



# STUDENT AND PARENT INFORMATION HANDBOOK



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## **WELCOME**

Welcome to Rawlinson Primary School.

We are a vibrant school catering for students from Kindergarten to Year 6 in the North Metropolitan Education Region. Since opening we have developed a tradition of providing students with a caring, inclusive learning environment. Each and every staff member at our school supports our students socially and academically, with an emphasis on building a strong connection with family and community. Our staff focus on best possible teaching practices using the Western Australian Curriculum and regularly undertake Professional Learning in order to constantly maintain a high standard.

Our stable enrolment figure of 415 students reflects a multicultural and diverse community, with 46 separate nationalities, all of who are actively celebrated throughout our school. We offer specialist programmes in Music, ICT, LOTE Indonesian and Physical Education and provide a Kitchen Garden, which the students utilise for a variety of lessons, not just enjoying the yummy produce.

Rawlinson students and staff work in modern and comfortable classrooms, surrounded by natural bushland that provides a gentle and calm setting for learning and play. Our school boasts two adventure playgrounds, a large Sandpit and Bike Track for our most junior students and a large sports oval with a Fitness Track for our senior students. Our Kindy and Pre-Primary area is safely fenced off and also houses a Butterfly Garden, made by the students.

A strong sense of community has developed and is driven by our dedicated Parents and Citizens' committee which was active prior to the school opening and supported by a well informed and energetic School Council. We have an accredited healthy Canteen offering a culturally sensitive menu.

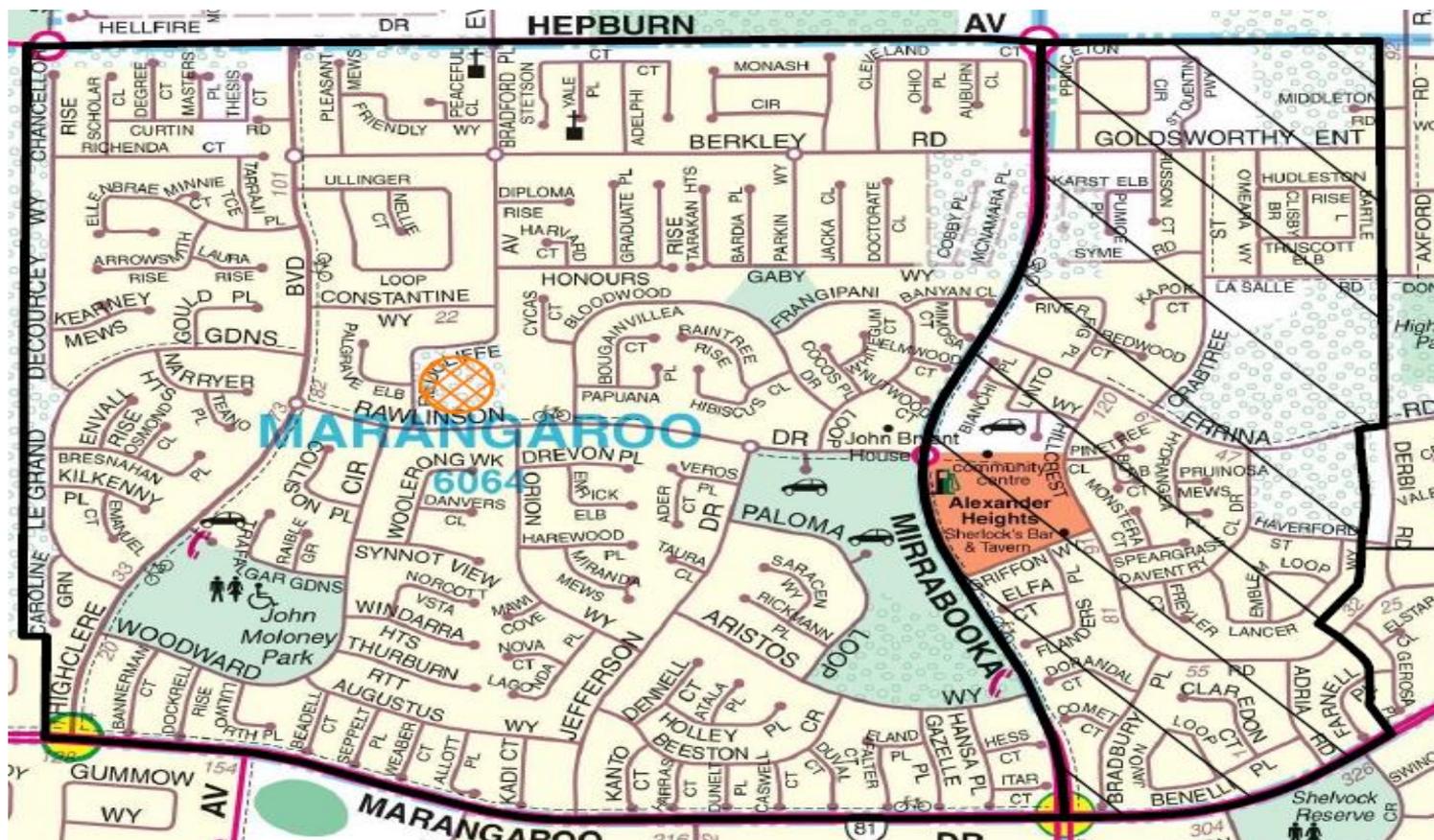
Our highly professional, innovative and dedicated staff ensure that your child's needs are met in a caring and safe environment. We have a strong emphasis on community participation, celebrating our students' achievements both in and out of school. We are also a Sustainable and Water Wise accredited school. We are all proud to be part of the Rawlinson School community.

