Information Booklet 2016
CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences</td>
<td>5</td>
</tr>
<tr>
<td>Administration (contacts, times, dates)</td>
<td>2</td>
</tr>
<tr>
<td>Before/After School Care</td>
<td>24</td>
</tr>
<tr>
<td>Assemblies</td>
<td>19</td>
</tr>
<tr>
<td>Behaviour Management Policy</td>
<td>15</td>
</tr>
<tr>
<td>Bus Service</td>
<td>25</td>
</tr>
<tr>
<td>Canteen</td>
<td>23</td>
</tr>
<tr>
<td>CPS Community rights and responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>Dental Clinic</td>
<td>16</td>
</tr>
<tr>
<td>Attendance and Procedures</td>
<td>5</td>
</tr>
<tr>
<td>Drama</td>
<td>18</td>
</tr>
<tr>
<td>English as an additional language/dialect</td>
<td>18</td>
</tr>
<tr>
<td>Excursions/Incursions</td>
<td>19</td>
</tr>
<tr>
<td>Gifted and Talented Program: (PEAC)</td>
<td>16</td>
</tr>
<tr>
<td>Illness at School (Infectious diseases / Head lice)</td>
<td>14</td>
</tr>
<tr>
<td>Items for personal use in the educational program</td>
<td>13</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>12</td>
</tr>
<tr>
<td>Library</td>
<td>19</td>
</tr>
<tr>
<td>Lost Property/Valuables</td>
<td>21</td>
</tr>
<tr>
<td>Language - Japanese</td>
<td>19</td>
</tr>
<tr>
<td>Lunch Rules</td>
<td>21</td>
</tr>
<tr>
<td>Medical Information</td>
<td>14</td>
</tr>
<tr>
<td>Mobile Telephones</td>
<td>21</td>
</tr>
<tr>
<td>Music Program</td>
<td>17</td>
</tr>
<tr>
<td>General capabilities in the Australian Curriculum</td>
<td>1</td>
</tr>
<tr>
<td>Parents and Citizen Association</td>
<td>22</td>
</tr>
<tr>
<td>Physical Education</td>
<td>18</td>
</tr>
<tr>
<td>Pre-primary</td>
<td>12</td>
</tr>
<tr>
<td>Reading Program (Support-A-Reader)</td>
<td>17</td>
</tr>
<tr>
<td>Reporting</td>
<td>17</td>
</tr>
<tr>
<td>Riding Bikes to School</td>
<td>25</td>
</tr>
<tr>
<td>School Board</td>
<td>22</td>
</tr>
<tr>
<td>School boundary area</td>
<td>7</td>
</tr>
<tr>
<td>School Chaplin</td>
<td>16</td>
</tr>
<tr>
<td>School Charges and Voluntary Contributions</td>
<td>10</td>
</tr>
<tr>
<td>School Hours of Instruction</td>
<td>2</td>
</tr>
<tr>
<td>School Nurse</td>
<td>16</td>
</tr>
<tr>
<td>School Psychologist</td>
<td>15</td>
</tr>
<tr>
<td>Student Leadership</td>
<td>19</td>
</tr>
<tr>
<td>Student Requirements</td>
<td>13</td>
</tr>
<tr>
<td>Students at Educational Risk: (SAER)</td>
<td>16</td>
</tr>
<tr>
<td>Sustainability and the environment</td>
<td>18</td>
</tr>
<tr>
<td>Swimming Lessons (In-Term)</td>
<td>19</td>
</tr>
<tr>
<td>Transfers</td>
<td>6</td>
</tr>
<tr>
<td>Uniforms &amp; Clothing</td>
<td>23</td>
</tr>
<tr>
<td>Updating Information</td>
<td>5</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>18</td>
</tr>
</tbody>
</table>

Appendices

<table>
<thead>
<tr>
<th>Number</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bullying Prevention</td>
</tr>
<tr>
<td>2</td>
<td>Pastoral Care</td>
</tr>
<tr>
<td>3</td>
<td>Car Park Policy</td>
</tr>
<tr>
<td>4</td>
<td>Uniform Policy</td>
</tr>
<tr>
<td>5</td>
<td>Homework Policy</td>
</tr>
<tr>
<td>6</td>
<td>Sun Protection</td>
</tr>
<tr>
<td>7</td>
<td>Student Attendance Procedure</td>
</tr>
<tr>
<td>8</td>
<td>School Song</td>
</tr>
<tr>
<td>9</td>
<td>Bounce Back Song</td>
</tr>
</tbody>
</table>
Welcome

Churchlands Primary School is an Independent Public School offering opportunities for every child, every day. We encourage you to participate in our strong partnerships to support your child to achieve their potential. We look forward to the educational journey ahead with your child and your family.

Vision

We aim to provide all students with quality educational and social experiences in an environment where they are inspired and skilled to achieve their personal best with the confidence to recognise and grasp opportunities throughout their lives.

Guiding Principles for Western Australian Schools

The Guiding Principles for Western Australian Schools promote equity and excellence in Western Australian schools. They ensure that schooling contributes to a cohesive society that respects and appreciates cultural, social and religious diversity and provides learning that meets the educational needs of young Western Australians.

The Guiding Principles comprise:
1. Western Australian Values of Schooling
2. Students with Diversity Statement
3. Principles of Teaching, Learning and Assessment
4. Phases of Schooling

The Guiding Principles are also informed by the Melbourne Declaration on Educational Goals for Young Australians and the Australian Curriculum.

Churchlands Primary School Priorities

The priorities for 2014-2017, outlined below, shape our core business. To deliver these priorities, we will implement a series of strategies and milestones that will be monitored using a range of indicators.

Successful Students:
Churchlands Primary School students reach their potential and are well prepared for lifelong learning.

Excellence in Teaching and Leading:
Churchlands Primary School builds staff capacity in order to continue to develop highly successful students.

Engaged Parent and Community Partners:
The Churchlands community works in partnership with the school to enhance opportunities and outcomes for all students.

Values

We are guided by the four values of the Department of Education.

Learning    Excellence    Equity    Care
ADMINISTRATION STAFF

Principal                  Ms Donna Snow          Registrar          Maree Brady
Deputy Principal          Mr Mark Jones          School Officer    Alicia Anderton
Deputy Principal          Mrs Chris Brown         School Officer    Rowena Beaumont

CHURCHLANDS PRIMARY SCHOOL 2016 TERM DATES

First Term:               Monday 1 February – Friday 8 April
Break                    Saturday 9 April – Monday 25 April
Second Term:             Tuesday 26 April – Friday 1 July
Break                    Saturday 2 July – Sunday 17 July
Third Term:              Tuesday 19 July – Friday 23 September
Break                    Saturday 24 September - Sunday 9 October
Fourth Term:             Tuesday 11 October – Thursday 15 December

2016 SCHOOL DEVELOPMENT DAYS (Pupil Free)

Term 1                      28 – 29 January
2016 REPORTING TO PARENTS DAY (pupil free from 11.45am)
Term 2                      Wednesday 29 June

EASTER BREAK: Friday 25 March,
                  Monday 28 March, Tuesday 29 March
Term 2                      3 June
Term 3                      18 July
Term 4                      10 October

HOURS OF INSTRUCTION PRE-PRIMARY – YEAR 6

Monday-Friday
8.45am – 10.25am          Session 1          100 minutes
10.25am – 10.45am          Recess
10.45am – 12.15noon        Session 2          90 minutes
12.15noon – 12.55pm        Lunch
12.55pm – 3.00pm            Session 3          125 minutes

Students are not permitted in school grounds before 8.15am and should be collected at 3.00pm.

KINDERGARTEN

The Kindergarten program operates on an average of 15 hours of instruction per week on a fortnightly schedule.

Kindergarten

| Session Times: | 8.45 am – 3.00 pm |
| Session Times: | Mon, Tues every week, Wednesday week 1 each fortnight |
| Session Times: | Thurs, Fri every week, Wednesday week 2 each fortnight |

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Red</td>
<td>Red</td>
<td>Red</td>
<td>Blue</td>
<td>Blue</td>
</tr>
<tr>
<td>Week 2</td>
<td>Red</td>
<td>Red</td>
<td>Blue</td>
<td>Blue</td>
<td>Blue</td>
</tr>
</tbody>
</table>
BEHAVIOUR MANAGEMENT IN SCHOOLS POLICY (BMIS)
The Department clearly outlines procedures for Behaviour Management in the Education Act and supporting documents. Churchlands has a Behaviour Management and Bullying Policy clearly defined expectations and consequences.

