

INTRODUCTION

Flinders Park Primary School is an Independent Public School that has a clear direction with a strong focus on literacy, numeracy and the early years.

The school prides itself in providing a safe, happy and stimulating learning environment for all children. We aim to develop the *Flinders student*, as a *Person, Learner* and *Community Member*. We work hard at fostering positive partnerships between parents, teachers and students to ensure the best conditions for children to gain the essential learning required to achieve their full potential.

We invite you to become active partners in the Flinders Learning Community and hope this booklet provides you with a broad range of information regarding the school that you will find useful

Richard Bushell

Principal

FLINDERS SCHOOL EMBLEM



**The floral emblem for the school is the 'Banksia coccinea'.
It is a native plant endemic to the Albany area.**

ADMINISTRATION

The School Reception is open from 8:30am – 4:00pm.

School Telephone No: (08) 9844 7200

Canteen Telephone No: Through the School Office

School Fax No: (08) 9844 7617

Email: flinderspark.ps@education.wa.edu.au

Website: www.flindersparkps.wa.edu.au

Facebook: Flinders Park Primary School Albany

ABSENCE FROM SCHOOL

The Department of Education Regulations(1999) require explanations for all absences. Every half day absence must be explained by a parent or guardian. Please advise us by phone, email, verbally or in writing to the class teacher, if your child is likely to be absent for a period of time. A SMS will be sent to your phone after 10am if your child is absent without explanation.

AREAS FOR EATING AND DRINKING

Food should be consumed in eating areas only. Drinks and ice-creams are to be eaten in designated areas to avoid litter problems. Each student is responsible for his/her own litter.

ASSEMBLIES

These are conducted every fortnight on Thursday mornings commencing at 8:50am. Parents are most welcome. Assemblies are aimed at entertaining the audience while celebrating the successes of individuals and the school in general. Merit certificates and other special awards are also presented during the assembly.

BALL GAMES

Ball games should not be played near garden beds or close to buildings. All kicking and throwing ball games are to be played on the oval, or in specially designated areas.

BICYCLES

Bicycles are to be ridden to the school's entrances and then walked to the bicycle shed. The bike shed is locked at 9am and unlocked at 3:10pm. Students are advised to chain their bicycles to the bike racks. Police recommendation is that students under 10 years of age should not ride their bikes to school. Helmets are compulsory - as per the law.

BUSES

The SmartRider smartcard ticketing system is used to access bus travel. Application Forms are available from the school office. Further information visit www.transperth.wa.gov.au.

Complimentary Service (out of town) – If wishing to travel on these buses you must make an application online at www.schoolbuses.wa.gov.au. This process may take up to 3 weeks. Students may not travel on these buses until permission is granted.

Children are expected to behave in a sensible and safe manner when waiting for and travelling on the bus. The behaviour of students whilst on buses is the responsibility of parents/carers. Accordingly, parents/carers should ensure their children are aware of the Code of Conduct for travel on buses. This is available from the school or online at www.schoolbuses.wa.gov.au. Bus lines are in the Assembly Hall and students move out under direction when their bus arrives. Children are to follow instructions from the duty teacher, bus warden or bus driver

at all times. In the event of serious or continued misbehaviour by a student, School Bus Services, may withdraw permission for the student to travel on contract school buses (temporarily or permanently) or withdraw the student's entitlement to transport assistance.

BUS STUDENTS

Bus students should take their bags to the Assembly Hall directly after the 3:10pm siren. Weather permitting, bus students will be allowed to play in the bus playground and thingy ball court. At the 3:30pm whistle students should move to their bus lines and obey all directions from the bus wardens. All other school rules still apply. The school office must be notified if students are not going on their normal bus or they will be sent on the bus.

CANTEEN

Our school canteen is operated by a paid P&C Canteen Manager and Canteen Committee. It relies heavily on volunteer help from parents and grandparents, so any assistance is greatly appreciated. Our canteen is fully compliant with the government traffic light healthy food policy and offers a healthy range of nutritious food. The Canteen is open before school, morning recess and lunchtime - Monday to Friday. If children are ordering their lunch, orders must be placed at the Canteen before school or with our online ordering system www.ouronlinecanteen.com.au. A menu of Canteen items is sent home at the beginning of the school year or is available from the Canteen. Lunch bags can also be collected from the Canteen.

