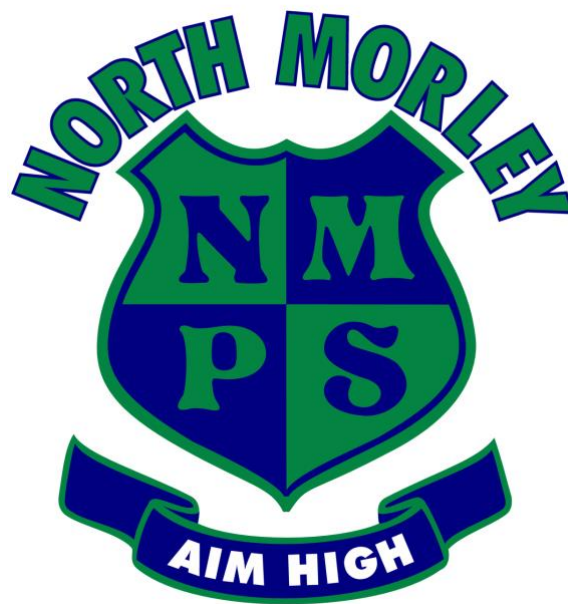


**NORTH MORLEY
PRIMARY SCHOOL**
Independent Public School



2023

**PARENT INFORMATION
HANDBOOK**

www.northmorleyps.wa.edu.au

ADDRESS

15 Bunya Street
DIANELLA 6059

TELEPHONE

9218 1650

WEBSITE

www.northmorleyps.wa.edu.au

ADMINISTRATION STAFF

PRINCIPAL

Mrs Stacie Skehan

DEPUTY PRINCIPAL

Mrs Jen Meyer

**MANAGER CORPORATE
SERVICES**

Mrs Frances Armstrong

SCHOOL OFFICER

Mrs Robin Gage

NORTH MORLEY PRIMARY SCHOOL

Welcome

North Morley Primary School has a strong tradition of providing an educational environment that promotes academic excellence, the arts and physical education in an environment of respect for self and others.

We have an experienced and dedicated staff who work together with parents to provide learning programs that reflect the individual needs of students. We provide a stimulating and caring environment which enables our students to thrive as individuals. The development of knowledge, skills and values in the social, physical and intellectual domains ensures that a balanced curriculum is provided and that education is about the whole child and putting children first.

North Morley Primary School is a proactive and supportive school. We provide a range of incentive programs for students and balance this with a code of conduct and behaviour management program. The result is a happy, safe and positive working environment. North Morley Primary is also an accredited Sun Smart, Waste Wise and Water Wise School.

Students wear their school uniform with pride, to help develop a sense of belonging. Our school has a strong supportive community feel about it, which is so important in the education and the health and well-being of children. Please visit us and see for yourself.

Please enjoy learning more about our school in this handbook.

Mrs Stacie Skehan

Principal

Vision Statement

At North Morley Primary School, we believe learning is a life long journey.

Our staff work with students and parents to create a holistic safe environment for each child to feel valued and become socially responsible citizens. We strive to develop resilience and confidence in everyone.

We encourage all learners and staff to become engaged, innovative and creative thinkers who set goals and strive to be challenged.

We believe in a culture of high expectations, developed through our **SPORT** philosophy:

S – SAFE

P – POSITIVE

O - ORGANISED

R – RESPECTFUL

T – TOLERANT

We believe this will equip students to take ownership of their own learning to become resourceful, successful citizens who aim high to reach their full potential.



2023 TERM DATES FOR STUDENTS

School Term Dates

Term 1: Wednesday 1 February – Thursday 6 April

Term 2: Wednesday 26 April – Friday 30 June

Term 3: Monday 17 July – Friday 22 September

Term 4: Monday 9 October – Thursday 14 December

School Development Days

School Development Days are used to provide Professional Development for staff. Students do not attend school on these days. The dates for the 2023 school year are:

Term 1: Monday 30 & Tuesday 31 January 2023

Term 2: Monday 24 April 2023

Term 3: Friday 25 August 2023

Term 4: Friday 10 November & Friday 15 December 2023

Public Holidays

Labour Day: Monday 6 March

Good Friday: 7 April (during the Term 1 Break)

Easter Monday: 10 April (during the Term 1 Break)

Anzac Day: Tuesday 25 April

WA Day: Monday 5 June

King's Birthday Holiday: Monday 25 September (during the Term 3 Break)

SCHOOL HOURS

The school hours are from 8.50am and 3.00pm, except Tuesdays where students finish at 2.35pm. The first siren will sound at 8.40am, signalling students to make their way to their classrooms. A second siren will sound at 8.50am signalling the beginning of the school day.

After each recess, children are expected to respond promptly and line up for entry into the classroom.

