



2024 Parent
Information Handbook

Contents

Principal's welcome message

School contact information

Key staff

School term dates

Absences and attendance

Allergies

Arrival at school/ pick up and drop off arrangements

Assemblies

Behaviour support

Bikes and scooters

Bushfire and emergency management

Complaints framework

Contributions and charges

Collecting students during school hours

Communication

Emergency contact numbers

Factions

Illness and accidents

Kindergarten

Late arrivals

Library

Lunches

Medication

Money, toys, valuables

Parking and traffic management

P&C Association

Reporting student achievement

School board

School development days

Student booklists

Uniforms

Visitors on site

Welcome back to school event

YMCA Yarralinka

Principal's welcome message

Welcome to Yarralinka Primary School!

It is an honour to have your child and family join our caring school community. We aspire to provide your child with the best opportunities to achieve personal success and invite you to join us as we build a school that will become a hub for the local community.

At Yarralinka Primary School our team of skilled and engaged educators work together to promote and provide a diverse range of learning opportunities aimed at developing the whole child, with a focus on developing the academic, social, physical and emotional aspects. Our school is one that fosters a sense of belonging for everyone. We celebrate and welcome members from all cultures and foster a positive and supportive learning environment through high expectations of student learning and behaviour. The natural environment is an important feature of the local area and is something we seek to embed in all aspects of our school's operations.

This handbook has been developed to provide easy access to relevant information to support families as they transition into our school. We welcome any feedback that could enhance this process to ensure that this is a positive experience for students and their families.

Chris Burgess
Principal

School contact information

Address: 12 Yarralinka Road, Southern River, WA, 6110

Phone: (08) 9391 4340

Office hours: 8:15am- 3:45pm (during school terms)

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

Website: www.yarralinkaps.wa.edu.au

Key staff

Principal: Chris Burgess
Deputy Principal: Katherine Ryan/ Sarah Thomason
Manager Corporate Services: Shiralee Harvey

School term dates- 2024

Semester 1	
Term 1	Wednesday 31 st January- Thursday 28 th March
Break	Friday 29 th March– Sunday 14 th April
Term 2	Monday 15 th April- Friday 28 th June
Break	Saturday 29 th June- Sunday 14 th July
Semester 2	
Term 3	Monday 15 th July- Friday 20 th September
Break	Saturday 21 st September- Sunday 6 th October
Term 4	Monday 7 th October- Thursday 12 th December

Absences and attendance

It is a legal requirement that every child of school age attends school every day, unless they are unwell. There is a link between a student's rate of attendance and their progress at school. An attendance rate of below 90% is generally recognised as placing a student at risk. This equates to one day's absence at school per fortnight. Family holidays during school terms are not encouraged. All in-term vacations will be marked as unauthorised absences unless there are special circumstances involved. A written note stating dates and reasons for the in-term vacation should be submitted to the Principal for consideration.

Families are requested to advise their child's class teacher of the reason for their child's absence once they return to school or within three days of the child's first day of absence if it is an extended absence (e.g. in hospital). The Principal may request a certificate from a medical practitioner to support the reason of an absence. You can notify the school office if your child will be absent on 9391 4340. Alternatively, you can submit absences via the School Stream app or by emailing the school at yarralinka.ps@education.wa.edu.au.

Allergies

Yarralinka Primary School is a 'Nut Aware School'. We acknowledge that due to food processing practices it is impractical to eliminate nuts or nut products entirely from an environment where there is food. Therefore, we have opted to be 'Nut Aware' which means:

- Please do not send nuts or nut products to school for your child's recess or lunch.
- No nut products to be included in food on special days (i.e. birthday cakes), or in any cooking activities at school or on school camps.
- Staff will supervise students eating at recess and lunch time. Students will be encouraged not to share food.
- Staff have participated in training for understanding and dealing with anaphylaxis.
- All staff are made aware of specific students via their medical plans including photographs, emergency response planning and medication advice.

Please alert the school to any allergies that your child/children may have on enrolment, so we can implement the appropriate plan to support them.

