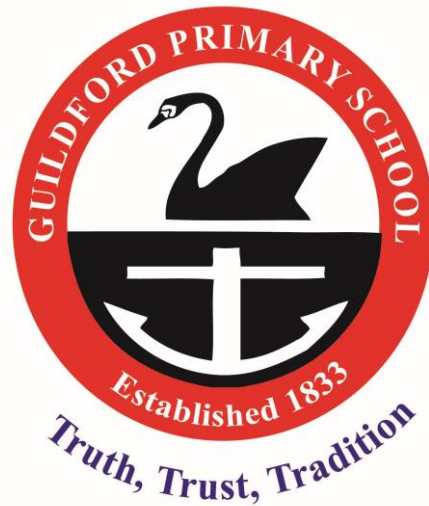


# Guildford Primary School



## Information For Parents 2017





## PREAMBLE

Welcome to Guildford Primary School. This booklet has been produced for distribution to every family in the school and for parents enrolling their children during the year. Please keep it for reference as it should provide answers to most items parents need to know in relation to the functioning of the school.

This booklet is offered in the hope that it will help you:

- I. Support the staff in the education of your children.
- II. Take an interest in the school's various programmes and activities.

## AMENITIES CONTRIBUTION

In order to extend and enrich the educational opportunities available to your child in the school, the Education Regulations provide that an Amenities Fund scheme may be established to purchase extra equipment and resources, such as library and reading texts, maths materials, sports equipment, art/craft and many incidental extras.

A list of the contributions and charges is available from the Registrar upon request.

Parents choosing to purchase Pupil Requirements through the school supplier are requested to complete the relevant details at the bottom of the Personal Item List.

Should there be financial difficulties, please discuss the matter with the Registrar. Early payment of contributions helps the school to quickly establish its budgetary priorities.

## ASSEMBLIES

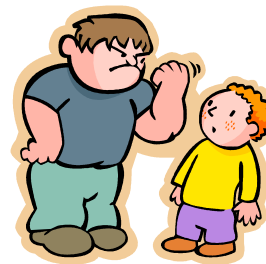
Assemblies are held every fortnight. These are child-run and incorporate children performing items, which reflect classroom activity, honour certificates are presented and good work is displayed. Parents are encouraged to attend these assemblies. Tea and coffee is available after the assembly.

## Bullying

### What is Bullying?

Bullying through a power imbalance can be defined as the conscious desire to repeatedly hurt, threaten or embarrass any individual. This can happen when a person;

- is called hurtful or racist names
- is physically attacked
- is verbally threatened
- is sent nasty notes
- is ignored by their peers
- is teased repeatedly
- has their property interfered with
- has rumours spread about them



Guildford Primary School does not tolerate bullying or harassment. Everyone has the right to feel safe and be valued.

Staff have the responsibility to uphold this right by;

- Accepting and adopting the School Behaviour Management Policy.
- Maintaining an awareness of what bullying is
- Discouraging others from bullying
- Reporting incidents of bullying.

Students who witness bullying or are the subject of bullying can;

- Ignore the bullying and show that it does not upset them. The bully may stop.
- Confront the bully and say that the attention is unwanted and undesirable.
- Talk it over with friends or parents, they may be able to help make a decision.
- Report the problem to the class teacher or School Administration who can help to take action to see it stops.

Parents if they are aware of a student who is being bullied should;

- Consider the options available to the student and offer advice
- Inform a member of staff or administration

## BUSES

Information regarding buses to our area can be obtained by calling the Infoline on 13 62 13.



## COMMUNICABLE DISEASES

The following summary is provided for parents and is taken from the Public Health Department's "Blue Book".

***Pediculosis (Head Lice):*** The School Health Services ruling is to exclude the child from school until hair is completely clean, ie no nits visible. Contacts - not to be excluded.

***Chicken Pox:*** Exclude from school. Re-admit when sufficiently recovered. Some remaining scabs are not an indication for continued exclusion. Contacts - not to be excluded.

***Conjunctivitis:*** Exclude from school until discharge from eyes has ceased. Contacts - not to be excluded.

***Glandular Fever:*** Exclude from school while symptoms remain.

***German Measles (Rubella):*** Exclude from school. Re-admit on recovery.

***Hepatitis (Infective):*** Exclude from school. Re-admit on medical certificate of recovery or when symptoms have subsided, but not before 7 days after onset of jaundice. Contacts - not to be excluded.