Parents are requested **not to send their children to school before 8.30am.**

SCHOOL TIME

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Lessons commence	8.50am	8.50am	8.50am	8.50am	8.50am
Recess	10:25am	10:25am	10:25am	10:25am	10:25am
Lessons commence	10:45am	10:45am	10:45am	10:45am	10:45am
Lunch	12:35pm	12.35pm	12:35pm	12:35pm	12:35pm
Lessons commence	1.10pm	1.10pm	1.10pm	1.10pm	1.10pm
Lessons cease	3.00pm	2.35pm	3.00pm	3.00pm	3.00pm
		Early Close			

ABSENCE FROM SCHOOL

Under the Department of Education Regulations, the only acceptable reasons for absence from school are illness and medical appointments that cannot be made out of school hours, or approved withdrawal classes, such as PEAC and music tuition.

ACCIDENT OR ILLNESS AND INSURANCE

Schools do not carry an insurance policy against accidents, nor do they have ambulance cover. There are teachers on duty during recess and lunch breaks, but on occasions accidents do occur. In extreme emergencies, when parents cannot be contacted, the child may be taken to hospital via ambulance for treatment. Payment for such treatment will be the parents' responsibility. Parents may wish to insure their children privately.



It is important that the school is notified of any change of address, telephone number or emergency contact person to avoid discomfort or danger to the child caused by delays in obtaining treatment. **Children who are obviously ill before school should not attend.**

ALLERGY AWARE SCHOOL

North Morley Primary is an allergy aware school. We have a "no nut" policy in place, as several students have life threatening allergies to nut products. If your child brings food to school containing nuts you will be asked to save these for home consumption and to provide alternative food for your child. We ask for your support in ensuring children have "allergy free" items only in their lunchbox.

ASSEMBLY

An assembly is held fortnightly on Friday mornings of weeks 2, 4, 6, 8 and 10 (for confirmation of weeks please refer to the term planner as days may vary), commencing at **9:00am**. Assemblies foster the school spirit and enable parents the opportunity to observe their children. Merit awards and certificates are presented as incentives for children, and parents are informed of the recipients by newsletter so that they can attend if possible. **Parents and friends are welcome to attend at any time.**

Any changes/cancellations of assemblies are announced through regular communication.

ASSESSMENT AND TESTING

Communication regarding evaluation of student performance will be conducted on a regular basis to provide parents with feedback about their child's progress. Students in Pre-Primary undergo an "On-Entry" Assessment in Term 1 of Pre-Primary. Year 3 and 5 students complete National Testing (NAPLAN) in Literacy and Numeracy in Term 2. NAPLAN results are available in Term 3.



AFTER SCHOOL CARE

Enrolment in onsite Outside School Hours Care is available for all students of North Morley Primary School. Information can be collected from the school office. After School Care begins at the end of the school day to 6:00pm.

BEHAVIOUR MANAGEMENT - Positive Behaviour Support (PBS)

Students in our school come from many different backgrounds and cultures that view 'behaviour' differently thus we cannot *assume* that students know how to behave appropriately when at school. This results in some of our students making poor choices when confronted with conflict. Accordingly, we endeavour to teach our students how to behave at school to ensure that they do make better choices. PBS views inappropriate behaviour in the same manner that problems in reading or mathematics are viewed as a skill deficit. When a skill deficit exists, we teach the appropriate skill.

We aim to ensure that our school has a safe and orderly learning environment. We expect high standards of behaviour, and teach the students how to achieve this. We aim for consistency across staff in the approach taken, a clear code of conduct and acknowledgment that student behaviour is a shared responsibility between school and home.

BICYCLE USE

No skateboards, sliders or rip sticks are to be ridden to school.

In accordance with Road Safety Council recommendations, the riding of bicycles to school is restricted to children in Year 4 and above unless under adult supervision. Parents are asked to ensure that children are aware of basic road rules, can ride efficiently and have a roadworthy bicycle with effective brakes. When approaching the school where the Crosswalk Attendants are on duty, children should get off their bicycles, walk them across the road under supervision and walk the bicycle through the school grounds to the bicycle racks. Under State Law, bike helmets are compulsory.

A secure, locked bike area is provided for the parking of bicycles, however, parents are encouraged to provide a lock/chain for their child's bicycle together with some form of identification. The Department of Education does not provide insurance cover for student's bicycles parked on school property. Bikes parked on school grounds are done so at the owners' risk.

BOOKCLUB

Parents are given the opportunity to expand their child's home library through Scholastic Book Club on a regular basis throughout the year. Brochures are sent home with students showing the books available and their price. Scholastic Book Club is run by the P&C, coordinated by a parent volunteer. Payment for Scholastic Book Club orders is done through the Scholastic LOOP system. You can download the Scholastic Book Club LOOP app or go to www.scholastic.com.au/loop and follow the prompts.

CANTEEN

The canteen is run by the P&C with assistance from parent volunteers – opening times to be advised.

CONCERNS, COMPLAINTS AND COMPLIMENTS

The relationship between the home and school plays a very important part in a child's education and two-way communication is a critical factor in this partnership. Parents are encouraged to contact the school to discuss any questions, concerns, complaints, suggestions or compliments.

What can you do if you have a concern?

