Churchlands
Primary School

Information Booklet 2023

Respect *Resilience* *Engage* *Excel*

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Welcome

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

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. Student Diversity
3. Principles of Teaching, Learning and Assessment
4. Phases of Schooling
5. Kindergarten and Pre-primary Statement.

The Guiding Principles are also informed by the **The Alice Springs (Mparntwe) Education Declaration** and the Australian Curriculum.

Churchlands Primary School Priorities

We want to develop our students to be **VISIBLE LEARNERS.** Students who can independently articulate what they are learning and why. Students who are resilient and engage and aspire to challenges. Students who actively seek and respond to feedback.

Supportive Learning Environment - We are committed to the health and well-being, active engagement and participation of all students by providing a flexible, safe and inclusive learning environment.

High Quality Teaching and Leadership - We strive for excellence in teaching and learning. We are committed to the success of all students and through our Professional Learning Communities (PLC's), we collaboratively analyse, discuss and plan using evidence based best practises for the growth and development of our students. There are high expectations of teacher performance and curriculum delivery.

Communities and Partnerships - Develop a connection that engages all stakeholders through open and effective communication.

Our Core Values

We set high expectations of behaviour, achievement and personal growth. When students demonstrate these core values, it is known as the 'Churchlands Way'.

Respect – we show care and kindness for ourselves, each other and the environment.
Resilience – we keep persisting when we are challenged by bouncing back and demonstrating a growth mindset.
Engage – we are collaborative and curious about all aspects of our learning and the world around us.
Excel – we set goals for ourselves and are motivated to achieve them.

ADMINISTRATION STAFF			
Principal	Kim Fraser	**Manager Corporate Services**	Maree Brady
Deputy Principal	Mrs Joanna Morgan	**School Officer**	Lydia Della Santa
Deputy Principal	Mr Luke Johnson	**School Officer**	Deb Cunningham
		School Officer	Rebecca Salamone
Office Hours:	Mon – Fri 8.30am to 3.30pm		

CHURCHLANDS PRIMARY SCHOOL 2023 TERM DATES	
First Term:	Wednesday 1 February – Thursday 6 April
Break	**Friday 7 April – Sunday 23 April**
Second Term:	Monday 24 April - Friday 30 June
Break	**Saturday 1 July – Sunday 16 July**
Third Term:	Monday 17 July - Friday 22 September
Break	**Saturday 23 September - Sunday 8 October**
Fourth Term:	Monday 9 October - Thursday 14 December

SCHOOL DEVELOPMENT DAYS (PUPIL FREE)		LEARNING JOURNEY	PUBLIC HOLIDAYS (CLOSED)
Term 1	Mon/Tues 30/31 January		Monday, 6 March 2023 (Labour Day)
Term 2	Monday 24 April		Tuesday, 25 April 2023 (ANZAC Day) Monday, 5 June 2023 (WA Day)
Term 3	Monday 17 July	Term 3 TBA	
Term 4	Monday 9 October		

HOURS OF INSTRUCTION PRE-PRIMARY – YEAR 6

Monday-Friday	
8.45am - 10.45am	
10.45am - 11.05am	Recess
11.05am - 1.05pm	
1.05pm - 1.45pm	Lunch
1.45pm - 3.00pm	

Students are not permitted in school grounds before 8.20am and should be collected at 3.00pm, unless participating in school programs or before and after school care.
Classrooms are open at 8:35am to allow children to prepare for the day, students should aim to arrive at this time.

COMMUNICATION

When considering the number of students, parents, staff and other groups which are involved in the smooth running of a school, 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.

SCHOOL WEBSITE
All school information and various forms are found on the Churchlands Primary School website at http://www.churchlandsps.wa.edu.au

AUDIRI (previously named Skoolbag)
This is a school communication app we use on a daily basis to send information or event reminders to our school community. Please download the app from their website on https://www.audiri.com.au/for-parents Create a sign in and set up details for student classes etc. For further instructions, please visit the school website.

NEWSLETTER
The newsletter is sent through the Audiri App every fortnight on Friday. A copy is also available on the school website. Term Planners – Our calendars of events are updated regularly and are also available on the website.

SEESAW
This is a **classroom** communication app that connects families with their child's class and is used to send classroom notifications and to see students work and celebrate their success.

ELECTRONIC NOTICE BOARD
The notice board at the school entry is updated regularly with the latest information on what's happening and includes celebrations.

CHURCHLANDS CHATTER
The 'Churchlands Chatter' is an electronic publication emailed monthly by the P&C and contains news, events and celebrations. Alternatively, you can go to the school website.

PARENT/TEACHER INFORMATION SESSION
Each class teacher conducts an information evening for parents at the beginning of the year. At this meeting the class expectations, curriculum outlines and timetables are discussed.

PARENT/TEACHER MEETINGS
Please note, we do not host set parent/teacher interviews, however, we encourage you to organise a meeting with your child's teacher to discuss any concerns/interest in your child's progress.

PARENT REPRESENTATIVES
This P&C position is for parents to have a direct link (via email) between home and school. Each class has a parent representative who communicates school information directly to parents via email.

SCHOOL CHARGES & VOLUNTARY CONTRIBUTIONS SCHEDULE 2023

School Charges & Voluntary Contributions
The Churchlands School Board has endorsed the schedule of Charges and Voluntary Contributions for 2023. 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 per student, set in accordance to the School Education Regulations 2000.

Kindergarten	**$60**
Pre-primary	**$60**
Primary (Years 1-6)	**$60**

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.

Payment can be made when processing online 2023 Student Booklist Requirements via Campion Educational OR via Direct Deposit into the School Bank Account. If paying by direct deposit details will be sent home at the commencement of Term 1, 2023 stating student reference number and school's bank account details.

Kindergarten Supplementary Materials		**Pre-primary Supplementary Materials**		**Years 1-6 Supplementary Materials**	
The Arts	$25	The Arts	$25	PE & Health	$10
Maths	$10	Library	$5	Library	$10
Library	$5	Maths	$10	The Arts	$20
ICT	$10	ICT	$10	ICT	$20
Literacy	$10	Literacy	$10		
Total:	**$60.00**	**Total:**	**$60.00**	**Total:**	**$60.00**

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 2023** 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. Charge payment sheets are issued at the commencement of each term.

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, in term swimming, social dance etc.