***Impetigo (School Sores):*** Red weeping spots. Admit to school if under treatment. Sores must be covered.

***Measles:*** Exclude from school. Re-admit on medical certificate of recovery, or at least 7 days from appearance of the rash if well. Contacts - not to be excluded.

***Mumps:*** Exclude from school. Re-admit on medical certificate of recovery. Contacts - not to be excluded.

***Ringworm:*** Exclude from school. Re-admit on medical certificate that the child is no longer likely to convey the infection. Contacts - not to be excluded.

***Whooping Cough:*** Exclude from school. Re-admit on medical certificate of recovery. Contacts - not to be excluded.



## **CROSSWALK**

The crosswalk on Johnson Street has Crossing Wardens present on school days from 8.00am to 9.00am and 3.00pm to 4.00pm to ensure that all children cross safely. Parents crossing Johnson Street (when collecting children, etc) should also use the crosswalk, as it is safer and sets a good example for all children.

## **DENTAL THERAPY CLINIC**

This service is provided free to children. Enrolment in the scheme is voluntary and children will only be treated with parental consent.

Parents are advised that children should complete any current course of treatment at a private dentist before enrolling in the scheme. A Dental Officer is in charge of the centre and she controls, directs and supervises all activities of the dental therapist.

A basic role of the dental therapist is to provide both dental care and treatment as well as instruction in personal dental health care.

The Public Health Department sees the Dental Therapy Centre providing a service of regular inspection and repair of decayed teeth as well as preventative measures such as application of fluoride solutions, fissure sealants and checking of dietary habits and tooth brushing efficiency. Any treatment not provided in or through the Centre is the financial responsibility of the parent.



Telephone **9279 5869** to contact the Clinic.

## **DISCIPLINE**

As far as possible, the school has a positive approach to discipline. We are quick to recognise good behaviour and industrious work effort. Nevertheless, punishment will be used in cases of persistent misbehaviour or disobedience. If strong action has to be taken, parents will be informed.

A full and specific outline of the managing student behaviour policy is available in the enrolment packages.

## **EARLY CHILDHOOD**

There are two Early Childhood Centres for Pre Primary available on site and a sessional Kindergarten centre is off site.

### ***Arrival and Departure Times***

Please make sure the children are delivered to and collected from the Centres. Punctuality is important in order for sessions to function smoothly.

### ***Safety***

In order to protect the children from accidents, please collect them from the Centres. No child will be allowed to leave the Centres unaccompanied, or with a person other than his/her parents or legal guardian, without written permission from his/ her parents or guardian.

### ***Parents' Help***

Your attendance as a helper at the Centre is extremely valuable to both your child (who will see you in a different role) and the teacher.

## EDUCATION PROGRAM

The school offers specialist programs in Art/Craft, Indonesian, Dance and Physical Education. The school also monitors the extent to which the children have met the set goals in the School Development Plan.

Staff complete reports of children's progress on all learning areas and rank each child according to a coded recording system that has four levels at the end of second and fourth terms (Semester 1 and Semester 2).

### PP – Year 2

Grade	Achievement Descriptor
Excellent	The student demonstrates excellent achievement of what is expected for this year level.
High	The student demonstrates high achievement of what is expected for this year level.
Satisfactory	The student demonstrates satisfactory achievement of what is expected for this year level.
Limited	The student demonstrates limited achievement of what is expected for this year level.
Very Low	The student demonstrates very low achievement of what is expected for this year level.

### Year 3-6

Letter/Grade	Achievement Descriptor
A Excellent	The student demonstrates excellent achievement of what is expected for this year level.
B High	The student demonstrates high achievement of what is expected for this year level.
C Satisfactory	The student demonstrates satisfactory achievement of what is expected for this year level.
D Limited	The student demonstrates limited achievement of what is expected for this year level.
E Very Low	The student demonstrates very low achievement of what is expected for this year level.

This information is then summarised and evaluated by the staff and School Council Representatives at a School Development Day to identify priority areas and evaluate the school's performance. An annual report is then produced for the School Council and Parents.