At Churchlands Primary School we ensure that your children work to maximise their ability, have the opportunity to work in a safe and caring environment, obey rules that are seen as necessary and treat others with respect and courtesy. In return students are entitled to expect the same treatment from others.

| STUDENT |  |  |
|---------|  |  |
| RIGHTS | RESPONSIBILITIES |
| Feel safe at school | Manage your responsibilities |
| Access the full curriculum | Work to the best of your ability |
| Be included | Respect school property |
| Be treated with respect | Respect each other |
| Learn in a well maintained school | Follow the rules |

| STAFF |  |  |
|--------|  |  |
| RIGHTS to: | RESPONSIBILITIES to: |
| Be safe from verbal and physical abuse | Be proactive and preventative by modelling and teaching appropriate behaviour in a safe and inclusive environment |
| Feel supported, valued and empowered by administration and colleagues | Provide support to children, parents and colleagues |
| Be well informed of and contribute to school processes, plans and policies | Be consistent and fair with implementation of whole school policy and well informed of department policies |
| Be trusted and respected by students, parents and colleagues | Maintain high expectations and provide valuable and constructive feedback to students |
| Open and transparent communication with all stakeholders | Communicate in a respectful, open and clear manner with all stakeholders in a confidential manner |
| Effective training/strategies to create a learning environment where students can achieve to their potential | Be punctual and provide observant duty of care |
PARENTS

<table>
<thead>
<tr>
<th>All PARENTS who are part of the school community have the RIGHT to be:</th>
<th>All PARENTS who are part of the school community have the RESPONSIBILITY to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Treated with respect, fairness, honesty and courtesy.</td>
<td>• Create an environment that produce happy children who want to go to school.</td>
</tr>
<tr>
<td>• Accorded direct lines of communication and easy access to teachers and the administration.</td>
<td>• Practise active engagement and active listening when dealing with children, other parents, teachers and administration.</td>
</tr>
<tr>
<td>• Provided full transparency on how the school deals with behavioural matters.</td>
<td>• Support and adhere to the school’s processes and policies in words and action.</td>
</tr>
<tr>
<td>• Allowed open and honest communication in a safe environment.</td>
<td>• Develop resilient kids, model resilience and choose ‘battles’ wisely.</td>
</tr>
<tr>
<td>• Made fully aware of all relevant processes and protocols with regards to remediation, intervention, escalation and issue resolution.</td>
<td>• Exercise common sense, practicality and reasonableness when dealing with day-today issues</td>
</tr>
<tr>
<td>• Be safe from harassment of all kind.</td>
<td>• Resolve grievances through established processes, not unilaterally by confronting other children, teachers and / or parents.</td>
</tr>
</tbody>
</table>

COMMUNICATION

When considering the number of students, parents, staff and other groups which are involved in the smooth running of a school, it is unavoidable that at some time misunderstandings will occur. It is difficult to let parents know everything that is happening at school, but we do try. For that reason, it is essential that parents listen to what their children tell them. If you are concerned about something that has been happening at school, in or out of the classroom, contact your child’s teacher as soon as possible, who may refer the matter to the Principal. Early discussion can usually prevent major problems developing.

If you wish to discuss your child’s progress at any time, please approach the teacher concerned and arrange a mutually convenient time for an interview.

NEWSLETTER

A newsletter web link is sent to a nominated parent email every fortnight on Wednesday. Alternatively you can go to the school website. Term calendars of events are updated regularly.

ELECTRONIC NOTICE BOARD

The notice board at school entry is updated weekly with the latest information on what’s happening and includes celebrations.

FACEBOOK

The Churchlands Primary School Facebook page is used to promote and celebrate events involving both students and the wider community.
ENROLMENT
The Department of Education (the Department) is keen to offer families a choice of government schools and applications will be approved wherever possible.

An enrolment from outside our school’s local area will only be accepted if the child can be accommodated within the school’s existing facilities and if an appropriate educational program can be provided for the child at this school.

Where there are more applications than places available at the school, selection will be made in accordance with the Department’s Enrolment Policy. If your child is attending Kindergarten at Churchlands Primary School, this does not guarantee enrolment for subsequent years. The policy can be accessed from the Department’s website at http://policies.det.wa.edu.au.

The following documentation is required for enrolment: Birth Certificate or Extract of Birth or Passport and Visa Sub Class Number, Immunisation details and proof of residential address.

UPDATING STUDENT INFORMATION
The information that parents provide on the Enrolment Card is important in helping us to look after your child, and should be kept up to date. In particular, we need to know:
- change of address
- change of email address
- change of telephone numbers (particularly mobile phone numbers)
- change of parent’s work arrangements
- any medical condition or allergies that your child may have

It is essential that parents inform the school office in writing of any change to student details.

ABSENCES – STUDENT ATTENDANCE PROCEDURE (Refer Appendix 7)
Under the Department of Education regulations, the only acceptable reasons for absence from school are: illness or associated appointments – notification is required for each absence.

Parents are required to advise the school whenever a child will not be attending school, the expected length of the absence and the reason for the absence. Where an absence is planned we require a note to the class teacher before the absence. When an absence is unplanned e.g. sickness or family matters, it is important the school is notified before 9.00am. Parents can notify the school by sending an SMS message to 0408 905 268. If it is not possible to SMS the school, a phone call to 9383 9022 is required.

If a student is absent at 9.00am and there has been no notification an SMS message will be sent to the parent’s mobile phone requesting a return message advising us as to the reason for the absence.

The Principal does not have the authority to approve absences for family holidays, and absences of this nature remain the responsibility of the parent. Where this does occur, however, we would appreciate prior notice in writing. Parents collecting students from school for appointments that fall during school hours are to notify the class teacher in writing prior to the appointment. Students are to be collected from the classroom teacher and returned to the class room by the parent after the appointment if returning to school.

Students who arrive late to school (after 9.00am) must report to the office to receive a ‘Late Note’ and take this to the class teacher.
TRANSFERS

Parents are to advise the Principal in writing of the students last date of attendance at Churchlands Primary School and the name of the new school the student will be attending. When students transfer from one school to another, a new Enrolment Card must be filled out at the new school. Birth Certificate and Immunisation Records need to be sighted at the new school, at the time of enrolment. The admitting school advises the previous school when admission is effected, however, where possible parents are asked to notify both schools in advance. The student’s work books and personal effects should be collected and taken to the new school, but items such as reading books and library books, which belong to the previous school, need to be returned to that school.
CHURCHLANDS PRIMARY SCHOOL CATCHMENT AREA

<table>
<thead>
<tr>
<th>Street Name</th>
<th>Street Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appleberry Street</td>
<td>Olearia Lane</td>
</tr>
<tr>
<td>Alumni Terrace</td>
<td>Paper Heath Parade</td>
</tr>
<tr>
<td>Ayr Street</td>
<td>Parrotbush Road</td>
</tr>
<tr>
<td>Caithness Road (North of Peebles Rd)</td>
<td>Pearson Street (West Side from Hale Rd to Heron Place)</td>
</tr>
<tr>
<td>Campus Way</td>
<td>Pelican Court</td>
</tr>
<tr>
<td>Cargen Cres</td>
<td>Pininata Mews</td>
</tr>
<tr>
<td>Cassia Lane</td>
<td>Pixiemops Lane</td>
</tr>
<tr>
<td>Churchlands Ave</td>
<td>Priornotes Corner</td>
</tr>
<tr>
<td>Comrie Street</td>
<td>Rannoch Street</td>
</tr>
<tr>
<td>Coneflower Corner</td>
<td>Red Wattle Place</td>
</tr>
<tr>
<td>Coojong Lane</td>
<td>Saltbush Lane</td>
</tr>
<tr>
<td>Crief Street</td>
<td>Silkwood Turn</td>
</tr>
<tr>
<td>Cromarty Road</td>
<td>Swanllow Court</td>
</tr>
<tr>
<td>Cygnus Close</td>
<td>The Grove</td>
</tr>
<tr>
<td>Daceo Close</td>
<td>The Lane (both sides)</td>
</tr>
<tr>
<td>Dolomite Court</td>
<td>Thornbill Way</td>
</tr>
<tr>
<td>Dumfrieds Road</td>
<td>Turriff Road (both sides)</td>
</tr>
<tr>
<td>Dunblane Road</td>
<td>University Avenue</td>
</tr>
<tr>
<td>Dunkeld Street</td>
<td>West Lorne Street</td>
</tr>
<tr>
<td>East Lorne Street</td>
<td>Whitewood Lane</td>
</tr>
<tr>
<td>Empire Avenue (East Side)</td>
<td>Winterbell Court</td>
</tr>
<tr>
<td>Falcon Avenue</td>
<td>Wirilda Lane</td>
</tr>
<tr>
<td>Featherflower Avenue</td>
<td>Woodypear Lane</td>
</tr>
<tr>
<td>Glamis Place</td>
<td>Optional Area</td>
</tr>
<tr>
<td>Goldfinch Ave</td>
<td>Shared by Churchlands, Kapinara and Woodlands Primary Schools</td>
</tr>
<tr>
<td>Grass Tree Way</td>
<td></td>
</tr>
<tr>
<td>Halcyon Way</td>
<td></td>
</tr>
<tr>
<td>Hale Road (South Side)</td>
<td>Alsia Street (From Valencia to Ednah St)</td>
</tr>
<tr>
<td>Heron Place (both sides)</td>
<td>Brine Place</td>
</tr>
<tr>
<td>Hibiscus Court</td>
<td>Buntine Road</td>
</tr>
<tr>
<td>Hollypea Close</td>
<td>Camden Street (East of Alsia St)</td>
</tr>
<tr>
<td>Honeypot Way</td>
<td>Castile Street</td>
</tr>
<tr>
<td>Katrine Street</td>
<td>Craig Street</td>
</tr>
<tr>
<td>Kenmore Crs (North of Peebles Rd)</td>
<td>Danse Close</td>
</tr>
<tr>
<td>Kincardine Crescent</td>
<td>Empire Avenue (North Side)</td>
</tr>
<tr>
<td>Kinross Crescent</td>
<td>Ednah Street (South Side from Empire Ave Reserve to Alsia St)</td>
</tr>
<tr>
<td>Kintyre Crescent</td>
<td>Faulknner Street</td>
</tr>
<tr>
<td>Kirkdale Ave (North of Peebles Rd)</td>
<td>Godin Court</td>
</tr>
<tr>
<td>Lacebark Road</td>
<td>Hale Rd (South Side from Unwin to Lucca)</td>
</tr>
<tr>
<td>Lakeside Road</td>
<td>Haynes Street</td>
</tr>
<tr>
<td>Lillypilly Lane</td>
<td>Lucca Street</td>
</tr>
<tr>
<td>Lothian Street</td>
<td>Mantua Crescent</td>
</tr>
<tr>
<td>Lucida Lane</td>
<td>Metz Way</td>
</tr>
<tr>
<td>Matrushi Lane</td>
<td>Nila Street</td>
</tr>
<tr>
<td>Memory Place</td>
<td>Otiram Way</td>
</tr>
<tr>
<td>Moray Avenue (North of Turriff)</td>
<td>Stow Court</td>
</tr>
<tr>
<td>Mountabell Road</td>
<td>Tuscany Street (both sides)</td>
</tr>
<tr>
<td>Needlewood Road</td>
<td>Ulrich Street</td>
</tr>
<tr>
<td>North Banff</td>
<td>Valencia Avenue</td>
</tr>
<tr>
<td>Nutysia Lane</td>
<td>Vega Street</td>
</tr>
</tbody>
</table>

**Churchlands Primary School**

**IN AREA**

From the junction of Tuscany Way and Empire Avenue, south east and south along Empire Avenue to the Boulevard, east to and along Peebles Road to Turriff Road, northeast along Turriff Road to and across Flynn Street to Heron Place, north along Heron Place to Lakeside Road, northwest and north along Lakeside Road and its extension to The Lane, west along the northern arm of The Lane to Pearson Street, north along Pearson Street to Hale Road west along Hale Road to Lucca Street, south along Lucca Street to Tuscany Way and in a general southerly direction along Tuscany Way to Empire Avenue.