Our motto is "Learning for Life" and we are proud to be a Government School.



## LOCAL INTAKE AREA

If you live within the boundaries shown below in black, you are entitled to enrol at our school for Pre-Primary – Year 6. Kindergarten is dependent on spaces being available. We welcome your enquiry.



## SCHOOL TIMES

8.50am	SCHOOL STARTS
11.00am	LUNCH STARTS
11.40am	LUNCH FINISHES
1.40pm	RECESS STARTS
2.00pm	RECESS FINISHES
3.00pm	SCHOOL FINISHES

In collaboration with staff, parents, P & C and the North Metropolitan Regional Education Office a decision was made to have an early lunch and later recess based on student concentration and maximising lesson times.

## **ABSENCES**

If your child is sick, has an urgent family matter or unable to attend due to an appointment, please either call the office on 9345 6500 to notify the school, complete the absence form on the website, Skoolbag app, reply to the text or send a note as soon as your child returns to school. Extended illnesses may require a Medical Certificate. *It is Education Department policy that parents supply a reason for each and every absence.* All holidays outside of normal school holiday dates need a written note including the name, dates and your child/s class. Parents are reminded that extended absences due to family holidays may impact on the teacher's ability to accurately report on student progress and achievement. In line with the Education Department Attendance policy, parents are asked to arrange family holidays during normal vacation time. In addition, students should not be absent due to special occasions such as birthdays etc.

## **AMBULANCE**

If there is a medical emergency at school requiring an ambulance be called, parents or guardians are expected to pay the costs in full to St John's Ambulance. Parents need to ensure that contact details are updated regularly so that we can work in liaison with you in emergencies.

## **ANIMALS ON SCHOOL GROUNDS**

In accordance with DOE Policy, animals are not permitted on school grounds, including the oval. This also applies to dogs on leashes. Those families walking to school with their dogs are asked to remain outside the grounds. If your child wishes to bring a pet for news, please check with Administration before bringing the animal to the school. This is for health and safety reasons.

## **ALLERGIES**

Parents are asked to ensure that all current information regarding allergies and conditions which require emergency care and procedures is provided to the front office staff for inclusion in the school's records. If required, an emergency care plan, which includes a photo, will be developed for these children, with consultation between families, doctors and the school. Any necessary medication needs to be supplied to the school to keep on the premises in case of emergencies.

## **ASSEMBLIES**

Assemblies are held in the Undercover Area at 8.50am Monday mornings, alternating between general assemblies, and Positive Behaviour Support Assemblies. Approximately every second Thursday we also hold class assemblies where students perform their assembly items. Parents and family are welcome to attend both assemblies. The dates are available on Skoolbag, and the website.

## **ASTHMA**

Rawlinson Primary is an 'Asthma Aware' school. If your child needs a puffer at school an emergency care plan, which includes a photo, will be developed for these children, with consultation between families, doctors and the school. We will then ask you to supply a spacer and puffer to be kept at school.

## **BEHAVIOUR MANAGEMENT**

Positive Behaviour Support (PBS) aims to improve mindfulness in students. This will assist in developing consideration and understanding for the feelings, rights and property of others and tolerance of other people and their differences; respect for the staff, adults, students and others as required for the fair and safe running of this school. A clear understanding of the expectations held by the school will prepare our students with lifelong skills.

***At Rawlinson Primary School we are:***

**Respectful Responsible Ready**

Rawlinson Primary School has a Behaviour Management Policy that is available on request from Administration.

PBS follows a school wide matrix of expectations and behaviours that we explicitly teach all students from K-6. A specific behaviour is targeted from our matrix every fortnight with a 20-minute lesson that is prepared for you by our PBS committee. Our matrix is displayed in every learning area around the school.

One of the key aspects of PBS is using the common language found on the matrix that encourages the students to understand, develop and exhibit the desired behaviours more frequently. Through PBS we acknowledge these behaviours by giving out the Rawlinson tokens.