## ENROLMENT

### *Birth Certificates*

A child's birth certificate or extract must be produced before Kindergarten or Pre Primary children are permitted to commence school. Admission procedures are carried out in the main school office.

### *Out of Zone Children*

Children can be enrolled from out of our catchment area **if vacancies exist**. Parents need to check with us first, and then fill in the appropriate form that will be processed.

The school will notify the parents if the application is approved.

### *Children from Overseas*

For enrolling children new to the country, the current (appropriately stamped) passport must be shown on enrolment. Children on holiday visas are not eligible for enrolment in the Government school system.

### ***Immunisation Record Statement***

Parents of Kindergarten, Pre Primary and Year 1 children are asked to present Immunisation Record Statements at enrolment, in addition to the birth certificate or extract. Below is the recommended schedule for immunisation:-

#### ***Childhood Immunisation***

2 months	Triple antigen	Diphtheria, tetanus & whooping cough
4 months	Sabin vaccine Triple antigen	Polio Diphtheria, tetanus & whooping cough
6 months	Sabin vaccine Triple antigen	Polio Diphtheria, tetanus & whooping cough
12 months	Measles/mumps MMR1	Measles & mumps, vaccine
18 months	Triple antigen	Diphtheria, tetanus & whooping cough
5 years	Combined diphtheria/tetanus vaccine (CDT) Sabin vaccine booster	Diphtheria & tetanus  Polio

### **CHILDREN SHOULD BE FULLY IMMUNISED BEFORE STARTING SCHOOL**



#### **EVALUATION AND TESTING**

Teachers carry out both informal on-going pupil evaluation and regular assessment. Assessment is done throughout the year, usually as units of work are completed, and towards the end of the term as a review. Teachers will attempt to contact all parents before the end of first term to discuss their child's progress. Reports are sent home at the end of Term Two and Term Four. Workbooks are available to parents at the open morning during Education Week in week two of term four.

#### **EXCURSIONS/INCURSIONS**

Throughout the school year your child will be involved in various excursions and incursions which are a valuable part of the education program.

These events fall into 5 categories -

##### ***Excursions***

This is where the children leave the school grounds. Transport is generally required and this adds to the cost, eg Visit to the Zoo, Ballet performance, Museum, plus the cost of admission to the particular venue.

##### ***Incursions***

The exhibition is brought to the school setting eg Dinosaurs at Large, Indonesian Cultural Day. The cost here is charged in two ways -

- a) cost per child, or
- b) set cost for the school

### ***School Fundraisers***

At the end of each term a Whole School free dress day occurs and students donate a gold coin. Monies raised are donated to a charity each term. E.g. Cancer Council, Red Cross, Radio Lollipop, etc

### ***Class Fundraisers***

Fundraising organised by an individual class to assist a camp or a class project, eg sponsoring a bird from the local Bird Hospital. These fundraisers can be cake stalls, car washes or raffles.

### ***P&C Fundraisers***

Whole school fundraising instigated by the school Parent Group. The funds raised are used towards school curriculum areas and purchasing new equipment, eg Sausage Sizzles, Special Lunch days, Special Occasion Raffles, Mothers Day Stalls, School Discos

### ***Compulsory Excursions/Inursions***

These events are a compulsory part of the school program and may vary from year to year.

In 2017 all children attend swimming lessons -

All children from PP – Year 6 will attend lessons at Bayswater Waves in Weeks 9 and 10 of Term Four.

Parents are notified of the costs closer to the date of lessons.

The children may be required to attend interschool sporting events and transport costs will be incurred. This is mainly in second and third terms.

These events enhance the child's educational program and may be on a whole school, class or group basis. Children must earn the right to attend excursions. Any child that has not demonstrated acceptable behaviour in the classroom or playground will be excluded to ensure the safety of the other children attending.

Costs are kept to an absolute minimum to enable the attendance of all children.

## **HOMEWORK**

Homework could include:-

***Junior (Years 1-2)*** - Oral reading, counting objects, talking about things, asking and answering questions.

***Middle (Years 3-4)*** - Reading, spelling, tables and combinations, maths, project work, activities for completion.

***Upper (Years 5-6)*** - As for middle with extension to more in-depth research work with projects.

The homework should be work that has been taught by the teacher and not a new concept. The homework assigned should encourage the children to use their research skills, analytical thinking and build on concepts that they are developing through their time at Primary School.