The boundary parts of Empire Avenue (east side), Turriff Road (both sides), Heron Place (both sides), Lakeside Road (both sides), The Lane (both sides), Pearson Street (west side), The Lane (both sides) and Hale Road (south side) are included within the local-intake area of Churchlands Primary School.

**EXCLUDED**

The boundary parts of the Boulevard (both sides), Peebles Road (both sides), Lucca Street (both sides) and Tuscany Way (both sides) are excluded from the area for Churchlands Primary School.

**OPTIONAL IN AREA**

The following defines an optional area between Churchlands Primary School, Kapinara Primary School and Woodlands Primary School.

From the intersection of Hale Road and Unwin Avenue, east along Hale Road to Lucca Street, south along Lucca Street to Tuscany Way, continuing south along Tuscany Way to Empire Avenue, west along Empire Avenue to the eastern north-south boundary of the Empire Avenue Reserve, north along this north-south boundary to Ednah Street, east along Ednah Street to Alisa Street, north along Alisa Street to Unwin Avenue, and north along Unwin Avenue to Hale Road.

The boundary parts of Hale Road (south side), Lucca Street (both sides), Tuscany Way (both sides), Empire Avenue (north side) and Ednah Street (south side) are included within the optional area.

**OPTIONAL EXCLUDED**

The **BOUNDARY** parts of Alisa Street (both sides) and Unwin Avenue (both sides) are excluded from the optional areas.
School Charges & Voluntary Contributions
The Churchlands School Board has endorsed the schedule of Charges and Voluntary Contributions for 2016. The schedule is broken into four sections and will allow you to calculate all costs that you might incur throughout the school year.

SCHOOL VOLUNTARY CONTRIBUTIONS
The School Voluntary Contributions requested from parents and carers is $60.00, set in accordance to the School Education Regulations 2000.

Contributions collected supplement school expenditure in the areas outlined below. While Contributions are voluntary, the quality of the teaching and learning program is maximised when each family makes its contribution, supplementing funding gained from other sources, including the State and Commonwealth governments.

Please make cheques payable to Churchlands Primary School at the commencement of 2016.

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>Pre-primary</th>
<th>Years 1-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Pre-primary</td>
<td>Years 1-6</td>
</tr>
<tr>
<td>Supplementary Materials</td>
<td>Supplementary Materials</td>
<td>Supplementary Materials</td>
</tr>
<tr>
<td>The Arts</td>
<td>$25</td>
<td>The Arts</td>
</tr>
<tr>
<td>Maths</td>
<td>$10</td>
<td>Library</td>
</tr>
<tr>
<td>Library</td>
<td>$10</td>
<td>Maths</td>
</tr>
<tr>
<td>ICT</td>
<td>$5</td>
<td>ICT</td>
</tr>
<tr>
<td>Literacy</td>
<td>$10</td>
<td>Literacy</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>$60.00</td>
<td>Total:</td>
</tr>
</tbody>
</table>

CHARGES FOR EXTRA COST OPTIONAL COMPONENTS
These charges are not required at the beginning of the year, but will be required as events occur. The “Charges Grid” on the following page provides parents with an opportunity to budget education charges for the year.

A breakdown of estimated charges for your child’s participation in class and school activities for 2016 has been included in the schedule. Students will only incur costs when they are involved in a particular activity. The amounts indicated on the schedule represent the maximum charged. You will be asked to make payment for each activity as it approaches.

The charges schedule includes costs associated with specific learning activities and is available to all students; however, participation is conditional on payment being made. Activities include; incursions, excursions, interm swimming, social dance etc.
## CHARGES SCHEDULE 2016 - PER CHILD

<table>
<thead>
<tr>
<th>Description</th>
<th>K</th>
<th>PP</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Term Swimming Lessons</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Inter School Sport</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$30.00</td>
<td>$40.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Incursions</td>
<td>$30.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Excursions</td>
<td>$40.00</td>
<td>$80.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$120.00</td>
<td>$120.00</td>
<td>$120.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Social Dance</td>
<td>$48.00</td>
<td>$48.00</td>
<td>$48.00</td>
<td>$48.00</td>
<td>$48.00</td>
<td>$48.00</td>
<td>$48.00</td>
<td>$48.00</td>
</tr>
<tr>
<td>Yr 5 Leadership Course</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$110.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 6 Camp</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selected students Instrumental Music</td>
<td></td>
<td></td>
<td></td>
<td>$120.00</td>
<td>$230.00</td>
<td>$230.00</td>
<td>$230.00</td>
<td>$230.00</td>
</tr>
<tr>
<td>Selected students PEAC Course work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$180.00</td>
<td>$180.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading Eggs License (Personal Use Item)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literacy Planet</td>
<td></td>
<td></td>
<td>$13.50</td>
<td>$13.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathletics License (Personal Use Item)</td>
<td></td>
<td></td>
<td>$12.00</td>
<td>$12.00</td>
<td>$12.00</td>
<td>$12.00</td>
<td>$12.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>Lexia Reading or Lexile</td>
<td></td>
<td></td>
<td>$13.00</td>
<td>$13.00</td>
<td>$13.00</td>
<td>$13.00</td>
<td>$13.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>Personal Requirements Booklists</td>
<td>$60.00</td>
<td>$80.00</td>
<td>$160.00</td>
<td>$160.00</td>
<td>$180.00</td>
<td>$180.00</td>
<td>$180.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>Writers in residence</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

### ITEMS FOR PERSONAL USE IN THE EDUCATIONAL PROGRAM

The charge for personal use items (see Booklist) will vary from student to student and includes:

- Pupil Requirements for all students and used in lessons
  - eg Stationery items, recorder, calculator
- Pupil Requirements recommended
  - eg Art shirt, tissues.
- Pupil Requirements for selected students that are not directly part of the educational program
  - eg Class photograph, etc.

### P&C VOLUNTARY SUPPORT FUND

Other costs at Churchlands Primary School include a 2016 P&C Voluntary Support Fund Contribution. This voluntary support fund is paid to the P&C Association and is used by the P&C to provide additional resources to the school.

This amount is to be paid directly to the P&C Association and is separate from the School's Voluntary Contribution.

**Kindergarten to Year 6:** $50 for One child OR $100 per Family
Young children have a natural curiosity about their physical, social and technological world. They have a strong desire to make sense of their world and to represent and communicate their experiences and understandings through language and various art forms. They develop their understandings through their relationships and interactions with others, indoor and outdoor environments and the use of their senses. Young children learn through a variety of means – including play and experimentation – to observe, manipulate and explore objects and ideas, materials, technologies and other phenomena.

In the early years of schooling, children should be provided with a holistic curriculum through which they are able to build, design, problem solve, represent and reflect on new learning in ways that are meaningful to them. This learning is supported through intentional teaching in planned and unplanned experiences to extend learning. They need frequent opportunities to develop shared understandings and dispositions as well as content knowledge. The emphasis on literacy and numeracy is encapsulated in a holistic approach to learning where key ideas and concepts in a range of learning areas are presented in phase appropriate ways. They should have opportunities to develop their control and understanding of the symbolic representations associated with written language and mathematics. Social and emotional development is emphasised so that children build strong relationships, can work with others and develop a positive sense of self.

Curriculum experiences will typically integrate knowledge, understandings, skills and values and attitudes across learning areas. Learning programs should be appropriate and connected to the child’s current thinking, interests and ways of learning. They should encourage children’s autonomy, intellectual risk-taking, responsibility, agency and control of learning. Effective teachers use a variety of strategies, including structured and unstructured play and explicit approaches with whole-class, small-group and individual encounters. It is important that learning experiences build upon each child’s current understandings, skills, values and experiences.

Young children are intimately connected to their families so teachers need to foster strong relationships with families and communities and draw upon these strong relationships to provide culturally appropriate programs. Learning and teaching programs must be responsive to children’s continuing growth and development.

**Arrival / Collection**
Please ensure that your child arrives on time and is collected promptly each day. Please accompany your child into the class to greet the teacher. When collecting your child, please wait outside the classroom and your child will be released by the teacher to greet you. If you are going to be unavoidably late please phone and advise us of the delay. Please advise teachers if you have arranged for somebody other than a parent to collect your child.

A list of Kindergarten and Pre-primary booklist requirements will be available online early in term 4.