CHEWING GUM/LOLLIES

Chewing or bubble gum and lollies are not to be brought into the school.

CONFLICT RESOLUTION

We expect all students to resolve conflicts without violence, argument and bullying.

REMEMBER: *Everyone has the right to learn and play without being disrupted by others. Everyone should be treated with courtesy and respect just as you would like to be treated yourself.*


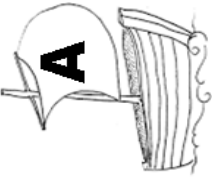
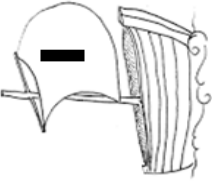
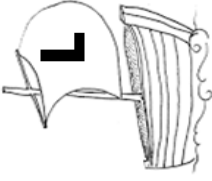
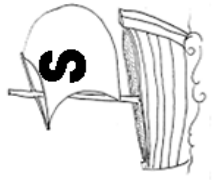
CONTRIBUTIONS AND CHARGES

Parents are asked to contribute to their child's education by paying contributions and charges as outlined in the 'Contribution and Charges' information package distributed to all families during Term 4. Parent support is greatly appreciated and funds collected benefit the school and contribute towards the purchase of valuable resources.

The School Voluntary Contributions are set by the School Board and for 2018 will be \$60 per student. For families with four or more children the fees are set at \$180.

CODE OF CONDUCT

A Flinders Park student

<p>S</p>	<p>Shows respect</p>	<p>Looks after own and school property.</p>	<p>Is polite and uses appropriate manners.</p>	<p>Is on time to class.</p>	<p>Uses appropriate language at school.</p>	
<p>A</p>	<p>Achieves their best</p>	<p>Strives for excellence.</p>	<p>Is a problem solver.</p>	<p>Shows perseverance.</p>	<p>Is organised and ready to learn.</p>	
<p>I</p>	<p>Includes and cares</p>	<p>Is kind to others.</p>	<p>Encourages and helps others.</p>	<p>Co-operates with others.</p>	<p>Accepts differences.</p>	
<p>L</p>	<p>Listens attentively</p>	<p>Listens and follows instructions.</p>	<p>Actively listens.</p>	<p>Uses appropriate voice levels.</p>	<p>Takes turns in a conversation.</p>	
<p>S</p>	<p>Stays safe</p>	<p>Keeps hands and feet to self.</p>	<p>Uses equipment safely.</p>	<p>Remains in school grounds.</p>	<p>Plays fair and by the rules.</p>	

DENTAL CARE

Students from Flinders Park Primary School receive dental treatment at the Spencer Park Dental Therapy Centre. Children in years 1 - 6 will receive notification of dental check ups throughout the year. Telephone 9841 3967.

DRESS CODE POLICY

Flinders Park Primary School Board has an endorsed uniform policy consisting of a number of uniform items appropriate for students to wear whilst they are engaged in learning. It is considered to be affordable, practical and attractive. It is our requirement that all students wear clothing and accessories that are both practical and safe.

GIRLS

Red polo shirt with collar and logo
Navy sports skirt/bloomers/basketball shorts
Navy windcheater with logo
Navy track pants or bootleg pants
Faction color polo shirt with logo
Navy Windcheater or Full Zip Jacket
Sports shoes
Navy broad-brimmed hat

BOYS

Red polo shirt with collar and logo
Navy basketball shorts
Navy windcheater with logo
Navy track pants
Faction color polo shirt with logo
Navy Windcheater or Full Zip Jacket
Sports Shoes
Navy broad-brimmed hat

PLEASE NOTE: Kindergarten students are not expected to wear uniform and during the day may need to remove footwear to climb on apparatus.

Uniforms can be purchased from Barefoot Clothing Manufacturers on Lockyer Ave, Albany. Order forms are distributed to families and a bulk uniform order is coordinated each semester by the P&C.

DOGS

Dogs are not permitted on school premises at any time unless prior permission is sought from the Principal. This includes using the school oval to exercise dogs.