SCHOOL CHARGES SCHEDULE 2023 - PER STUDENT

Description	K	PP	1	2	3	4	5	6
In Term Swimming Lessons		$60.00	$55.00	$60.00	$65.00	$65.00	$65.00	$65.00
Inter School Sport					$30.00	$30.00	$50.00	$65.00
Incursions	$30.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00
Excursions	$30.00	$80.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00
Social Dance		$35.00	$35.00	$35.00	$35.00	$35.00	$35.00	$35.00
Year 5 Leadership Course							$60.00	
Sustainability (9R) overnight camp – selected students							$50.00	
Year 6 Camp								$550.00
Literacy Pro					$16.00	$16.00		
Lexia Core 5			$20.00	$20.00	$20.00	$20.00		
Selected students Instrumental Music Hire Charge					$110.00	$110.00	$110.00	$110.00
Selected students School Music Resource Charge					$30.00	$30.00	$30.00	$30.00
Selected students PEAC Course work						$50.00	$35.00 to $215.00	$30.00 to $300.00
Reading Eggs License (Personal Use Item)	$35.00	$35.00						
Maths Seeds (Personal Use Item)	$10.00	$10.00						
Mathletics License (Personal Use Item)			$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
BUZZ Books Year			$5.00	$7.00	$5.00	$6.00	$8.00	$10.00
Booklists (Personal Use Item)	$50.00	$110.00	$180.00	$195.00	$180.00	$170.00	$170.00	$180.00

The charge for **personal use items** (see Student Requirements List) will vary from student to student and includes:
Pupil Requirements for all students and used in lessons e.g. Stationery items, recorder, calculator
Pupil Requirements recommended e.g. Art shirt, tissues.
Pupil Requirements for selected students that are not directly part of the educational program e.g. Class photograph, etc.

P&C VOLUNTARY SUPPORT FUND

Other voluntary costs at Churchlands Primary School include a 2023 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 to support programs and agreed projects.
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: $100 per student (maximum $200 per family)

TERM FEES AND CHARGES
Please read instructions carefully. **Take care NOT to pay P&C monies into the Churchlands Primary School account.**

IMPORTANT! TERM CHARGES PROCEDURE

Term charges are distributed to students at the beginning of each term.
Please note: The school has recently implemented the Department of Education Billing System which automatically generates the student charges at the beginning of each term. This payment sheet is called "Reminder of Unpaid Billing Items"

- **ALL PAYMENTS ARE TO BE MADE BY DIRECT DEPOSIT ONLY.**
- **ACCOUNT NAME: Churchlands Primary School**
- **BSB: 036 063**
- **ACCOUNT: 251178**
- For banking reference please write
- **Student SURNAME, FIRST NAME AND ROOM**
- **eg, John Smith room 13**
- **SMITHJOHN13 (no spaces needed)**
- **DO NOT** email your payment receipt or any information regarding term charges to the school or your teacher – it is **NOT REQUIRED** and causes unnecessary paperwork.

***ALL TERM CHARGES ARE DUE BACK BY THE SECOND FRIDAY OF EACH TERM**

Student Requirements
The Department supplies some resources and materials for students. Stationery items and personal needs are the responsibility of parents. A link for the booklist and school codes are located on the Churchlands Website www.churchlandsps.wa.edu.au/parent-information/booklists/ please refer to this for the full list of student supplies. Booklist requirements for 2022 are by our main supplier, Campion Education. Visit https://www.campion.com.au **Apart from books and folders, items do not need to be named.**

ATTENDANCE & PROCEDURES

ENROLMENT
The Department of Education 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 History Statement and proof of residential address.

UPDATING STUDENT INFORMATION
The information that parents provide on the Enrolment Form 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 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 8)
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 notify the school by sending an SMS message to 0408 905 268.

If a student is absent at 10.00am and there has been no notification to school 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. Teachers will not provide an education program during that period. The child will be marked as 'Unauthorised Vacation' on the class attendance.**

LEAVE PASS
Parents collecting students from school for appointments that fall during school hours are to notify the class teacher in writing prior to the appointment. Parents must go to the school office to sign out their child/ren using the iPad **before** students are collected from the classroom teacher; the leave pass goes to the teacher to release the child. If returning to school after the appointment parents are

required to go to the office to sign the child in on the iPad and collect a return pass before taking the student back to the class room.

LATE NOTE

Students who arrive late to school (After 8:45 am) must report to the office to receive a 'Late Slip' from the School Officer and take this to their class teacher.

SCHOOL 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 Form 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.
Any existing medication (if applicable) needs to be collected by the parent on the students last day of attendance.

CHURCHLANDS PRIMARY SCHOOL CATCHMENT AREA	
APPLEBERRY STREET	OLEARIA LANE
ALUMNI TERRACE	PAPERHEATH PARADE
ALYTH ROAD	PARKVIEW
AYR STREET	PARROTBUSH ROAD
CAITHNESS ROAD (NORTH OF PEEBLES RD)	PEARSON STREET (WEST SIDE FROM HALE RD TO HERON PLACE)
CAMPUS WAY	PELICAN COURT
CARGEN CRES	PINNATA MEWS
CASSIA LANE	PIXIEMOPS LANE
CHURCHLANDS AVE	PRIORNOTES CORNER
COMRIE STREET	RANNOCH STREET
CONEFLOWER CORNER	RED WATTLE PLACE
COOJONG LANE	SALTBUSH LANE
CRIEF STREET	SILKWOOD TURN
CROMARTY ROAD	SWALLOW COURT
CYGNUS CLOSE	THE GROVE
DACELO CLOSE	THE LANE (BOTH SIDES)
DOLOMITE COURT	THORNBILL WAY
DUMFRIES ROAD	TURRIFF ROAD (BOTH SIDES)
DUNBLANE ROAD	UNIVERSITY AVENUE
DUNKELD STREET	WEST LORNE STREET
EAST LORNE STREET	WHITEWOOD LANE
EMPIRE AVENUE (EAST SIDE)	WINTERBELL COURT
FALCON AVENUE	WIRILDA LANE
FEATHERFLOWER AVENUE	WOODYPEAR LANE
GLAMIS PLACE	
GOLDFINCH AVE	**OPTIONAL AREA**
GRASSTREE WAY	***Shared by Churchlands, Kapinara and***
HALCYON WAY	***Woodlands Primary Schools***
HALE ROAD (SOUTH SIDE)	AILSA STREET **(FROM VALENCIA TO EDNAH ST)**
HERON PLACE (BOTH SIDES)	BRINE PLACE
HIBISCUS COURT	BUNTINE ROAD
HOLLYPEA CLOSE	CAMDEN STREET (EAST OF AILSA ST)
HONEYPOT WAY	CASTILE STREET
KATRINE STREET	CRAIG STREET
KENMORE CRS (NORTH OF PEEBLES RD)	DANTE CLOSE
KINCARDINE CRESENT	EMPIRE AVENUE (NORTH SIDE)
KINROSS CRESENT	EDNAH STREET (SOUTH SIDE FROM EMPIRE AVE RESERVE TO AILSA ST)
KINTYRE CRESENT	FAULKNER STREET
KIRKDALE AVE (NORTH OF PEEBLES RD)	GODIN COURT
LACEBARK ROAD	HALE RD (SOUTH SIDE FROM UNWIN TO LUCCA)
LAKESIDE ROAD	HAYNES STREET
LILLYPILLY LANE	LUCCA STREET
LOTHIAN STREET	MANTUA CRESENT
LUCIDA LANE	METZ WAY
MATRUSH LANE	NILA STREET
MEMORY PLACE	OTRAM WAY
MORAY AVENUE (NORTH OF TURRIFF)	STOW COURT
MOUNTAINBELL ROAD	TUSCANY STREET (BOTH SIDES)
NEEDLEWOOD ROAD	ULRICH STREET
NORTH BANFF	VALENCIA AVENUE
NUYTSIA LANE	VEGA STREET

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

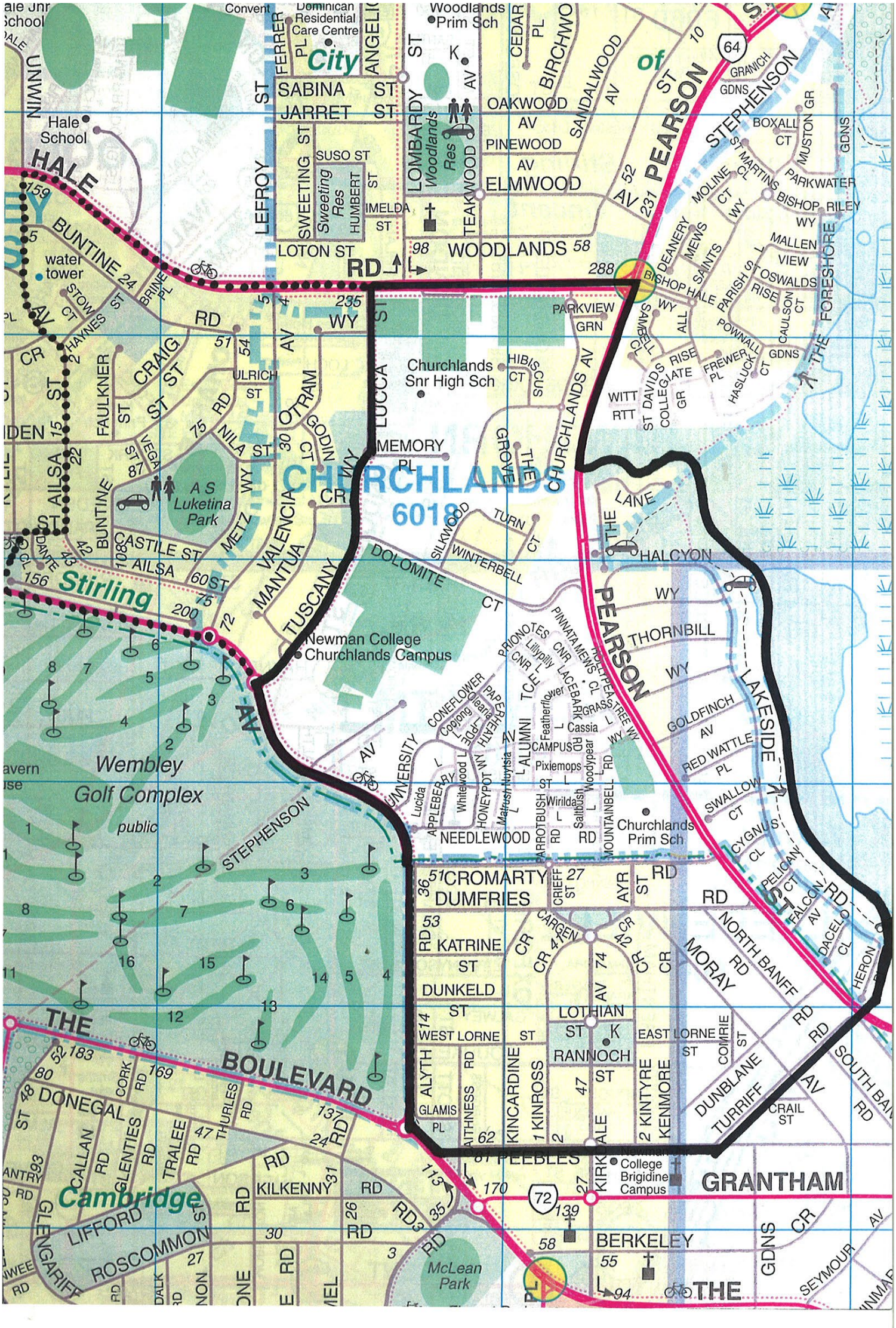
The following defines an optional area between Churchlands Primary School, Kapinara Primary School and Woodlands Primary School.

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.



City of
CHURCHLANDS
6018
Churchlands Snr High Sch
Churchlands Prim Sch
Newman College Churchlands Campus
Newman College Brigidine Campus
Wembley Golf Complex
public
A S Luketina Park
Hale School
Dominican Residential Care Centre
Woodlands Prim Sch
Woodlands Res
Sweeting Res
Stirling
Cambridge
GRANTHAM
THE BOULEVARD
PEARSON
HALE
STEPHENSON
LAKESIDE
CHURCHLANDS AV
WOODLANDS
ELMWOOD
OAKWOOD AV
PINEWOOD AV
SABINA ST
JARRET ST
LOTON ST
SUSO ST
IMELDA ST
LEFROY ST
SWEETING ST
HUMBERT ST
LOMBARDY ST
TEAKWOOD AV
BIRCHWOOD
SANDALWOOD AV
BUNTINE RD
water tower
CRAIG ST
FAULKNER ST
ULRICH ST
NILA ST
VEGA ST
CASTILE ST
AILSA ST
METZ WY
VALENCIA
MANTUA
TUSCANY
OTRAM
GODIN CT
LUCCA ST
MEMORY PL
DOLOMITE CT
SILKWOOD
WINTERBELL
TURN CT
THE GROVE
HIBISCUS CT
PARKVIEW GRN
THE LANE
HALCYON WY
THORNBILL WY
GOLDFINCH AV
RED WATTLE PL
SWALLOW CT
CYGNUS CL
PELICAN CT
FALCON AV
DACELO CL
HERON
NORTH BANFF RD
MORAY RD
DUNBLANE
TURRIFF AV
SOUTH BANFF RD
CRAIL ST
COMRIE ST
EAST LORNE ST
KENMORE
KINTYRE
KIRKDALE
KINROSS
KINCARDINE
ALYTH
GLAMIS PL
WEST LORNE ST
LOTHIAN ST
RANNOCH ST
CROMARTY
DUMFRIES
KATRINE ST
DUNKELD ST
CARGEN CR
AYR ST
CRIEFF ST
NEEDLEWOOD RD
MOUNTAINBELL RD
PARROTBUSH RD
Wirilda
Saltbush
Pixiemops
Cassia
Featherflower
Lillypilly
Lucida
Whitewood
Coolong
Olearia
Matrush Nuytsia
UNIVERSITY AV
CONEFLOWER
PAPERHEATH
HONEYPOT WY
APPLEBERRY
PRIONOTES
PINNATA MEWS CL
HOLLYPEATREE WY
LACEBARK
GRASS
ALUMNI TCE
CAMPUS
Woodypear
DONEGAL
CALLAN RD
GLENTIES RD
TRALEE RD
THURLES RD
CORK RD
KILKENNY RD
LIFFORD
ROSCOMMON
GLENGARIFF
PEEBLES
BERKELEY
McLean Park
THE FORESHORE
BISHOP HALE WY
BISHOP RILEY WY
MOLINE CT
DEANERY MEWS
SAINTS
MALLEN VIEW
OSWALDS RISE
PARISH ST
POWNALL GDNS
FREWER PL
HASLUCK CT
CAULSON CT
WITT RTT
ST DAVIDS RISE
COLLEGIATE GR
SAMBELL CL
ALL
GRANICH GDNS
BOXALL CT
MUSTON GR
PARKWATER
ST MARTINS CL

CHURCHLANDS PRIMARY SCHOOL
Cromarty Road, Floreat WA 6014
Phone: 9253 9450
Email: churchlands.ps@education.wa.edu.au
www.churchlandsps.wa.edu.au

TEACHING AND LEARNING

REPORTING TO PARENTS

In accordance with the School's Curriculum and Reporting Authority, students will receive formal reports at the conclusion of semester one and two. 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.

School reports are now delivered electronically via email, with a time limit before they are no longer downloadable. Please ensure you download the school report before it times out.

In addition to this, Churchlands Primary School offers a parent information evening in Term 1 and a Learning Journey open night in Term 3. Parents are encouraged to arrange an interview with their child's teacher by contacting them and arranging a mutually convenient time.

CPS Technology & STEAM

The integration of digital technologies as an effective learning tool supports and enhances the teaching and learning program at Churchlands PS. Teachers incorporate digital technologies and STEAM collaborative processes into learning and assessment to create environments focussed on developing creativity, problem solving and critical thinking. Churchlands PS develops responsible digital citizens who are accountable for their online behaviour and learning. Technologies used to enhance student learning include iPads (Years 1-6 BYOD Program), PC Laptops, robotics, programmable circuit boards and computational software.

The Western Australian Curriculum mandates the integration of Information and Communication Technology (ICT) across all learning areas. Effective use of digital technologies an integrating STEAM based learning increases academic engagement and outcomes as well as equipping our students with a variety of necessary 21st century skills such as the 4 C's (collaboration, creativity, critical thinking, and communication). These are all skills that will help our students thrive in today's world and equip them with core competencies for the future. We believe in implementing new and innovative ways to help our students achieve our motto of *'Learning for Life'.*

At Churchlands, we encourage creation over consumption when using digital technology such as iPads. Churchlands Primary School has a number of strategies and programs in place to cater for the variety of learner needs within the school. The Churchlands Primary School ICT vision states, *'Our vision is to challenge students to use technology in ways which encourage collaboration, communication and creation over consumption. The effective use of technology can be transformational when put in the hands of responsible global citizens'.* Highlights of our DT/STEAM program include an after-school Coding club, participation in a number of high profile STEAM based school competitions, the acclaimed biannual STEAM/Science Week Expo, participation in the Global Bebras Challenge and the CPS Robotics Competition.

MUSIC PROGRAM

Churchlands Primary School provides a dedicated specialist music program for its students. The program provides all students in pre-primary to year six with classroom music lessons each week.

The classroom music lessons enable pre-primary to year 6 students to learn and experience music in an enjoyable and informative manner. Highlights include up to date music technology and ukulele lessons. Performances and class items are regularly showcased for the school and wider community. Our three ensembles are HOTNOTES Orchestra, a full orchestra consisting of approximately 45 students, Churchlands PS String Orchestra, consisting of all senior students learning string instruments and VOICE Senior Choir. Students in HOTNOTES, String Orchestra and/or VOICE are required to wear a "Performance" uniform. Details will be provided by the Music Specialist on selection to the orchestras or choir.

INSTRUMENTAL MUSIC SCHOOL SERVICES (IMSS) PROGRAM

The special instrumental program, conducted via Instrumental Music School Services (IMSS), which operates in conjunction with our general program, is only offered to students who demonstrate high musical aptitude, as well as meeting other criteria successfully. The testing is conducted annually to help in the selection process for the following year.

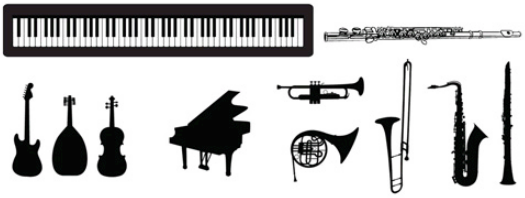
The instruments as stated are available at various year levels across the school.

Violin/Viola	-	Year 3-6	Flute	-	Year 5-6
Cello	-	Year 4-6	Double Bass	-	Year 5-6
Clarinet	-	Year 5-6	Brass	-	Year 5-6

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 cease to play that instrument. Lessons are limited to small tuition groups of between 2 and 5 students. Lessons offered are free of tuition charge, however a resource charge of $20 per student per year is payable to the school. (Refer to School Contributions and Charges Sheet).
Some instruments can be hired from the Department through the school for the first year of tuition. They are flute, clarinet, trumpet and trombone. Instruments having a rental time of two years include double bass, cello and baritone. Violin and viola are to be purchased for the beginning of tuition, once correct sizes have been determined by the strings teacher.

Please Note:
This is a Department of Education Service. School timetables will not be altered for music students. 30 minute lessons are in school time and students involved in lessons will miss classroom time. Students are responsible to catch up on work missed.

- Students will need to practice at home regularly.
- Students are not to withdraw from the program.
- Students are not allowed to have private lessons in their school instrument



VISUAL ARTS
The children from Pre-primary – year 6 at Churchlands Primary School receive one hour of Visual Arts Education per week. This is planned and implemented by our specialist Visual Arts teacher. The program has been designed to be innovative, engaging and related to every child's individual everyday world.

Our Visual Art program's purpose is to develop the intellectual, perceptual and expressive potential of students through aural, spatial, kinaesthetic, interpersonal and visual experiences. In art lessons the students are shown how to be organised in their approach to planning tasks. Positive self-esteem is always promoted as well as individual thought and originality. They are encouraged to focus on tasks and show resilience by modifying their ideas where necessary. Students are encouraged to be conservative in the use of resources and to show respect for others and property. Our Art program maintains strong cross-curricula links with classroom curriculum areas of study and is soundly linked with other arts learning areas.

ALL STUDENTS MUST HAVE A CLEARLY LABELLED OLD T-SHIRT OR SHIRT TO PROTECT THE SCHOOL UNIFORM DURING ART CLASS.

DRAMA
Students in PP – 6 attend a session once a week, years PP, 2 and 6 have 1 hour sessions while years 3, 4 and 5 have 45 minute sessions. The drama program is an engaging educational experience linking closely with other arts areas (dance, visual art and music) as well as literature, particularly poetry. Frequently linking to the class curriculum, students devise and perform drama for a variety of audiences; increasing their confidence to perform. Enhanced self-esteem and empathy for others through role play is central to the drama program.

LANGUAGES

Students in years 3 to 6 attend a weekly 55-minute French lesson.

The program is planned and delivered by our specialist French teacher, focusing on two core areas of communicating and understanding through elements of listening, speaking, reading and writing. The program immerses students in the French life enhancing their creative and critical thinking whilst strengthening their understanding of both their own language and culture.

The French classroom provides a dynamic and engaging learning environment in which students participate in a variety of interactive activities including music, games, role play and puzzles. Through the program, students gain an understanding of other societies, the ability to interact with people and cultures other than their own, and practical skills which they can use in future social and cultural areas. Through learning French, students are also able to further develop their numeracy and literacy skills.

ENGLISH AS AN ADDITIONAL LANGUAGE SUPPORT (EAL/D)

CPS has a culturally diverse community and supports students who speak English as an Additional Language or Dialect (EALD). Students who meet specific criteria are eligible for support by the EALD Specialist Teacher and will also receive EALD Progress Map levels on their semester reports. Depending on needs and class arrangements, support can be in-class, withdrawn in small groups or one-on-one. This support occurs on a part time basis. The EALD Specialist Teacher also supports classroom teachers and parents to implement strategies to improve learning outcomes for EALD students. Please check the school newsletter and website for information and ideas. A shared support approach at home is encouraged to maximise student progress and confidence at school. Families may be interested to know that the library has a growing bilingual book collection that students are welcome to borrow to encourage and enjoy the use of their home language and English.

SUSTAINABILTY AND THE ENVIRONMENT

The school has a very active sustainability focus. Our aim is to reduce our waste to landfill therefore reducing our school carbon footprint on the planet. The ECO shed has an outdoor classroom set amongst vegetable gardens, worm farms and a chicken coup. Sustainability is interwoven into most curriculum areas but particularly links to the biological science topics in each year level. Year 5 students have the opportunity to nominate as an environmental officer and be involved with caring for the worms, compost, paper shredding, chickens and the school gardens. Each year, students go to Quairading for an overnight camp and assist with the planting of 10,000 trees on salt ravaged farmlands. Parents are given many opportunities to get involved in the sustainability programme by attending busy bees, helping students to plant, harvest and cook the produce grown at the school. Parents can nominate to be on the chicken roster over the weekends and during the holidays.

PHYSICAL EDUCATION

Houses

On enrolment, students will be placed in one of four Houses, 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. Swimming, cross country and athletics carnivals are held throughout the year.

Cross Country Running

In Term 2, PP-Year 6 students compete in the annual CPS Cross Country. Each year students from years 3-6 are selected to compete in the Interschool Cross Country event.

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 4 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 two weeks of 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.

EDU-DANCE
Edu-Dance provides a comprehensive dance program. It provides children with the opportunity to be part of a fun and energetic dance program within their own school community.

The program fulfils the Physical and Health outcome requirements (Dance Element) for students and covers many other aspects such as coordination, musical appreciation and self-confidence, and gives many children the opportunity to experience the excitement of performing in front of an audience. Most importantly it is promoted as a program for fitness and fun.

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 participate in PEAC testing. Parents have the option to notify the Principal if they prefer their child not to be assessed. Students identified through the testing are invited to participate in PEAC courses.

Generally, the courses are of nine weeks' duration and are offered at a range of school sites in the North Metropolitan area, or online.
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.

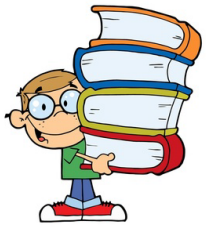
GENERAL INFORMATION

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.

Student Requirements
The Department supplies some resources and materials for students. Stationery items and personal needs are the responsibility of parents. A link for the booklist and school codes are located on the Churchlands Website www.churchlandsps.wa.edu.au/parent-information/booklists/ please refer to this for the full list of student supplies. Booklist requirements are supplied by our main supplier, Campion Education. Visit https://www.campion.com.au **Apart from books and folders, items do not need to be named.**

ASSEMBLIES
Assemblies are held fortnightly on Friday mornings from 8.45am. Duration is approximately 50 minutes. Assemblies provide an opportunity for students to be recognised for their achievements. Parents will be notified in advance if their children are awarded.

LIBRARY
The school purchases materials for the library through its budget allocation and additional funding from the P&C Association. 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 CURRICULA ACTIVITIES
Extra Curricula activities offered at Churchlands Primary School outside the normal school day including; Running Club, Tennis, Coderdojo, Robotics, Netball, Basketball, Chess Lessons, 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. (See page 22 for instructions how to pay.)

STUDENT LEADERSHIP
A Student Council, consisting of eight year 6 students 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. Other student leadership roles are available to Year 6 students including: Art, Drama, Music, Sport and STEAM leaders. We also have Environmental Officers positions which are selected from Year 5 students.

SCHOOL UNIFORMS are a condition of enrolment for Pre-Primary to Year 6
Through the "Dress Codes for Students Policy 2022" (ratified by the School Board, *refer Appendix 4*) Churchlands Primary School encourages and strongly supports wearing of a school uniform. The uniforms are a sensible, practical and 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 SENIOR Choir: VOICE T-shirt, black pants, or skirt and leggings, black socks, black shoes and black hair accessories.

HOTNOTES Orchestra: 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, athletics singlet or netball shirt)

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.

LUNCH TIME RULES
The school operates a **'NO HAT NO PLAY" SUNSAFE POLICY** all year round. *(Refer Appendix 7).*
For the first fifteen minutes of the lunch break, students must sit in their allocated 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.

VALUABLES
Please avoid sending/bringing anything of value (jewellery, toys etc.) to school. Valuables can go missing if not carefully monitored.

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 class teacher on arrival at school. Please refer to the Mobile Phone Policy on our webpage.

POLICIES & GUIDELINES can be accessed through the webpage.

Birthdays
All children like to celebrate birthdays. Parents are permitted to provide birthday treats to the children after school. The teachers are not expected to hand these out during class time.

Please note: We are an "allergy aware" zone and follow the Department of Education's Healthy Food Policy.

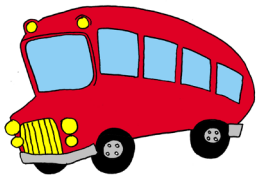
Before School Play
The nature playground is very inviting, however before and after school play on the equipment is not permitted. These play areas are leased by OSH before and after school and require duty of care of their children who play in these area.

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
Crosswalk attendants are located on Pearson Street and Cromarty Road from 8.00am – 9.00am and 2:30pm – 4.00pm. All pedestrians are reminded to use these identified, safe crossings throughout the school year.

TRANSPERTH BUS SERVICE
Contact Transperth information line for details - phone: 13 62 13 or
https://www.transperth.wa.gov.au/Journey-Planner



STUDENT HEALTH

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 enrolment forms. Where severe medical conditions 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 existing condition 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, medication's name and strength. Where prescribed medication is necessary, instructions from the prescribing doctor are required. If the student has medication to be administered at school, parents must contact the school officer 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, to rest and recover.

COVID-19

We are guided at all times by the Government of Western Australia and the Department of Education operating COVID-19 Guidelines

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 contracting 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.

STUDENT SERVICES

PASTORAL CARE

Our staff are committed to the pastoral care and wellbeing of each student.

Effective pastoral care is achieved through promoting a positive school environment 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.

Positive Behaviour Support for Learning (PBS) is an evidence-based framework that brings together the whole-school community to contribute to developing a positive, safe and supportive learning culture. The framework assists our school to improve social, emotional, behavioural and academic outcomes for all our students.

SCHOOL PSYCHOLOGIST

The School Psychology Service (SPS) provides a specialist psychological assessment, intervention and consultation service at CPS. The class teacher in consultation with the Student Services Co-ordinator and parents may request school psychologist involvement. Please check with the school office regarding school psychologist availability.

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

- Analysis and intervention 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

Our School Chaplain supports the school and teachers through our social and emotional wellbeing program.

SCHOOL NURSE
A trained nurse 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)

AUSTRALIAN IMMUNISATION REGISTER
The Department of Education now requires that students entering school are fully immunised. Students who are not fully immunised will require documentation giving them exemption – this will be displayed on the Australian Immunisation Register (AIR). Students commencing school should already have received their measles and mumps injections and their booster immunisation against diphtheria and polio. 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 FreeCall 1800 653 809. Due to Privacy Laws only parents can access this information; you will need your Medicare number. More information can be found at: https://www.healthywa.wa.gov.au/Articles/S_T/Starting-or-moving-schools-immunisation-records.

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. This centre can be contacted on 9446 8990.

STUDENT SUPPORT SERVICES
Accessing student support services appointments should be scheduled for outside of school hours. Please hand a copy of any reports to the school.

STUDENTS AT EDUCATIONAL RISK
The Department provides for students at educational risk (SAER). Students considered to be having difficulty maybe 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. CPS school has a Student Services Coordinator, who along with the Principal is responsible for student outcomes. Students at Educational Risk, either low or high achievers, have an 'Individual Education Plan (IEP)' which describes focus outcomes for each term.

PARENT PARTNERSHIPS

PARENTS AND CITIZENS ASSOCIATION (P&C)
Active parents involved in an active P&C, interacting with a committed staff, provide a dynamic school environment. The P&C meet on a Tuesday in week 4 and week 9 of each term.

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 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 either in the school staff room or Library on a Tuesday in week 4 and 9 of each term. The Annual General Meeting is held in February each 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.

The P&C supports and enhances community engagement at Churchlands Primary School through operating several sub-committees: canteen, netball club and the Fathering Project (DUCKs). Major P&C organised events during the year includes, the Easter raffle, Lapathon, cake stalls, Scholastic Book Fair and an annual social event such as a Quiz Night. The P&C also hosts an annual welcome picnic and community events such as a movie night. Being involved and volunteering for the P&C is a fantastic way to meet new people and be part of our dynamic school community.

SCHOOL BOARD
The School Board is the governing body of the school responsible for overseeing accountability processes and policy development. 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.

CHURCHLANDS CHATTER
The newsletter of the P&C is an electronic publication emailed monthly by the P&C and contains news, events and celebrations. To sign up for the 'Churchlands Chatter' please click on the link found on the school website.

P&C BOX
All return slips from P&C notes are dropped into the P&C Box located in the school office.

UNIFORM SHOP
The uniform shop is located in the building next to the administration office (near the Sculpture Garden).
The shop is run by the P&C and staffed by parent volunteers.
During the school term, we are open every Tuesday morning from 8.15am – 9.00am for counter sales
Second hand items are also available at this time ($5 per item). We have EFTPOS and cash facilities available for counter sales.
Uniforms can also be ordered online via Quickcliq
This is the same website used if you wish to order canteen items at the school. Online uniform orders will be delivered directly to your child's classroom – deliveries are made on Tuesday mornings and then again on either Thursday or Friday.
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 churchlandsuniform@gmail.com or come to the shop on Tuesday mornings.
For current uniform prices, please look on the school website www.churchlandsps.wa.edu.au or collect a "uniform price list" from the administration office.
There is a uniform shop open day for all families at the start of the school year – In 2023, it is 27 January. In term 4, there are also additional open days for students (TBC) going into pre-primary as well as an open morning for families due to start at the school the following year. The shop can be opened by arrangement with the uniform shop manager for new students – especially those commencing at times other than at the start of the school year.

HOW TO GET STARTED ONLINE

- Visit the site www.quickcliq.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.
- Once you have placed an order online you will receive a confirmation email.

If you are having trouble registering for an account or ordering online, please contact 'QuickCliq' on info@quickcliq.com.au or Phone: 1300 11 66 37.

For any further queries regarding orders please contact the uniform shop manager via email at: churchlandsuniform@gmail.com

CANTEEN – IBIS CAFE
The canteen operates three days a week on Wednesday, Thursday and Friday from 8.30am – 1:40pm.

Serving times are recess 10.45 - 11.05am and lunch 1.05 – 1.45pm.

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. At the beginning of each year the P&C send out a newsletter with a form requesting new volunteers.
The canteen could not operate without the support from **parent volunteers**.
A roster is collated and distributed for the start of each term. The canteen always welcomes and encourages new helpers. If you would like to volunteer in the canteen, please visit the canteen when it is open and speak to the canteen manager.

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 "Allergy Aware" 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, from the school administration office and on the school website. The canteen is 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 through Quickcliq. Ordering online is easy. Simply follow the steps as seen in the Uniform Shop instructions.
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 Quickcliq:
info@quickcliq.com.au or
Phone: 1300 11 66 37

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

The canteen manager can be contacted by:
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 7.00am until 8:35am and 3.00pm until 6.00pm. The OSH also runs a holiday program which excludes pupil free days. For more information and enrolments please visit www.theircare.com.au or phone: 1300 072 410.

Parents collecting children from OSHCLUB are **NOT** to park in the staff car park at any time.

KINDERGARTEN

Welcome

We would like to extend a warm welcome to everyone joining Churchlands Kindergarten this year. We look forward to getting to know our new families as well as renewing friendships and hope that parents and children alike enjoy a fantastic year together.

The information contained in this booklet is designed to help you and your child settle into Kindergarten. You may find it useful to keep it handy for future reference.

Contact Numbers

You may contact Churchlands Kindergarten by using the main school number:

(08) 9253 9450 or emailing our Kindergarten teacher (Fiona Jackson)

fiona.jackson@education.wa.edu.au ECE 4

WEBSITE: www.churchlandsps.wa.edu.au

Kindergarten Learning Program

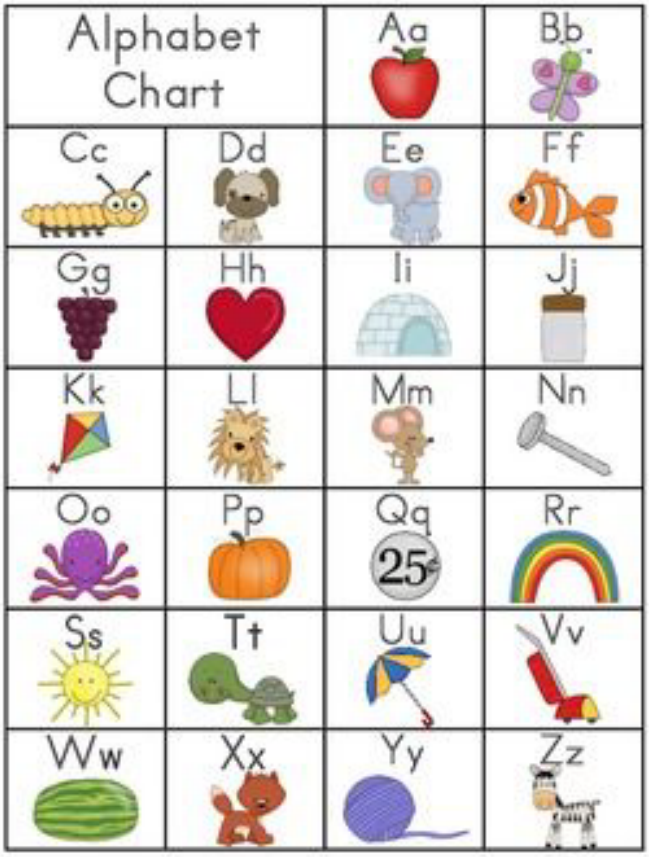
The Western Australian Kindergarten Curriculum and Assessment Guidelines are used to plan and deliver the Kindergarten teaching and learning program. This curriculum emphasises direct and explicit forms of instruction as well as guided play learning experiences. Curriculum planning and delivery has a focus on independent learning, instructional strategies supported by current 'best practice' and link directly to the Churchlands Primary Independent Public School Business Plan. Teaching in the Early Years is also closely tied to the National Early Years Learning Framework (EYLF) to ensure quality teaching and learning that is targeted to this stage of your child's learning and development. We recognise the importance of play-based learning experiences and place a specific emphasis on building your child's language (including early literacy and numeracy) as well as supporting their social and emotional development.

Writing Style

The style of writing we use in Kindergarten is called "Bat and Ball font". We have included a copy of this style, you can use this to guide name writing practice.

Please note that we teach lower case letters. Capitals are used for the start of names only (e.g. Peter not PETER). We also focus on teaching letter sounds before the letter names (e.g. a – apple).

Bat and ball font



Kindergarten Attendance Times

The Kindergarten program operates on an average 15 hours of instruction per week on a fortnightly schedule.
School hours are 8.45 a.m. to 3.00 p.m.
Classroom doors open at 8:35 a.m. to ensure commencement of teaching at 8:50 a.m.

Session Times: **8.45 am – 3.00 pm**
Red Group: Mon, Tues every week, Wednesday odd weeks.
Blue Group: Thurs, Fri every week, Wednesday even weeks.

Week	Mon	Tues	Wed	Thurs	Fri
Week 1	Red	Red	Red	Blue	Blue
Week 2	Red	Red	Blue	Blue	Blue

If you have other children at the school, please collect your kindy child first.

Arrival and Departure

The following guidelines are to help protect your child and assist in the smooth running of the classroom.

- A parent, guardian or other responsible adult MUST bring and collect your child from Kindergarten. Please fill out the book if there are changes to the pickup person.
- Arrive on time, as both the literacy and numeracy programs commence first thing in the morning.
- Please remain with your child until the classroom door opens at 8:35 a.m. It is important that parents or guardians supervise children until school begins.

Students are required to be collected on time after school.

Please inform the teacher and the school office of any custody or access restrictions concerning your child. All family information is kept in the strictest confidence.

After School Care

The Churchlands After School Care (OSH) is located near the library and provides both before and after school care.

www.theircare.com.au
Head Office Number 1300 072 410
Operating Times Before School Care 7:00 AM to 8:35 AM
After School Care 3:00 PM to 6:00 PM

What to Bring to Kindergarten

- A roomy bag or backpack
- A broad brimmed sun hat with a clear name label (No caps please)
- 2 healthy snacks
- A labelled drink bottle with WATER only please
- A packed healthy lunch

  Lunch can be ordered from the canteen on Wednesday, Thursday and Friday.