The tokens are collected and correspond to each student's "points" they accumulate on Class DoJo. Each class also has a "Class Token Box". The student that receives the token/point can choose to award the point to themselves or contribute to the class total in the box.

Once the student/class reach a certain number of points the individual or class are able to choose an activity from a list. Rawlinson Primary School has a Behaviour Management Policy that is available on request from Administration.

Students that exhibit highly undesirable behaviours that exhaust all Classroom Management Strategies and anything that is physical are to be referred to administration.

### ***PHYSICAL AND EMOTIONAL BULLYING WILL HAVE ZERO TOLERANCE***

Our aim is to create an environment where everybody is happy, where self-esteem, emotional and physical wellbeing are seen to be of high importance. Staff, students and parents need to feel content, worthwhile and with everybody respecting themselves, others and the environment.

## RPBS Expectations Matrix

	RESPECTFUL	RESPONSIBLE	READY
<b>LEARNING AREAS</b>	<p><i>We are respectful when we:</i></p> <ul style="list-style-type: none"> <li>• Wait our turn to speak</li> <li>• Listen actively to others</li> <li>• Promptly follow instructions and rules</li> <li>• Use manners and speak kindly</li> <li>• Use equipment appropriately</li> <li>• Allow others to learn</li> <li>• Respect other people's personal space</li> <li>• Quietly move around school areas</li> </ul>	<p><i>We are responsible when we:</i></p> <ul style="list-style-type: none"> <li>• Are at school every day on time</li> <li>• Take ownership of our actions</li> <li>• Are honest</li> <li>• Make safe choices</li> <li>• Listen to and look after our body</li> <li>• <u>Walk</u> quietly around the school</li> <li>• Look after all equipment</li> <li>• Tidy up after ourselves</li> </ul>	<p><i>We are ready to learn when we:</i></p> <p>Ask for help when required</p> <ul style="list-style-type: none"> <li>• Set goals</li> <li>• Accept and learn from mistakes</li> <li>• Persevere with challenges</li> <li>• Fully participate</li> <li>• Have a positive attitude</li> <li>• Are brave and have a go</li> </ul>
<b>SCHOOL GROUNDS</b>	<ul style="list-style-type: none"> <li>• Respect our own privacy and the privacy of others</li> <li>• Share games and take turns</li> <li>• Care for the environment</li> <li>• Wear our school uniform with pride</li> </ul>	<ul style="list-style-type: none"> <li>• Play in the correct areas at the correct times</li> <li>• Report unsafe behaviour</li> <li>• Visit the toilet at the appropriate times</li> <li>• Use the toilets appropriately</li> <li>• Sit down to eat</li> </ul>	<ul style="list-style-type: none"> <li>• Celebrate the success of others</li> <li>• Be team players</li> <li>• Try to solve problems independently</li> </ul>
<b>COMMUNITY</b>	<ul style="list-style-type: none"> <li>• Follow expectations of the places you visit</li> <li>• Speak appropriately to others</li> <li>• Accept and celebrate diversity</li> <li>• Put rubbish in the bin</li> </ul>	<ul style="list-style-type: none"> <li>• See a need and find a solution</li> <li>• Help and assist others</li> <li>• Use crosswalks</li> <li>• Behave safely in carparks</li> </ul>	<ul style="list-style-type: none"> <li>• Accept the rights and opinions of others</li> <li>• Are flexible and patient</li> <li>• Are organised for school</li> <li>• Are resilient</li> </ul>

### BICYCLES/SKATEBOARDS/SCOOTERS

Whilst every precaution is taken, we cannot accept responsibility for the security of bicycles, skateboards or scooters at school. Children riding to school should ensure that their mode of transport and helmet are secured with a padlock and chain in the bike racks. In the interests of safety, bikes, skateboards, scooters and ripsticks are not to be ridden in the school grounds. Please walk bikes etc across the road at the attended crosswalk. **NOTE: BICYCLE HELMETS ARE COMPULSORY!**

### BOOKLISTS

Our School Resource lists are issued to students at the end of each year for the following year. They are also available from the office and on our website <http://www.rawlinsonps.wa.edu.au/OtherForms.html> at any time. Items can be purchased online through the Champion website using the school code supplied. The items are then delivered directly to your nominated address. This is the recommended option for purchasing as the store is **extremely** busy at the beginning of the year. If you enrol later in the school year you can just take the list to Champion and they will fill the order while you wait.

## CANTEEN

The canteen is open Tuesday to Friday for pre-ordered recess and lunch, with ice creams, and drinks for sale after lunch. Menus are sent home to families and copies are available from the front office, as well as on our website and Skoolbag. You can now also order using the app Qkr!, which you download for free on your own device. Once set up with your credit/debit card details you can order securely and the full menu is included in the app. Orders via QKR! need to be placed before 7.30am, to accommodate our early lunchtime.