- Try to identify the issue clearly before contacting the school. Prepare a list if there is more than one area of concern.
- Decide whether the issue is a concern, a query or a complaint. This will help in finding a solution.
- Make an appointment to talk to the Teacher first.
- Try to stay calm. Even if you don't feel it, being calm will help to get your concerns across more clearly than if you are upset or angry.
- Contact the Deputy Principal or Principal if the concern is not resolved through your discussion with your child's Teacher. This can be arranged through the office.
- If your concern is about the conduct of a staff member, please discuss this matter with the Principal.

Further steps are possible through Regional and Central office. However, it is important to know that the vast majority of complaints and concerns are dealt with at the school level. Going to Regional or Central office before attempting to resolve the issue at the school level will usually see the complaint or concern referred back to the school.

CONTRIBUTIONS AND CHARGES

The Voluntary Contribution requested at North Morley Primary School for 2022 is \$60 per child. Payments can be made to the school office or directly into the school's bank account.

Account Name: *North Morley Primary School*

BSB: *036 059*

Account Number: *690 477*

Reference: *Student Name (e.g. John Smith)*

Contributions collected in 2022 will supplement the cost of materials and resources used by students in the educational program including literacy, mathematics, information technology, physical education, library, science and the arts.

There is an extra charge for optional components which are part of the educational program and which contributions do not cover, for example, swimming lessons, incursions and excursions and some classroom activities. Participation in these activities is optional and students will only incur a cost when they are involved in an activity. Parents will be notified of each activity and asked to make a payment for each activity as it occurs. Please refer to the Charges Schedule for 2022 for further information.

COMMUNICATION BETWEEN HOME AND SCHOOL

Appointments

Parents are encouraged to make appointments with class teachers for meetings at a mutually convenient time. If required, in more serious circumstances, advance notice and a formal interview involving the Principal is recommended. Teachers, the Deputy Principal or the Principal, will request an interview when attendance, progress or behaviour need to be investigated or discussed.

Connect

Connect is an integrated online environment developed by the Department of Education WA for staff, students and parents in public schools. It provides

opportunities for regular and ongoing communication between home and school, to further support your child/children. Classroom and whole school information including newsletters and event information is distributed via *Connect*.

Connect Now App

The *Connect Now* app is an app for mobile and tablet devices that allows you to receive notifications from *Connect*. Please note that the app is for “notifications” only and you need to log in via a web browser to send messages or obtain student reports and additional information. Access to *Connect* is via a secure login which includes a P-number and password. Please contact the office if you need assistance connecting to *Connect*.

Custody Arrangements

While court orders are between parents, the school must be kept informed of current custody arrangements. Copies of court orders must be lodged at the office.

CROSSWALK ATTENDANTS

An attendant is on duty each school day for an hour in the morning and an hour in the afternoon, covering the school starting and closing times, approximately 8:00am to 9:00am and 3:00pm to 4:00pm. On Tuesdays for early closure the attendant is on duty from 2:30pm to 3:30pm. Children **AND** adults must obey directions from the attendant, crossing only when signalled and should use the crosswalk when crossing Gordon Road near the main school entrance. Attendants act under the authority of the Police Department and can take action against pedestrians or motorists while the crossings are manned.

DENTAL CLINIC

The School Dental Service provides a free dental service for school children, commencing the year the child starts Pre-Primary, and continuing through until the end of Year 11. Children are recalled periodically for examination and any necessary treatment, which may include, teeth brushing techniques, care of gums, fluoride application, fissure sealants, restorations in both deciduous and adult teeth, x-rays and extractions. The clinic is situated at Camboon Primary School, their phone number 9218 1400.

DOGS

Parents are asked to ensure that pets do not follow children to school. They tend to become overexcited, presenting a nuisance and a danger. The Ranger will be advised of any dogs on school grounds.

Parents should not bring dogs onto school grounds before, during or after school even if they are on leashes as they are a potential risk to students. Please do not tie your dog to the fence and leave it as this could cause a dangerous or unfortunate situation.

EMERGENCY EVACUATION PLAN

The school has an evacuation plan in case of fire, earthquake or other emergency. Parents are advised that practice will occur to ensure all students are aware of the school's evacuation procedures and processes.

ENROLMENT PROCEDURES AND INFORMATION

A Parent or legal guardian must complete an “Application for Enrolment” form for consideration by the Principal if wanting to enrol and attend school at North Morley Primary School. When completing enrolment procedures, the following documentation is required:

- Child's birth certificate

- AIR (Australian Immunisation Record) Statement
- Evidence of proof of address e.g. rental agreement/bank statement
- Details of any disability or medical condition (if applicable)
- Family court orders (if applicable)

It is vital the school is advised promptly of any changes to enrolment details by contacting the office on 9218 1650, that includes changes to your address, telephone numbers and emergency contacts.

EXCURSIONS

Children are not permitted to leave the school grounds on school excursions without the written consent of a parent or legal guardian. The school will provide details of the excursion, it's link to the curriculum, the cost of the activity and a consent form to enable parents to make an informed decision regarding their child's participation. Any associated cost for an excursion must be paid for prior to the event for a student to attend.

All excursions and visits are run on a self-supporting basis; the costs being kept to a minimum. Entry costs have to be met and sometimes buses have to be hired, or private transport will be used. However, bus transport, whether with private or public, forms a major part of the overall cost.

