

# Edgewater Primary School

AN INDEPENDENT PUBLIC SCHOOL

*Aspire* • *Confidence* • *Respect*

## INFORMATION BOOKLET



# 2017

Treetop Avenue Edgewater 6027  
T: 9405 4007 F: 9405 3700  
E: [Edgewater.PS@education.wa.edu.au](mailto:Edgewater.PS@education.wa.edu.au)  
W: [www.edgewaterps.wa.edu.au](http://www.edgewaterps.wa.edu.au)

## PRINCIPAL'S INTRODUCTION

**W**elcome to a new year at Edgewater Primary School.  
We look forward to providing a stimulating, caring and enriching environment for all students during 2017.

Our highly trained, caring staff are committed to working collaboratively together and with parents to provide a holistic education that allows each child to realise their potential.

As an Independent Public School, we seek to foster partnerships within our school community to enhance the quality of the education we provide, so our students can become responsible citizens who aspire to do their very best, with confidence and respect.

If at any time you have concerns regarding your child or school operations, please contact the school leadership team or your child's teacher.

This Information Booklet provides details of the operational aspects of our school. I trust you will find it a handy reference throughout 2017 as we look forward to a highly successful and rewarding year ahead.

**Julie Tombs**

## OUR VISION

In a rapidly changing world, we are committed to creating an environment where students have the opportunity and desire to become aspirational, confident and respectful learners.

## OUR BELIEFS

At Edgewater Primary School we believe:

- We are a learning community with the common goal of fostering the physical, emotional, social and cognitive domains of every child.
- All stakeholders share responsibility for learning by promoting the knowledge of the community and the well-being of all.
- Within the school environment everyone has the right to feel safe, secure and valued.
- Everyone has the right to engage in positive learning activities.
- All children have the right to learn and all teachers have the right to teach.
- All children learn and develop at different rates, and in different ways.

Successful children and staff are aspirational, confident and respectful.

## THE SCHOOL CREED

This is our school, Let peace dwell here  
Let the rooms be full of contentment  
Let love abide here.  
Love of mankind, Love of life itself  
And love of God.  
Let us remember, that as many hands build a house  
So many hearts make a school.

## EDGEWATER PRIMARY SCHOOL LEADERSHIP TEAM

<b>PRINCIPAL</b>	Mrs Julie Tombs	<a href="mailto:Julie.Tombs@education.wa.edu.au">Julie.Tombs@education.wa.edu.au</a>
<b>ASSOCIATE PRINCIPALS</b>	Mrs Val Gray	<a href="mailto:Val.Gray@education.wa.edu.au">Val.Gray@education.wa.edu.au</a>
<b>MANAGER CORPORATE SERVICES</b>	Mr Brian Baily	<a href="mailto:Brian.Baily@education.wa.edu.au">Brian.Baily@education.wa.edu.au</a>
<b>ADMINISTRATION OFFICERS</b>	Mrs Kathy Dean	<a href="mailto:Kathy.Dean@education.wa.edu.au">Kathy.Dean@education.wa.edu.au</a>
	Mrs Marilyn Kelly	<a href="mailto:Marilyn.Kelly@education.wa.edu.au">Marilyn.Kelly@education.wa.edu.au</a>
	Mrs Vanessa Stables	<a href="mailto:Vanessa.Stables@education.wa.edu.au">Vanessa.Stables@education.wa.edu.au</a>