**What to bring to every session...**
- Wide-brimmed hat – *All year round*
- Water bottle
- A piece of fruit, or cheese/ dried fruit/ raw vegetables for fruit time each day in the morning and Crunch and Sip in the afternoon. **Note:** We are a “nut free” zone.
- Lunch

**What to wear...**
It is essential that children feel comfortable and free to play. For Kindergarten students play clothes are recommended. Footwear should be comfortable and easy to play, climb and run in. No thongs or Crocs.

**Pre-primary is compulsory and students wear the school uniform.**
Birthdays
All children like to celebrate birthdays. If you wish, you are welcome to send individual cupcakes for your child to share. Note: We are a “nut free” zone.

Parent / Teacher Communication
We consider communication between the school and home as very important. Remember it is important to let teachers know of any issues that may affect your child at school. It is important for parents and teachers to communicate about your child’s progress. If you have any questions PLEASE don’t hesitate to ask. We will keep you informed through the use of notes, newsletters and a parent notice board. If you have any concerns about your child please contact your teacher. The school encourages positive communication that will ultimately benefit your child. If staff have any concerns about your child or their progress they will inform you.

Parent Assistance
Parent input is an important element in the early childhood program. Your interest and support encourages your child. We welcome any parents who would like to share any skills with the children, such as music or hobbies.

Kindy Bags
Precious artwork from Kindy is best taken home in a large bag. Recyclable cloth bags are fabulous as Kindy bags.

Pre-primary Bags
Churchlands PS navy school backpacks are available through the uniform shop.

Assemblies
Pre-primary students attend the fortnightly assembly on Friday, commencing at 8.45am in the under cover area. This is an ideal opportunity for the children to familiarise themselves with school routine and celebrations.

Information Technology
Kindy and Pre-primary students have the opportunity to utilise class sets of iPads and access the Junior Computer Lab where a wonderful range of junior software is accessible.

Library
Kindy and Pre-primary students visit the library weekly. All students must have a library bag to be able to borrow a book.

Student requirements
Although the Department supplies some resources and materials for students, stationery items and personal needs are the responsibility of parents. Your child will be given a list of requirements for the year. Please ensure that all items are marked with your child’s name. Some items will need to be renewed at times so please keep an eye on your child’s materials and replace them when necessary. Most classes require an art shirt, which can be an old shirt or blouse, preferably long sleeved. Some suppliers have a commercially made art shirt that can be purchased.
It is essential for your child’s protection and ours, that we are fully aware of necessary treatment and medication requirements. Please ensure that all medical information is current and up to date on admission cards. Where severe medical conditions; asthma, allergies or anaphylaxis exist, we ask that parents complete a Health Care Plan available from the school office or website as soon as possible. Health Care Plans are updated yearly.

Parents have a responsibility to inform school staff if:

- A student is carrying medication to school, what form the medication takes and for what reason e.g. tablet, mixture, inhaler.
- Any condition exists e.g. Asthma, allergic reaction to bee sting, which may require staff to take emergency action.
- Any medication which may require school staff assistance to administer.
- There is a need for safe storage. Is the student carrying medication which may be a danger to other students?

All medication brought to school must be clearly labelled with the student’s name, drug’s name and strength. Where prescribed medication is necessary, instructions from prescribing doctor are required. If the student has medication to be administered at school, parents must contact an administrator accordingly and complete relevant documentation.

MEDICAL
Please keep us informed about your child’s allergies, infectious diseases or medical conditions. In the interest of students and staff do not send your child to school if they are sick.

ILLNESS AT SCHOOL
Sometimes students are sent to school even though they are not feeling well. If your child complains of illness, please keep them home and to rest and recover.

INFECTIOUS DISEASES
Children suffering from infectious diseases are to be excluded from school under Public Health Department Regulations. Contact the school to ascertain details of exclusion. The Department supports the Department of Health in ensuring that students entering school are fully immunised. Students who are not fully immunised have a high risk of contacting serious infectious diseases. Students commencing school should already have received their measles and mumps injections and their booster immunisation against diphtheria and polio. It is most important that your child has these booster immunisations before commencing school. It is vital that you keep a written record of your child’s immunisation. You can access your child’s immunisation records by phoning the Australian Childhood Immunisation Register Free call 1800 653 809. Due to Privacy Laws only parents can access this information; you will need your Medicare number.

PEDICULOSIS - (Head Lice and/or Nits)
Parents are responsible for checking for head lice. Please advise the school if head lice are detected so other parents can be advised. If a student is detected with head lice, parents will be contacted for immediate treatment. It is advisable to check your child’s hair regularly. Please notify the school if you find head lice and contact your local chemist for treatment advice. The child may return to school after treatment.
PASTORAL CARE

Pastoral care is the commitment of our staff to the wellbeing of each student.

Effective pastoral care is achieved through promoting positive school environments that support the physical, social, intellectual and emotional development of every student.

Pastoral care is central to the Department’s direction in providing a quality education for all public school students and is embedded within the school system by the provision of safe, inclusive and caring learning environments.

Effective pastoral care at Churchlands PS is underpinned by a positive school climate where:

- teacher-student relationships are based on trust and mutual respect
- each student’s physical, social, intellectual and emotional development is promoted
- there are strong partnerships between the school, parents and community

Pastoral care is achieved through:

- quality and supportive relationships
- comprehensive and inclusive approaches to learning
- effective networks of care
- appropriate and effective pastoral care strategies
- supportive and coordinated organisational structures

Pastoral care is shared by and is the responsibility of everyone.

SCHOOL PSYCHOLOGIST

The School Psychology Service (SPS) provides a specialist psychological assessment, intervention and consultation service at CPS three days per fortnight. Students may be referred by the class teacher, in consultation with parents.

Services are:

- For students, school staff, parents and inter-agency partners
- Directly and indirectly
- Proactively and responsively
- At the individual, group, whole school and system levels
- Using a scientist-practitioner model
- By School Psychologists who are governed by a professional registration process

The SPS provides support in three main areas:

1. Behaviour

- They work with students, parents and their schools to identify and change target behaviours at the individual, group and systemic level.
2. Learning

- Conduct assessments of students experiencing learning difficulties and/or disabilities at schools.
- Support schools in making appropriate curriculum adjustments for students in order to enhance their learning outcomes.

3. Mental Health and Wellbeing

- Providing direct support for students experiencing mental health and wellbeing difficulties.
- Assist schools and children to maximise the development of positive mental health and wellbeing.

SCHOOL CHAPLAIN
The school chaplain, Jessica Kenny makes a valuable contribution to the social, emotional and spiritual wellbeing of our school community. The support she provides may include support and guidance about ethics, values, relationships and spiritual issues, and helping students engage with the broader community. Jessica is a part of the school’s pastoral care team.
Participation in the School Chaplaincy Program is voluntary. To request the services of the School Chaplain
- students may ask their parents, teacher or an administrator to speak to the Chaplain (parent consent will be sought)
- parents may speak to an administrator or complete a request form, available from the school office and on the website

SCHOOL NURSE
A trained nursing sister visits the school periodically to carry out screening of Kindergarten and Pre-primary students, routine medical checks and special checks where students are referred by teachers. Parents may also request a special check if they are concerned about any area of their child’s health (e.g. hearing, sight, coordination etc)

SCHOOL DENTAL NURSE
Students at Churchlands Primary School access dental care at Yuluma Dental Therapy Centre located at Yuluma Primary School, 21 Ambrose Street, Innaloo. It should be noted that more than 70% of students across the state receive care at an off-site dental therapy centre. This centre can be contacted on 9446 8990.

STUDENTS AT EDUCATIONAL RISK
The Department provides for students at educational risk (SAER). Students considered to be having difficulty are referred to the School Psychologist for assessment. After consultation with parents and the teacher, the School Psychologist will recommend the most desirable course of action for the student. This school has a SAER Coordinator, who with the Principal is responsible for the area. Students at Educational Risk either low or high achievers have an ‘Individual Education Plan (IEP)’ which describes focus outcomes for each term.

GIFTED AND TALENTED PROGRAM (PEAC)
The Primary Extension and Challenge (PEAC) program provides enrichment and extension activities for exceptionally able children in years 5 and 6.
Year 4 students are assessed in term 2. Parents have the option to notify the Principal if they prefer their child not to be assessed. Students who are identified in the 98th percentile and above are eligible to nominate for a PEAC course.

Generally the courses are of nine weeks duration and are offered at a range of school sites in the North Metropolitan area. ‘Bubbleology’, ‘Everest’, ‘Rocketry’ and ‘Mythbreakers’ are examples of some of the courses offered. Parents are responsible for arranging transport to and from the course venues.
There are three rounds of PEAC courses run each year and students are given the opportunity to nominate their preferences from approximately 20 courses.

**SUPPORT – A – READER PROGRAM**
The school has a ‘Support–A–Reader’ program to assist students who are having some difficulty with their reading. It is designed to build greater confidence, understanding and fluency in student’s reading skills. The program operates on a daily basis, and provides students with a trained parent/adult volunteer who support students reading development.

The program relies on parent / community members who come in and work with the students and training sessions are conducted for all volunteers. Invitations to join the team will be issued early in the year.

---

**TEACHING AND LEARNING**

**STUDENT REPORTS**
In accordance with the School’s Curriculum and Reporting Authority students will receive formal reports at the conclusion of semester one and two. Reporting student progress at Churchlands Primary School is cyclic to allow for different styles of reporting throughout the year and the opportunity for interviews via appointment as required. Parents are advised that they have the right to request an interview with their child’s teacher by contacting them and arranging a mutually convenient time.

During your time at Churchlands Primary School, your children may be involved in the following activities, supplemented with support from home (*refer “Homework Policy” Appendix 5*).