Our canteen conforms to the WA Government's healthy food requirement, commonly known as the 'Traffic Light System'. These standards require that 75% of foods are in the **Green** category. 25% of the options can be **Amber** foods and **Red** food and drinks are off the menu.

Lunch bags are available at the Canteen at 10 bags for 50c, your order must be placed in the bag with the money. Please make sure to include your child's name and room number.

In the event that your child becomes ill before lunch requiring that they go home, refunds cannot be provided as lunches are pre-made, however you are welcome to collect the meal and take it home with you.

Volunteers are always needed, please contact the canteen if you are able to assist. You can also call the canteen either via the school or on their direct line on 0416 198 479, however please remember their busiest times are first thing in the morning, lunchtime and recess.

## CAKES/TREATS POLICY

We understand that some students would like to celebrate their birthday with friends at school. If you wish to bring in treats to share as a celebration please ensure they are individual, as the teacher does not have time to slice and serve cakes, also nothing that needs to be heated. Please try to keep foods as healthy as possible and **do not** bring lollies or chocolates. Suggestions are: fruit/vegetable platters, jelly cups, fruit juice icy poles (already frozen), custard cups, fruit muffins, mini yoghurts, popcorn, fruit/muesli bars, individual frozen yoghurts and pikelets. Please complete the Birthday/Celebration Cakes & Treats form, available at the office and on the website. Please ensure you complete the ingredients list (you may cut off and staple the ingredients list from the packaging) and bring the form and treats to the office on the day you would like them handed out. Staff will check the class for allergies and alert the teacher to ask parents of affected children if necessary. The food will be distributed at the end of the day.

## **CLASS COMPOSITION**

All students at Rawlinson Primary have access to quality education from our extremely committed and professional staff. Classes are created with due thought given to the placement of EVERY child. Many considerations are taken into account; learning styles, academic strengths, social and emotional factors, gender balance and learning support requirements. Whilst all staff are involved in the class placement process, placements are ultimately the responsibility of school administration. If you have concerns please address them with the Principal.

## **COMMUNITY INVOLVEMENT**

### **P. & C. Association**

The Committee gives parents and community members the opportunity to express their views, concerns and ask questions regarding their child's overall education in an informal and friendly environment. Meetings are held regularly and advertised in the newsletter and on our website. We have an enthusiastic hardworking group of parents; please feel free to join us with your valuable input. We really appreciate any assistance you can provide with Fundraising events; including donations for raffles, Scholastic Book Club ordering/distribution, School Banking support and assistance in the Uniform Shop. Sometimes all we need is ½ an hour of your time!

### **SCHOOL COUNCIL**

The School Council is a formally constituted group made up of parents, staff and community members together with the Principal who share a role in shaping priorities and general directions for the school. Please contact the School Principal if you have an interest.

### **VOLUNTEERS**

We value the assistance provided by families, caregivers and community members. Whether helping to supervise on excursions, coaching in sports activities or being on parent roster etc, there are many ways that people can provide us with much appreciated support. Please ask your child's teacher or enquire at the office.



## **COMMUNICATING WITH THE SCHOOL**

There are many options for contacting the school and one of our aims is to make it easy for you to always have lines of communication with us. You can report absences and contact us via the website, sms and the Skoolbag app, ask for appointments etc. with the teacher via the diary or contact us over the phone. Phone messages will be emailed to teachers whilst they are teaching.

We ask that if you have complaints or issues, please contact us at your earliest convenience, as often after some discussion issues are usually easily resolved.

Rawlinson Primary School

Phone: (08)9345 6500

27 Rawlinson Drive

MARANGAROO WA 6064

Email: [Rawlinson.ps@education.wa.edu.au](mailto:Rawlinson.ps@education.wa.edu.au) Website: [www.rawlinsonps.wa.edu.au](http://www.rawlinsonps.wa.edu.au)

**Our office hours are 8.15am – 3.30pm, Monday to Friday during school terms.**

## **CROSSWALK**

Our school has a Police Traffic Warden in charge of the crossing on Rawlinson Drive. They have responsibility for **all** people using the crossing and have the power to instruct people in the general area around the crossing. They are able to direct traffic and report safety issues to the police. The attendant is employed by the WA Police Force and has all of the necessary requirements to work safely around children. Please unsure pedestrians to and from the school use the crossing correctly and sensibly. If you are driving, please obey the flags and allow our students to cross safely, whilst also observing the 40km an hour speed limit around our school boundaries.

## **CURRICULUM**

The implementation of the curriculum is based on the principles embodied in the West Australian Curriculum, which is implemented in all schools. It is based on the learning areas of English, Mathematics, Science, HASS, Language (Languages Other Than English), The Arts, and Health and Physical Education.