## STAFF

<b>Teaching Staff</b>			
Year	Room	Teachers	Email
K1B/K1R	K1	Mrs Rose	<a href="mailto:Ann.Rose@education.wa.edu.au">Ann.Rose@education.wa.edu.au</a>
K2G	K2	Mrs Norris	<a href="mailto:Aimie.Norris@education.wa.edu.au">Aimie.Norris@education.wa.edu.au</a>
PP	P1	Mrs Radford	<a href="mailto:Gabrielle.Radford@education.wa.edu.au">Gabrielle.Radford@education.wa.edu.au</a>
PP	P2	Miss Circosta	<a href="mailto:Danielle.Circosta@education.wa.edu.au">Danielle.Circosta@education.wa.edu.au</a>
PP/1	2	Mrs McGrath	<a href="mailto:Maria.McGrath@education.wa.edu.au">Maria.McGrath@education.wa.edu.au</a>
1	3	Mrs Pannell	<a href="mailto:Michele.Pannell@education.wa.edu.au">Michele.Pannell@education.wa.edu.au</a>
1	4	Mrs Lowe	<a href="mailto:Jennifer.Lowe2@education.wa.edu.au">Jennifer.Lowe2@education.wa.edu.au</a>
2	15	Miss Smith	<a href="mailto:Emma.Smith@education.wa.edu.au">Emma.Smith@education.wa.edu.au</a>
2	16	Miss Tangerman	<a href="mailto:Melanie.Tangermann@education.wa.edu.au">Melanie.Tangermann@education.wa.edu.au</a>
3	12	Mrs Rubidge	<a href="mailto:Tracy.Rubidge@education.wa.edu.au">Tracy.Rubidge@education.wa.edu.au</a>
3	11	Mrs Bruce Mrs Milentis	<a href="mailto:Marilyn.Bruce@education.wa.edu.au">Marilyn.Bruce@education.wa.edu.au</a> <a href="mailto:Diane.Milentis@education.wa.edu.au">Diane.Milentis@education.wa.edu.au</a>
3/4	17	Miss Thomas	<a href="mailto:Cara.Thomas@education.wa.edu.au">Cara.Thomas@education.wa.edu.au</a>
4	9	Mrs Sugg Mrs Milentis	<a href="mailto:Sue.Sugg@education.wa.edu.au">Sue.Sugg@education.wa.edu.au</a> <a href="mailto:Diane.Milentis@education.wa.edu.au">Diane.Milentis@education.wa.edu.au</a>
4/5	8	Mrs Baily	<a href="mailto:Gail.Baily@education.wa.edu.au">Gail.Baily@education.wa.edu.au</a>
5	7	Mrs Grant	<a href="mailto:Suzanne.Grant@education.wa.edu.au">Suzanne.Grant@education.wa.edu.au</a>
6	6	Mrs Ward	<a href="mailto:Maria.Ward@education.wa.edu.au">Maria.Ward@education.wa.edu.au</a>
6	5	Mr Butt	<a href="mailto:Terry.Butt@education.wa.edu.au">Terry.Butt@education.wa.edu.au</a>
<b>Support &amp; Specialist Teaching Staff</b>			
ICT Support		Mrs Binks	<a href="mailto:Gweneth.Binks@education.wa.edu.au">Gweneth.Binks@education.wa.edu.au</a>
PP Support		Mrs Millard	<a href="mailto:Tracey.Millard@education.wa.edu.au">Tracey.Millard@education.wa.edu.au</a>
PP Support		Mrs Forsythe	<a href="mailto:Linda.Forsythe@education.wa.edu.au">Linda.Forsythe@education.wa.edu.au</a>
K Support		Mrs Brewster-Luff	<a href="mailto:Elizabeth.Brewster@education.wa.edu.au">Elizabeth.Brewster@education.wa.edu.au</a>
Art		Mrs Abbott	<a href="mailto:Patricia.Abbott@education.wa.edu.au">Patricia.Abbott@education.wa.edu.au</a>
Music		Mr Hadzic	<a href="mailto:Nevad.Hadzic2@education.wa.edu.au">Nevad.Hadzic2@education.wa.edu.au</a>
Physical Education		Mr Grey	<a href="mailto:Russell.Grey@education.wa.edu.au">Russell.Grey@education.wa.edu.au</a>
LOTE		Dr Law	<a href="mailto:Geoffrey.Law@education.wa.edu.au">Geoffrey.Law@education.wa.edu.au</a>

The school leadership team and teaching staff can be contacted through the school office (9405 4007) or by email ([Edgewater.PS@education.wa.edu.au](mailto:Edgewater.PS@education.wa.edu.au))

<b>Non-Teaching Staff</b>	
Special Educational Needs Educational Assistants	Mrs Bock Mrs Latham Mrs Nock
Junior Primary Educational Assistant	Mrs Giacobino
Early Childhood Educational Assistants	Mrs Knights Mrs Lock Mrs Neivandt Mrs Pryce Mrs Van Der Weil Mrs Russell Mrs Varsani
Psychologist	Mrs Mollett
Chaplain	Mrs Ingham
Library Officers	Mrs Sandercott Mrs Hart
Gardener/Handyperson	Mr Langley
Head Cleaner	Mrs Pearman
Cleaners	Ms Chimplee Mrs Simon

### SCHOOL BOARD

Chair	Simon Young
Principal	Julie Tombs
Parent Representatives	Leah Beltram
	Kylie McCullough
	Sue McInnes
	Rebecca Wright
Staff Representatives	Gail Baily
	Sue Sugg
Community Representative	John Ingham

School Board members can be contacted through the school office – [Edgewater.PS@education.wa.edu.au](mailto:Edgewater.PS@education.wa.edu.au).

### PARENTS AND CITIZENS' ASSOCIATION (P&C)

President	Lee Tanner
Secretary	Liane Brown
Treasurer	Anita Walczak
Canteen Committee Contact	Liane Brown
Fundraising Committee Contact	Kelly Dear
Graduation Committee Contact	Lee Tanner
Safety House Contact	Vanessa Browne

P&C members can be contacted through the – [Edgewaer.PS.PandC@gmail.com](mailto:Edgewaer.PS.PandC@gmail.com)

## SCHOOL TERMS

<b>SEMESTER 1</b>	Term 1 - Wednesday 1 February	-	Friday 7 April
	Term 2 - Monday 24 April	-	Friday 30 June
<b>SEMESTER 2</b>	Term 3 - Monday 17 July	-	Friday 22 September
	Term 4 - Monday 9 October	-	Thursday 14 December

## SCHOOL DEVELOPMENT DAYS

<b>SEMESTER 1</b>	Term 1	Friday 3 March	<b>Semester 2</b>	Term 4	Monday 30 October
	Term 2	Friday 19 May			

## PUBLIC HOLIDAYS

Labour Day	Monday 6 March	ANZAC Day	Monday 25 April
Good Friday	Friday 14 April	Western Australia Day	Monday 5 June
Easter Monday	Monday 17 April	Queen's Birthday	Monday 25 September

## SCHOOL TIMES

*See the Early Childhood Centre Kindergarten Information Booklet for their times. This is available on the school website.*

Classroom doors open	8.30am	Lunch	1:05pm – 1:50pm
Commencement	8.45am	Finish	3.00pm
Recess	10.45am – 11.05am		

**Students are expected to arrive at school between 8:25am and 8:40am. They are required to sit quietly outside their classroom until the teacher opens the classroom door at 8:30am.**

A student is not permitted to leave the school grounds during school hours without prior permission.