Arrival at school/ Pick up and drop arrangements

Due to issues relating to supervision of students, parents are advised that students should not arrive at school before 8.25am. Earlier arrival is discouraged in the interest of safety as no formal supervision is provided prior to 8.30am or after 3:00pm. Our school day structure is as follows:

<i>Gates open</i>	8:25am
<i>Classroom doors open</i>	8:30am
<i>Lessons start</i>	8:45am
<i>Periods 1 & 2</i>	8:45- 10:55am
<i>Lunch break</i>	10:55- 11:40am
<i>Periods 3 & 4</i>	11:40am- 1:40pm
<i>Afternoon recess break</i>	1:40- 2:00pm
<i>Period 5</i>	2:00- 3:00pm
<i>School day ends</i>	3:00pm

All Kindergarten and Pre-Primary students need to be dropped off and picked up from classrooms by a parent or carer. Year 1- 6 students can independently make their way to their classroom in the morning. In the afternoon Year 1 and 2 students need to be collected from classrooms, whilst Year 3-6 students will be dismissed from their classroom by their teacher.

Assemblies

School assemblies allow us to come together as a school community and celebrate the great work being done by our students. Assemblies are held twice a term in the Yarralinka Soma (2:30pm start) and will be marked on our school term planners.

Behaviour Support

The school ethos emphasises a safe, caring and friendly environment in which children are provided the best opportunities to achieve personal success. Copies of the supporting student behaviour policy, including our Good Standing requirements, are available on our website- www.yarralinkaps.wa.edu.au. Yarralinka Primary School is a Positive Behaviour Support school. Through this approach we have clearly defined behaviour expectations which we explicitly teach to our students and reinforce as part of daily school life. Our behaviour expectations are aligned to our school values of respect, responsibility, reach and resilience.

As part of our whole-child focus, the school embeds a strong social and emotional focus within daily school life through the Second Step programme. Further information about this is available from your child's class teacher.

Bikes and scooters

Bikes, scooters and skateboards need to be walked into our school grounds and inside our boundary fences. By law, children are required to wear helmets for their personal safety. Bicycles and scooters can be parked in one of our two storage areas- One is located near the Campine Dve carpark at the rear of Balga block and the second at the front of the school on Yarralinka Rd near the Eremaea block. Additional racks are available at both the Yarralinka Road and Basset Way entrances. To prevent theft, it is advisable that bicycles are locked to the racks.

Bushfire and emergency management

Yarralinka Primary School is listed on the Department of Education's bushfire register. This means the school has a standalone plan for managing the threat of bushfires. Practice drills are held regularly and clear processes are in place for managing incidents and communicating with families. A copy of our bushfire plan is available on the school's website.

Complaints framework

At Yarralinka Primary School we see complaints as an opportunity for us to reflect and improve how we do things. The first point of contact for any issues is your child's class teacher. If your concern is unable to be resolved by the classroom teacher, then it should be forwarded to the Deputy Principal. After the Deputy Principal stage, if your concern is still unable to be resolved, please arrange a time to meet with the Principal to discuss.

Contributions and charges

Families receive a schedule of proposed Voluntary Contributions and Charges prior to commencement of the school year. Contributions are used to enrich the opportunities available to your child by assisting us in providing additional materials and programs. Library resources, learning resource materials, digital technologies, as well as visual art materials are purchased from the contributions received. The approved voluntary contributions for Yarralinka Primary School is **\$50 per a student**. We also request families to contribute the following voluntary donations:

- Library Fund \$15 per family
- P&C donation \$20 per family

Throughout the year, students may participate in excursions, incursions and in-term swimming which attract additional charges. Families will be notified of the events as they take place. Payments for Contributions and Charges can be paid by:

- Calling into the school office and paying by cash (we don't offer change so the correct amount is required).
- Using our EFPTOS facilities within the school office.

- Direct deposit into our school bank account.