**MUSIC PROGRAM**
Churchlands Primary School provides a dedicated music program for its students. The program provides all Students in years Pre-primary - year 6 with general music instruction each week and also provides instrumental tuition to selected students in piano, violin, cello, viola, clarinet and brass.

The general music program enables Pre-primary to year 6 students to learn and experience music in an enjoyable and informative manner. Performances and class items are regularly showcased for the school and wider community. Hotnotes is the school band and VOICE the school senior choir. Selection in the Hotnotes and/or VOICE will require the wearing of a “Performance” uniform. Details will be provided by the Music Teacher on selection to the band or choir.

The special instrumental program (conducted via The School of Instrumental Music), which operates in conjunction with our general program, is only offered to students who demonstrate high musical aptitude. The testing is conducted annually and is aimed to discover aptitude to instrumental instruction.

The instruments as stated are available at various year levels across the school.

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Year</th>
<th>Instrument</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violin</td>
<td>3</td>
<td>Piano</td>
<td>4</td>
</tr>
<tr>
<td>Cello</td>
<td>4</td>
<td>Viola</td>
<td>5</td>
</tr>
<tr>
<td>Clarinet</td>
<td>6</td>
<td>Brass</td>
<td>6</td>
</tr>
</tbody>
</table>

Students identified from years 3 - 6 as having the potential to achieve musically are offered the above instruments at the year level the specific instrument commences. Once a student takes up an instrument they will not be offered another instrument even if they give up that instrument.
N.B.

1. School timetables will not be altered for music students. Lessons are in school time and students involved in lessons are going to miss classroom time. Students are responsible to catch up on work missed.

2. Practice – Students will need to practice at home regularly.

3. Students are not to withdraw from the program.

Instruments can be hired from the Department through the school for the first year of tuition. They are the Clarinet and Trumpet. Instruments having a rental time of two years are; Viola, Cello and Baritone. Lessons for Piano operate at Doubleview Primary School. They are limited to tuition groups of no more than four students so only a few students can be accommodated. All lessons offered are free of tuition charge, however a resource charge of $40 per student per year is payable to the school. (Refer to School Contributions and Charges Sheet).

VISUAL ARTS
Year 1 – 6 students have Visual Art lessons taught by a specialist teacher for 60 minutes per week and enjoy the fabulous art program and facilities. Kindergarten and Pre-primary students have art aprons supplied in class.

DRAMA
Students in years 1 – 4 attend drama lessons for 40 minutes once a week. The drama program is a collaborative art, combining physical, verbal and aural dimensions. Students will make, present and respond to a range of forms and styles in drama.

LANGUAGES – Japanese
Students from years 5 to 6 learn Japanese from a specialist teacher.

ENGLISH AS ADDITIONAL LANGUAGE
The EAL teacher has specialist training in working with EAL students. The EAL teacher will work with small groups of students requiring additional support in literacy.

SUSTAINABILITY and the ENVIRONMENT
The school has a strong Sustainability and Environmental program. The 9R Shed is an outdoor classroom for students to Rethink, Reuse, Recycle and Reduce waste and care for the world in which we live. The school aims to reduce its carbon footprint in collaboration with the school community. The Green Team are students in years 3 to 5 and they have a leadership role in the program. Sustainability and the Environment are integrated in all learning areas and it is supported by a specialist teacher. The 9R Shed has chickens, worms, compost, and a vegetable garden. All students take turns in being responsible for the 9R Shed. The P&C have a friends of 9R shed sub-committee. Families are on roster during weekends and school holidays and they enjoy the fresh organic produce as a reward for their labours. In addition, teams of parents assist classes to plant and harvest produce.

PHYSICAL EDUCATION
Houses
Students will be placed in one of four House Colours, Stirling (Gold), Cowan (Blue), Curtin (Red) and Forrest (Green). Students from family groups will be placed in the same House. Teachers from different year levels are assigned to a House. Rewards points earned in class for good behaviour are tallied each term and the winning faction rewarded, e.g. with a sausage sizzle. Swimming, cross country and athletics carnivals are held in terms 1, 2 and 3 (in school and interschool).

Cross Country Running
Each year students are selected to compete in the Interschool Cross Country event. Traditionally this is held at Butler’s Reserve, Wembley Downs, in term 3. The school also competes in the City-to-Surf fun run as a community team.
Athletics School Carnival
During term 3, the Athletics Carnival is held on the school oval. It involves all students. Students from years 1 to 6 may be selected to compete in the Interschool Athletics Carnival.

Swimming School Carnival
During term 1 the Swimming Carnival is held for students from years 3 to 6. The carnival is a mixture of swimming races and fun events. Students may be selected to compete in the Interschool Swimming Carnival at Challenge Stadium following participation in the school carnival.

Interm Swimming Lessons
Students from Pre-primary to year 6 participate in ten, 45 minute swimming lessons organised and run by trained swimming teachers at a local aquatic centre during school hours. Depending upon pool availability lessons take place in either terms 1 or 4. Tuition is free but parents are required to pay for transport and pool entry.

ASSEMBLIES Class and In-House
Assemblies are held on Friday morning from 8.45am. Duration is approximately 40 minutes. Each class hosts one assembly per year. The Term Planner and the Newsletter advises, in advance, who will be conducting the week’s assembly.

LIBRARY
The school purchases materials for the library through its budget allocation and additional funding from the P&C Association. Our library is staffed four days a week. We require a large number of volunteers to assist with book preparation and shelving. If you can help in the library, please contact the Library Officer. A form requesting assistance is sent home early in first term each year.

EXTRA CURRICULAR ACTIVITIES
Churchlands Primary School provides tuition outside the normal school day including; Running Club, Tennis, Chess, After School Active Communities, Netball, Basketball, Voice (Choir) and Hotnotes (School Band). These activities are well supported by parents and students.

EXCURSIONS/INCURSIONS
Students are provided with the opportunity to participate in activities in and outside the school to supplement and support class and school programs. Parents will be advised and permission sought on any occasion that students leave the school grounds.

Students are constantly encouraged to be independent and practise self-discipline. Where necessary, procedures are followed to encourage appropriate behaviour – refer Pastoral Care Appendix 2, Bullying Prevention Appendix 1

STUDENT LEADERSHIP
A Student Council, initially consisting of eight year 6 students with at least two more selected during semester two, is elected each year. These students represent the wider student body, support various programs in the school and generally act as ambassadors for Churchlands Primary School.

SCHOOL UNIFORMS are a condition of enrolment for Pre-Primary to Year 6
Through the “Dress Codes for Students Policy 2012” (ratified by the School Board, refer appendix 4) Churchlands Primary School encourages and strongly supports wearing of school uniform. The uniforms are a sensible, practical and an attractive means of clothing children. Uniforms also develop a school identity and help the children become part of that identity. At Churchlands every child is expected to wear the school uniform as a condition of the child’s enrolment and it is expected parents will support this ongoing practice.
Only clothing purchased from the Uniform Shop is endorsed as the official Churchlands Primary School uniform.

**Representing the school**
Students representing the school will be required to dress in the appropriate dress code for the team or event.

**VOICE School Choir:** VOICE T-shirt, black pants, black socks, black shoes and black hair accessories.

**HOTNOTES School Band:** White dress shirt, black pants, black socks, black shoes and black hair accessories.

**Interschool Sporting Teams:** School sport uniform or CPS team uniform (eg Football jumper, Soccer jersey)

**Interschool Swimming Team:** CPS school bathers in school colours. (Available at uniform shop)

**Graduating Students:** Students in the final year of primary school can wear a school endorsed “Leavers” jacket.

The school operates a ‘**NO HAT NO PLAY**’ SUNSAFE POLICY all year round. *(Refer appendix 6).*

**UNIFORM SHOP**
The uniform shop is located in the building next to the administration office.

Churchlands Uniform Shop offers an **online service only** through a company called ‘Our Online Canteen’. [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au)

The only exception to this is new families and Pre-primary enrolments (please see attached Uniform Shop – New Enrolment Form).

Please note the Uniform Shop is run by the P&C and is staffed by volunteers only.

The shop will be open for trying on sizes on select days throughout the year – to be advised through the school newsletter and P&C Newsletter ‘Churchlands Chatter’.

Please note we do not offer refunds or returns. If you wish to exchange an item due to incorrect sizing please contact the uniform shop manager on 0487 152 980 or churchlandsuniform@gmail.com

For current uniform prices and details please see the uniform information form located at the administration office or online on the school website [www.churchlandsps.wa.edu.au](http://www.churchlandsps.wa.edu.au)

**HOW TO GET STARTED ONLINE**
- Sign up by filling in a registration form
- Enter your contact details, user name and password
- Receive a confirmation email
- Log in to the website
- Select your school and enter your children’s names
- Add credit to your account
- Order your uniform items

If you are having difficulties registering or ordering online contact ‘Our Online Canteen’ on 1300 116 637. Any other queries contact the uniform shop manager.

Uniform shop orders will be processed on a Monday and a Thursday during term time. Orders in stock will be delivered directly to your child’s classroom. Any items on back order will be filled as soon as possible.
**LUNCH RULES**
For the first ten minutes of the lunch break, students must sit near the Undercover Area and eat their lunch, under the supervision of the duty teachers. If students are to leave the school grounds during the lunch period, the school must be notified beforehand in writing. Each class is supplied with sporting equipment for use at breaks. Students should not bring personal equipment or toys to school.

**VALUABLES**
Please avoid sending/bringing anything of value (jewellery, toys etc) to school. Valuables can go missing if not carefully monitored. This includes iPods, MP3’s, mobile phones and ipads.