Homework should be presented as a fun activity where the children can take time on their own to practise their skills. Homework that cannot be completed independently should be signed by the parent to let the teacher know that the parent is aware of the situation.





The routine of completing regular homework can be as important as the research undertaken, especially in the senior classes where children are being prepared for their Secondary Education. A detailed Homework Policy is available from the office.



## ILLNESS AND ACCIDENTS

A child who becomes ill at school will be made as comfortable as possible unless considered too ill to remain at school. In this latter case, Parents/Caregivers will be contacted and asked to collect their sick child.

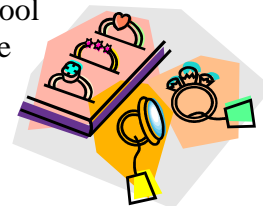
Minor accidents will be treated by a staff member. Should the accident be regarded as serious and parent contact is not possible, then medical treatment will be sought.

Please remember that a child who is sick is better off at home. The school does not have the facilities to cope with sick children.

In the case of emergency, an ambulance will be called and parents will be billed for that service. If an ambulance is required, it will be called prior to the contacting of parents, however, every effort will be made to involve parents as early as possible.

## JEWELLERY / EAR RINGS

This matter is a persistent problem in schools and ideally no jewellery should be worn by children. Dangling type ear rings are banned because they are dangerous in the school situation. Where children have pierced ears, only sleepers or studs will be permitted. The school cannot accept responsibility for injury to ears as a result of ear rings of any type being worn and parents who permit children to wear multiple studs or sleepers in one or both ears should realise the increased likelihood of injury being sustained.



No responsibility will be taken for loss of jewellery.

## LEAVING THE SCHOOL GROUNDS

Your attention is drawn to the following:-

- a) Once the children have come into the school grounds in the morning they are not permitted to leave without the Principal's permission. If parents wish children to leave the grounds during school hours, they must send a note to this effect and sign the children out at the front office.
- b) A junior child will **NEVER** be sent home unaccompanied. Should your child arrive home, it is without the school's knowledge, so you should contact the school at once.



## LOST BOOKS

Children are provided with or have access to many books which belong to the school. Books lost or damaged must be replaced at parent expense.

## LOST PROPERTY

It is a parental responsibility to ensure that items of clothing, lunch boxes etc. are clearly marked. Articles not claimed at the end of each term will be forwarded to a charitable organisation.

## LUNCHES

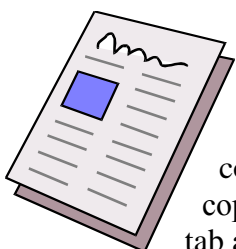
The school does not operate a canteen facility.

Children who go home for lunch must have written permission from parents (normally one note will cover the year). Children who go home for lunch occasionally will require a note on each occasion. The school will issue a leave pass for the student.



### *Carbonated or Fizzy Cool Drinks*

The school follows the Healthy guidelines policy which does not allow fizzy drinks.



## NEWSLETTERS

Newsletters are an important channel of communication between the school and parents. A fortnightly newsletter is produced on Wednesday. Methods of distribution for the newsletter are via our website, email or by picking up a hard copy from the office. If you would like to receive the newsletter by email or hard copy please inform the office. The newsletter can be found under the “School News” tab at [www.guildfordps.wa.edu.au](http://www.guildfordps.wa.edu.au).

If space permits, and the information is received in sufficient time, notes of general interest to students and parents from community organisations, eg of sporting interest, may be included in the school newsletter, provided the following procedure is followed:-

1. The item (and wording) must be in writing by the person associated with the item.
2. Items other than those written by the Principal, must have the Author’s name supplied - this will be included in the item.
3. All items must be in by 9am on Monday for that week’s Newsletter (the earlier the better).
4. The Principal reserves the right not to grant permission for items to be included.

## PARENTS & CITIZENS ASSOCIATION

This Association (to which any parent or citizen is entitled to belong), exists to support the educational programme of the school. Meetings are held on Mondays in Weeks Three and Seven of each term with notification through the school Newsletter.