FACTIONS

Three factions operate for athletics competitions. They are **STIRLING (Red)**, **NARDOO (Blue)** and **MERCURY (Green)**. Younger siblings will be allocated to the faction of older siblings if they still attend North Morley. New families will be allocated to maintain a numeric balance in each age group.

The same factions are also involved in a continuing competition based on classroom performance and other school activities. Captains and Vice-Captains will be elected for each faction to assist in the supervision of sporting practices and events.

FUNDRAISING

During the year, the school and P&C are involved in fundraising activities. Some activities that may occur include – Entertainment Books, Sausage Sizzles and cake stalls. Money raised goes towards providing additional resources and equipment to the school – which benefits all children. Your support is appreciated.

GATES

All gates to the school are locked daily at approximately 9:00am and are then unlocked in the afternoon at approximately 2:45pm (2:25pm for early closure). The locking of the gates is done for the safety of our students. During the school day, please access the school through the office on Bunya Street.

GROUND AND SECURITY

In the event that you witness damage of school property or people on the grounds acting suspiciously out of school hours, please call School Watch Security on 1800 177 777 or the WA Police 131 444.

HAT POLICY

The school has a "no hat, shade play" policy, in that all students are required to wear hats, all year for outside play. Children without hats are restricted to the undercover areas. Caps are not acceptable. The hat must have a wide brim. Hats are available to purchase from the Uniform Shop. Please ensure your child's hat is clearly labelled.

HEAD LICE

Parents are asked to check their child's hair weekly. Exclude your child until hair is treated and lice removed. It is the parent's responsibility to inform the school if their child has head lice; treat the child's hair immediately and to check regularly for further outbreaks.

If a child is found to have head lice whilst at school, parents will be contacted. Once treatment has been given the child can return to school.

We request your vigilance in treating head lice.

HEALTH EDUCATION

Health Education operates in all classes. Part of the program for Years 5 and 6 is Growth and Development. Parents will be notified when this will take place and have the opportunity to discuss the program with the classroom Teacher. Components of the program may be introduced by the School Nurse.

HOMEWORK

Children should be encouraged to accept responsibility for completing school work and developing sound study habits. Parent help is of great value in setting aside a regular home study time and providing an atmosphere conducive to completing, revising, practising or researching school subjects.

Homework may include:

- Unfinished class assignments
- Oral reading with parent or older sibling
- Study of current spelling words
- Project work, wider reading and fact finding
- Self drilling number facts
- Quiet reading of a library book

Activity Guidelines

North Morley Primary School's Homework guidelines recommends students complete homework on a regular basis to support the classroom learning programs. Homework supports the development of the student as an independent learner providing an opportunity to learn skills such as time management, perseverance, goal setting and critical thinking.

Please read the guidelines for further information and recommends times, per week, for the students.

INTERNET

Every classroom has access to the internet. Before any child may access the internet an Internet Access Contract must be signed by a parent or legal guardian and the student. Consent forms are sent home with students at the beginning of each school year.

ILLNESSES/INFECTIOUS DISEASES

Listed below are some of the common childhood complaints encountered at school. Please note that exclusion periods apply unless varied by medical advice and treatment. As a general rule, parents should ensure that children are well before returning them to school.

CHICKEN POX	Exclude until all vesicles have crusted.
CONJUNCTIVITIS	Exclude until discharge from eye has ceased.
DIARRHOEA	Exclude until diarrhoea has ceased for 24 hours.
HAND, FOOT AND MOUTH DISEASE	Exclude until vesicles have crusted / dry.
HEPATITIS A	Exclude until 14 days after onset of illness or 7 days after jaundice appears.
Glandular Fever	Exclude from school for approximately 4-6 weeks.
IMPETIGO (School Sores)	Exclude until antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a water proof dressing. Young children unable to comply with good hygiene practice should be excluded until sores are dry.
INFLUENZA-LIKE ILLNESSES	Re-admit on recovery
MEASLES	Exclude for 4 days after the onset of the rash.
MENINGOCOCCAL INFECTION	Exclude until after treatment completed.
MUMPS	Exclude for 9 days after the onset of symptoms.
PARVOVIRUS (Slap cheek)	No exclusion from school, as the virus is only contagious before the rash appears.
RINGWORM, SCABIES, PEDICULOSIS and TRACHOMA	Exclude until person has received antifungal treatment for 24 hours. For head lice exclude until hair is treated and lice removed. For scabies and trachoma exclude until person has received treatment.
RUBELLA (German Measles)	Exclude for 4 days after onset of rash.
STREPTOCOCCAL INFECTION (Scarlet Fever)	Exclude until person has received antibiotic for 24 hours.
WHOOPING COUGH	Exclude until 5 days after an appropriate antibiotic treatment or for 21 days from the onset of coughing.
WORMS	Exclude until diarrhoea has ceased.

Information in this table was produced by Prevention and control Program, Department of Health 2015.