  Please clearly mark the child's name and class.

  No recess ordering – We have fruit time.
- Labelled spare underpants and clothes in case of accidents. To be kept in your child's bag.

Toys and Special Belongings

We ask that children leave their toys and special belongings at home as it is easy for these things to become lost or get broken in the school environment.

Guiding Young Children's Behaviour

- The Kindergarten program uses a positive guidance approach to manage children's behaviour. This includes the following strategies:

- We follow **"The Churchlands' Way"** to behave and talk about Red and Green choices.

- Encouraging positive behaviour in children, giving positive and specific feedback.

- Setting clear class expectations and limits.

- We use the **1, 2, 3 Magic**. 2 warnings and then onto the Think Spot. Children are counselled whilst on the Think Spot.

- Offering alternatives or redirecting the child to a new activity.

- Developing resilience and independence by encouraging your child to 'have a go'.

If the teacher has concerns about your child's behaviour in class they will inform you of the problem and make a time to meet with you. This way both you and the teacher can discuss the situation and work on strategies to overcome any behaviour issues.

Semester Reports

Your child will receive a formal written report on their progress at the end of Term Two and Term Four.

If you have concerns about your child's progress or would like further information, please schedule a time for an interview with your child's teacher.

Booklist Items

Students are requested to provide items for use in the classroom as per the Kindergarten Booklist.
http://www.churchlandsps.wa.edu.au/parent-information/booklists/
NOTE: Only label the folders. Please do not label any other items, as all these items are shared.

Library Bag

Each week the children will visit the school library to borrow a book. In order to borrow, your child must bring a library bag which is clearly named. Books are returned in the bag on the allocated library day to be exchanged for a new one.

Parent Involvement

Rostered Help

You can be involved in the Kindergarten by being a rostered helper. Working in partnership with you is an important part of educating your child. We recognise that you are your child's first and most influential educator. When on roster you help out in the morning with a variety of tasks including helping out with activities or playing a game with a small group of children. There are many ways you can help so please write your name on the roster displayed in the classroom. Grandparents, aunties, uncles and significant others in your child's life are also welcome to be on roster. The children love having helpers in the classroom. It is also a great opportunity for you to see what learning experiences they engage in each day. Please be aware that when you are on roster we ask you to keep all information about individual students in the room confidential. As part of our community, parents have a responsibility to be courteous and respectful of others and sensitive to each and every individual at all times.

Other Involvement

We invite your involvement in the Kindergarten but recognise that not everyone can be available during weekdays. You can still be involved as we often need parent help with such things as repairing toys, covering books, mending, sewing or helping out on weekends with busy bees. There are many ways you can help, so talk to the teacher if you would like to be involved.

You may also wish to become a member of the school's Parents and Citizens Association or apply to be a member of the School Board which assists in the running of the school.

Accidents and Illnesses

Emergency Contact Details

If your child is unwell or is involved in an accident at school, it may be necessary to send them home or to a doctor. It is therefore very important that the school has your **emergency** contact numbers and that these are kept up to date.

Health Care Forms

Each student is required to have a Health Care Form completed by parents at the beginning of the year. This information assists the school in developing
appropriate health care plans for your child if they have an allergy, illness or disability, ensuring health and safety while at school.

Communicable Diseases

If your child is unwell, please keep them at home.
There are some communicable infections and diseases that require your child to be excluded from school for a set period of time and you may need a doctor's certificate before allowing your child to return to school. If you need more information, please ask your doctor or teacher.
http://kidshealthwa.com/guidelines/communicable-diseases-exclusion-periods/

Administering Medication

If your child needs medication you will need to fill out an authorisation form before it can be administered by staff.

Absences

If your child is going to be absent, sick or late to school please **SMS 0408 905 268** with Name, Room Number and Reason!

Settling Your Child In

It is quite normal for a child and parents to be anxious about starting a new life experience. If your child is unhappy or frightened about starting
Kindergarten, here are some hints to help:

- If you have a positive attitude and look forward to the first day of school, your child will probably do the same.
- If appropriate you may wish to stay for a little while until your child is more settled and involved in play.
- It is important to say goodbye to your child before leaving. Sneaking away in fear of upsetting your child may increase their feelings of insecurity.
- Be patient. It is normal that your child is strongly attached to you and does not want to leave you. Even if it takes time to settle your child will eventually get there.
- If you are feeling anxious after leaving your child you are welcome to phone later in the morning to check that they have settled.

Celebrations

Beginning school is an important time for children and their families. By forming links between home-life and Kindergarten we can help children feel secure and settle in quickly. One way to make these links is to share with us celebrations, festivals and cultural events that are important to your family. Sharing special events help all the children to learn about the families in our community and to learn to respect each other's cultures.

We love to celebrate birthdays! You are welcome to send in a birthday cake for your child. One cupcake per child is preferred. No nuts or nut products please, and provide the ingredients, as some children have severe reactions (Anaphylaxis). Parents of children with allergies are asked to provide a treat box for their child.

What to Wear

Uniform

It is **not** school policy for students to wear school uniform in kindy. Please dress your child in play clothes. We might get messy! Shorts, skirts, t-shirts and tracksuits are ideal, as physically active play is part of the daily program. Please label your child's clothing clearly, as this will help keep lost property to a minimum.

Footwear

For safety reasons your child needs to wear appropriate footwear. Sandals and shoes that are easily managed by the child are suitable. Please refrain from sending your child to school in thongs, as these do not protect children's feet and can be dangerous when children are playing outdoors.

Hat Policy

Hats
To protect your child from sun exposure Churchlands Primary School has a 'NO HAT, NO PLAY' policy. We therefore require all children to wear hats when playing outside. To ensure your child is included in outside play it is best to keep a hat in the school bag. Hats are available from the P & C Uniform Coordinator.

Sunscreen
Please apply to your child before the start of school, if they require more throughout the day, please leave some in their bag.

Leave Pass

If you need to collect your child during the school day, you are required to go to the main office and sign them out.

1) **Go to the office and sign the student out using Passtab on the iPad**
2) **Take the white leave slip to the kindy staff**
3) **Take your child home**

Churchlands Primary School

Student Release Pass

Late to School

The morning siren sounds at 8:45am. If you arrive at school after this time, you need to go to the front office and sign your child in as late, before coming to the classroom.

These are mandated education department policies.

If you have any questions or queries throughout the year, please come and see us.

We look forward to working with you to provide an engaging, supportive and caring environment in which your child can learn and grow.

The Kindy Team