### *What is a P&C?*

A broad but concise definition of a P&C Association as spelt out by WACSSO (The Western Australian Council of State Schools Organisation), the “parent” body with which most P&C Associations (including ours) are affiliated, is summarised as follows:-



“A Parents and Citizens Association is comprised of the parents, teachers and other interested citizens who have a common interest in promoting the education of our children. It helps to bring about communication and cooperation between students, teachers and parents and works to foster community interest in educational matters. It provides extra facilities and amenities for the school and works to provide a pleasant environment in which our children can gain the most benefit from their education.”

### ***What does our P&C try to achieve?***

The P&C endeavours to fulfil the above objectives by:

1. Informing parents about aspects of our school and the children's education and broader issues by organising guest speakers and discussions at monthly meetings.
2. Acting as a 'special' channel of communication for parents to voice their thoughts about the running of the school.
3. Fund-raising and buying necessary equipment for the school.
4. Helping to beautify the school grounds.
5. Organising social activities providing opportunities for parents and teachers to meet each other.

The following is additional information about our P&C.

1. The P&C provides a service to the school community by having special lunch days and a uniform shop. Uniforms are available for sale on the first Tuesday of every month before school in the P&C store.
2. The P&C co-ordinates and sells school booklist orders at the beginning of each year.

### **PARENT INVOLVEMENT**

Parent participation in school activities is most welcome and is encouraged where it is considered beneficial to the children's education. Forms of involvement could be in classroom assistance, library help, P&C attendance, book covering, help with supervision on excursions, attending assemblies, coaching sport and volunteering for lunch day rosters.

### **PARENT NOTES**

These are required for:-

- a) ***Non-attendance:*** A note explaining a child's absence must be forwarded to the class teacher every time an absence occurs. Make sure all notes are dated and signed by you. Verbal reasons for absence must be put into writing.  
Alternatively you can text the school on 0407 388 021 to advise the school as to the reason your child is absent or late.
- b) ***Leaving School Grounds:*** See comments on Page 9 regarding this.
- c) ***Exclusion from -***
  - (i) Sport
  - (ii) Swimming
  - (iii) Physical Education

## PARENT TEACHER INTERVIEWS

Education is a partnership between the parents, teachers and the child. The program will not be effective unless all parties have effective lines of communication. Parents have the expectation that they will be kept informed of their child's progress. It is important that parents feel comfortable about contacting the school to monitor their child's progress.

Here are a few suggestions on the best way to make contact and what to ask.

**Step 1:** The first point of contact if it is to do with a query regarding your child is to ask for an interview with the class teacher. It is easier for the teacher if you give an indication of what the meeting is for to allow the teacher to gather some background information before the interview.

Some samples of the things you may like to see are:

- The child's workbooks
- The language file, book or folder
- The Maths book, folder or pad
- The current reading book and what level it is based on
- Any special projects the children have completed
- Take along a copy of last years report and compare it with this years information

**Step 2:** If you feel after the interview that some of the questions have not been addressed then contact with the Deputy Principal is advised. If necessary a meeting can be arranged with the teacher, parent and the Deputy Principal to clarify any issues. There are also Specialist Teachers and Senior Teachers who can explain current teacher practices to parents.

**Step 3:** If you are still of the opinion that your concerns have not been addressed then an interview with the Principal is essential. The Principal will assess the situation and suggest what further strategies can be employed to resolve the issues that have been raised.

Some teachers encourage parents to help in the classroom and this is a very effective way of getting to know the classroom routines. Some teachers do not feel comfortable with others in the room and we have to respect their needs. This does not necessarily mean they are trying to be unfriendly, they may not feel comfortable to teach with others watching. If this is the case then offering to help on excursions, being available for fund raisers, helping out on sports days are other options to become involved with the school.

All teachers are human and have different strengths and weaknesses but all have something that they contribute to allow your child to reach their potential. If your child comes home with a story it is very important to check with the teacher to verify both sides of the story before taking action. Perceptions of what actually happened depend upon the role that the different participants were in at the time.

## **PERSONAL INFORMATION (VERY IMPORTANT TO KEEP UP TO DATE)**

Please inform the school of any change to your child's Admission Card such as changes in **address, telephone number, emergency information, medical information etc.**



### **PLAYGROUND SUPERVISION**

Supervision is carried out by teaching staff during recess and lunch breaks.

No child may leave the school during school hours unless they have written parental permission or are accompanied by a parent or guardian.