IMMUNISATION RECORDS

All enrolment applications at North Morley Primary School require immunisation records. Immunisation record evidence supplied must be a copy of your child's Australian Immunisation Register (AIR) history statement. *An example of an AIR statement can be seen below.*

To obtain your child's Australian Immunisation Register (AIR) history statement, parents and carers can:

- Phone the Australian Immunisation Register enquiries line on 1800 653 809

- Visit Medicare Online through the [MyGov](#) website
- Use the [Express Plus Medicare](#) app
- Visit your local Department of Human Services Centre
- Visit a Medicare Service Centre
- Call the AIR general enquiries line on 1800 653 809 for a statement to be posted
- Families who do not hold a Medicare card are advised to call AIR on 1800 653 809 to request an Immunisation History Statement.

For translating and interpreting services, parents/guardians are advised to call 131 450

The Department of Health will follow up any statements that are "not up to date".

Students without an "up to date" AIR Immunisation History Statement may be advised to stay away from school if an outbreak of a vaccine preventable disease occurs.

Children commencing Kindergarten in 2022 must be vaccinated.

Australian Government
Department of Human Services

medicare

Immunisation history statement

As at: 22 August 2018
For: BERNARD O LONG
Date of birth: 16 January 2016
Immunisation status: up to date

Schedule	Date given	Immunisation	Brand name given
2 months	16 Mar 2016	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio Pneumococcal Rotavirus	Infanrix Hexa Prevenar 13 Rotarix
4 months	16 May 2016	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio Pneumococcal Rotavirus	Infanrix Hexa Prevenar 13 Rotarix
6 months	16 Jul 2016	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio Pneumococcal	Infanrix Hexa Prevenar 13
12 months	16 Jan 2017	Measles Mumps Rubella Hib Meningococcal C	MMR II Menitorix
18 months	16 Jul 2017	Diphtheria Tetanus Pertussis Measles Mumps Rubella Varicella	Infanrix Priorix-Tetra
Other	01 Apr 2018	Influenza	Influvac Tetra

Next immunisation/s due
Diphtheria Tetanus Pertussis
Polio

Date Due
16 Jan 2020
16 Jan 2020

Notice/s

INSTRUMENTAL TUITION

In Year 5, children will be tested for musical aptitude and, according to the results, offered placement in instrumental tuition group for Year 6. Classes are conducted at North Morley Primary School.

No charge is made for tuition; however, families are required to supply instruments for their child.

LATE ARRIVALS

The morning bell goes at 8:50am and a student is considered late if they are not in their classroom when the morning bell sounds. Please ensure your children come to school on time. In the event that your child is late they need to come to the office and receive a late note which is handed to the classroom teacher.

LIBRARY RESOURCE CENTRE

Each class is timetabled to attend the school library each week so children have the opportunity to borrow books and develop information skills. All students require a library bag for transportation of library books to and from school. Please encourage your child to return their books promptly each week. Books will NOT be loaned without a library bag. The school will request parents to pay for any books that are lost, damaged or destroyed so that we can purchase replacement books to maintain our collect

LEAVING SCHOOL AND EARLY COLLECTION OF STUDENTS

Once students have arrived at school they will not be permitted to leave before the normal dismissal time without permission.

Parents collecting their children early during the school day, at any time before 3:00pm, are required to visit the office to sign them out.

LOST PROPERTY/CLOTHING

Any items that have lost their owners are found in the front entry to the After School Care. Parents are asked to help us to locate owners by ensuring **all** clothing is named clearly. Unnamed items not claimed after a reasonable period of time will either be washed, ironed and kept for second hand selling in the Uniform Shop, or given to a charity.

LOTE (Languages Other Than English) CLASSES - ITALIAN

Students participate in learning a Language other than English. Lessons are once a week and run for an hour. Apart from the language itself, children are given a considerable amount of information about the country and its customs, which promotes awareness of another culture.



LUNCH ARRANGEMENTS

All students will sit in the undercover area for the 10-minute eating session, supervised by Duty Teachers. When the bell rings they will put up their hand to indicate that they have finished eating and will be dismissed individually by Duty Teachers. Rubbish is to be placed in the bins provided.

MEDICAL MATTERS

- **Medical Conditions**

Medical conditions must be written on the student's enrolment form, or provided to the office at the earliest possible opportunity if the child is already attending North Morley. Details must be kept up to date and updated at the beginning of each school year, or earlier if circumstances change.

Parents of children with serious or life threatening medical conditions must have an Individual Emergency Action Plan to cover any contingency that may occur at school.

- **Medication Policy**

The school requires full written instructions from the parent or carer in order to administer any medication. This is in accordance with Department of Education policy. The forms can be collected from the office and once completed and signed are given directly to the teacher or office staff. Long term medication requests require a completed health care plan signed by a doctor being completed before medication can be administered.

For medication to be dispensed at school it must be labelled with the child's name, the name of the medication and prescribed dosage. Medications that have been prescribed for another person, are not clearly labelled or are "out of date" will not be given. Further information can be obtained from the Department of Education and Training – Student Health Care Policy.