## GENERAL INFORMATION

### Absences

Under Department of Education Regulations, the only acceptable reasons for absence from school are illness or associated appointments. The explanation for an absence must be received from the parent/carer within 3 days of the absence and could take the form of an email, a written note, online absentee form, face to face or a phone call.

The Principal does not have the authority to approve absences for holidays, etc. An absence of this nature is the responsibility of the parent and is viewed as a parent condoned absence and will be recorded as such. All non-attendance by students will be viewed as critical when it begins to impact on the learning, health and well-being outcomes of the student. Please advise the Principal in writing if you will be taking your child out of school for an extended period, or if your child is leaving the school.

### Accidents/Sick Children

Parents are to ensure that their phone numbers and the phone numbers of emergency contacts are kept up to date as they will be contacted in the case of an emergency, accident, or sickness at school. It is preferable for children to be aware of those people who are listed as their emergency care, particularly for occasions when they may need to be picked up from school. As facilities at school are very limited in catering for sick children, parents are requested to make a fair judgement on mornings when children genuinely complain of feeling unwell. Those children who are genuinely ill should be kept at home for the health and well-being of themselves and others.

### Allergies

Parents are asked to ensure that all current information regarding allergies and conditions which require emergency care and procedures is provided to the office for inclusion in the school's records. A passport size photo is also required for emergency identification should children fall into this category. This accompanies an emergency care plan along with any required medication.

### App for Smartphones

The school has an app called Updat-ed which can be downloaded from the App Store or Google Play. Having the app on your smartphone ensures that you stay up-to-date with important information that you need in a timely way.

### Assemblies/Ceremonies

Traditions that are linked to our Australian culture will be a feature of our fortnightly assemblies and ceremonies throughout the year. Each class has an opportunity to host an assembly and present an item of interest. The Australian national anthem and school creed will be included in assemblies. The Lord's Prayer will be part of our special Christmas and Easter assemblies. An annual ANZAC ceremony will be held at the beginning of term two. A Welcome to Country or an acknowledgement of traditional ownership will precede a number of our more formal ceremonies. Other cultural celebrations will also be part of our assembly/ceremony formats.

School assemblies, which are held fortnightly on a Friday morning, are hosted in turn by each class. The assembly commences at 8.45am in the undercover area and the dates are on the school website calendar. Parents, relatives and friends are always welcome to attend any assembly, and not just when their child's class is hosting the assembly or their child is receiving an award.

If you have any questions or queries about our assemblies or ceremonies, please contact a member of the leadership team.

### Attendance

Students turning five years of age after 1 July of that year are required to attend an educational institution every school day unless sick. Every absence, even if for a half day, must be explained with a note to the classroom teacher. **Kindergarten is not compulsory; however, children are strongly encouraged to attend.**

<b>Kindergarten -</b>	If a child turns four years of age after 1 July of that year. Kindergarten students attend two full days and one half day per week.
<b>Pre-primary -</b>	If a child turns five years of age after 1 July of that year. Pre-primary is compulsory and students attend full time.



## Bicycles

Students from Years 4 to 6 are permitted to ride bikes to school. For safety reasons, bikes are not to be ridden in the school grounds. They must be wheeled and placed in and taken from the bike racks. Failure to observe this rule may result in the bike being banned from the school grounds for a specific period. Bikes should be secured to prevent theft. Students riding bikes to school are required to wear a bike helmet **by law**.

Scooters and skateboards are not to be brought on to the school grounds. **Please Note: We ask students up to and including Year 3 not to ride bikes to school. The Road Safety Council advises that they do not have the road sense to protect themselves or judge distances effectively.**

## Canteen

The Parents & Citizens' Association (P&C) operates the school canteen. The canteen staff prepare and dispense food that is nutritional and appetising. Our canteen adheres to the government's Healthy Choices policy and follows the Traffic Light program. It is staffed by our Canteen Manager, with the support of several volunteers. The viability of the canteen hinges to a large extent on the number of volunteers that come forward to help and the volume of lunches ordered. If you are able to help out at any time please contact the canteen on 9405 3528 or the school office on 9405 4007 or [edgewatercanteen@hotmail.com](mailto:edgewatercanteen@hotmail.com). Please remember to purchase from our canteen whenever possible.

Currently students can order their lunch at the canteen on Tuesdays, Wednesdays, Thursdays and Fridays.

### **To order, please**

- Write name and room number on an envelope or order bag [available from canteen].
- Record items as listed on the menu on the envelope/bag.
- Enclose payment (correct amount is preferable).
- Orders are to be taken to the Canteen before the first siren of the day - 8:40am.
- Alternatively, lunches can be ordered online through the school's website or from [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au).

Copies of the Canteen Menu are sent home regularly and are available from the school office, the canteen, or downloaded from our website.

## Camp – Year 6

Traditionally our Year 6 students participate in an annual camp. Classroom teachers will communicate with parents/carers of these students early in the year to present information about the camp programme. Costs have been indicated on the Contributions and Charges information sheet available on our website.

## Chaplain

The Chaplaincy program runs two days a week and is partially funded by the school. The School Chaplain works within the school as a caring adult, building relationships with students, families and staff. They offer pastoral care and provide practical help to teaching and administrative staff. The Chaplain is able to provide links between schools and welfare and community-based services. Parents/carers can access these if required by contacting the school office. The Chaplain has a presence in the playground as well as in classrooms. Please contact the school office if you want to make an appointment with the Chaplain.