Children should not bring to school toys, iPods/iPads, electronic games or valuables of any kind, as no teacher responsibility can be accepted for such items.



### **PEAC: PRIMARY EXTENSION AND CHALLENGE PROGRAMME**

These programs, which are arranged by the Education Department, cater for intellectually talented students identified through testing during Year 4. Such children in Years 5 and 6 are offered part time access to PEAC where special programs are designed to extend their knowledge and understanding beyond that which can be provided in the child's classroom. Transport to and from PEAC centres is a parent responsibility. Further details are provided to parents

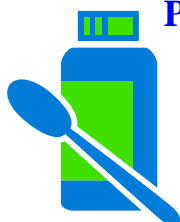
at appropriate times during the year.

### **PHONE CALLS TO STAFF**

Parents (and others) are requested not to phone teachers or leave messages during lesson times. Teachers are not permitted to take calls in teaching time and it would be appreciated if calls of this nature were made during the first half of the lunch hour.



### **PRESCRIBED MEDICATION**



The potential hazards involving the misuse of any drug or medication can be severe. The school needs to be informed if student performance or behaviour is likely to be affected by medication, which is being self-administered.

If a student is required to carry and self-administer prescribed medicine while at school, the parent/guardian/carer must advise the Principal of all relevant details, e.g. what form the medication takes, the correct dose and the symptoms associated with misuse, overuse, or under-use as indicated by the treating doctor. Parents must come to the office to complete an Administration of Medication form. For short term conditions such as dental treatment or period pain where analgesics are self-administered by the student, notification of self-medication by the student is not required.

Only the quantity of medication for the school day can be brought on to the school premises by the student.

School staff are not expected to administer prescribed medication or treatments which require specialist training such as giving injections.

### **PUNCTUALITY**

It is important that children arrive at school with enough time for a settling period prior to the commencement of lessons. Children then have time to organise their books, pencils, etc and experience the classroom as an informal learning environment. Once teaching has commenced, a timetable with established routines operates and children arriving late not only miss the

commencement of lessons but also interrupt the remainder of the class. Students who arrive after 8.50am are considered late and need to obtain a late pass from Administration.

### **CHILDREN SHOULD NOT BE AT SCHOOL BEFORE 8.30AM.**

Classrooms are not opened until 8.40am. Children arriving before 8:30am are to sit in the courtyard area where they are supervised by the Deputy or Principal.

### **SMS COMMUNICATIONS FOR STUDENT UNEXPLAINED ABSENCES AND LATE ARRIVALS**

Guildford Primary School uses mobile phone Short Message Service (SMS) to send text messages to parents/guardians/caregivers to notify them of an unexplained absence or late arrival of their child. SMS may also be used to provide information to parents such as school community notices and emergency/unplanned events such as school closures.

Parents will be informed by mobile phone SMS each time their child is absent when an explanation has not already been provided to the school.

Parents can send a text explaining their child's absence to **0407 388 021**. Please advise your child's name, room number, date and reason for absence. If your child is absent and a written reason has been provided before the time the SMS is due to be sent (9.00am), you will not receive a text message.

Guildford Primary School introduced SMS communications to build on existing attendance procedures and to ensure that parents are notified as soon as possible if their child is absent from school without an explanation. This system has been shown to assist in making schools (and parents) more aware of where students are and improve student attendance. These factors will enhance learning opportunities for all students and contribute to their safety.

### **CHILDREN ARRIVING LATE**

Children who arrive after 8.50am are considered late and need to obtain a late pass from Administration.

### **PUPIL REQUIREMENTS**

Although the Education Department supplies many of a child's school needs, there are certain personal requirements for every child, which you are asked to provide.

The lists will be given out at the end of each year (or on enrolment). The P&C has a bulk ordering scheme to cater for school requirements. **The prices charged are very competitive and the book supplier does pay a commission to the school. Your support of the programme does assist the P&C with fund-raising.**



### **REPORTING**

Written reports are issued to parents twice yearly at the end of second and fourth terms (Semester 1 and Semester 2).

### **SCHOOL PREFECT ELECTION**

These elections are held early in Term One. Nominations are received from the **Year 6 students and the staff**. The nominated students then prepare a presentation that is delivered to the year four to six students.

A secret ballot will then be held with a first past the post result. The returning officer will be the **year six teachers, Deputy Principal and Principal** who will count the votes and publish the result of female and male prefects, Head Girl and Boy.