DRUGS & MEDICATION POLICY

- Parents of students who, for medical reasons, require prescribed drugs will follow the procedure outlined below.
- Complete Agreement to administer form.
- An Emergency Response Plan (Care Plan) needs to be completed by the parent. Information is recorded on a database and enrolment cards in the office.
- Medical needs and status of students will be included on class lists.
- Health Forms for medical conditions must be completed on enrolment and are available from the school office. Sufficient medications (eg ADHD, Epi Pen, Asthma, Allergy Medication) to be supplied to the office or is to be given to the dispensing staff member. It will be stored in a secure place.
- A record of drug administration for those students who require medication daily will be kept.
- Asthma medication will be carried by the affected child and administered by them at point of need.

DUTY TEACHERS

Students needing attention during lunch and recess periods must see one of the duty teachers. There are three or four teachers on duty at any one time. Teachers on duty wear a fluoro safety vest for ease of identification.

ENROLMENTS

Applications for enrolment are welcomed throughout the year. Flinders Park Primary School is a 'local intake area' school (contact FPPS or Albany Education Office for boundaries) and accepts enrolments from students living inside these boundaries for Years PP - 6. Acceptance of Kindy enrolment is determined each year after applications close early in Term 3. Students in Years PP - 6 living outside the local intake area may apply for enrolment and acceptance is determined by available space. All new enrolments require Birth Certificate or extract, immunisation records (Australian Government Medicare Australian) and proof of residence.

FACTIONS

Pre-primary – Year 6 are divided into four factions. Yatana Bandicoots (yellow), Nanarup Noisy Scrub Birds (orange), Kalgan Blue Wrens (blue) and Millbrook Potoroos (green). Children from the same family are placed in the same faction. Children are encouraged to wear their correct colour sports shirt when representing their faction during sport sessions and sporting events.

HEALTH SERVICES

The Community Nurse attends the school on a regular basis for consultation by students, parents and staff. Routine health examinations, including vision and hearing are conducted on all Kindy and Pre-primary students. The Community Nurse can be contacted via the school or Community Health Services on 9842 7564.

HEADLICE

Under the School Education Act 1999, if your child has head lice the 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. There is no need to stay away from school if there are only a few remaining eggs, but you must continue treatment over the following 10 days to ensure that all eggs and hatchlings have been removed.

HOMEWORK POLICY

The purpose of this policy is for all stakeholders (teachers, parents and students) to clearly understand the purpose of homework and the role they each play in its success.

Homework Can:

1. Reinforce the current learning in the classroom

2. Be a time for positive interaction between family members
3. Encourage the development of independent study habits, self-discipline and time management
4. For year K – 3, be informal
5. For year 4 – 6, be formal and/or informal

ILLNESS-ACCIDENT-EMERGENCIES

The best place for a sick child is at home. The student's admission card must be kept up to date by notifying the office of any changes to contact details including, home and work telephone numbers and alternative people to contact in an emergency.

INFECTIOUS DISEASES

To protect other students, the school **MUST BE NOTIFIED** of any infectious disease.

Mumps

Incubation period: 12 - 25 days

Exclusion from school: for at least 9 days after onset of symptoms.

Impetigo (School Sores)

Incubation period: 1-3 days Exclusion from school, until effective treatment has commenced and sores have healed or have occlusive dressings.

Chicken Pox

Incubation period: 13 - 27 days

Exclusion from school: Until recovered from symptoms and last eruption scabs are dry.

Ringworm

Incubation period: 4 - 14 days

Exclusion from school: Until effective treatment has commenced, supported by a medical certificate.

Measles

Incubation period: 7 - 18 days

Exclusion from school: Until recovered from symptoms and rash has cleared or 5 days after appearance of rash if well.

Rubella

Incubation period: 14 - 23 days

Exclusion from school: Until recovered from symptoms and rash has cleared or 5 days after appearance of rash if well.

Whooping Cough

Incubation period: 4 - 21 days

Exclusion from school: 2 weeks from onset of symptoms or 5 days after antibiotics commenced if recovered from illness.

JEWELLERY/VALUABLES/PERSONAL PROPERTY

Children are not to bring valuables to school. If children bring these items to school and have them damaged or stolen it can severely upset them. No responsibility will be accepted by the school. Bulky earrings, jewellery, electronic games, CD players, Ipods, radios, basketballs etc are not permitted for similar reasons.

LEAVING SCHOOL GROUNDS

Children stay within the school grounds at all times between arriving in the morning and 3:10pm and must not leave without the **Principal's** permission. Students with permission to leave during these hours must wait in their classroom until picked up by parent/guardian.