## Contact Details

It is vital that family records, especially contact details, are kept up-to-date, so that should a child become ill, get injured or an emergency arises, contact can be made.

Please advise the school immediately if personal details change –[ i.e. change of address, telephone numbers - home, work, mobile etc.] Forms are available from the office and the school's website to enable you to update student information.

**THIS IS PARTICULARLY IMPORTANT IN RESPECT TO DAYTIME CONTACT PHONE NUMBERS  
AND YOUR EMERGENCY CONTACT**

If your child is sick or injured at school the school will need to contact you and consequently correct details are essential.

## Contact with School Staff

The school encourages open communication between home and school. Parents/carers are invited to contact the school if they have concerns, or to seek information. Concerns relating specifically to your child should

initially be directed to your child's teacher. If there are issues relating to the school generally, please direct them to the Principal or Associate Principals. Refer to our Communication Plan on the school website.

## Computers/ICT

The school has two computer labs with up-to-date computers connected to the Department of Education's high speed network. Students receive instruction in computer skills and this year all of our students from pre-primary to Year 6 will have an opportunity to be involved in computer coding sessions.

## Contributions

The Education Act (1999) specifies guidelines with regard to school contributions and charges, and a detailed explanation of these is sent to parents separately during Term 4 for the following year. A copy is also available on our website throughout the year.

The school receives funding from the Department of Education which is used for the basic needs of the school. Further funds to provide extra facilities and resources are provided by the P&C, specific fundraising events, and from parents through the P&C Contribution.

The Education Act allows the school to set a voluntary contribution rate that has been ratified by the School Board at \$60 per child from Kindergarten to Year 6.

School voluntary contributions are used essentially to purchase non-consumable text books for student use. Parents/carers are urged to pay their contributions with the Personal Items list or at the school office as early as possible each year. In case of financial hardship, please do not hesitate to contact the Principal to discuss alternative arrangements.

Whilst voluntary contributions and P&C contributions can be paid at the office, all other money, unless otherwise advised should be handed to the child's class teacher.

School voluntary contributions can also be made via bpay. Use pay anybody – the recipient is Edgewater Primary School - BSB 016 494 - Account 340968448 - Narration (child's name) - amount.

Please email [Kathy.Dean@education.wa.edu.au](mailto:Kathy.Dean@education.wa.edu.au) when the transaction is complete.

P&C Voluntary Contributions are \$40.00 per family or \$10.00 per term.

## Dental Clinic

The Dental Clinic operates from Beldon Primary School. With parental permission the clinic carries out normal dental procedures needed for student's dental care at no cost. Parents are notified of appointment times through the school and are responsible for transport. The clinic's phone number is 9307 1425 and parents are requested to contact the clinic staff if an appointment cannot be kept.

## Dogs on School Grounds

Dogs are not permitted anywhere on the school grounds at any time for health and safety reasons, even if on a lead. This includes the oval and also applies to dogs on leashes. Guide dogs are excepted.

## Excursions

From time to time the school offers a program of excursions and visits of educational interest to support class programs. These are an important part of a student's education and it is hoped that all those who are invited will be able to participate. Transport is usually by bus which must be fully registered, licensed and have seat belts fitted. Full details of excursions will be provided in a note from class teachers.

## Excursion Costs

Please make payments by the due date as given in the excursion note. Refunds can only be made on entry costs where this is possible. Bus costs are calculated on the whole class/group attending and booked in advance, therefore they cannot be refunded.

## Factions

There are four school factions:

Batavia (blue)	Challenger (gold)	Leeuwin (green)	Parmelia (red)
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Students are placed in a faction for the purpose of competitive endeavour in various sporting activities. Siblings will be allocated to the same faction. Faction T-shirts can be worn on sport days and are available from our uniform supplier.



## First School Morning

For new students who arrive during the year, one of the administration staff will take them to the classroom and introduce the class teacher.

## Head Lice (Pediculosis)

Parents will be advised should their child be found to have head lice during the day. Students may return to school once treatment has occurred and there are no remaining live nits or lice. Preventative weekly shampoos will assist in keeping this problem to a minimum. Successful treatment/prevention can also occur by combing conditioner through hair regularly. Information brochures are available from the Department of Health WA website – [www.health.wa.gov.au](http://www.health.wa.gov.au) – or the school office.

## Homework

The key value of homework lies in its potential to develop sound home study habits and to reinforce what the student has learnt at school.

The school has a policy of regular homework for primary students (PP-Y6). It is the parents'/carers' responsibility to ensure that the work is completed. Parent/teacher contact may be necessary if a child regularly fails to submit any set homework.

Students may be given homework each Monday to Thursday as follows-

- PP-Year 1            5-10 mins
- Years 2-3            10-15 mins
- Years 4-5            20-30 mins
- Year 6                30-40 mins

Homework may be (but not limited to):

- Home reading;
- Set daily or weekly activities;
- Activities not completed in class that can be completed at home; or
- Projects or larger activities with a due date (Teacher will provide students with written details about the project requirements. If parents/carers require further information or clarification, please contact the class teacher.

**\*NB** Homework should be a regular work time, not a time of challenge. If problems arise please make contact with your child's teacher.