## **DIARIES**

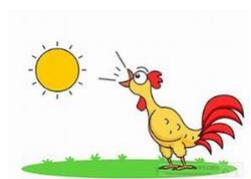
Diaries are issued to all students at the start of the school year. They are a very useful tool, full of helpful information about the school and term dates and can be used as a form of communication both for teachers and parents, as well as to teach your child responsibility in making sure they have it every day and do not lose it. Please remind your child to bring their diaries and check for communication from the teacher regularly. If your child loses their diary please ask at the office for another, however there a VERY limited spares available. If none are available, please purchase a small diary from elsewhere.

## DENTAL THERAPY CLINIC

The School Dental Services provides free on-going preventative and general dental care to Pre-Primary to Year 11 students in Western Australia. Students at our school can access treatment through the Carnaby Rise Dental Therapy Centre in Landsdale. Parents need to complete an enrolment form, which is available through the school office or by contacting the centre directly on 6401 8111. The centre will follow up on further check-ups and assist with emergency appointments if necessary.

## EARLY ARRIVALS

Early arrival is a problem as we do not know your child is here. Any child arriving before 8.20am will be asked to go and sit in the undercover area. They will not be allowed to wander around the school or to play, until 8.30am when other students begin to arrive.



## EMERGENCY DETAILS

Parents should ensure that emergency contact numbers are up to date. It is suggested that three emergency numbers be provided. It is the parent/caregiver's responsibility to advise the school of any changes to these numbers that occur during the year. A student update form will be sent out in Term 1. Please ensure any changes to your contact details are made and these forms are signed and returned to the school even if there are no changes to your child's details. Details can be changed at any time on the website, Skoolbag app, by phone, in your child's diary or at the office.

## FACTIONS

Rawlinson Primary School Factions are named in the Noongar language for the birds that they represent:

**Dermokalitj – Red (Scarlet Robin)**, **Waalitj – Yellow (Wedge-Tailed Eagle)**, **Jida – Blue (Superb Fairy Wren)** and **Toonyart – Green (Ringneck Parrot)**.

Your child will be placed in a faction after enrolment is complete, as selected by a computer programme. Siblings are grouped together in the same faction and will remain in that faction whilst attending Rawlinson. Students are encouraged to wear their faction shirts for Phys Ed and Sport Carnival days.

## HATS – NO HAT, NO PLAY

Students will not be permitted in the sun without wearing a hat all year round. Those without hats will be supervised as they are required to remain under the verandahs during recess, lunch and Phys Ed.

## HEAD LICE

Parents are advised that should their child be found to have live head lice during the school day they will be asked to collect their child. Children may return to school once treatment has occurred and there are no remaining live lice. Unless all eggs have been removed from the hair a reinfestation can occur.

If lice are found, all parents with children in that class will be notified via a class note, to allow preventative action to be taken.



## HEALTH

We only have limited facilities in caring for unwell students, if your child appears to be genuinely ill in the morning before school we ask that they stay home to assist in the health and wellbeing of all.

The following infections require children to be excluded for a designated period of time (usually via your GP):

**Chicken Pox, Measles, Mumps, Rubella, Scarlet Fever, Impetigo (School Sores), Ringworm, Scabies, Hand, Foot and Mouth, Hepatitis A, Diarrhoea, Meningococcal Disease, Streptococcal Infections, Conjunctivitis, Typhoid, Tuberculosis and Whooping Cough. Plus Head Lice (until treated).** *Please note that if all eggs are not removed, reinfestation is likely to occur.*

In the event of a Measles outbreak children who have not completed immunisation for the disease will be required to be excluded for the duration of the outbreak.

We strongly recommend that all children are immunised and from 2020 can only take up-to date records for Kindy students. We should kept up-to-date when they receive a new immunisation. Generally, when students enrol in Kindy it is before they have their 4 year old immunisations, so when your Student Update form is sent home please just write the date of last Tetanus and Measles immunisation on the form and return to us.

If your child needs to take short term medications such as antibiotics you will need to complete an 'Administration of Medication form', available on the website or at the office.

## HOME HELP

The concept of homework is the old-fashioned way of thinking and is not part of our processes. Guidance for activities that you can work on together with your children can be obtained by talking with your child's teacher or school administration. This is what we call Home Help.

## **INCLEMENT WEATHER**

During prolonged periods of hot weather or repeated heavy rain, students may be required to stay in the blocks during lunch or recess. They are fully supervised and allowed to play, eat and drink as normal. Phys Ed and Sports Carnivals may be cancelled/delayed due to weather. We have air conditioners and heaters in all rooms and suggest that students should not go home/stay at home during weather extremes as they also miss out on vital lessons during that day.

