principal or the authority in charge. We have plans in place to cover all reasonable emergencies and regularly engage in drills to ensure the effectiveness of these plans.

### **INTERNET, INFORMATION PRIVACY AND SECURITY, AND PHOTOGRAPHIC IMAGES**

All students access and use the internet under supervision whilst at school. When enrolling your child, you will be required to sign a permission form granting rights to access the internet whilst at school.

Department of Education policy requires written permission before photos of your child/ren can be used on printed material such as newsletters, newspapers, television, video and/or Internet. To assist us in this process our Enrolment forms request parent authorisation/ permission.

### **LOST PROPERTY**

Plastic boxes containing items of lost property, such as clothing, will be located outside the Library. All clothing and items of property brought to school should be clearly labelled.

### **MOBILE PHONES**

Children are not permitted to use mobile phones while at school. Whilst we respect the need for some students to bring mobile phones to school it is also important that we ensure that there is no inappropriate use of this technology. There is no need for students to use their phones during the school day. All students



who bring mobile phones with them to school need to leave them with the front office and collect them at 3.00pm.

### **NO SMOKING**

Parents and visitors are asked to adhere to the Department of Education Policy prohibiting smoking on school grounds and in adjacent areas such as carparks.

### **PETS ON SCHOOL PREMISES**

Parents and visitors are requested to not bring pets on the school grounds during school hours. This also applies to dogs whether unrestrained or on a leash. Many children are fearful of dogs and some have allergies. We appreciate that some families walk to school with their dogs however please leave the dogs tethered to posts outside the school grounds away from pedestrian and vehicle traffic areas when taking your child to their classroom.

### **OUT OF SCHOOL CARE**

YMCA offer onsite out of school care and vacation care at Kelmscott Primary School. Please see the front office for more information.

### **PARKING AND TRAFFIC MANAGEMENT**

Parking is available at Rushton Park Oval, River Road and Church Street. Please pay attention to the signage in each area.

Please obey all other road rules when picking up and dropping off your child at school (including respecting the verge of properties opposite the school and speed zones). Parents must **not use the staff car parks** as school staff may need to enter and exit during school time to attend meetings. During sporting events, parents are asked not to park in the car parks of local retailers.

A Kiss and Drive zone along Orlando Street has been allocated to help overcome traffic congestion and improve safety before and after school. Please follow the road rules in this area and do not leave your care unattended at any time.

A children's crossing is designed to contribute to the safe travel of students to and from school, and is vital to achieving the safety benefits for the children and accompanying adults. Please follow all directions given by the Traffic Wardens at all times.

### **PERSONAL BELONGINGS**

Children are asked not to bring along valuables such as jewellery, toys or money that can be mislaid or damaged during school. No responsibility can be accepted for valuables of this nature.

### **SECURITY**

Once students have arrived at the school for the day, they are not permitted to leave the school grounds unsupervised for any reason. In the event that you hear or see any suspicious activity outside the school hours, please call the police on 131 444 or Education Security on 08 9264 4771.

Parents are requested to remind students school grounds are out of bounds outside of school hours.

### **SWIMMING LESSONS**

In-Term swimming is for all students from Pre-Primary to Year 6 and is a school based program offering two weeks of swimming instruction. The program provides quality swimming lessons to ensure students develop vital swimming and water safety skills. Swimming lessons are held at the Armadale Fitness and Aquatic Centre.



# HEALTH INFORMATION

## HEALTHY EATING

Parents are encouraged to provide their child with brain food and a bottle of water. Kelmscott PS encourages healthy eating for children.

## COMMUNICABLE DISEASES

It is possible that at some time during a child's school years, he or she may contract one of the common diseases of childhood.

Parents are asked to note the exclusion periods for particular diseases. The following exclusion period details are provided by the Health Department:

<b>Chicken Pox</b>	Child may return to school (if well) after all blisters have crusted – usually about ten days from onset.
<b>Conjunctivitis</b>	Child may return to school when discharge has stopped.
<b>Coronavirus</b>	If suspected child must be excluded from school for 14 days until the incubation period has concluded.
<b>Influenza</b>	Child may return to school when symptoms have subsided.
<b>School Sores</b>	Child may return to school if under treatment and sores (Impetigo) are covered.
<b>Measles</b>	Child may return to school no less than seven days from appearance of rash. (Notifiable)
<b>Mumps</b>	Child may return to school (if well) no less than fourteen days from onset. (Notifiable)
<b>Head Lice / Nits</b>	Child may return to school after effective treatment has been administered to destroy all live head lice and the majority of the eggs.  Under the School Education Act 1999, if your child has head lice, a Principal may keep him or her away from school until treatment has started. Your child may return to school when all live head lice have been removed.
<b>Ring Worm</b>	Child may return to school if they are no longer likely to convey the infection. At least one day after effective treatment has commenced.
<b>Rubella</b>	Child may return to school when symptoms have subsided – at least four days after onset of rash. (Notifiable)
<b>Pertussis (Whooping Cough)</b>	Child may return to school no less than five days after starting antibiotic treatment or at least 14 days from onset.

*(Notifiable diseases are those which must be reported by a medical practitioner to the Health Department of Western Australia)*

Further information may be obtained by contacting the  
Department of Health on 9388 4999.