## Immunisation

Joondalup immunisation clinics operate in the City of Joondalup and parents are notified of impending inoculation of students.

## Infectious Diseases

Students are required to be absent from school for the duration of any infectious period. Health Department regulations on the exclusion from school for specific infections may be obtained from the Department of Health WA website – [www.health.wa.gov.au](http://www.health.wa.gov.au). The following infections require children to be excluded:

Chicken Pox	Influenza	Mumps
Ringworm	Rubella	School sores
Conjunctivitis	Measles	Whooping cough

Measles cases also require exclusion of any non-immunised children from school. Immunisation is strongly recommended. Information brochures providing further details are available from the Department of Health WA website – [www.health.wa.gov.au](http://www.health.wa.gov.au) – or the school office.

## Languages

The language taught at Edgewater is Chinese (Mandarin) in a weekly lesson by a trained specialist language teacher. Students in Years 3 and 4 will participate in Mandarin classes in 2017, Years 3, 4 and 5 in 2018, and by 2019, all students from Years 3 - 6 will be catered for as required by the Standards and Curriculum Authority.

### Late to School

If students are late to class, parents/carers are to bring them to the office and complete a Student Late to School note. The parent/carer is then to take the child with the note to the classroom.

### Library Resource Centre

Our Library Officer manages the fully automated Library Resource Centre. Children are able to borrow one or two books each week (according to year level) if they have a library bag to ensure the books are protected. Parents/carers are asked to encourage children to return books on time as the cost of replacement of lost or damaged books is passed on to the family concerned.

### Lost Property

All clothing items found are put in the lost property containers located opposite the library. Students and parents are free to check these at any time. Other lost items such as glasses, keys etc. are retained in the office. Items marked with a student's name are returned to them. Anything not claimed at the end of each term will be either sold by the P&C through the second hand shop or given to a local charity. There are **many unclaimed items** at the end of each term so it is important to label your children's clothes – especially jumpers, hats and track pants.

### Lunch

For the first ten minutes of the lunch break all students are required to eat their lunch in or near their classroom under teacher supervision. Students are not to share lunches or food items for health reasons. If a student has a medical condition that may require attention, a Medical Action Plan is formulated at the beginning of each year. **Please advise the school office if you believe your child requires a Medical Action Plan or if the current plan requires alteration.**

### Medication

**A request to administer medication to students requires consultation with the school.** For students with medical conditions that require a Medical Action Plan – i.e. asthma, major allergy, regular medication - parents/carers are asked to contact the office so that a plan can be generated. Parents/carers are required to complete the plan and return it to the school office. No medication will be administered without a Medical Action Plan being completed and no medication should be sent to school with a student or be kept in a student's bag. For a student who requires medication on a short term basis, parents should contact the office to complete an Administration of Medication form. Medication is kept in the administration area and is administered by the Principal, Associate Principals or a designated staff member.

### Merit Certificates

Merit Certificates are awarded to students by teachers for a variety of achievements, both academic and non-academic.

The certificates are presented at the fortnightly Friday assembly. Parents/carers are advised when their child is to receive a certificate and are invited to attend and join with the rest of the school in congratulating them.

### Mobile Phones and Other Electronic Devices

While it is understandable that some parents provide mobile phones to their children for safety or other reasons, we must protect the safety of all students in our care and the maintenance of good order in our school. Not only is mobile phone use disruptive, using cameras (still and video) to film people and their activities without their knowledge and/or permission is an invasion of privacy and will not be allowed. This also applies to MP3s; i Pods and other electronic devices which must not be brought to school.

Parents who feel that their child should have a mobile phone at school are firstly required to provide a written note to the Principal requesting the above. Students are then to leave their mobile phones at the office as soon as they arrive at school and collect them from the office at the end of the day. If parents wish to contact their child during the day a message can be left through the school office.

Students who do not follow these procedures will have their mobile phone confiscated and parents notified.

## Money

All money sent to the school should be in an envelope with the child's name, room number and what the money is for clearly indicated on the front. Payment can also be made direct to the school bank account using the details opposite. Please quote *Student name, Room, Excursion Name* as the reference.

Edgewater Primary School ANZ Bank BSB 016 494 Account # 340968448
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## Music/Choir

Music lessons are provided to all students from Pre-primary to Year 6 by a specialist music teacher. The school has established junior and senior choirs for selected students who from time to time perform at outside venues.

## Newsletters

The fortnightly school newsletter is uploaded to the school website every second Friday. Please ensure that we have your up-to-date email address on our system so that we can email you an alert with links to our current newsletter. The newsletter is also available from our app.

## No Hat, No Play

Students will not be permitted in the sun without wearing an approved school hat. They will be required to remain in the undercover area. An approved school hat is required to participate in all Phys Ed lessons and sport. Approved school hats are of the wide-brimmed, bucket or Legionnaires style in royal blue. Bucket hats are available from our uniform supplier – Uniform Concepts 5/7 Delage Street Joondalup or from the school office for \$10. See details under Uniforms.

## Office Opening Hours

The school office is open Monday to Friday from 7:30am to 3:30pm during the term, except for public holidays.

## Out of School Care

Edgewater After School Care provide out of school care (mornings and afternoons) for our students. Details can be obtained from the office.

## P&C Association

Edgewater has a strong and active P&C Association. Its functions are to:

- represent parents/community on school decision making groups
- encourage parents to participate in developing the school's educational policy
- develop parent participation in the school
- be the forum for parents to discuss issues pertaining to the school and community for gathering opinion.
- promote and support communication and cooperation within the school community and to bring educational matters to the attention of the wider community.
- provide extra amenities for the benefit of students.