**LOST PROPERTY  LABEL, LABEL, LABEL!**
If the item has a name on it, it can be more easily returned to the owner. Lost, unmarked items are kept until the end of each semester in a “Lost Property Box” located in the Undercover Area. ALL unclaimed uniform items are forwarded to the Uniform Committee for sale as second hand items. Parents and children are encouraged to search the box for lost articles.

**MOBILE TELEPHONES**
Mobile telephones are problematic in schools with theft and inappropriate usage. All student telephones are expected to be handed into the administration on arrival at school.
SCHOOL BOARD
The School Board is the governing body of the school responsible for accountability and policy development overseeing. It also provides input from the community in school planning. The group meets at least twice a term on a Monday of week 3 and week 8 of each school term.

PARENTS AND CITIZENS ASSOCIATION (P&C)

*Active parents involved in an active P&C, interacting with a committed staff, provides a dynamic school environment.*

At Churchlands Primary School, the P&C plays a very active and vital role in the school community. You will be amazed at what the P&C pay for within the school and without the support of the parent body, our children would miss out on many programs. The P&C has committed itself to funding the spelling program *Smartwords* (year 1-3) and Lexile Reading Program (years 3-6)

The P&C warmly welcome new parents to attend the meeting. All parents are entitled to become members of the P&C Association and are encouraged to attend the monthly meetings. The meetings are held in the school staff room on the first Tuesday of each month, except when holidays intervene. The Annual General Meeting is held in February of the new school year. We love seeing new faces, hearing new ideas and meeting parents willing to make a difference to their child’s school. It is through the P&C that parents can actively help formulate and foster the learning environment of their children.

There are many ways a parent can get involved with the P&C

- **Sub-Committees of the P&C Association**
  - Parent Liaison Committee
  - Fundraising Committee
  - Safety House Committee
  - Canteen Committee

- **Parent Liaison/Class Representative**
Each class requires a class representative. This representative is the voice of the P&C, delivering messages and carrying out activities on behalf of the P&C. Duties are minimal, namely organising the class cake stall (once a year), collecting money and/or prizes for any P&C related fundraising activities, organising assembly morning teas for parents and friends. Other than P&C duties, the class rep is also responsible for collating a class contact list and organising parent get togethers throughout the year.

- **Fundraising Committee**
The committee is responsible for coming up with ideas throughout the year to support the program that we fund. Every year, the staff present the P&C with a ‘wish list’ of items that they would like the P&C to purchase to assist them with their teaching. The P&C assesses the cost, the amount of available funds and then what activities it should do to raise the necessary money. New ideas are welcome.

- **Canteen Committee**
The canteen is always putting the call out for parent help. Not only can you contribute by being on a regular roster for canteen duty you can also be on the canteen committee. Our canteen is fortunate enough to have a canteen manager; Anna Prosper The committee meets once a month to discuss matters of menu, rosters, prices etc.
UNIFORM SHOP
The uniform shop is located in the building next to the administration office. Churchlands Uniform Shop offers an online service through a company called ‘Our Online Canteen’. www.ouronlinecanteen.com.au
Uniform shop orders placed online will be processed on a Monday and a Thursday during term time.
Orders in stock will be delivered directly to your child’s classroom. Any items on back order will be filled as soon as possible.

The uniform shop is also open for counter sales on Monday mornings three times a term. Opening times and dates will be advertised in the P&C newsletter, the ‘Churchlands Chatter’. We have EFT-POS available for counter sales.
The uniform shop is opened by arrangement with the uniform shop manager for new families and there are two designated open days a year in Term 4 for Pre-primary enrolments.
The Uniform Shop is run by the P&C and is staffed by volunteers only.
Please note we do not offer refunds or returns. If you wish to exchange an item due to incorrect sizing please contact the uniform shop manager on 0487 152 980 or churchlandsuniform@gmail.com
For current uniform prices and details please see the uniform information form located at the administration office or online on the school website www.churchlandsps.wa.edu.au

HOW TO GET STARTED ONLINE
• Visit the site www.ouronlinecanteen.com.au
• Sign up by filling in a registration form
• Enter your contact details, user name and password
• Receive a confirmation email
• Log in to the website
• Select your school and enter your children’s names
• Add credit to your account
• Order your uniform items

If you are having trouble registering for an account or ordering online, please contact ‘Our Online Canteen’ on 1130 11 66 37 or info@ouronlinecanteen.com.au

Any other queries regarding orders please contact the uniform shop manager.

• Churchlands Chatter
The newsletter of the P&C is distributed the week after each P&C meeting. Items to be included have to be in the P&C Box by the Friday before.

• P&C Box
All return slips from P&C notes are dropped into the P&C Box in the front office. All money for P&C fundraising should be placed in an envelope and dropped into the P&C Box.

CANTEEN
The canteen operates three days a week on Monday, Thursday and Friday from 8.30am – 1pm. Serving times are recess 10.25 - 10.45am and lunch 12.15 – 12.50pm.

Canteen Staffing
The responsibility for the day to day running of the canteen is undertaken by the Canteen Committee, a sub-committee of the P&C association. The P&C employs a canteen manager who is assisted each day by a number of volunteers. Each class is responsible for providing volunteers for one week a term to assist in the canteen. At the beginning of each term the P&C send out the canteen roster via class rep requesting volunteers for their designated week. Training will be given for new volunteers. The canteen could not operate without the support from parent volunteers. The canteen always welcomes and encourages new helpers. If you would like more information about volunteering in the canteen please visit the canteen when it is open and speak to the canteen manager or contact them on 0421 840 245.
Canteen Menu
The Canteen Committee, including the Canteen manager, is responsible for planning the menu. The menu choices reflect the Department of Education and Training’s Healthy Food and Drinks Policy. Food sold in the canteen is categorised using the ‘Traffic Light System’. Items are classified into categories based on their nutritional value, energy density and levels of saturated fat, added sugar, salt and fibre. The majority of the items available on the menu have been classified ‘Green’ which means they are considered the healthiest choices. Items classified as ‘Amber’ are acceptable as long as they do not dominate the menu; they have restrictions on how often they can be sold. The canteen is not permitted to sell items classified as ‘Red’. The canteen also follows the school’s ‘nut free’ policy.

The summer menu is available during terms 1 and 4. The winter menu is available during terms 2 and 3. Copies of the menu are available from the canteen on days it is open. The canteen is also open at recess for over the counter sales. A variety of icy poles and ice creams can be purchased at lunchtime.

Placing Lunch Orders
There are two ways to order a lunch from the canteen; over the counter or online. Over the counter orders require the following details to be written on a paper lunch bag; child’s name, room number items ordered and total cost. Paper lunch bags can be purchased from the supermarket or in packets of 20 from the canteen. The correct money, wherever is possible, is placed inside the bag. The bag is then placed in the lunch order container on the counter at the canteen prior to the commencement of school. Please note if late lunch orders are received it may not always be possible to provide what the child has requested. However, they will be given something that is available e.g. a sandwich.

The canteen also offers on online lunch ordering service. Ordering online is easy. Simply visit the site www.ouronlinecanteen.com.au Sign up by filling in a registration form online. Once you have registered, log onto the website and follow the simple start up steps. Please note you must add credit to your account before you can place any orders online. There are three ways to add credit; credit card, PayPal or direct debit. Once you have placed an order online you will receive a confirmation email.

If you have any difficulties registering or need help ordering you can contact the support team at Our Online Canteen by:
Phone 1130 11 66 37 or email info@ouronlinecanteen.com.au

Recess items are available for sale over the counter only, they cannot be pre ordered.

The canteen manager Mrs Anna Prosper can be contacted by:
Phone: 0421 840 245
Email: churchlandscanteen@gmail.com

CHURCHLANDS OSH CLUB – BEFORE AND AFTER SCHOOL CARE
Before and After School Care operates on the school site Monday to Friday from 7am until 8:35am and 3pm until 6pm. For more information and enrolments please visit www.oshclub.com.au or phone: 0423 806 587. To cancel permanent bookings please SMS 0421 268 989 or email cancel@oshclub.com.au
RIDING BIKES TO SCHOOL
The Police Department Bike-Ed Unit recommends that a child be ten years of age before being permitted to ride a bicycle to school. Churchlands Primary School supports this recommendation because of the number of busy roads in the area, and experience has shown that children under the age of ten rarely have sufficient bike control, knowledge of road rules and “safety sense” to not be at risk. The school also expects the wearing of bicycle helmets as required by law.

WALKING
Cross attendants are located on Pearson Street and Cromarty Road from 8am – 9am and 2:30pm – 4pm. All pedestrians are reminded to use these identified, safe crossings throughout the school year.

DRIVING
Refer to policy, appendix 3.

TRANSPERTH BUS SERVICE
Our bullying prevention policy is directly linked to our “Behaviour Management Policy”. We seek to provide a safe, positive environment for all children both in the classroom and playground.

**WHAT OUR SCHOOL IS DOING TO PREVENT BULLYING BEHAVIOUR**

*Staff have the responsibility to…*

- Ensure all students are aware of what bullying is; ensure bullying prevention is taken seriously; and to ensure that bullying is not tolerated.

- Create an open, caring environment in both the classroom and the playground so that children feel confident and safe to ask an adult for support when they are being bullied.

- Teach children about peer pressure, assertive behaviour and encourage the need to accept total responsibility for their own behaviour.

- Consistently implement the school’s “Managing Student Behaviour” Policy.

- Train the children in bullying prevention strategies.

- Help children develop into confident, socially well-balanced people who do not need to resort to bullying.

- Care for the “victims” of bullying.

- Enhance the self-esteem and confidence of children.

- Teach children how to assert themselves.

- Mediate and follow up.

- Regularly remind children of the School Code of Conduct.