## **ILLNESS/INJURIES DURING SCHOOL HOURS**

If your child becomes unwell or is injured throughout the day they will be assessed for severity. If necessary, minor first aid will be administered. Please ensure your contact details are always correct at the office in case we need to call you in an emergency or for more serious illnesses. If we need to call an Ambulance, parents are expected to meet the costs involved.

## **INSTRUMENTAL MUSIC SCHOOL SERVICES**

Students are aptitude tested in Year 5 for the extension program which runs for Years 5 and 6.

## **IN-TERM SWIMMING**

Our swimming lessons are conducted yearly with Pre-Primary to Year Six attending lessons at Craigie Leisure Centre. This is an important part of a child's education in Australia and we aim for full participation unless your child is ill or injured.

## **INTERNET ACCESS**

Students are provided with lap tops and iPads for lessons. Upon enrolment you or your child will be asked to sign an 'Acceptable Usage Agreement' which includes an expected code of conduct for using out ICT equipment and outlines behaviours expected when accessing the internet.

## **LATE ARRIVALS**

Please send your child to the office for a late note for arrivals any later than the siren at 8.50am. This then needs to be handed to the teacher on arrival at class.



## **LATE PICK-UPS**

We know that things don't always go according to plan, therefore late pickups will be sent to the office and we will contact you. If you know you are going to be late, please call the office and allow us to reassure your child and keep them safe. Please endeavour to keep this to a minimum as staff also have other activities and children of their own to take care of after hours.

## LEARNING BLOCKS

Our blocks are named 'K' Block (Kindy), 'A' Block (Pre-Primary – Year Two), 'B' Block (Year Two – Year Four), 'C' Block (Year Four – Year Five), 'C' Block also includes an Art/Science Room, Digital Technologies Lab and 'D' Block (Year Five – Year Six). We also have a large undercover area which houses the Canteen, plus our Music Room.

## LIBRARY

The Philip Moon Resource Centre is open every day for classes to use and borrow items. On your child's library day please ensure they return books previously loaned. If your child hasn't finished reading the book it may be renewed, but still needs to be bought back on library day. If your child's library book is overdue and still at home they are not permitted to borrow. Your child needs a library bag in order to loan books. Books wilfully damaged (drawn in, pages torn etc.) or lost will be charged at their original purchase price.

## LOST PROPERTY

All lost property is stored in a tub in each block. Please regularly check all blocks for your child's missing items. At the end of each term lost property is displayed for all students to have the opportunity to view and claim it. To keep lost property to a minimum please ensure all items are clearly marked with your child's name. Unclaimed clothing will be sent to local charities or washed and used for emergency clothing. School uniforms not claimed may be washed and offered as second hand uniforms through the P&C Uniform Shop.



## MEDIA CONSENT

At enrolment parents are asked to sign a permission form to enable us to publish student's work or images. Those images and/or their work may be published on websites, newsletter, newspapers. Student's names will never be included with their photograph if published (newspaper, other websites with explicate permission prior to publishing). We also ask for parent's email addresses. A Computer Usage agreement is also expected to be signed by either students or their parents before using the school's supplied computer equipment. At this time, you are asked to agree to internet usage, viewing consent for videos and we will provide you with a Third Party Consent for apps and websites used at school. Terms of use are included on the form which you are asked to sign.

## **MEDICATION**

If a student has a medical condition which may require them to need medication at school, parents will need to complete the necessary forms. Often these forms are provided and discussed during the enrolment process, however if your child's health needs change, please notify us immediately. **Any** changes to medication will require alteration to these forms as they are a legal instruction to those taking the responsibility for administration. All forms require the signature of the prescribing medical practitioner, except short-term Administration of Medication forms (antibiotics, paracetamol etc.), which only require a parent's signature and are available from the website

<http://www.rawlinsonps.wa.edu.au/OtherForms/FORM%203%20ADMINISTRATIO%20OF%20MEDICATION.pdf> and the office. Students may not bring any medication or herbal preparations to school to self-administer from their bag.

## **MOBILE PHONES**

Students are not permitted to bring mobile phones to school unless prior arrangement has been made. These arrangements will only be approved for extenuating circumstances. If children bring phones to school they need to be handed to Administration for safe keeping throughout the day. We accept no responsibility for lost or damaged phones. While at school all communication and contact with the student will be made through the office, to maintain security, safety and confidentiality. A copy of our policy is available at the office and on our webpage <http://www.rawlinsonps.wa.edu.au/PhonePolicy.html> . Any breaches to the policy will require a parent meeting and any photos taken will be deleted from the phone at that meeting.