The parent/guardian must come to the School Office for a leave pass to sign their child out.

LIBRARY BOOKS

The children are permitted to take home books for short term borrowing. The children are required to have a library bag in which to carry their books.

MOBILE PHONES

Mobile phones should only be brought to school if they are required for student safety. Students must turn off mobile phones once at school and hand phones into the School Office or Classroom teacher. The use of mobile phones during the school day without teacher permission will result in consequences and possible confiscation of the phone.

NEWSLETTER

The school publishes a fortnightly newsletter called 'The Navigator'. Newsletters are published on Wednesdays and are emailed (our preferred method), or go home with the eldest child from each family. It is also published on the school Facebook page.

NO HAT, NO FUN IN THE SUN POLICY

The School's 'No Hat, No Fun in the Sun' Policy has been in place since 1995. It was brought in to ensure that students were protected from the sun and to decrease the chances of skin cancers later in life.

Students must wear a broad brimmed or legionnaire style hat during terms 1 and 4. Caps are not allowed except during official 'sport' sessions.

NO TOLERANCE TO VIOLENCE

There has been much media discussion and public comment condemning increasing violence that public officers such as police, nurses, doctors, government officers and teachers are being subjected to. No one comes to work to be the subject of verbal abuse or violence. All staff have a duty of care to students and we

certainly do not want upset and angry people coming into the school making threats or being violent in front of them.

At Flinders Park School we encourage positive behaviour and values through our school code. All students and staff understand the behaviour expected from the Flinders Park Community by following the **SAILS** code of behaviour. A Flinders Park Student : **S**hows respect; **A**chieves their best; **I**ncludes and cares; **L**istens attentively; **S**tays safe.

Our advice to anyone who is angry or upset about any matter connected to the school is that you give yourself time to 'cool down' before making any approach to the school. Write down the key aspects of the matter and make an appointment to see the appropriate person in the school. Do not make verbal threats or become angry during the meeting if things do not appear to be going as you expected. Ask for the name of the staff member' line manager so you can rationally discuss the matter with their line manager to avoid becoming abusive or angry. We are confident that following this advice will maintain our school as a safe place for everyone.

NOTICES REGARDING SPECIAL EVENTS

Throughout the year parents may receive special notes from either the Principal, the administration or a classroom teacher that outlines a particular activity or learning process the students may be involved in. Enquiries regarding these matters should always be made to the source of the notice or the school office.

OUT OF SCHOOL HOURS

Students must keep away from school grounds and buildings after hours unless they are under the direction of adults who have permission to use school facilities.

P & C ASSOCIATION

Introduction

Our Parents and Citizens Association is made up of parents or guardians of children attending our school. The key purpose of our group is to support the school for the benefit of all students.

Functions

The P&C's key roles within the school include:

- Fostering parent participation and involvement in the school.
- Providing a forum for discussion on school matters.
- Promoting the interests of the school and all of the students.
- Assisting in the provision of resources, facilities and amenities for the school.
- Providing representation on the School Board.

Processes

The AGM: The AGM is conducted in February of each year during which time we:

- Elect office bearers.
- Elect an executive committee.
- Form sub-committees and elect representatives to these.

Parents are encouraged to nominate for positions on committees that interest them. They will receive the full support of all other members in their endeavours.

Fees: Membership fees are only **\$1.00** which can be paid ***directly to the P&C Treasurer.***

Meetings: A schedule of meetings for the year is devised at the AGM. We aim to have a minimum of two per term. Meetings commence at 7:00pm and conclude no later than 9.00pm, unless an extension in time is accepted by those members present. Minutes of meetings are kept and distributed by the secretary of the Association.

Notices: The P & C has a noticeboard in the assembly area where minutes and other notices are posted.

PARENT HELP

There are many ways in which you can be part of our school:

- Notes will be sent home requesting your help.
- You may ask the teacher how you can be of assistance.
- You can participate in class outings and functions.
- Sporting teams sometimes require coaches, umpires or trainers.
- You can join the P & C or nominate for School Board.

Most of all you can help by encouraging your child in their education; it makes such a difference to your child's performance if they know you are interested. We'd love to see you as a parent helper.