*(WACSSO P&C Handbook)*

Note: The P&C Voluntary Contribution has been set at \$40 per family – or \$10 per family per term from Kindergarten to Year 6.

## Parent Involvement

Consistent, positive parental interest and involvement has a beneficial effect on students' learning and behaviour. Parent help is welcomed in such areas as: Reading, Writing, Art/Craft, Maths, Science, Library, Excursions and Sport. Please ask your child's teacher, or enquire at the school office, for further details. It should be remembered that parent helpers must observe confidentiality at all times and any concerns should be raised with the teacher or Principal.

## Parking

The utmost care is needed when setting down students in the morning and especially when picking them up after school. Wet and very hot weather tends to increase congestion and inconsiderate parking. This in turn increases the risk of an accident.

The school has a Kiss and Drive Zone and marked parking bays. When using these always look out for students. Please do not park or stand in the Kiss and Drive zone as it is a flow through zone, designed to limit congestion and move traffic in an orderly fashion at the beginning and end of the school day. The school zone has a 40kph limit. There are a number of marked parking bays at the back of the school in Kestrel Mews.

**The staff car parks must not be used for picking up and setting down students, or for changing direction on Treetop Avenue. Please use the roundabouts at Outlook Drive and Pioneer Drive for this purpose. Students are not permitted to walk through either of the car parks.**

Parents/carers are urged to exercise common sense, patience and consideration for the safety of all students.

### Personal Use Items

Although the Department of Education supplies books and materials for students, some stationery and personal items are the responsibility of parents/carers. At the end of each year students are given a list of requirements for the following year. Parents/carers are encouraged to participate in the school's bulk order process to ensure that items are of consistent quality and type. Naturally, they are free to purchase the requirements from other sources if they so choose.

Throughout the school year it may be necessary to replenish supplies. Teachers will advise parents/carers when this is necessary.

A copy of the Personal Items list can be downloaded from the school website.

### Physical Education

All students from Pre-primary to Y6 participate in a weekly hour long physical education lesson provided by a specialist teacher. An approved school hat is required for all physical education lessons.

### Pick Up Delays

Please advise your child to come to the school office if you do not arrive for a scheduled pick-up at the end of the day. We will then endeavour to phone either the parents/carers or the emergency contact. The school office will make every effort to get a message to students, but we cannot guarantee this, particularly if parents/carers are phoning towards the end of the day.

### Play Equipment

**For safety reasons, students are not permitted to play on any outdoor playground equipment before or after school as teacher supervision is unavailable in these areas.** This also applies to children whose parents may be present, as often unsupervised students will want to join in compromising our duty of care.

### Playground Duty

An adequate number of staff are rostered on playground duty during recess and lunch to provide supervision of students. Whilst on duty they wear hi-visibility vests so that they easily identified. Students are encouraged to report any problems to the teacher on duty.

### Psychologist

A school psychologist is available for consultation. The psychologist's role is to assist students who would benefit from academic, behavioural or emotional support. The school and/or the parents/carers may refer such students to the school psychologist. This can be done by making contact with your child's teacher in the first instance. Usually a meeting is then arranged between the parents/carers, the school and the school psychologist to decide what sort of support is required.

The Department of Education has Educational Support Units/Centres and Language Development Centres for students with significant learning or language difficulties or disabilities. The school psychologist recommends such students for placement in these centres. Students with lesser challenges are catered for within the regular classroom.

### Reporting to Parents

The school uses a reporting system that is both informative and helpful to parents/carers. This involves a combination of Department of Education's written reports, an open night and parent/teacher interviews. Two written reports are provided each year - one at the end of each semester.

By far the best method of reporting to parents is through face-to-face discussion. This can be done by contacting

the office or the teacher directly to make an appointment for an interview. Parents are urged to also make personal informal contact with their child's teacher regularly during the year, and especially if there is a problem of any kind.

Alternatively teachers will contact parents/carers if they wish to discuss a student's progress.

### Safety House Scheme

There is a well-established scheme coordinated by the P&C in Edgewater whose objective is to act primarily as a deterrent to undesirable people coming into the area and approaching students whilst they are in transit to and from school. The Safety House Scheme identifies houses that are available for students to use if they feel unsafe whilst walking to or from school.

The scheme always needs new Safety Houses. Please contact the school office for further information or to check your eligibility to participate.

### School Board

Independent Public Schools (IPS) are required to have an effective school board that includes parent/carer, community and business representation.

The Principal is responsible for the educational leadership and operational management of the school. To maximise the input of the school board in developing policies, the Principal seeks advice and receives recommendations from the board.

The Edgewater Primary School Board consists of the following:

Principal, two elected teaching staff representatives, four elected parent/carer representatives, and two community representatives appointed by the board.

### School Grounds

After school hours, during weekends and on school holidays, no person is permitted on the school property without prior permission from the Principal. The Principal, or members of staff and Department of Education Security Officers, has the right to request people to leave the school grounds. Failure to comply could result in a prosecution for trespassing.

**Parents/carers are asked to ensure that students do not come on to the school grounds out of hours.** The school oval is excepted; **however, bikes, dogs and golf are not permitted on the oval.**

### School Nurse

The school is serviced by nurses from Health Department. A School Nurse is available for routine testing and conducts health assessments of Pre-primary students.

### School Photos

All students will be photographed by our nominated school photography company. No-obligation package deals are sent home to parents/carers at the appropriate time.

### School Rules

The school rules are kept to a minimum and reflect the school's Supporting Positive Student Behaviour policy. The following are for the benefit and safety of all students and parental cooperation is requested and appreciated. Students will:

- Always behave in a courteous and respectful manner towards ALL OTHERS in the school community.
- Always move around the school during class time in a quiet and orderly manner.
- Only leave the school grounds during school hours with the permission of the school.
- Show respect for their own and other people's property.
- Be expected to find non-physical solutions if disagreements occur.
- Stay out of the classroom if a teacher is not in the room.
- Wear hats in the sun at all times.
- Stay within their designated play areas and the school boundaries.

## Security - School Watch

The school is equipped with a 24 hour monitoring system and mobile security guards make frequent visits to the school out of hours. The Department of Education has installed a Freecall 1800 number as part of the School Watch Program. This service is available throughout the state to members of the community who may witness suspicious activity occurring around schools after hours. For details see the last page of this booklet.

## Signing Out

A student's parent/carer must report to the office to provide details on a Sign Out slip and the booklet kept at the front desk before a student is permitted to leave the school grounds. This is for the safety and protection of our students. The slip is to be signed by an administration staff member and be handed to the class teacher before leaving the school grounds. If collecting a student during recess or lunchtime, the pink slip should be handed to the duty teacher.

## Smoking

All public schools are Smoke Free Zones and smoking is not permitted anywhere in the school grounds, including the oval. Your cooperation in protecting the health of our students and staff is appreciated.

## Special School Programmes

The Department of Education arranges Primary Extension & Challenge (PEAC) programs designed to cater for students in Years 5 and 6 who are identified as gifted and talented from state-wide testing in Year 4. These courses are held off-site and coordinated by the Balcatta PEAC Centre. Their website is [www.westcoastpeac.com.au](http://www.westcoastpeac.com.au) and there is a link to it from the school's website. Parents/carers of students who have been identified and the school will provide details on how to enrol.

An Early Years' Extension Programme, also delivered by the PEAC staff, is available to selected students. The school is fortunate to have available lessons in both the clarinet and the classical guitar provided by the Department of Education's School of Instrumental Music (SIM). Students from Year 5 and 6 are chosen for these lessons following a rigorous identification programme in Year 4.

## Sports and Faction Athletics Carnival

The school encourages physical exercise and participation in sporting activities, not only within the school, but also at the interschool level.

Each year the school holds a Faction Sports Carnival with the date indicated on our website. Parents/carers and families are welcome to attend and support their child(ren) and their faction. It has become traditional for parents/carers to bring a picnic lunch to share with their children. The school canteen also provides a wide variety of food and beverage items for purchase.

During the year many of our students participate in interschool athletics, cross country carnivals, and interschool sports.

## Student Assessment and Evaluation

This is an ongoing process that involves both the student and the parent/carer. It will take a variety of forms and will be both formal and informal. Further details regarding the reporting process will be provided throughout the year in consultation with parents. See also Reporting to Parents.

## Student Banking - Commonwealth Youth Saver Accounts

Information on student banking is available from the school office. Students with Commonwealth Youth Saver/Dollarmite Accounts can bank at the school office before school on any day from 8.15 – 8:40 am.

## Student Council and Faction Captains

Following a nomination and voting procedure, students are elected to the student council or to act as faction captains.



## Student Leadership

The school has developed a strong student leadership programme. The model that we use will ensure that students develop leadership skills that will assist them both now and in the future.

## Swimming Lessons

During the course of the year all students from Pre-primary to Year 6 are given the opportunity to participate in a series of in-term swimming lessons provided by the Department of Education. The timing of these lessons varies from year to year and information is provided via the school newsletter. There are associated costs for bus transport and pool entry, but there is no charge for the lessons.

## Telephone Messages

In a large school, personal telephone calls and messages for students can tie up the precious time of office staff. Please limit such calls to emergency situations only.

## Term Planner

A term planner is available on our website, including week by week events. This is constantly updated to ensure that it accurately reflects all school events. Up-to-date details are then always available.

## Transfers to and from other Schools

When a child transfers from one school to another, an admission card must be completed at the new school. The admitting school advises the former school when admission has been effected. However, parents are asked to notify both schools well in advance where it is possible to do so. The student's workbooks and personal effects should be collected and taken to the new school. Please ensure that such items as reading books and library books that belong to the former school are returned. Student records are sent directly to the new school.

## Uniforms

Edgewater Primary School has a school dress code policy which has been established in consultation with staff and parent representatives. This code is strongly supported by the School Board and Parents and Citizens' (P&C) Association. The school's uniform colours are gold and royal blue. We encourage the wearing of the uniform by students at all times. School hats are compulsory when playing outdoors in accordance with our 'No hat, No play' school rule. Students who are not wearing a hat must remain in a designated shaded area. School hats are available for purchase from the school office for \$10 or from our uniform supplier, Uniform Concepts 5/7 Delage Street Joondalup.

The School's Dress Code Policy can be downloaded from the school website and a comprehensive information sheet is available from the school office giving details of the uniform requirements and purchasing arrangements through Uniform Concepts A price list is available on our website.

Second hand uniforms can be purchased for a gold coin donation. These are kept in the atrium area near the office.