## **MONEY MATTERS**

Cash payments for all activities can to be given to the class teacher or paid at the office, **correct cash** only please. We try to keep costs to a minimum however, swimming lessons, excursions and buses, interschool carnivals etc. are valuable learning tools and as such we will request the minimum amount to cover costs. Other payment methods are Qkr!, and Direct Bank deposit – please see under Voluntary Contribution section.

If you require a refund from the school, please state in writing why you are asking for a refund, which child to apply the refund to (full name, class and year level) and your Bank name, BSB, Account number and Account name. – forms for refunds are available at the office, please see the Manager Corporate Services.

## **NEWSLETTERS**

Our school newsletter can be viewed on our Skoolbag app , website at <http://www.rawlinsonps.wa.edu.au/Newsletters.html> , or sign up for an emailed copy. It includes a wealth of valuable information. If your first language is not English, it can also be translated on Skoolbag or on the website.

## **PARKING**

Parking is available in all unmarked bays, please observe marked bays for staff. Overflow parking is available on the edge of the oval, be aware of students at all times. Kiss and Ride is available at the covered walkway near Admin, please drive around again if your child is not yet there, this is supervised in the afternoons. For everybody's safety observe all road signs, crosswalk, the speed zone of 5km p/h within the carpark and the maximum of 40km p/h during school start and finish times. Street parking is available in bays clearly marked around three sides of the school. Do not park in surrounding driveways, on neighbouring lawns, on or across footpaths or on verges. The City of Wanneroo rangers regularly patrol the area and will issue fines over which the school has no control. We understand that there is a lot of congestion at the start and the end of the school day, please be patient and courteous of other road users. If at all possible we suggest that walking to school is the optimum for everyone.

## **PEAC & JET PROGRAMS**

Testing for PEAC is undertaken at local school level and successful students are offered a place in a participating course. Generally, these programs are run at other schools and parents are advised that they will need to make their own transport arrangements for their children.

## **PLAYGROUND DUTY**

Teachers and Education Assistants are rostered for duty for recess and lunch in all areas of the school. They are clearly visible, wearing an orange vest. Students are encouraged to approach these teachers if they experience difficulties with other students or are injured. Playground behaviour is monitored to ensure that we are aware of any patterns which may occur.

## **PSYCHOLOGIST**

School psychologists help schools meet the social, emotional, learning and behaviour needs of students. Working closely with the school administration, teachers, students and parents, school psychologists help schools make improvements that are good for all students, particular groups of students or individual students. Our School Psychologist is available by referral from the class teacher and referrals are also overseen by the Associate Principal.

## **Qkr!**

Download the free app, add your credit/debit card details and make cashless payments wherever you are for things like excursions, school contributions, lunches and more. Find our school and register your children and their classes. Instructions are available from the office.

## **PUPIL FREE DAYS (SCHOOL DEVELOPMENT DAYS)**

Throughout the year the school is closed to students for School Development, generally once a term. This allows staff to conduct professional learning activities, whole school strategic planning and Department of Education directed programs. You will be notified of which days through our newsletter, app, website calendar <http://www.rawlinsonps.wa.edu.au/calendar.html>. School staff also regularly participate in after school professional development.

## **SCHOOL HEALTH SERVICE DELIVERY (NURSE)**

Our School Nurse performs testing for Kindy and Pre-Primary students. The Nurse is also available by referral from their teacher if the teacher raises a concern over vision, hearing etc. with the Associate Principal overseeing the referrals. If you have a concern please raise the issue with the Associate Principal.

## **SCHOOL PHOTOS**

Individual, family and class photos are taken. Further information is available through our newsletter, Skoolbag and website. If you want family photographs, please book at the office prior to the day. Payment is made online at Kapture Photography. You will be provided with both a school code and your child's unique code before Photo Day, you will need these to order the photos.

## **SENSITIVE/CONFIDENTIAL INFORMATION**

We understand that with family breakdowns there can be some issues that are difficult to divulge, however in the interest of your child if there is some information which can assist us with your child's emotional wellbeing and their behaviour, please do not hesitate to contact administration to confidentially discuss the matter. We require copies of VRO's and Family Court documents to be kept on file at the school so that we can adhere to the orders correctly. Also as parenting plans can alter, we ask that you keep us up to date with any changes to VRO's, Family Court documents and Parenting Plans (which can be just a change of agreement verbally).