PARENT SURVEYS:

From time to time the school will seek parent input through specific surveys. We ask that you respond as often as possible as we value your input.

PARKING

Due to the pressures on space, please observe parking regulations, try not to hold other traffic up and please use caution at all times. School bus stops and Staff parking must not be used and cars **must not** park in Pick up and Drop off areas.

PHYSICAL EDUCATION

Each child has 1 or 2 physical education/sports sessions per week. Children will only be excused from these sessions for health reasons – a note is required. Suitable clothing must be worn.

PLAYGROUND AREAS

There are designated play areas for year groups. Students will be advised on their play areas at the commencement of the year. Before school the front lawn should be clear of students. All students may play in designated safe play zones.

PROBLEM SOLVING

If you are concerned in any way about your child, or if you have a complaint or a significant problem has arisen, please make contact as soon as possible with your child's teacher, then if necessary with one of the administration staff. Interviews can be arranged for a suitable time to allow for discussion without interruption.

PROCEDURE DAY ONE

Class lists will be displayed on the window in Room 5.1 and the Front Office a day or two before school commences. All children should go directly to their class on the first day.

PROFESSIONAL SERVICES

Albany Education Office: 9844 2833

School Psychologist – Contact School: 9844 7200

Dental Unit – Spencer Park: 9841 3967

Speech Therapist Albany Regional Hospital: 9892 2222

REPORTS

Parents are encouraged to communicate freely with class teachers and to request an interview at any time during the year if there are any concerns. **Semester 1 Reports** to parents are sent home at the end of Term 2 and **Semester 2 Reports** at the end of Term 4

SAFE PLAY ZONES

The following areas are considered Safe Play Zones:

1. The oval.
2. Pre-primary play ground for Kindy and Pre-primary's
3. Junior playground adjacent to Block 2
4. Bush playground between thingy ball court and oval
5. Bush playground between the Library and thingy ball court.
6. Lawn area between Block 4 and Block 5

SMOKING

The Department's regulations forbid all smoking in school buildings or on school grounds.

SPORTS EQUIPMENT

A supply of sports equipment is available from a steel basket beside the Physical Education store in Block 3. Other sports gear is available through agreement with supervising staff. Students should care for all school property, including sports gear and return all to the correct place.

SWIMMING

During the year students from years P - 6 have two weeks of in-term swimming lessons. All children are expected to attend unless medical reasons prevent them from doing so, a note is required. Further information will be sent home when a timeframe has been designated.

TAKING YOUR CHILD FROM SCHOOL

Parents taking children from school during school hours must fill out a Leave Pass from the office. A copy of this pass is given to the child's teacher and the parent is issued with a copy that can be produced if required by a Truant Officer. This is to ensure we provide the best possible care for students and is a requirement of the Education Department.

UNSAFE PLAY

Safe play requires students to not play in a way that may harm themselves, peers or potential rescuers.

WET WEATHER

During wet weather all students have a specific area that they use. This information is available from the class teacher or found on posters around the school.

SCHOOL HOURS

Students must not arrive at school before 8.15am.

First Bell - 8:47am

School Starts - 8:50am

Morning Recess - 10:50am

End of Recess - 11:10am

Lunch - 12:40pm

End of Lunch - 1:30pm

School Finishes - 3:10pm

Pre-primary and Kindy Times

Pre-primary 8:50am – 3:00pm.

Kindy children will attend 2 full days and one half day in 2018.

Times are :

Kindy A Monday and Wednesday 8:50am - 3:00pm and Friday 8:50 -11:30am

Kindy B Tuesday and Thursday 8:50am -3:00pm and Friday 12:20 -3:00pm

TERM DATES STUDENTS 2018

Term 1: Wednesday 31st January to Friday 13th April

Term 2: Monday 30th April to Friday 29th June

Term 3: Monday 16th July to Friday 21st September

Term 4: Monday 8th October to Thursday 13th December

SCHOOL DEVELOPMENT DAYS 2018

Students do not attend school on these days:

Term 1: Monday 29th January, Tuesday 30th January

Term 2: Monday 30th April

Term 3: Monday 16th July

Term 4: Friday 9th November, Friday 14th December

Flinders Park Primary School



- Play / Court Areas
- Toilets
- Store Rooms
- Grassed Areas
- Cleaners Store Rooms

Notes: