

# Maylands Peninsula

P R I M A R Y S C H O O L



## PARENT INFORMATION BOOKLET 2019

Phone: 9462 6700

Email: [maylandspeninsulaps@education.wa.edu.au](mailto:maylandspeninsulaps@education.wa.edu.au)

Office Hours: Monday-Friday, 8.00am-4.00pm

This booklet provides parents and caregivers with a range of information regarding school operations in 2019. Specific information regarding your child's classroom is provided by class teachers at the 'Meet the Teacher Night'.

Further information about the school, P&C and School Board can be found at [www.mpps.wa.edu.au/](http://www.mpps.wa.edu.au/)

# Staff 2019

**Principal** – Mr Paul Andrijich

**Manager of Corporate Services** – Mrs Megan Mohr

**School Psychologist** – Ms Lynn McLaren (Tue, Wed).

**Deputy Principals** – Mrs Narelle Alver, Mrs Rosemary Johnson

**School Officers** – Mrs Selina Millar, Mrs Gayle Tippett

**School Chaplain** – Mrs Eva Johnson (Tue, Wed, Thurs).

Class Teachers	Room	Year	Roster	Email Address
Ms Bec Turvey	S1	6	Mon - Fri	bec.turvey@education.wa.edu.au
Miss Breanna Manov	S2	6	Mon - Fri	breanna.pitsonis@education.wa.edu.au
Mr Helfgott Mr Dave Sollis	S3	5/6	Mon Tue - Fri	Peter.helfgott@education.wa.edu.au david.sollis@education.wa.edu.au
Mr Caleb Christie	S6	5	Mon - Fri	caleb.christie@education.wa.edu.au
Mrs Estelle McGuire	S7	5	Mon - Fri	estelle.mcguire@education.wa.edu.au
Ms Natalie Bonetti Mrs Marie Owens	S8	4	Mon, Tue, Thurs, Fri Wed	natalie.bonetti@education.wa.edu.au marie.owens@education.wa.edu.au
Miss Siobhan Swadling	M1	3	Mon - Fri	Siobhan.swadling@education.wa.edu.au
Miss Sharna Avery/Mrs Alison Ruhon	M2	3	Mon - Fri	sharna.avery@education.wa.edu.au Alison.ruhon@education.wa.edu.au
Ms Melissa Peden	M3	3	Mon - Fri	melissa.peden1@education.wa.edu.au
Ms Julie Powell	M4	4	Mon - Fri	julie.powell@education.wa.edu.au
Miss Sheila Eftos/ Miss Mable Wong	M5	3/4	Mon – Wed Thurs-Fri	Sheila.eftos@education.wa.edu.au mable.wong@education.wa.edu.au
Mrs Kathy Richards Miss Amy Kinnersly	JB1	2	Mon - Thurs Fri	kathy.richards1@education.wa.edu.au amy.kinnersly@education.wa.edu.au
Miss Stacey Keating	JB2	1	Mon - Fri	stacey.keating@education.wa.edu.au
Miss AbbyYu	JB3	2	Mon - Fri	yaxuan.yu@education.wa.edu.au
Mrs Selina Coulson	JB4	2	Mon - Fri	selina.coulson@education.wa.edu.au
Mrs Teresa Ferguson Mrs Ashlea Rushton	JB5	2	Mon – Thurs Fri	teresa.ferguson1@education.wa.edu.au ashlea.simmonds@education.wa.edu.au
Miss Nicole Selwood	JA1	1	Mon - Fri	nicole.selwood@education.wa.edu.au
Mrs Dale Nixon	JA2	1	Mon - Fri	heather.nixon@education.wa.edu.au
Mrs Rebecca Jonsson Miss Sonya Nugent	JA3	1	Mon, Tues - Fri	Rebecca.jonsson@education.wa.edu.au Sonya.nugent@education.wa.edu.au
Mrs Natalie O'Connor Mrs Ashlea Rushton	EL1	PP (1)	Mon – Fri Thurs	natalie.oconnor@education.wa.edu.au ashlea.simmonds@education.wa.edu.au
Mrs Faye Burnaby Ms Alice Parcej	EL2	PP (2)	Mon – Fri Thurs	faye.burnaby@education.wa.edu.au alice.parcej-collins@education.wa.edu.au
Miss Destiny Liedel Ms Alice Parcej	EL3	PP (3)	Mon – Thurs Fri	Destiny.liedel@education.wa.edu.au alice.parcej-collins@education.wa.edu.au
Mrs Jodie Threlfall Mrs Dinah Watt	PP5	PP (5)	Mon – Fri Tue	jodie.threlfall@education.wa.edu.au dinah.watt@education.wa.edu.au
Ms Monica Merend Ms Alice Parcej	ECE1	K(C&D)	Mon – Fri Wed	monica.merenda1@education.wa.edu.au alice.parcej-collins@education.wa.edu.au
Mrs Dinah Watt	ECE2	K (E)	Mon/odd week Wed/Thurs	dinah.watt@education.wa.edu.au
Mrs Debbie Brittain	ECE2	K (F)	Tue/even week Wed/Fri	debbie.brittain@education.wa.edu.au

Specialist Teachers	Room	Year	Roster	Email Address
Ms Jessica Wormuth	Art Room	Art (Yrs 2-6)	Mon - Fri	jessica.wormuth@education.wa.edu.au
Mrs Sandy Catlin	PP4	Art (Yr 1)	Thurs	sandy.catlin@education.wa.edu.au
Mrs Heidi Kellner-Marshall	S5	LOTE (French)	Wed - Fri	Heidi.kellner-marshall@education.wa.edu.au
Mrs Robyn Trend		PE	Mon, Tue	robyn.trend1@education.wa.edu.au
Miss Amy Wyatt		PE	Thurs, Fri	amy.wyatt@education.wa.edu.au
Mr Grant Turner	Music Room	Music	Mon - Fri	grant.turner@education.wa.edu.au
Ms Mai White	Library	EAL/Literacy Support	Mon - Fri	mai.vo@education.wa.edu.au
Mr Andrew Bownes		ICT	Tues, Thurs	andrew.bownes@education.wa.edu.au
Mr Dale Pointon (Instrumental Music School Services)		Clarinet (Yr 5/6)	Thurs	dale.pointon@education.wa.edu.au
Miss Tanya Chapman (Instrumental Music School Services)		Guitar (Yr 5/6)	Wed	tanya.chapman@education.wa.edu.au
Ms Stacy Teuber (Instrumental Music School Services)		Flute (Yr 5)	Mon	stacy.teuber@education.wa.edu.au

Education Assistants (Kindy & PP)	Education Assistants (Special Needs students)	Support Staff
Mrs Min McDonald	Mrs Lyn Seedy-Dittrich	Mrs Debbie Fielding – Library Officer
Ms Ros Dunne	Mrs Trish Martyn	Mr Bruce McKnight - Gardener
Mrs Clare Muniz	Ms Christine Godfrey	Mr Haris Trbic – Head Cleaner
Ms Fiona Awa	Mrs Maria Hadi	Ms Senait Ayele - Cleaner
Mrs Deb Rogers	Mrs Meena Manjunatha	Mrs Saba Tamira - Cleaner
Mrs Toni Saxon	Mrs Prathima Bangera	Ms Demeku Webe - Cleaner
Mrs Sandra Masic		Ms Demeku Webe - Cleaner

## Assemblies

Parent attended assemblies are held every Friday fortnight commencing at 8.40am in the covered assembly area for students in Years 1-6. Assemblies are conducted by classes on a roster system. Parents/caregivers and friends are very welcome to attend assemblies which usually last until 9.20am.

At the assembly we are fortunate to have 3 local businesses provide monthly 'prizes' for academic endeavour.

- Catherine Watkins- Maylands Golf Course - Science Excellence
- John Captuo – Harcourts Integrity Real Estate – Academic Excellence
- Richard Catlin – Bosch Timber Flooring – Writer of the Month

At alternate monthly assemblies, Mrs Alver presents Aussie of the Month awards.

## Attendance

Attendance of all enrolled students, including those in Kindergarten, is compulsory. It is expected that all students attend a minimum of 90% of the school year. At Maylands Peninsula Primary School we strive for a target of 96%. In order to achieve this we encourage parents to:

- carefully plan holidays to avoid clashes with school term dates.
- ensure punctuality as lateness is recorded.
- schedule appointments outside of school hours where possible.

**Did you realise that if your child has one absence every week over 7 years of compulsory schooling, it is the equivalent to over a year of school being missed!**

All absences require written or verbal confirmation from parent/caregiver to teacher. If your child is absent from school we request you send an **SMS to 0408 947 235** (automated service) as early as possible and leave a message stating:

- Your child's name,
- Room number and
- Reason for absence.

Alternatively, you may email your child's teacher with details of their absence or send through an absence notification using the Smartlink App.

### Late arrivals:

Parents/caregivers and students must go to the front office if arriving after 8.45am to collect a late note that students give to their class teacher.

### Early Departures:

Parents/caregivers must sign students out at the front office if departing before 3.00pm, or 2.30pm on Tuesday. You will be given a blue slip to take to the class teacher. A teacher cannot release a child without the blue slip.