- **Allergies – Anaphylactic Reaction**

Allergies occur when a person's immune system reacts to substances in the environment that do not bother most people. The substances are known as

allergens. Anaphylaxis is the most severe form of allergic reaction and is potentially life-threatening. The amount of an allergen needed to trigger anaphylaxis is variable, in some cases even trace amounts of the allergen can trigger a significant reaction. Some children in this school have an anaphylactic reaction to nuts, dairy, fish and egg products, as well as bee stings. Their sensitivity is such that they can have a reaction from just touching another child's hands or sharing equipment with others who have handled or eaten the food they are allergic to.

MOBILE PHONES /SMART DEVICES

The Department of Education does not permit student use of mobile phones in public schools unless for medical or Teacher directed educational purposes. We do appreciate that some parents give their children mobile phones to enable them to contact them *outside* of school hours. Any child bringing a mobile phone to school is required to turn it off and hand it in to the office at the start of the day.

Students are required to switch their smart watches to airplane mode during the school day.



MONEY

If money is required to be brought to school for excursions, book club etc. we request it be placed in an envelope with your child's name, the room number, permission slip and the purpose written on the front. It should then be given to the class Teacher. One way of ensuring money doesn't fall out of the envelope is to fold over the flap to half way down the envelope and then peel/seal or press/seal it closed.

NO SMOKING

Parents and visitors are asked to adhere to the Department of Education policy prohibiting smoking in all areas of the school grounds at all times.

PARENTS and CITIZENS ASSOCIATION (P&C)

The North Morley Primary School P&C is a group of friendly and positive group of parents who come together to fundraise throughout the school year and to run services for the school community, including the canteen, uniform shop and Scholastic Book Club. The P&C also raise funds to support school programs and experiences. Meetings are held each month during school terms. All parents are invited and encouraged to attend and get involved. Membership is \$1.00 annually.

PARENT INTERVIEWS

As the school encourages parent involvement in many ways, informal contact with teachers often allows for discussions on children's progress, however, parents should bear in mind that Teachers are required to prepare for lessons before school and often use recess and lunch periods for this purpose also. Any discussion entered into in these periods must cease at the commencement of teaching sessions. If parents feel a problem exists, or an uninterrupted discussion is required, they should request an interview by contacting the school office or send a note to the class Teacher. An interview will then be arranged at a time to suit both parties. The Principal reserves the right to sit in on any interview and will do so on request.

PARENT SCHOOL VISITS

Parents who need to contact or collect their children for any reason, **including giving them their lunch, MUST** report to the school office. Parents are not permitted to go to student's bags for any reason, when the student is at school.

PARENT VOLUNTEERS

Assistance from parent helpers is greatly appreciated. Areas in which parent volunteers may be needed include, class activities, excursions, computing, library, sport events and visual arts. Your child's teacher will communicate with parents when help is required for school activities. Please contact your child's Teacher if you are able to help. If accompanying students on an excursion, parent volunteers will need to sign a "Confidential Declaration" form.

PARKING

School parking areas are easily congested and should not be used by parents for dropping off, or picking up children as this can create some danger for children when cars are manoeuvring in and out. Parent helpers and those with business to attend to at the school are welcome to use the marked parking bays in areas off Gordon Road and Bunya Street.

"KISS & DRIVE" special bays have been marked where parents can quickly set down or pick up students before and after school on *Bunya Street*. This initiative was set up to help lessen traffic congestion and to make "drop offs" and "pick ups" quicker and hassle free.

The school's parking policy and guidelines are located in the Policy section of this booklet, while the parking map is on the outside back cover.

PARKING AND TRAFFIC MOVEMENT GUIDE

1. Objectives

The aim of this guide is to:

- Raise awareness of the issues relating to the safety of drivers, students, pedestrians and residents within and around North Morley Primary School
- Alleviate pick up / drop off congestion
- Inform all community members of current practices
- Provide ongoing monitoring and review of current practices

2. Rationale

The North Morley Primary School P&C is committed to encouraging road safety practices by all community members in and around the school grounds. Each member of the school community has a role to play to ensure the safety of our students, parents and carers and staff in the road environments.

The North Morley Primary School promotes responsible road use values, attitudes and behaviours through:

- Dissemination of information relating to road safety and current school practices
- Assisting and encouraging parents / carers to influence and develop safety awareness skills in their child/children
- Encouraging parent and community participation in road safety

3. School Speed Limits

Parents are reminded that there is a 40km/h speed limit around the school. This restriction is in force from 7:30 – 9:00am and 2:30 – 4:00pm on weekdays. At all other times the speed limit is 50km/h. Adherence to the 40km/h speed limit is vital to making the school environment safer for our children.

4. Current Parking Restrictions

4.1 Bunya Street (7:30am - 9:00am and 2:00pm - 4:00pm on school days)

- Kiss and Drive Area - 4 bays adjacent to the no standing area
The Kiss and Drive Area is strictly limited to 2 minute - **pick up and drop off only**
Parents and Carers are asked to remain in their vehicles and move on as quickly as possible
- Parking - 20 bays (15-minute parking restriction)

4.2 Whitworth Street (7:30am - 9:00am and 2:00pm - 4:00pm on school days)

- Parking - 5 bays (15-minute parking restriction)

4.3 Staff Car Parks and Driveways

(off limits at all times)

- Do not enter school parking areas or driveways. Staff parking only.