Parents/carers should remind their children that school hats must be worn at all times during the year. Please note that sun visors are not suitable.

Please ensure that each item of children's clothing and other property brought to school is clearly marked with their name so that items can be easily identified if mislaid.

## Visitors

All visitors to the school are required to complete the Visitors' Book in the office and receive an identification badge. Parents/carers coming onto school grounds between 9:00am and 2:30pm are to also report to the school office to sign in and obtain an identification badge before moving around the school. This is an important security measure, especially in cases where there is an emergency evacuation.

## Visual Arts

Visual Arts lessons are provided for all students from Pre-primary to Year 6 by a specialist teacher.

## Website

The school website – [www.edgewaterps.com.au](http://www.edgewaterps.com.au) – is a ‘one-stop-shop’ for information about the school and its operations. It is updated on a regular basis.

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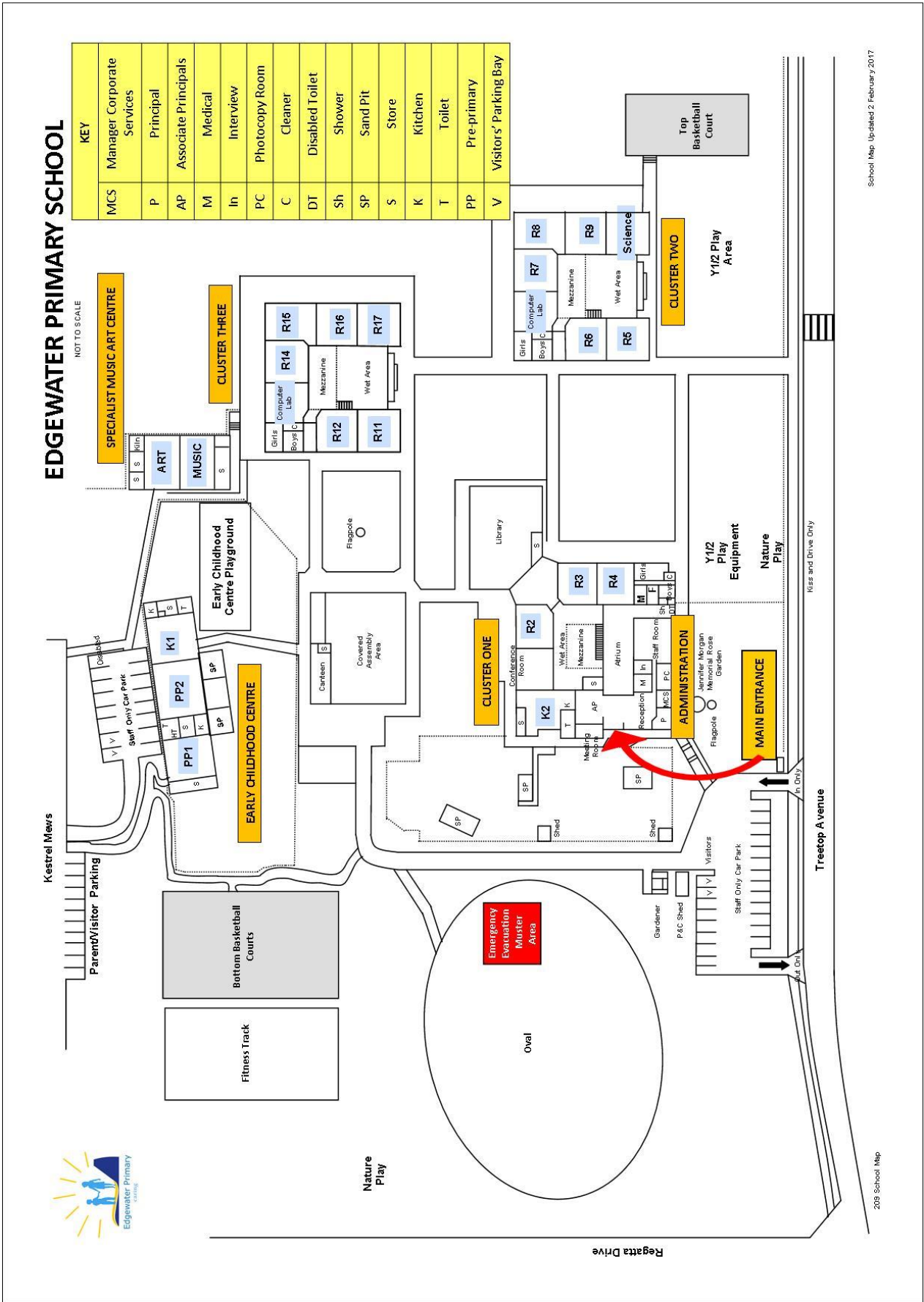
**The School Watch Freecall number is 1800 177 777**  
**Police Assistance number is 13 14 44**

### **Getting Involved - Parents As Partners**

Involvement in school by parents and carers helps children achieve the best possible learning outcomes. At Edgewater we encourage you to participate in school life, both formally and informally, through the Parents and Citizens’ Association, the School Board, helping in the classroom or volunteering.

The students and staff enjoy the company of parents and friends at school assemblies, sports days, open days/nights, musical events as well as other activities. Your involvement in these activities helps students feel positive about themselves, our school and their place within our school community.

**SCHOOL MAP**



School Map Updated 2 February 2017

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**NOTES**

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