## Before and After School Arrangements

It is advised that students arrive at school **no earlier than 8.30am** for duty of care purposes. If students arrive before 8.30am, they are to sit in the undercover/courtyard area until they are released by a member of the Leadership Team. **We request that parents/caregivers sit with their child/ren in the undercover/courtyard area rather than waiting outside classrooms. We appreciate your support on this.**

At the conclusion of the day, any students who haven't been collected by 3.15pm, or 2.45pm on Tuesday, must go to the office to be supervised by staff whilst parents/caregivers are phoned. On Tuesdays supervision is provided for students in the Junior A wet area until 3.00pm. For the safety of your children please do not make arrangements for students to wait on Kelvin Street or Gibbney Reserve for extended periods of time awaiting collection, or play unsupervised within the school grounds, as this may put them at risk.

Parents/caregivers **must** supervise their children playing on the main playground play equipment or other play areas after school. When the siren is rung at 3.20pm parents/caregivers and students are required to leave the school grounds. Toilets, a drink fountain and other play equipment are located on Gibbney Reserve, the oval directly behind the school, for those families who wish to continue their play.

The following child care centres service our school:

GB Child Care	Guildford Rd, Bayswater	9471 7822
Maylands Out of School Care	Richards St, Maylands	9272 7732
Helping Hands	Old Maylands Primary School Site Guildford Rd, Maylands	0475 950 144

## Bicycles and Scooters

Those riding to school should ensure that their bicycles, scooters and helmets are secured with a padlock and chain. The bike rack is situated behind JA3. Students must walk their bikes and scooters while on school grounds.

The Police bike safety officers recommend students under Year 4 should not ride to school.

**Note: Wearing of bicycle helmets is compulsory.**

## Birthday Cupcakes

The exception to our *Healthy Food and Drink Policy* is the provision of individual cupcakes for class mates on the date of your child's birthday, or on the nearest school day. Only cupcakes may be brought in as they are easy to serve. Please see your child's teacher to find out how many cupcakes will be required and whether any children in the class have food allergies or intolerances. Please note that providing cupcakes is optional, not a requirement.

## Book Club

Ashton Scholastic books are ordered and distributed throughout the year. There are six issues throughout the year. Students are requested to ensure they have put their name and class on the order form and the envelope before placing it in the wooden box in the office before recess on the due date. Alternatively, parents/caregivers may choose to use the on-line LOOP system provided by Ashton Scholastic. Mrs Miriam Xavier, parent helper, coordinates Book Club.

## Crunch and Sip

Crunch & Sip encourages students to eat fruit or salad vegetables and drink water in the classroom. Some classes at Maylands Peninsula Primary School have introduced Crunch & Sip to support students to establish healthy eating habits whilst at school.

The objectives of Crunch & Sip are to:

1. Increase awareness of the importance of eating fruit or vegetables and drinking water every day.
2. Enable students, teachers and staff to eat fruit or vegetables as Crunch & Sip in the classroom.
3. Encourage students, teachers and staff to drink water throughout the day in the classroom, during break times and at sports, excursion and camps.
4. Encourage parents/caregivers to provide students with fruit or vegetables every day.

Please ensure that fruit and vegetables provided for Crunch and Sip are prepared in a way that makes it easy for your child to eat whilst at their desk. Generally, this means peeling and/or cutting fruit and vegetables into bite sized pieces and placing them in a small plastic container.

## Dental Clinic

Children have access to dental care at the dental clinic located at Mount Lawley Primary School, from Pre-Primary to Year 6. Parents will be notified of dental appointments throughout the year via a letter sent home with their child. If emergency treatment is required during the holidays contact the clinic on 9271 5561.

## Factions

Family members are placed in the following factions: Brearley (blue), Ferguson (red), Venville (gold) and Hardey (green). There are two captains and two vice captains for each faction. Students participate in a faction athletics carnival in Term 3, and Year 4-6 students compete in a swimming carnival in Term 1.

## Hats

Under the school's 'No hat, no play' policy, students are required to wear a hat during Summer, Autumn and Spring when engaged in outdoor activities.

## Healthy Food and Drink Policy

Maylands Peninsula Primary School is committed to creating an environment that promotes learning and teaches good eating and physical activity patterns for long term health. We are well placed to support healthy eating and reinforce nutrition messages being taught in the classroom by modelling healthy food and drink choices that are tasty, interesting and affordable. Along with the requirement that students participate in a minimum of two hours of physical activity, the *Healthy Food and Drink Policy* is another step in ensuring our children are fit and healthy.

'Traffic light coding':

- **Green foods** fill the menu and include breads, cereals, vegetables, fruits, legumes, reduced fat dairy products, lean meat, water and low fat milk based drinks.
- **Amber foods** are selected carefully and are limited e.g. full fat, pastry foods, snack food bars, cakes, muffins, biscuits and ice-creams.

- **Red foods** are off the menu and include confectionary, pastry items, sandwich meats and deep fried foods.

### **Implementation Strategies:**

1. Classroom rewards (does not to include food.)
2. Canteen lunches to include food choices from Green and Amber.
3. Class parties and special celebrations – parents/caregivers to provide food from Green and Amber.
4. Curriculum activities including food (e.g. cooking, excursions, camps) to be selected from Green and Amber.
5. Parents/caregivers are encouraged to follow traffic light system when packing lunchboxes.
6. Information provided to parents/caregivers through newsletter.
7. Nutrition to be focused on in health curriculum as per operational plan and Schedule 'A'.

### **Homework**

Educational research clearly indicates that the completion of homework has very little impact on student achievement. Each teacher at Maylands Peninsula Primary School is responsible for deciding whether or not to set homework. If homework is to be set it must meet the following guidelines:

- Relate directly to the learning and teaching programs.
- Support the development of the student's independence as a learner.
- Further the partnership between school and home.
- Avoid dependence on unreasonable levels of parental assistance or resources that are not readily available to the student.
- Be set without impinging on reasonable time for family, recreational, cultural and employment pursuits relevant to the student's age, development and educational aspirations.

The school and P&C have paid for students in Pre-Primary to Year 6 to have access to Mathletics, and Kindergarten to Year 5 students (with some selected Year 6 students) access to Reading Eggs or Reading Eggspress. Children may log on at home and complete set tasks as often as they wish. Children have been allocated activities based on their ability.

Mathletics website: <http://www.mathletics.com.au/>

Reading Eggs: <http://readingeggs.com.au/>

See your child's teacher for details of their logon user name and password.

### **Infectious Diseases**

<b>Chicken Pox -</b>	Exclude child from school until all vesicles have crusted.
<b>Conjunctivitis -</b>	Exclude from school until discharge has ceased.
<b>Vomiting/Diarrhoea -</b>	Exclude until diarrhoea/vomiting has ceased for 24 hours.
<b>Hand, Foot and Mouth -</b>	Exclude until vesicles are dry/formed scabs.
<b>Impetigo (School Sores) -</b>	Admit to school only once antibiotic treatment has commenced. Any weeping sores must be covered at all times.
<b>Measles -</b>	(Measles virus) – Notifiable. Incubation period 8 to 14 days (usually 10 days) Infectious period from 4 days before to 4 days after the appearance of the rash – exclude from school – re-admit on medical certificate of recovery, or 4 days after appearance of rash.
<b>Mumps -</b>	Notifiable. Exclude for at least 9 days after the onset of symptoms.
<b>Pediculosis (Lice) -</b>	Exclude after treatment has commenced and live lice removed.
<b>Ringworm -</b>	Exclude until person has received anti-fungal treatment for 24 hours
<b>Rubella (German Measles) -</b>	Notifiable. Exclude from school for 4 days after the onset of rash. Please report incidents of Rubella to the office.

### **In-term Swimming Lessons**

Swimming lessons of two weeks duration are provided by the Department of Education. In 2019 they are in Weeks 7 & 8 of Term 1, at Bayswater Waves, for students in Pre-Primary and Years 1- 6.

In Term 1, a swimming carnival will be held for Year 4-6 students, who participated in lessons on Tuesday 9 April.

## Involvement with Your Child's Schooling

Schools and parents/caregivers have a **shared responsibility** when it comes to providing optimal conditions for student engagement and learning. Family engagement does not happen in a vacuum. It takes committed actions of both families and schools working together in partnership to support student success.

Vital to this partnership is communication between home and school. Communication from the school to parents takes a number of forms:

- SMS messages when a child is absent.
- Alerts through the school's Smartlink App. The free Smartlink App is available for download from <https://itunes.apple.com/au/app/the-smartlink/id1105845010?mt=8> <https://play.google.com/store/apps/details?id=au.com.thesmartlink>
- Phone call when a child is ill or injured.
- Notification by note, phone call or message in Communication Book if your child is receiving an award at an assembly.
- Communication Books operate in some classrooms. You will be provided with this information at your child's teacher's 'Meet The Teacher Night'.
- Some teachers have set up Class Connect Communities for the parents /caregivers of students in their class.
- Emails or phone calls from your child's teacher on occasions regarding whole class or individual student matters.
- Fortnightly newsletters are emailed every Friday fortnight.
- Written notes are sent home on Thursdays.
- Our school website contains a wide range of resources and information including Term Planners (see Calendar).
- Letters of Concern when a child's progress, behaviour or attitude warrant parent notification.

Please ensure your contact details (phone numbers, email address etc.) and those of your emergency contacts are updated at the school office whenever there is a change.

To make contact with your child's teacher please phone the school office on 9462 6700 to arrange an appointment, or alternatively email the teacher directly. Teachers' email addresses are listed on the previous page.

Your child's teacher is the best person to contact regarding any aspect of your child's progress (academic, behavioural, emotional). Any matter relating to the school or its operation can be directed to Mr Andrijich, Mrs Alver or Mrs Johnson, whose email addresses are listed below:

Paul Andrijich: [paul.andrijich@education.wa.edu.au](mailto:paul.andrijich@education.wa.edu.au)

Narelle Alver: [narelle.alver@education.wa.edu.au](mailto:narelle.alver@education.wa.edu.au)

Rosemary Johnson: [rosemary.johnson1@education.wa.edu.au](mailto:rosemary.johnson1@education.wa.edu.au)

## Managing Student Behaviour

Maylands Peninsula Primary School has a behaviour management plan to ensure all stakeholders maximise learning opportunities.

Guiding the policy are the following shared understandings:

### Code of Conduct

1. Behave in a safe, sensible manner.
2. Respect the rights of others.
3. Treat others as you would like to be treated.
4. Respect all property and the school environment.
5. Follow staff directions without question.



## Rights and Responsibilities

<p><b>Students have the RIGHT to:</b></p> <ul style="list-style-type: none"><li>• learn in a purposeful and supportive environment;</li><li>• learn and play in a safe, friendly and well maintained environment;</li><li>• be respected; and</li><li>• be treated fairly.</li></ul>	<p><b>Students have the RESPONSIBILITY to:</b></p> <ul style="list-style-type: none"><li>• ensure that their behaviour is not disruptive to the learning of others;</li><li>• ensure that the school environment is safe and well maintained;</li><li>• ensure that they are punctual, polite, prepared and display a positive manner; and</li><li>• behave in a way that protects the safety and wellbeing of themselves and others.</li></ul>
<p><b>Staff have the RIGHT to:</b></p> <ul style="list-style-type: none"><li>• be respected;</li><li>• teach in a safe, well maintained environment;</li><li>• teach in a non-disruptive environment;</li><li>• seek co-operation and support from parents/caregivers; and</li><li>• be part of a team.</li></ul>	<p><b>Staff have the RESPONSIBILITY to:</b></p> <ul style="list-style-type: none"><li>• model respectful, courteous and honest behaviour;</li><li>• ensure that the school environment is safe and well maintained;</li><li>• establish positive relationships with colleagues and students;</li><li>• establish and maintain clear classroom management routines;</li><li>• ensure good organisation and planning;</li><li>• establish and maintain ongoing, open communication with parents; and</li><li>• adhere to Department of Education and MPPS policy.</li></ul>
<p><b>Parents/caregivers have the RIGHT to:</b></p> <ul style="list-style-type: none"><li>• be informed of policy and procedures, and decisions affecting their child's wellbeing;</li><li>• be informed of their child's progress;</li><li>• access a quality education program for their child; and</li><li>• be involved in decision making processes.</li></ul>	<p><b>Parents/caregivers have the RESPONSIBILITY to:</b></p> <ul style="list-style-type: none"><li>• ensure that their child is punctual to school;</li><li>• ensure that their child achieves an attendance rate of 96% or more;</li><li>• ensure their child is in good health;</li><li>• ensure that their child is provided with appropriate materials to make effective use of the learning environment;</li><li>• support the school in providing a meaningful education for their children; and</li><li>• establish and maintain open communication with teachers and administrators.</li></ul>

## Mobile Phones/Valuables

For security, teachers collect student mobile phones, iPods, etc. at the start of the school day and place them in a locked cupboard until the end of the day. Students are able to contact parents/caregivers via the school's phone if required, and vice versa.

## Money Collection

Please send any money due for any school related charge or event e.g. class excursion, Edu Dance or swimming lessons, in a Pre Printed envelope available from the office and/or class teacher. Please ensure each envelope is fully completed, sealed and placed in the school payment box at the school office.

The preferred method of payment is EFTPOS (machine available in the office), Credit Card or Direct Deposit into the school's bank account. If paying by cash, the **correct money only** is to be placed in the Pre Printed envelope (with a permission/information slip if required) as no change will be given.

The school's Direct Deposit details are as follows:

Commonwealth Bank  
BSB Number: 066 114  
Account Number: 1011 0213

Please ensure your child's surname and a brief description of the activity being paid for is provided in the description box when making payment e.g. J. Brown- Zoo.

## Newsletters

Fortnightly newsletters will be emailed on a Friday afternoon. These will keep you informed of all the events that are happening during the fortnight. Items of a community based nature may be included in the newsletter if there is room and will need to be given to the School Officer by Wednesday lunchtime. Please ensure the office has your email address otherwise a paper copy is available from the school office or canteen. Furthermore, newsletters may be accessed via the Newsletter page on the school's website.

## Nut Aware Policy

Currently there is no cure for nut allergies and avoidance of the food is the only way to prevent a reaction. 1 in 2 children suffer from nut and other food allergies and some of them will experience a life-threatening (anaphylactic) reaction.

We have a number of students who are allergic to nuts and are subject to an anaphylactic reaction.

In an effort to provide a safe environment for students with allergies to nuts, Maylands Peninsula Primary School is seeking the support of the whole school community to help make our school nut free by ensuring sandwiches, cakes, slices, biscuits, muesli bars, chocolate bars, dips etc. are nut free.

## P & C Association

A P&C Association has been established at Maylands Peninsula PS. Meetings are held on the first Wednesday of each month in the school Staff Room commencing at 7.00pm. The P&C can be contacted by email on [pac@mpps.wa.edu.au](mailto:pac@mpps.wa.edu.au)

The P&C run the Uniform Shop (next to canteen) which is open Thursday 8.35am - 9.00am and 2.45pm - 3.15pm. Furthermore, the P&C operate the school canteen which is open each school day. Menus change twice a year and are available on the school website or the canteen itself. Online ordering is also available and recommended.

## Parking

Parking is a real issue for the school. Parking at pick up and drop off times is monitored by Rangers from the City of Bayswater. Parents/caregivers are advised to adhere to traffic rules and regulations at all times.

Designated parent parking is available on Kelvin Street. Two additional parking areas exist alongside Gibbney Reserve, one in Ferguson Street and the other in Queen Street. The staff parking area has two disabled bays which may be accessed by parents/caregivers with the appropriate ACROD permit.

The designated 'Kiss and Drop' zone is on Kelvin Street for the set down and pick up of students. Please ensure your children alight from the left side of the vehicle. Parents/caregivers must remain in the vehicle.

## Parent Helpers

Classes may have parents/caregivers who carry out the following:

- act as liaison and central contact for all parents/caregivers in the class;
- assist the class teacher in coordinating parent help within the classroom when the need arises;
- help organise class/parent social functions;
- liaise with the P & C in distributing information and fund-raising;
- collate, early in the year, a list of parent skills and hobbies to be used by class teacher if the need arises;
- act as initial contact in welcoming new families ensuring they have all the information they need about the school;
- respond to problems that occur in families by liaising with the school and the home in times of crisis.

Parents need to sign in and out at reception. They will be given a 'visitor' badge/sticker which they must wear. If you wish to volunteer to 'help out' in your child's class, please contact your child's teacher.

If you are going to be helping us as a Parent Helper or in some other capacity on-site we are required under Departmental policy to have you sign a Confidential Declaration form.



## Preventing and Managing Bullying

Maylands Peninsula Primary School aims to offer a safe, caring and inclusive learning environment. All members of our school community are committed to ensuring a safe and supportive environment where all members have the right to be respected and have a responsibility to respect each other. We treat bullying as a serious issue.

### WHAT IS BULLYING?

Bullying is when an individual or group misuses power to target another individual or group to intentionally threaten or harm them on **more than one** occasion.

### TO PREVENT BULLYING

- Treat others with care and respect.
- Work to create an inclusive school environment for all.
- Learn to tolerate and accept individual differences.
- Understand your rights and responsibilities.

### PARENTS CAN HELP:

Take an active interest

- in your child's social life.
- in what is happening at school.

Encourage your child

- to bring friends home.
- to accept and tolerate differences in others.

Build their confidence

- by recognising and affirming their positive behaviour.
- by valuing them for who they are.

Discuss with your child

- the school's expectations about rights and responsibilities.
- ways to respond if their rights are infringed.

Encourage constructive responses

- all types of bullying should be reported.
- hitting back or retaliating with negative behaviour won't solve the problem.

Set an example

- be firm but not aggressive in setting behaviour limits.
- be positive in things you say and do.

Be alert for signs of distress

- unwillingness to attend school.
- dropping off in academic performance.
- damaged clothing and frequent loss of personal property.
- loss of confidence and uncharacteristic mood changes.
- withdrawal from social activities.

Act

- if your child is being bullied at school, report it to the teacher or school administration – do not approach other students.
- your report will be followed up.

## Primary Playground Equipment

The playground behind Middle Block has equipment that is suitable only for children aged 8 to 15. It was specifically chosen for our older students as we already have a playground that caters for children aged 5 to 7. When students commence Year 3, the playground's rules are explained and children are given a safety demonstration. Year 3 – 6 students are rostered on the playground on a daily basis and have a staff member dedicated to the two playground areas at lunch and recess. With these procedures in place, we have not had a major injury on the equipment in this area. Our students are not allowed on the playground before school and only after school **IF** supervised by a parent/caregiver. Should you allow your child to play on the equipment after hours, you do so at your own risk.

## Reading

Reading plays an integral part in all aspects of learning. It is important to encourage reading of all text types and check for comprehension of the written word. It is requested that students complete home reading of at least 15 minutes each night. Junior students have selected home readers from their teacher while senior students are to select suitable texts for home reading.

To help your child with reading:

- Have a routine of reading every day with most oral reading by the child. This can be accompanied by oral reading by you where you become the role model. This is one of the best ways of developing lifelong positive attitudes to reading and an understanding of print and books.
- Praise every effort in reading, especially where confidence is low. Don't compare a child's performance with that of relatives or friends.
- Be seen as a reader yourself. Take the family to the local library. Help in selecting books but resist the temptation to impose your own choices.
- Give books as presents.
- Encourage the routine of reading in bed before lights out.
- Encourage good use of the school library and ask, "What have you borrowed this week? Would you like to read some of it to me?"

Reference: *Parents Teachers Partners* by Barry Dwyer

Further:

- Provide a suitable reading environment that is quiet, comfortable, relaxing for both you and your child, and free from interruptions.
- Encourage your child to guess what the story is about.
- Praise when your child suggests an idea or word that you know will come up in the story.
- Ask questions like: "What can you tell about the story from the picture?"  
"What do you think will happen in the story?"
- Talk about the start of the story, what happened by the end of the story, the characters in the story ...
- Mention the person who wrote the story – the author, the person who did the illustrations – the illustrator.
- Make sure that whenever your child reads, it is a complete story, chapter or thought.

## School Banking

School banking takes place every Tuesday morning before school in the Library, 8.15am - 8.30am. Information packs about the Commonwealth Bank's programme can be collected from the front office or from one of the P&C members who run the programme on a Tuesday morning.

## School Chaplain

School Chaplains make a valuable contribution to the social and emotional wellbeing of school communities across Western Australia. This might include support and guidance about ethics, values and relationships, and helping students engage with the broader community. They are part of the school's pastoral care team. School Chaplains do not play a religious education role within schools.

Mrs Eva Johnson is available to all students, staff, parents and caregivers to offer pastoral care, counselling and support. She runs the school's Breakfast Club in the Art Room on Tuesday and Thursday mornings between 7.55am and 8.25am. All students and caregivers are welcome to attend for either the food or the social aspect, or both! Eva is available to students during recess and lunchtimes and by completing a Chaplain's Contact Slip in the library. For parents/caregivers she is available on Tuesday and Thursday afternoons from 2.30pm - 3.30pm and Wednesday mornings from 8.30am - 10.00am. Contact the school office to make an appointment, or email Eva directly: [eva.johnson@education.wa.edu.au](mailto:eva.johnson@education.wa.edu.au) All matters are discussed with confidence.

## School Library

Our school library is open for use four days a week – not Thursday. Each class (Pre-Primary - Year 6) is timetabled for a borrowing period during the week. Books are on loan for one week (Year 6 students borrow for 2 weeks) and the use of a library bag is a necessity. Children are encouraged to take every care with library materials and may be asked to meet the replacement cost of books, whether lost or damaged through mishandling.

## School Nurse

Our School Nurse, Jenna Rockall, visits to screen children as part of the School Entry Health Assessment program which is provided for all children across WA as they start school. For most students this is in Kindergarten, but for those who do not attend Kindergarten, it is during Pre-Primary. All children are screened for vision, hearing and developmental concerns, and assessments are carried out for any other health or development issues which are identified by parents/caregivers or teachers. Care provided to individual children and their families involves assessment, brief intervention, health information, referral, monitoring and support.

For children who are established in school, School Health Services respond to any concern raised by parents/caregivers, teachers or young people themselves.

## School Psychologist

School psychologists help schools meet the social, emotional, learning and behavioural needs of students. Working closely with the school administration, teachers, students and parents/caregivers, school psychologists help schools make improvements that are good for all students, particular groups of students or individual students.

Our school psychologist, Ms Lynn McLaren, provides support by:

- working with students, parents/caregivers and the school to identify and change target behaviours at the individual, group and systemic level.
- conducting assessments of students experiencing learning difficulties and/or disabilities at schools
- assisting the school in making appropriate curriculum adjustments for students in order to enhance their learning outcomes.
- providing direct support for students experiencing mental health and wellbeing difficulties.

To make contact with Ms McLaren, the first step is to see your child's teacher.

## Student Reports

Parents/caregivers are welcome to contact teachers at any time to discuss student progress. Formal reporting occurs at the end of each semester for all students – Kindergarten, Pre-Primary and Years 1-6. These reports are now emailed to parents/caregivers, so please ensure the email address you have recorded with the school office is correct. Pre-Primary and Year 1 parents/caregivers will also receive reports from the On Entry testing program on Monday 25 March.

## Term Dates and School Bell Times

The Department of Education releases term dates through the media and on its website at [www.education.wa.gov.au](http://www.education.wa.gov.au). The school also posts a term calendar, available on the school's website under the 'calendar' tab, allowing parents to plan ahead for such events as athletics carnivals.

Term 1	Monday 4 February - Friday 12 April
Term 2	Tuesday 30 April – Friday 5 July
Term 3	Tuesday 23 July - Friday 27 September
Term 4	Tuesday 15 October - Thursday 19 December

### Public Holidays during school terms:

Labour Day	Monday 4 March
W.A. Day	Monday 3 June

### School Day

ARRIVAL:	Children are encouraged to arrive from 8:30a.m. Students are supervised in the undercover area by members of the Leadership Team between 8.15am and 8.30am. Students must sit quietly.
LESSONS BEGIN:	8.45 am
RECESS:	10.30 am to 10.50 am
LUNCH:	'Eating Period': 12.20 pm to 12.35pm 'Playing': 12.35 pm to 1.00pm
SCHOOL CONCLUDES:	3.00pm (except Tuesdays when it is 2.30pm)

Tuesday weekly early closure is made possible through reductions in the length of recess/lunch breaks. Students still receive 1550 minutes of instructional time each week. Meetings are held to identify and discuss school matters. Staff Meetings and Professional Learning are held alternatively. Arrangements have been made for students whose parents are unable to collect them. They must go to Junior Learning Area A where rostered Education Assistants supervise them in the wet area until normal siren time of 3.00pm.

## Uniform

Maylands Peninsula Primary School's Dress Code has been developed to promote a positive image of the school and to create a sense of identity amongst students. Students are expected to comply with the Code as they are expected to comply with other school rules i.e. classroom behaviour, absences, bullying etc.

Acceptance of enrolment at Maylands Peninsula Primary School assumes an agreement between the parent/caregiver and the student to conform to the Code.

All students are encouraged to wear the school's colours of navy blue and light blue with the logo on the shirt. If you are unable to get those supplied by our uniform shop, clothing without the logo is acceptable. When students wear a uniform, it gives them a sense of belonging, and behaviour improves. Appropriate footwear (enclosed shoes or sandals) is to be worn. Thongs are not permitted as they do not provide protection in the playground.

**Jewellery:** In the interest of safety and to minimise potential loss, jewellery should be kept to a watch and stud earrings only.

**Makeup:** Makeup is not appropriate.

**Hair:** Hair should be neatly groomed and kept out of eyes. Shoulder length or longer hair should be kept tied back.

The P&C run Uniform Shop is located between the undercover area and Junior A Block and is open on Thursday morning (8.35am – 9.00am) and afternoon (2.45pm – 3.15pm).

## Visiting the School

Maylands Peninsula Primary School encourages parents/caregivers to visit the school as often as they wish. To ensure the safety of all children in our changing society we do need to make the following rules for all visitors, including parents.

- Parents/caregivers arriving at the school to pick up a child early must sign in at the office.
- Visitors and non-education employees must sign in at the office and wear a VISITOR'S BADGE whilst in the school.
- If you wish to have a formal interview with the teacher you can make an appointment with them directly or through the office. We don't encourage more than a friendly 'Hello' in the morning unless a meeting has been arranged. Mornings are a vital preparation and supervision time for teachers to ensure the well-being of your children.

We want our school to be a place where both you and your child feel comfortable. If you have any concerns at all please make contact with your child's classroom teacher so that we can resolve these concerns before they develop into major issues. This is particularly important with matters of academic progress and your child's happiness at school.