5. Using the Kiss and Drive Area

Our Kiss and Drive area is in place to provide a quicker and safer operation to set down and pick up children, however your cooperation is needed for it to work.

5.1. Instructions

- Stop in the Kiss and Drive area, using the forward most bay
- Students are to exit or enter the vehicle from the left. In the afternoon children using the bays will be waiting to meet their parents
- Parents/carers must remain within their vehicle
- When children have safely entered or exited the vehicle indicate right and enter the traffic flow.



5.2. Please remember:

- To move as near to the front of the Kiss and Drive bays as possible.
- That the bays are only to be used for the set down and pick up of students. No parking is permitted in these bays.
- To queue responsibly in Bunya Street, when wishing to use the Kiss and Drive bays. If you can see your child/children are not ready to be picked up use alternative bays or drive on around the block and rejoin the queue.
- It is extremely important that you: **KEEP THE ENGINE RUNNING - APPLY THE HANDBRAKE - STAY IN THE VEHICLE.**

6. Traffic Flow Around the School

When picking up or setting down children, parents are encouraged to travel in an anti-clockwise direction around the school thus creating a voluntary one-directional traffic flow during peak periods. Parents using the parking facilities in Bunya Street are encouraged to use Logan Way and Broomhall Way to leave the school parking area. **Do not do u-turns or use driveways to turn around.** Parents parking in Whitworth Place are encouraged to exit the parking areas using Alexander Drive.

7. Recommendations

- All parents / carers are asked to read and adhere to the North Morley Primary School Parking Guide
- All parents / carers are asked to ensure that any person, other than themselves, dropping off or collecting a child is informed of the North Morley Primary School Parking Guide and associated procedures

- Walk or ride to school regularly to help reduce traffic congestion
- Use the Kiss and Drive Area for more efficient use of the parking facilities
- Remember to slow down to 40km/h in the speed zone around the school
- Always be courteous to the traffic warden and follow their advice
- Abide by all traffic laws and parking restrictions

REMEMBER: Infringement notices can and will be issued for parking contrary to signage.

PEAC

Each year, children in Year 4 will be given the opportunity to be tested for possible placement in PEAC (Primary Extension and Challenge) which will take place during Years 5 and 6. These classes are offered each term and children may select topics in which they are genuinely interested. As they are held in school time, attendance is subject to satisfactory progress in normal class work and on condition that children take steps to catch up on any work missed.

Transport is a parental responsibility, as is the decision for children to participate.

PERSONAL PROPERTY AT SCHOOL

Children are discouraged from bringing sporting equipment and valuables to school as the school cannot be responsible for the loss or damage of these items.

PUNCTUALITY

School starts promptly at 8:50am each day. Classrooms are open at 8:40am to allow students to greet friends and staff to get organised for the school day. It is disruptive for both the child and the rest of the class when children are late for school. ***Being on time matters.***

Due to “duty-of-care” issues, children should not arrive at school prior to 8:30am. Students on school grounds earlier than when classrooms open are required to wait in the undercover area.

REPORTING TO PARENTS

Formal reports are issued at the end of semester 1 (Term 2), and semester 2 (Term 4). The opportunities for a Teacher/Parent interview follow the issue of student reports. If you have concerns during the year, please make an appointment to see the class teacher.

RESOURCE LIST

At the end of each year parents will be provided with a list of stationery items required for classroom use the following year. Parents may purchase these at any store or order them through the stationery provider nominated by the school. Some listed items can be made to last for several years, but other consumable items may need to be replaced during the course of the year.

STUDENT COUNCILLORS

Student Councillors are elected each year from Year 6. They hold a prestigious position in the school. Councillors are expected to set a high standard of behaviour and dress, especially in regards to wearing the school uniform for assemblies and excursions.

SCHOOL BOARD

The School Board is an important decision-making body that includes the Principal, school staff, parents and community members. The function of the School Board is to:

- Establish, review and prioritise objectives, develop a School Business Plan and general policy directions

- Promote the school in the community
- Formulate codes of conduct for the students
- Determine the school dress code
- Approve charges, contributions and advertising

The School Board supports the strategic direction of the school board.

SCHOOL NURSE

Regular checks are made on children's health at various stages during the year. The nurse also attends on a needs basis.

SCHOOL PHOTOGRAPHS

Class and individual school photos are taken each year.

SCHOOL PSYCHOLOGIST

The school has access to a psychologist provided by the Department of Education. Parents who have concerns about their child's performance may refer their child to the psychologist following discussions with the class teacher, and a Case Management Meeting with the Deputy Principal and teacher.

SCREENING OF VOLUNTEERS & PARENTS ASSISTING IN SCHOOLS

The Department of Education Screening Policy includes volunteers and parents assisting with students at school.

Parents do not require a **Working with Children Check** when volunteering their time at their child's school. The screening process usually only requires the annual completion of the Confidential Declaration for parents unless they are involved in an overnight excursion or activity, then they are required to obtain a **Working with Children Check**.