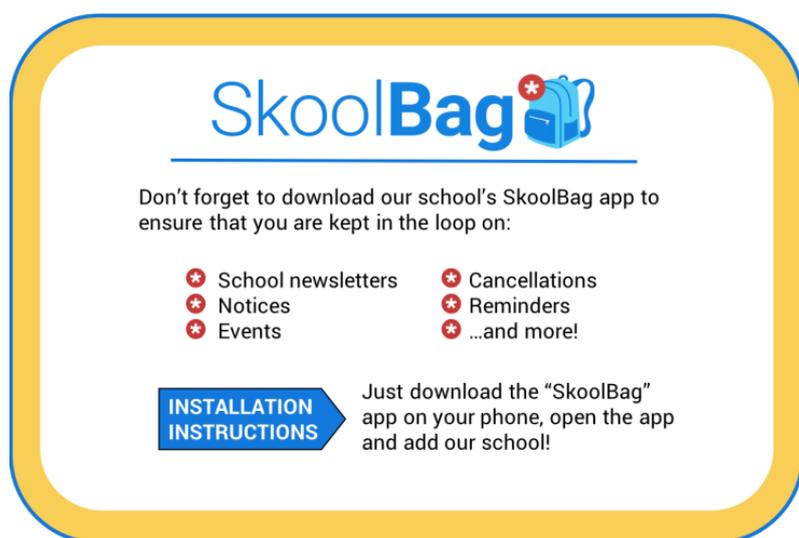
## SIGNING STUDENTS OUT DURING SCHOOL HOURS

If you need to take your child out of school for appointments etc., please come to the office where you will be issued an 'Authority to leave School Premises' note. This then needs to be handed to the teacher in order for them to release the child to you. Please bring documents to identify yourself.

If a friend or family member is not listed as an emergency contact it may cause some delay as we will phone the parents/guardians to verify before the child will be released to you. An easier way would be for the parent/guardian to supply a note or make a phone call to us prior to your arrival. Please ask those collecting to bring identification with them.

## SKOOLBAG APP

You can download the free app to your mobile device via our website <http://www.rawlinsonps.wa.edu.au/MobileApp.html> . Once you have downloaded the app and followed the parent instructions on our webpage you will be able to access a huge amount of helpful information, including canteen menus, term calendars etc. and we will send an sms direct to your phone reminding you of class notes, permission notes for excursions and school activities as they arise. You can also opt to have alerts emailed to you instead, or as well as receive messages via sms.



## SPORTS CARNIVALS

Our school has a comprehensive Physical Education programme which culminates in several Sports Carnivals throughout the year. We join other schools in interschool contests, with selected students travelling to Altone Park and East Beechboro Primary School for both a Summer Carnival and a Winter Carnival and hopefully bringing home the trophy, although our main emphasis is on enjoyment and participation. We hold our Rawlinson Athletics Carnival in third term and welcome friends and family to indulge in some friendly rivalry by cheering on from the sidelines.

## UNEXPLAINED ABSENCES SMS MESSAGING

The Department of Education currently provides and supports MGMOutReach software, which our school uses. The software delivers SMS messages notifying parents of their child's absence and seeking an explanation. Messages are automatically generated and sent based on a 'U' (unexplained absence) or 'L' (late to school) code entered in School Information System (SIS). **This system is also used for emergency communication with parents where Skoolbag is not suitable.**

## UNIFORMS

Our uniforms are as pictured:



It is expected that students wear their uniform every day; they are reasonably priced with a few items also available second hand. Our P. & C. runs the Uniform Shop, which is staffed by volunteers only. The Uniform Shop is open monthly on average (published in the Newsletter, Skoolbag and on the website), but uniforms may also be ordered via Qkr! at any time or via the paper order form always available at the office. Our school has a 'No hat, no play' policy year round, whilst it doesn't have to be a Rawlinson hat, one is required every day. We also ask that you provide a Library bag as children may not borrow without one. The preference is for closed shoes such as runners in winter and sandals in summer, although thongs may be worn during swimming lessons. However, we ask that the children change back into footwear suitable for school when they return.

## VISITORS DURING SCHOOL HOURS, INCLUDING PARENTS

Please come to the office where you can sign in using our iPad, which you can also sign into contact free using your phone and the QR code on the iPad. For the safety of our students our staff may ask you to identify yourself and show that you have presented at the office prior to entering the grounds. We ask that you interrupt classes as little as possible. Signing in is required during the whole school day – lunch and recess breaks included, even if you are just dropping off forgotten lunches, glasses etc.

## **VOLUNTARY CONTRIBUTIONS**

Voluntary Contributions and P & C Contributions are requested annually. Money collected is used across the curriculum for the benefit of all students to purchase items such as Robotics. P & C Contributions assist in the purchase of additional items such as the school verandahs, fitness track and ICT equipment etc. These contribution fees are payable through the Schools Resource List at the end of each year/start of the year, at the office year round, or via the Qkr! app, alternatively you can pay direct into School Bank Account:

### **Rawlinson Primary School**

**BSB : 016 495**

**ACCOUNT : 4988 66978**

***It is important that you include the student's FULL name as reference.***

## **VOLUNTARY CONTRIBUTIONS**

One child :	\$45.00
Two children :	\$65.00
Three or more children :	\$70.00
P & C Contribution :	\$20.00