

**PARENT
INFORMATION
HANDBOOK**

KINDERGARTEN – YEAR 6

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27 Rawlinson Drive
MARANGAROO
(08) 9345 6500
Rawlinson.ps@education.wa.edu.au

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WELCOME TO RAWLINSON PRIMARY SCHOOL

We are a vibrant school catering for Kindergarten to Year 6 in the North Metropolitan Education Region, proudly established in 2005. Since opening we have developed a tradition of providing students with a caring, inclusive learning environment. Each staff member at our school supports our students socially and academically, with an emphasis on building a connection with children and parents.

Our stable enrolment of over 400 students reflects a multicultural and diverse community, with 46 separate nationalities, a mix of which is actively celebrated throughout our school. 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.

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.

Our highly professional and dedicated staff ensure that your child's needs are met in a caring and safe environment. 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.

Rawlinson Primary School is committed to providing the best possible education for its students. This booklet contains details on matters related to the day to day running of our school. It provides a great deal of information that will be of assistance to both you and your child as he or she progresses throughout the year. If you have any queries about the school, please do not hesitate to contact us.

CONTACT INFORMATION

Address: 27 Rawlinson Drive, Marangaroo
Telephone: (08) 9345 6500
Email: rawlinson.ps@education.wa.edu.au

Principal: Mr Darryl Dedman
Associate Principal: Mrs Jo-Anne Large
Miss Mishael Peeradina
Manager Corporate Services: Mrs Glenys Salmon
School Officer: Mrs Vicki Bartolomei
Mrs Alana Kay

**Office Hours : 8.15am – 3.00pm
Monday – Friday during school terms**

Rawlinson Primary School P & C
Email : rawlinson.pandc@gmail.com

Rawlinson Primary School Council
Email : rawlinsonschoolcouncil@gmail.com

Rawlie Bites (Canteen)
Mobile : 0416 198 479
Email : rawliebites@gmail.com

Afterschool Care : TheirCare OSHC :
Mobile : 0400 111 448
Other : 1300 072 410

SCHOOL TIMES (YEAR 1 – YEAR 6)

8.50am	Class begins
11.00am	Lunch starts
11.40am	Lunch finishes
1.40pm	Recess starts
2.00pm	Recess finishes
3.00pm	End of day

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.

SCHOOL TIMES (KINDY & PRE PRIMARY)