### ***Faction Captains Election***

These elections will be held in early Term 1 but will happen after the Prefects have been elected. Nominations are received from the **year four to six students and the staff**. The nominated students then prepare a presentation that is delivered to the **year four to six students**.

A secret ballot will then be held with a first past the post result. The returning officers will be the **faction teachers and Physical Education Specialist** who will count the votes and publish the result of female and male Captains and Vice Captains.

The withdrawal of the privilege of being a School Prefect, Faction Captain or Vice Captain can only be made by the school administration.

### **SCHOOL COUNCIL**

The Council consists of the Principal, parent and teacher representatives elected on a two year basis. Guildford has four elected parent members on the School Council. Meetings are held every term.

The parent representatives have to be financial members of the P&C Association - by paying the levy at the beginning of each school year - and are elected through this Association. The teachers are elected by their peers within the school.

The main function of the School Council is to set and ratify priorities for the School Development Plan each year in accordance with the wishes of the parent and teacher bodies.

The School Council has advisory powers in regard to school budgets and curriculum in so far as they effect the educational priority areas identified.

The School Council formulates, as the basis for its planning, a brief statement of the School's purpose, otherwise known as the **Mission Statement**.

The School Council representatives are there to **represent** the views of the parents and teachers.

The School Council does not formulate educational strategies to meet the identified Priority Areas. This is the responsibility of the teaching staff.

It does not act as an information or grievance channel to be utilised by parents or staff, except in those areas identified as functions of the School Council.

It does not have a role in the administrative operations of the school

### **SCHOOL DEVELOPMENT DAYS (Children do not attend school on these days)**

There are seven School Development Days during the year. These are also called Professional Development Days and are days allocated by the Department of Education and Training for the school staff to attend Professional Development workshops and participate in school review and devise the School Development Plan. On these days the school is closed to all children while the staff attend the Professional Training sessions. This year the School Development Days are on the **30 and 31 January** before the children commence on **Wednesday 1 February**. A School Development Day will be held on the first day of Terms 2, 3 and 4. These are **Monday 24 April (ANZAC Day is the following day so children commence Wednesday 26 April)**, **Monday 17 July** and **Monday 9 October**. The final day is after school ends on **Friday 15 December 2016**. **The children finish Term 4 on Thursday 14 December 2016.**

## SCHOOL DRESS CODE

### Policy

The School Council of Guildford School has established a dress code for all students attending the school.

The School Council believes a school dress code:

- fosters and enhances the public image of the school;
- assists in building school and team spirit;
- ensures students are safely dressed for specific school activities;
- encourages equity among students and
- prepares students for work, as many work places have dress and safety codes.

### Advice To Students On Dress Code

#### *Availability of Dress Code Items*

- Items within the designated school colours may be purchased from the school uniform coordinator or any clothing or department store.
- Second-hand school clothes will be available at the school.
- Faction T-shirts and tracksuits may be ordered through the school.
- Students who have financial difficulties regarding the purchase of a uniform should contact the Deputy Principal to discuss the situation.
- Year six school leavers clothing as organised through the school is acceptable as part of the school uniform except for off site excursions where the designated school colours must be worn.
- It is recommended for Health and Safety reasons that children wear their hair tied back while at school.

#### *Modification to Dress Code*

Students who for religious or health reasons may need to modify the school dress code are required to make an appointment with the Principal or Deputy. Staff will be informed of any student granted a modification to the dress code.

#### *Sanctions for non-compliance*

Students not following dress code will receive:

- counselling from the Principal/Deputy Principal on the benefits of a dress code;
- assistance/support to obtain suitable clothing if necessary.
- non compliance with a dress code where exemptions have not been sought may result in a student being prevented from attending any activity in respect of which the student is representing the school, in school or out of school hours, and may include representative teams of participants or spectators in areas of sport, drama, music, excursions and school social functions.
- acceptance of enrolment at a school assumes an agreement between the school, parent/guardian and the enrolling student, and that the student will dress within the guidelines of the school dress code.