This Bullying Prevention Policy has been periodically reviewed by students, staff and parents and is ratified by the School Board.
OUR APPROACH TO BULLYING PREVENTION

BULLYING WILL NOT BE TOLERATED AT THIS SCHOOL

Children, parents, guardians and staff, have a responsibility for helping to prevent bullying at Churchlands Primary School.

WHAT IS BULLYING

Bullying is deliberately hurtful behaviour directed at an individual or a group which occurs over a period of time.

There are THREE main types of bullying.

- **PHYSICAL** – Such as hitting, kicking, taking belongings, fighting, spitting, pinching, and tripping.
- **VERBAL** – Name calling, insulting remarks, threatening, teasing.
- **INDIRECT** – Spreading nasty stories, “gangning up”, misuse of phones, SMS and emails.

WHEN YOU ARE BEING BULLIED

- Be firm and clear. Look them in the eye and tell them to stop.
- Move away as quickly as possible.
- Ask an adult for support.
- Tell your family.
- Speak up until someone listens.
- Do not blame yourself for what’s happened.
PASTORAL CARE PROCEDURES

Name on tracking sheet
Warning: “W” (recorded on Tracking Sheet)

✔️+code Recorded on Tracking Sheet
   (Appearance @ “Ripper Recess”)

✔✔+code In-class withdrawal
   (“Thinking Sheet” – completed in own time)

✔✔✔+code Buddy class

✔✔✔✔+code Administration
   • Children not following consequences or demonstrating extreme behaviour (eg swearing, fighting) will be “fast tracked”, ie straight to office.
   • The consequences of being sent to Administration include parent notification, detention, in-school suspension and/or suspension.

Those children demonstrating expected behaviour may receive:
   • Ripper Recess
   • Praise (teacher/principal)
   • In-class rewards
   • Notes home to parents
CAR PARK POLICY

It has become necessary to clearly define the policy for using the school car park at Churchlands Primary School in the interest of safety and legal responsibility awareness.

INTRODUCTION

1. The school car park west adjacent to the administration block is designed only to allow parking for staff and official visitors to this school.

2. A purpose built parent car park of 28 bays, accessible from Cromarty Road, is available for short term parking by parents.

3. A circular drop off/pick up point has been included in the car park designed to control the problem of dropping off and picking up children. Children must not alight from a car unless it is parked in the bays provided OR stopped within the circular drop off zone.

   The circular drop off pick up zone is not a parking or standing area – it is simply a more efficient way of quickly moving children into and out of the school.

POLICY: STAFF CAR PARK

This area, apart from official visitors is for the sole use of the staff. It contains 23 bays. It is sign posted “NO PARENT PARKING PAST THIS POINT”

Minimum movement is permitted in this section due to the closeness of children and vehicles and the confined nature of this area. This policy applies from 6:30am to 7pm.

There is a walkway provided on the Western side of the staff car park so that pedestrians can easily access the school from any point on Cromarty Road. Children or parents are not to walk through the staff car park.

At 7pm it is available to the general public except when the whole school has a function and staff are present.

POLICY: PARENT AND VISITORS CAR PARK

- The car park has only one direction marked ‘entry’ and ‘exit’.
- Visitors and parents are to park only within the 28 marked bays. Users are not to drive over curbing or footpaths.
- Users are not to park on grassed areas, except when entry is marked by orange witches’ hats at the Eastern end of Cromarty Road.
- Children are not to walk through the carpark unless accompanied by a parent or carer.
- Children are only picked up/dropped off at the circular official pickup/drop off zone at the most Eastern end of the parent/visitor car park.
- The circular drop off/pick up zone is not a parking area.
- Maximum speed limit within the car park is 10 kilometres per hour.
GENERAL CAR PARKING

Grassed Areas

The grassed area to the East of the school, on the corner of Pearson St and Cromarty Rd, is available for parent parking.

Off Road Cromarty Road Parking:

Parents may also park on brick paved off street parking zones on the Southern side of the car park exit adjacent to Cromarty Road.

Mountainbelle Road Parking:

On the school’s Western boundary over 20 parking bays are available for kindy and Pre-primary parents. Please refrain from parking on neighbours verges and driveways.

Legal and Safety Requirements

The Education Department is not responsible for damage or theft from vehicles in a school public car park.

Legal damage claims for injury to person or vehicles are a private matter. You can be sued by a person or party if such injury or damage occurs. Personal liability is your responsibility.

The Principal can control the use of school parking by utilising the School Premises Act of 1981 if parking problems occur.

The Principal can delegate these duties to other staff (ie gardener, Deputy Principal) under regulation 21 of the above Regulations.

Attached are some clauses pertaining to these regulations and relating to parking on school premises and a diagram of the parking areas.

This Parking Policy has the full endorsement of the Churchlands Primary School Board.

It is essential that all drivers follow the above rules so that a safer environment for the children, parents and staff of this school is assured.

Please observe this policy when parking.
Driving vehicle off roadways and parking areas

Where any area on school premises is clearly set apart and marked as a roadway or for the parking of vehicles, a person who, without the permission of the Principal or other lawful excuse, drives, brings, or parks a vehicle on the school premises except on such an area commits an offence and is liable to a fine not exceeding $80.

Exceeding speed limit or driving in dangerous or inconsiderate manner.

A person who drives on school premises

(a) at a speed exceeding 20 kilometres per hour or exceeding any lower speed indicated in accordance with regulation 13, or
(b) in a dangerous or careless manner; or
(c) without reasonable consideration for other persons in the vicinity, commits an offence and is liable, in the case of an offence against paragraph (b), to a fine not exceeding $200 and in the case of an offence against paragraph (a) or (c) to a fine not exceeding $80.

Disobeying traffic sign.

(1) The Principal may cause to be erected on school premises any sign or notice clearly indicating any reasonable restriction or requirement of a kind described in subregulation (2) to be complied with by any person using, driving, or parking a vehicle on the premises.

(2) The restrictions or requirements referred to in subregulation (1) shall relate only to the regulation of traffic including provision as to the speed of, manner of driving, and the parking and standing of vehicles, and the routes, entrances and exits to be used for them.

(3) A person who, without the permission of the Principal or other lawful excuse, fails to comply with a sign erected and maintained in conformity with subregulation (1) commits an offence and is liable to a fine not exceeding $40.

Principal may cause offending vehicle to be moved or removed.

(1) The Principal may authorise a person to remove from the school premises, or to move within the school premises, to a place specified by the Principal any vehicle

(a) which is parked in breach of regulation 11 or contrary to a sign or notice conforming with regulation 13; or
(b) which appears to the principal to have been abandoned.

(2) A person authorised by the Principal under sub regulation (1) may do all such things as may be reasonably necessary to move or remove the vehicle including breaking into, driving, or towing it, and neither he, nor the principal, shall be liable for any loss of or damage to the vehicle which occurs without negligence or wilful misconduct on his part.

(3) The Minister may, in court of competent jurisdiction, recover from the owner of a vehicle all costs and expenses reasonably incurred in the moving or removing of a vehicle in accordance with this regulation and any person may, on the instructions of a principal, refuse to deliver possession of the vehicle to the owner until such costs and expenses are paid.
Rationale:
The Churchlands Primary School community through the School Board believes the wearing of a school uniform promotes a sense of school identity. The School Board has determined that a school uniform should be worn for students in the compulsory years of schooling, Pre-primary to year 6.

Purpose:
To provide parents and students with a dress code that is: safe and appropriate for school activities, reasonable by contemporary standards, provides some choice, is affordable to parents, and considers the risks of ultraviolet radiation.

To encourage the wearing of the school uniform by providing sanctions for students not complying with the dress code.

To provide appropriate processes for exemption or modification related to student health, ethnic considerations, religion or any other matter, which in the Principal’s opinion, is sufficient to exempt a student from the dress code requirements.

Guidelines:

1. DRESS CODE
Items designated in the current “Churchlands Primary Information Booklet” constitute the dress code. Only clothing purchased from the Uniform Shop is endorsed as the official Churchlands Primary School uniform.

Boys: Navy shorts, navy school pants, aqua polo-style T-shirt, aqua long sleeve polo shirt, aqua school windcheater, navy broad brimmed hat.

Girls: School dress with sleeves, aqua polo-style T-shirt, aqua long sleeve polo shirt, aqua school windcheater, navy shorts, navy skorts, navy school pants, navy tights, navy broad brimmed hat.

Shoes: Joggers, school shoes or sandals. (Thongs, crocs, high boots or footwear with higher heels are not considered appropriate for school).

Sport:
Boys: School T-shirt (aqua), or House T-shirt (must be worn at the House Athletics Carnival)
  Navy shorts
  Navy broad brimmed hat

Girls: Navy shorts
  School T-Shirt or House T-shirt
  Navy broad brimmed hat

Optional items are: Navy school rain jacket, navy school bag, school bathers in school colours (one piece bathers, skins, speedos).

Appendix 4
Representing the school
Students representing the school will be required to dress in the appropriate dress code for the team or event.

VOICE School Choir: VOICE T-shirt, black pants, black socks, black shoes and black hair accessories.

HOTNOTES School Band: White dress shirt, black pants, black socks, black shoes and black hair accessories.

Interschool Sporting Teams: CPS school sport uniform or CPS team uniform (eg Football jumper, Soccer jersey)

Interschool Swimming Team: CPS school bathers in school colours.

Graduating Students: Students in the final year of primary school can wear a school endorsed “Leavers” jacket.

A “NO HAT, NO PLAY” policy operates all year round.

The P&C operates a new and second hand uniform shop that is open Thursday afternoons from 2:15pm – 3:00pm or an order can be placed in the P&C box.