8.50am – 2.50pm

Odd Weeks: K1 & K2 Mon, Tue, Wed

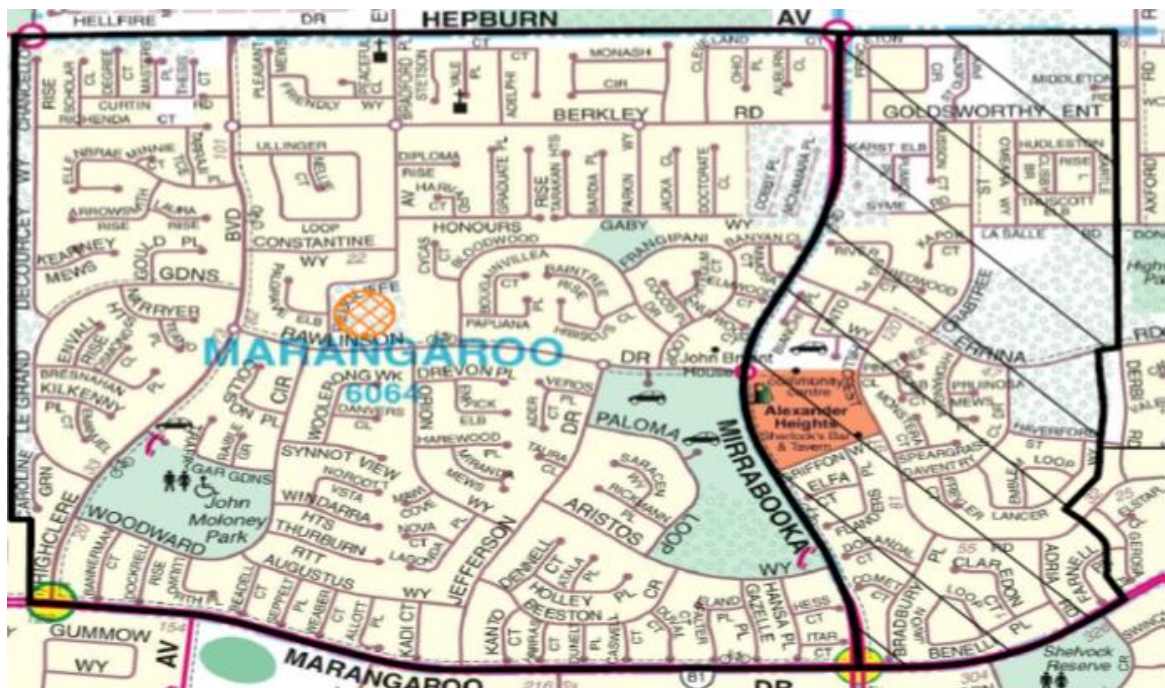
Even Weeks: K1 & K2 Mon, Tue

OFFICE HOURS

Our office hours are 8.15am – 3.00pm, Monday to Friday during school terms.

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.



COMMUNICATION

Newsletter

Our school newsletter can be viewed on our website at <http://www.rawlinsonps.wa.edu.au/Newsletter.html>, or sign up for an emailed copy. The newsletter is published fortnightly and includes a wealth of valuable information. If your first language is now English, it can also be translated via the website.

Message U System MGM OutReach

This is an automated, personalised SMS text system where texts are sent directly to parents' mobile phones if their child does not arrive at school. This is part of our duty of care of the students. MGM OutReach interfaces directly with the school attendance software and sends messages automatically at 10.00am, saving the school time and reaching parents quickly and effectively. Parents can respond directly via text from their mobile phone or send advance absence notification via text to the school.

Seesaw

Seesaw may be used as a communication tool between the classroom teacher and parents. Seesaw may also be used to notify families of whole school notices from the Administration Team

Reports

A formal report is provided for each student at the end of Term 2 and 4. This will cover student achievement in all Learning Areas, personal and social development, behaviour and work habits.

COMMUNITY INVOLMENT

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 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.

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 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.

GENERAL INFORMATION

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, advise the class teacher via Seesaw, 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.

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.

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.

ASSEMBLIES

Assemblies are held fortnightly in the Undercover Area at 8.50am on alternating Monday mornings, and are Life Long Learner and Positive Behaviour Support Assemblies. Once or twice a term we also have a special assembly on Thursdays. Parents and family are welcome to attend assemblies. The dates are available on the website, or check our digital sign out the front.

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

Rawlinson Primary School is a Positive Behaviour Support (PBS) school. PBS at Rawlinson Primary aims to collaborate with staff, students, parents and the wider community to ensure we provide the behavioural support needed for students to reach academic and social success. Our PBS team works tirelessly to explicitly teach positive behaviours, enabling students to have the skills to empathise with others, be tolerant of differences, respect individuals and care for rights and property of others. Our School Behaviours Expectations are:

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 the students by our PBS committee. Our matrix is displayed in every learning area around the school.

When students display the desired behaviours and expectations, they are acknowledged by a token called a Rawlie. When students accumulate 100 Rawlies they are acknowledged with a certificate and an activity of their choice from a list developed by the PBS team. Classes can have a whole class acknowledgment with they receive 1000 Rawlies. The whole school acknowledgement takes place when we have accumulated Rawlies in 30,000 increments.

The PBS program is heavily incorporated and embedded in our whole school Behaviour Management Policy and supports our Zero Tolerance for Physical and Emotional Bullying. Our school Behaviour Policy is available on request from Administration.

At Rawlinson Primary School we are:
Respectful Responsible Ready

RAWLINSON PBS EXPECTATIONS MATRIX

	RESPECTFUL	RESPONSIBLE	READY
LEARNING AREAS	<p>We are respectful when we:</p> <ul style="list-style-type: none"> • Wait our turn to speak • Listen actively to others • Promptly follow instructions and rules • Use our manners and are kind with our words and actions • Use equipment appropriately. • Allow others to learn • Respect the personal space of others • Quietly and promptly move around school areas 	<p>We are responsible when we:</p> <ul style="list-style-type: none"> • Are at school every day on time • Sit in the undercover area until 8:20am • Take ownership of our actions • Are honest • Make safe choices • Listen to and look after our body • Walk around the school • Look after all equipment • Tidy up after ourselves • Promptly return to class after break times 	<p>We are ready to learn when we:</p> <ul style="list-style-type: none"> • Ask for help when required • Set goals and work to achieve them • Accept and learn from mistakes • Persevere with challenges • Join in all activities • Have a positive attitude • Are brave and have a go • Accept change and be patient • Are organised for school
SCHOOL GROUNDS	<ul style="list-style-type: none"> • Respect our own privacy and the privacy of others • Share equipment and take turns • Look after our school grounds • Wear our school uniform with pride • Demonstrate sportsmanship • Place rubbish in the correct bin and recycle where possible 	<ul style="list-style-type: none"> • Play in the correct areas at the correct times • Wear a hat when outside • Report unsafe behaviour • Use the toilets appropriately at the right times • Sit down to eat • Demonstrate expected behaviour before and after school. 	<ul style="list-style-type: none"> • Celebrate the success of others • Are team players • Work together to solve problems • Line up quietly and promptly inside and on the dots outside the classroom
COMMUNITY	<ul style="list-style-type: none"> • Follow expectations of the places you visit • Speak appropriately to others • Accept and celebrate diversity 	<ul style="list-style-type: none"> • Are problem solvers • Help and assist others • Use online platforms appropriately and safely • Use crosswalks and behave safely in carparks 	<ul style="list-style-type: none"> • Accept the rights and opinions of others • Are resilient

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 : RAWLIE BITES

Rawlie Bites 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.

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 7.45am, 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.

You can call the canteen on their direct line on 0416 198 479, however please remember their busiest times are first thing in the morning, lunchtime and recess.

The Email address for the canteen is - rawliebites@gmail.com.

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, ensuring 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 allergies you would like them handed out. Staff will check the class for and alert the teacher to ask parents of affected children if necessary. The food will be distributed at the end of the day.

CHAPLAIN

Our school Chaplain is here to support and nurture students, families and staff wellbeing. The Chaplain is available to assist families with referrals to outside agencies and community support services.

CHOIR

Students in Years 4 – 6 are welcome to join the school choir. Practice is Thursday mornings 8.00am – 8.30am in the Music Room. Each year the Choir participates in the WA Massed Choir Festival which culminates in an evening performance at the Perth Concert Hall – a highlight for parents, staff and the choir.

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.

COMMUNICATION 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, ask for appointments etc. with the teacher via Seesaw 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.

Email: Rawlinson.ps@education.wa.edu.au

Website: www.rawlinsonps.wa.edu.au

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.

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

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. At 8.30am, when other students begin to arrive, they will be allowed to move to their class.

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 or your address that occur during the year. A student update form will be sent during the year. 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, in writing 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)

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

Rawlinson Primary School has a No Hat No Play Policy. Students wear a hat all year round. Those without hats are required to remain in the undercover area during lunch, recess and Phys Ed. Please note due to hygiene reasons, hats are not loaned to students.

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

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. Please test for COVID if symptomatic.

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, 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.

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

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 extreme 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. We currently offer guitar, flute & clarinet lessons.

IN-TERM SWIMMING

Our swimming lessons are conducted yearly for Pre-Primary to Year Six students. 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 One), 'B' Block (Year Two – Year Three), 'C' Block (Year Four), 'C' Block also includes an Art/Science Room/Uniform Shop, Digital Technologies Lab and 'D' Block (Year Five – Year Six), STEM and LOTE. 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/THIRD PARTY APPS

At enrolment parents are asked to sign consent forms for the following: internet usage, viewing consent for videos, a Third Party Consent for apps and websites used at school and a consent form to enable us to publish student's work or images, that may be published in newsletters, newspapers and on websites. Student's surnames will never be included with their photograph if published. A Computer Usage agreement is also expected to be signed by either students or their parents before using the school's supplied computer equipment.

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 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 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. Preferred payment method is via Qkr! 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.

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 & EYE PROGRAMS

Testing for EYE and PEAC are 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. The 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 and 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 each year. Further information is available through our newsletter and website.

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. Please ask those collecting to bring identification with them.

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 MGM OutReach 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.**

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 verandas, 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, in correct cash at the office year-round, or via the Qkr! app.

VOLUNTARY CONTRIBUTIONS

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



Qkr! is our preferred payment method.