### Dress Code Requirements

#### *Summer*

Tops	-	Red (T Shirt or Polo Shirt) Faction T Shirt worn on Friday
Shorts	-	Royal blue, school regulation type shorts, royal blue cargo shorts, royal blue rugby knit shorts or royal blue board shorts.
Skirts	-	Royal Blue wrap around pleated skirt or royal blue skirt.
Dresses	-	Checked blue and white or red and white gingham dresses.



Hats - To be supplied by parents. The children should wear a Royal Blue hat with a wide brim. Selections are available at the uniform shop.

### *Winter*

Windcheaters - Red or Royal Blue with school emblem  
Tops - Red (T Shirt or Polo Shirt)  
Faction T Shirt worn on Friday  
Pants - Royal Blue cargo pants; royal blue ski pants, royal blue leggings.  
Skirts - Royal Blue wrap around skirt or tracksuit

### *Sport*

Students are required to wear appropriate enclosed shoes for sport. Sandals are not encouraged as injuries may be sustained.

Fridays are known as Faction Fridays. Students are encouraged to wear their faction T-shirts each Friday.

If a student does not have a faction T-shirt with the school logo, then a **plain** T-shirt in the students faction colour is acceptable (green, red, blue).

**Note:** The wearing of denim to school was phased out in 2007.

### *Footwear*

Sandals (with or without socks), shoes (non slip soles) and socks or stockings.

No thongs, surf thongs or health sandals. Thongs do not provide adequate foot protection and are not acceptable school footwear.

Please ensure that all removable clothing (jumpers, windcheaters, jackets, raincoats etc) are clearly and permanently named.

**Hats and S.P.F. Sunscreen** should be worn while participating in outdoor Physical Education. The school does enforce a no hat, no sun policy throughout Terms 1 and 4.

## **SCHOOL PARKING**



Consideration for others is essential to limit the congestion around the school with car parking before and after school. A suggestion is to practise the kiss and drop method where the children are dropped off without the necessity to park. Another option is to park in Helena Street on the east side of Johnson Street and use the crosswalk to pick up the children. It is essential that all parking signs are obeyed around the school that includes the disabled parking bays and the entrances to the Staff car parks. You should have a current ACROD card to use the disabled parking bays. Please ensure that you do not park on the verges of houses opposite the school. The City of Swan does routine checks and will fine cars that have parked on verges.

**Vehicles should not drive into the school unless authorised by the Principal.**

## **SCHOOL PSYCHOLOGIST**

A School Psychologist is available for consultations with children and parents. The School Psychologist's role is to assist children who have academic, behavioural or emotional problems. Such children are referred by parents, through the teachers.

## SMOKE FREE ZONE

The school is a smoke free zone. Parents visiting the school are requested not to smoke at assemblies, in the hall, in the foyer, in the library etc.



## SPORT FACTIONS

On entering the primary school, each child is allocated to one of three factions. These factions, Meares, Pratt and Waylen are named after the first three chairmen of the Guildford Town Trust. Where possible, families are allocated to the same faction.

A faction competition is run with children receiving incentive points both in the classroom and in the playground for good behaviour and caring for others and their school. A faction cup is presented at the weekly assembly and a faction shield is presented to the overall winning faction for the semester.

## SWIMMING CLASSES



These will be held in Term 4 and all children are expected to attend as they are considered a vital part of the physical education program. (A note is required for non-attendance).

## TIMES OF INSTRUCTION

### School times

- 8.50am - Siren to enter class
- 11.10am - Siren for recess
- 11.30am - Siren end recess and go to undercover area
- 12.50pm - Siren for Lunch
- 1.05pm - Students finish eating
- 1.30pm - Siren to end lunch and go to undercover area
- 3.00pm - Siren for the end of School

### Pre Primary times

- 8.50am - Doors open
- 8.55am - Lessons commence
- 2.55pm - End of school day

### **Kindergarten times**

#### **Monday, Tuesday, Thursday and Friday**

8.50am - School day commences

2.50pm - School day ends

#### **Wednesday**

8.50am - 11.25am Red Group

12.15pm - 2.50pm Blue Group

The change to the finishing time for the Kindergarten students allows for parents to be able to get to the main school before the end of the school day.

At the end of the school day if a student is not collected they will be supervised at the front of the school, inside the school grounds. Students who are not collected by parents/caregivers at 3.20pm will wait in the school office where parents/caregivers can collect them.

Footnote: These changes have been endorsed by School Council.