2. ENROLMENT
Parents and students will be informed of the Churchlands Primary School dress code at the time of enrolment. Acceptance of enrolment at this school assumes an agreement between the school, the parent/guardian and the enrolling student, that the student will dress within the guidelines of the school dress code. Any grounds for exemption should be raised and agreement reached at this time. If the dress code is unacceptable, parents have the right to apply for admission to a school where the dress code reflects their preference.

3. FINANCIAL DIFFICULTIES
Families who may experience financial difficulties regarding the purchase of a uniform should contact the Principal to seek a solution.

4. MODIFICATIONS TO THE DRESS CODE:
Parents of students who for religious or health reasons, may wish to modify the school dress code, are required to make an appointment with the Principal or a Deputy Principal. Staff will be informed of any student granted a modification to the dress code.

5. SANCTIONS
Students not complying with the dress code will be counselled and resolution of their concerns sought. Non-compliance with the dress code where exemptions have not been sought, will result in a student being prevented from attending any activity in respect of which the student is representing the school, in school or out of school hours, and will include representative teams of participants or spectators in areas of sport, drama, music, excursions, incursions and school social functions.

6. EXEMPTIONS
The grounds for exemption or modification relate to student health, cultural considerations, religion or any other matter which, in the principal’s opinion, is sufficient to exempt a student from dress code requirements.

Appendix 4
The exemption must be negotiated with the principal at the time of enrolment. Provision for temporary exemptions will be made to accommodate new students and the non-availability of components of dress code items, or where there is significant change to student circumstances.

A copy of any exemption record will be provided to the student's parents and teachers, and placed on the student's file.

7. REVIEW OF THE DRESS CODE
After consultation with the school community has occurred via newsletters, the P&C meetings and the School Board, it is intended that this policy will be reviewed from time to time as required.

Revised by Churchlands Primary School – School Board 2012
HOMEWORK POLICY

The Department of Education Regulatory Framework states: 
“Every school is to have a documented approach to homework that takes into account the needs of the students and the phase of their development, and reflects the context of the school.”

The Churchlands Primary School Homework Policy, is written in accordance with the Department of Education Policies. It is endorsed by the Churchlands Primary School Board.

BACKGROUND
There is a community expectation that schools will set and check homework. Many community members see homework as tangible evidence that the school cares about the educational progress of students. Homework can also further school-home relationships and can assist in keeping parents informed about the student’s learning program and progress.

Homework can support higher levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school. It also extends the time available for the exploration of new ideas and new situations. Homework can also extend the time available to the teacher for the monitoring of student progress.

It is expected that homework will relate directly to the learning and teaching programs and is appropriate to the needs of the student/s.

It should be noted that preparation of students for the time commitment of homework anticipated in years to come is not, in itself, a reasonable basis for setting homework. Also, that there are some learning programs and situations where it may be determined that homework is not useful or appropriate.

AT CHURCHLANDS PRIMARY HOMEWORK IS:
- used to facilitate the achievement of learning outcomes
- part of a developmental learning program that is responsive to individual needs, clearly relevant and supported by classroom practice
- disassociated from any form of punishing students or means of securing discipline
- to support the development of the student’s independence as a learner
- to further the partnership between school and home
- to avoid dependence on unreasonable levels of parental assistance or resource that are not readily available to the student
- To be set without impinging on reasonable time for family, recreational, cultural and employment pursuits relevant to the student’s age, development and educational aspirations
- to be balanced across learning areas so as to avoid stress and overload
- to be phased in gradually as students move through the primary years
- to be consistently applied, monitored and assessed in a whole-school approach that is responsive to individual needs and learning area requirements

Class teachers will communicate their individual approach to the Churchlands Primary School Homework Policy at the beginning of each year.

Appendix 5
SOME ADVICE TO AID PARENTS:

- Children need the opportunity to play and relax after school.
- Homework is best done at a quiet time and place set aside for homework completion.
- Completing homework in front of a television is not recommended.
- Ask your child to explain what he/she is doing for homework.
- Communicate to your child’s teacher if homework is too difficult or onerous.
- Encourage your child to read daily.

*Suggested upper time limits to be spent on homework are* Years 1-2: 10 - 20 minutes. Years 3-5: 15 - 30 minutes. Years 6: 30 - 40 minutes.
SUN PROTECTION POLICY

GOALS:
Churchlands Primary School Sun Smart policy aims to:

- increase and maintain the awareness of students and teachers to the risks involved in exposure to UV rays and implement protective and preventative measures to minimize the dangers of excessive UV radiation.
- provide a safe and shady school environment.
- encourage behaviour responsive to protection from the sun.

IMPLEMENTATION:

Curriculum
Sun awareness issues (protection, skin cancer) are incorporated into appropriate learning areas of the school curriculum, notably Health, Physical Education. Students, staff and parents are presented with all available educational sun protection material with constant reminders throughout the year during assemblies, meetings, recesses and sport sessions.

Behaviours
- Students to wear broad-brimmed hats whenever outside.
- If children are without broad-brimmed hat they must stay out of the sun, and sit in a nominated shaded area until the end of that play period. The children’s names are entered in the playground discipline book.
- Children are encouraged to wear sun protective clothing – shirts with collars, rashies for swimming.
- Application of sunscreen is encouraged and all classrooms have suncream supplies.
- Positive role modeling of sun protective behaviours by all staff is strongly encouraged.
- Encourage children to use shaded areas for activities and play.
- All classes eat lunch in shade of trees on the oval or the undercover area.

Environment
- Churchlands provides a shaded school environment; tree lined oval, specifically built shade and seating structure, sail/shade structure over junior playground and Pre-primary sandpit, large undercover area for formal assemblies and play during recess and lunchtimes, smaller undercover area set up for table tennis games, verandahs.
- Fitness sessions are held early to avoid high risk UV times (also applies to physical education lessons and other outdoor activities if possible). Depending on timetabling difficulties the staff agrees in principle to running weekly sport program in the mornings.
- Shade structures are erected specifically for carnivals.

Enforcement
- This Sun Smart policy is enforced by the Churchlands Uniform policy, by which a condition of enrolment is the acceptance of the Uniform policy that is, wearing a suitable hat, is enforced.

EVALUATION:
- Review Sun Smart behaviour of students and staff.
- Monitor shade provision and usage.
- Continue to promote and update curriculum information.
STUDENT ATTENDANCE PROCEDURE POLICY

At Churchlands Primary, we believe we have a responsibility to ensure all students are accounted for at all times. To ensure this process operates efficiently and effectively, the cooperation of teachers and parents is required.

The process is as follows:

- All classrooms open at 8.35am
- All students are expected to be in class ready for learning to begin at 8.45am.
- Teachers will mark their rolls (electronically) at 9.00am.
- When marking their rolls, teachers will indicate whether the child is
  - present,
  - absent but explained by the parent eg note or SMS,
  - absent with no parent explanation.

Parents are to advise the school of all absences prior to 8.45am. Where there are unexplained absences, the Principal or Deputies will send an SMS text message via the Department of Education MessageYou service. Please reply with child’s name, room number, date and reason for absence.

If students arrive later than 9am, they will have been marked absent without an explanation. Teachers will have closed their roll and as changes can only be made by Administration, the parent must come to the office to have the roll changed before taking the child to class. If a parent arrives at a classroom after 9.05am and has not reported to the office, the teacher has been advised to direct the child and parent to the school office. This may cause some inconvenience but our “duty of care” is of paramount importance and this procedure must be followed.

On occasions, late arrival is unavoidable however:

- It is an inconvenience for the teacher who will have commenced the day’s lesson
- Teachers may have to take valuable time to repeat instructions about the day’s events.
- Children may be distressed by having to attend class after it has commenced.

Parent Responsibilities:

- Children are at school by no later than 8.40am except when attendance is required for special activities such as sport, music or excursion.
- Teachers are advised, preferably in writing, when, why and for how long a student is to be absent.
- Parents send a text message to 0408 905 268 the school before 8.45am on any day an unexpected absence occurs.

School Responsibilities:

- Rolls will be marked promptly at 9.00am.
- Parents will be contacted if a child is absent and there has been no notification of this absence.
- Student Attendance is a Department of Education priority and the Student Attendance Policy states “that any child whose attendance falls below 90% is at educational risk”. Parents will be advised in writing if their child’s attendance falls below 90%.
CHURCHLANDS PRIMARY SCHOOL SONG

Churchlands’ children raise your voices
In praise of the school loved by all

The school that is sheltering our childhood
Is there to pick us up when we fall

We show courtesy at all times – consideration too
And wear with pride our uniform of blue

This is our school we have values strong and true
We strive to make a happy place for me and for you

We are Churchlands’ children – the future of this land
And with teachers and parents we walk hand in hand

Yes we’re Churchlands’ children the future of this land
And we’re working together to make that future grand.
CHURCHLANDS PRIMARY SCHOOL

BOUNCE BACK BLUES SONG

Come on and be STRONG, Bounce back everyone
Come on and be STRONG, Sing the Bounce Back song
We're Churchlands Kids and we're just Bouncing along

Listen to your heart, be true to yourself
Yeah! Eat healthy food and take care of your lungs
Please be nice and respect each other’s lives

Come on and be STRONG, Bounce Back everyone
If you’re feeling down, bounce back up with a song
The Bounce Back Blues says to keep on keeping on

Never give up, just follow your dreams
Stay positive, think of all the good things
We’re Churchlands kids and we’re just gonna stay strong

S T R O N G it’s the Bounce Back Blues
S T R O N G it’s the Bounce Back Blues
We’re Churchlands Kids and we’re just Bouncing..
Churchlands Kids and we’re just Bouncing..
Churchlands Kids and we’re just Bouncing along