Please be assured that unless statutory obligations require otherwise, the information on the completed form will not be used for any other purpose and will only be made available to the Principal. The completed forms will be treated with the utmost confidentiality at all times. This procedure has been implemented for the safety of all the children.

Volunteers other than parents (aunts, uncles, grandparents) must obtain a **Working with Children Check** to volunteer their time at the school. Forms are available from Australia Post Offices.

SPORT

Sport is part of the school program and as such all children are expected to participate. A parent or doctor's certificate is required before a child can be excused. The school is supported by a Physical Education Specialist. All students from Pre-Primary to Year 6 attend a physical education lesson each week. From 2007, all children must be provided with two hours of physical activity per week during school hours. The school participates in interschool sporting activities throughout the year with primary schools in our area.

STAFF MEETINGS

These are held regularly on Tuesday afternoons after school. During these sessions, staff engage in professional learning and school planning and development.

STUDENT RECORDS

The school maintains a *Student Record File* for each child. The files contain enrolment information; copies of student assessments and consent forms; documentation related to a student's learning needs and special education

programs; and any medical or specialist information provided to the school. The file serves as a cumulative record of your child's schooling. Should you leave North Morley Primary School, their student file will be forwarded upon enrolment and attendance at their new school.

SUSTAINABILITY / RECYCLING

The North Morley Primary School community is committed to the development of a sustainable school. We endeavour to use best sustainability practices to develop each student's personal understanding, knowledge and empathy for environmental issues.

We have a variety of programs that students and families can be involved in:

- **Student led Green Team:** applications open in Term 4 of each year for students in Years 3-5.
- **Nude Food Wednesdays:** families are encouraged to pack a waste-free lunch box.
- **Fume Free Fridays:** to improve health and reduce pollution by walking or riding to school.
- **Recycling Hub:** for soft plastics, bread tags, batteries and general recycling.
- **Containers for Change:** all funds raised go to the P&C, directly benefiting the school and its students.

SWIMMING CLASSES

Interim swimming is a school-based swimming program for children from Pre-Primary to Year Six. These compulsory lessons are part of the Physical Education curriculum. Swimming lessons ensure children develop vital swimming and water safety skills. Students are bussed from North Morley Primary School to Terry Tyzack Aquatic Centre for daily lessons over a two-week period. These lessons take place during the school day. Permission and information regarding the cost will be made available to families prior to lessons commencing.

TERM PLANNER

Copies are available for download from the school's website, and Facebook page. The planner will indicate the known dates of school events and activities. Changes to the planner are noted in the school newsletter. Parents can add information to the planner as it becomes available.

VACATIONS

Developing a habit of going to school every day is vitally important so your child does not miss out on important ideas and skills they need for future learning. That is why we strongly encourage you not to go on family holidays during school time. At school, many concepts such as literacy and numeracy are taught in sequence. Missing schools means missing out on learning – which can often make it difficult to catch up later. This is particularly important in the early years when essential foundation skills are being taught.

Going to school every day helps children learn the important life skills of 'showing up' – at school, at work, to sport and other commitments.

Please contact your child's Teacher and the Principal - **in advance**, if you have been considering taking a holiday during the school term. We will be able to tell you what learning your child will be missing out on.

WEBSITE

Please visit our school website where you will find out a wealth of information, including this parent handbook. www.northmorleyps.wa.edu.au

YEAR SIX PRESENTATION

A Year Six Presentation Event is held in December. Year Six students, family members, special guests and staff are invited to attend. Certificates and special awards are presented as we celebrate the achievement of our students.

YEAR SIX LEAVERS

Traditionally the Year Six students present the school with a gift to acknowledge their contribution during their time at the school and also to create the important memories that go with completing their primary school education. Fundraising events are undertaken to raise money for the gift throughout the year.

SCHOOL UNIFORM / CODE OF DRESS

The School Board have ratified a uniform which is promoted through the school's Uniform Shop. Children going on visits and excursions are expected to be in uniform, wearing the NMPS navy zip jacket or navy polo top with the school motifs and closed footwear.

Children are expected to wear clothing that is, neat, clean and allows for participation in all classroom and physical education activities. Closed footwear is essential for safety reasons. Hats are to be worn all year for outside activities. They must be full brimmed hats. Caps are not acceptable. Tank tops, halter tops, ugg boots, thongs, jewellery, false fingernails, nail polish, makeup and T-shirts with suggestive motifs are not considered acceptable at school. The uniform offers parents a hard wearing, attractive and appropriate standard of dress.

North Morley Uniform



NMPS Navy Polo



NMPS zip jacket and navy track pants



Green pleated skirt and bloomers



Navy shorts

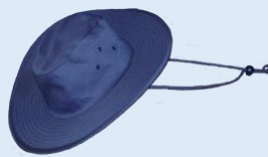
Navy skorts



Faction Shirts:
Nardoo (blue)
Stirling (red)
Mercury (green)



Junior Primary:
NMPS cotton



Navy slouch hat



School backpack

Please refer to the term planner for the days when the uniform shop is open. Alternatively, uniform orders may be placed in admin. The price list is available from the office.

NMPS Parking Map