Account Name: Yarralinka Primary School

BSB: 633 000

Account Number: 178 766 069

Reference: Student surname and purpose

Collecting students during school hours

If you are picking up your child/ren at any time other than the normal school times, please come to the school office to collect a student leave pass. If a family member or a friend is collecting your child, please ring the school to let us know and ensure they bring identification. We recommend you place anyone who will be collecting your child on the contact list, including day care providers. This procedure helps to protect our students and their wellbeing. The student leave pass is given to the child's teacher when collecting your child from the classroom.

Communication

An important aspect of the school's operating procedure is the fostering of a healthy, constructive, home-school relationship. We welcome your involvement in your child's education and we operate with an 'open door' policy which welcomes discussion, comments and suggestions.

At Yarralinka Primary School we have several communication items to keep you up to date. These include:

- **Newsletter-** A school newsletter is distributed in Weeks 3, 6 and 9 of each term. Our newsletter contains student achievements/ work and important reminders and messages.
- **Facebook-** We have an active Facebook page which contains many articles about the great work being done by our students and school. You can visit our Facebook page at www.facebook.com/yarralinkaps.
- **Website-** You will find a wealth of information about our school, such as teaching programs, events, enrolment information and general school processes, on our school website. Our website can be viewed at www.yarralinkaps.wa.edu.au.
- **Seesaw-** This app allows you to communicate directly to your child's teacher and to see what learning is occurring in the classroom. Your child's class teacher will forward information at the start of the year about how to set this up.

Emergency contact numbers

Parents are requested to make sure that the emergency phone numbers registered on their child's school records are kept up to date. If any other details change, please email the school immediately with the updated details on yarralinka.ps@education.wa.edu.au.

Factions

Students are placed in a faction on enrolment. It is the preference to place family members in the same faction. Coloured faction polo shirts are available from Uniform Concepts in Jandakot. Faction shirts are to be worn on Physical Education or sports days. Our four factions are named after local birds:

- Honeyeater: Gold (Named after the white-cheeked honeyeater)
- Kingfisher: Blue (Named after the sacred kingfisher)
- Ibis: Purple (Named after the straw-necked ibis)
- Parrot: Green (Named after the red-capped parrot)

Illness and accidents

In the event of a child being sick or having an accident at school, one of the parents or carers will be contacted, if possible. All parents and carers are asked to ensure that the school has an up-to-date contact phone number, address and emergency contact details, so contact can be made without delay. In the event of a serious accident where parents cannot be contacted, an ambulance may be called (note the expense for this action is to be met by the family, not the Department of Education).

Important: Please note that if your child may be (or is) ill with any infectious condition, including colds and stomach ailments, they should not attend school and they should return to school only when fully recovered. The risk of cross infection in schools is very high despite the best efforts of staff and students. When in doubt, please keep your child at home and, if necessary, seek medical advice.

Kindergarten

Kindergarten students attend for five full days over a fortnight and you will be advised of your child's attendance pattern on enrolment. In 2024 we have three Kindergarten groups which attend as follows:

- Chuditch: Monday, Tuesday and odd week Wednesday (Weeks 1, 3, 5, 7, 9)
- Kaarda: Monday, Tuesday and odd week Wednesday (Weeks 1, 3, 5, 7, 9)
- Quenda: Thursday, Friday and even week Wednesday (Weeks 2, 4, 6, 8, 10)

Late arrivals

Students who arrive late after the commencement of the school day (i.e. after 8:45am) need to enter the school via the school office to collect a late pass. A staff member will walk your child from the office to their classroom.

Library

Students, staff and parents of Yarralinka Primary School have access to an up-to-date, state of the art library. The teacher for each class conducts library sessions weekly. Students are able to exchange their books once a week. The students are expected to bring to school a library bag in which library books may be carried home. All new enrolments in 2024 will receive a complimentary library bag. Library books may not be taken home without a library bag. Children will be notified of their library borrowing day. Parents/guardians will be sent an invoice for any lost or damaged library books.

Lunches

Lunch is the major meal your child will eat whilst at school. At Yarralinka Primary School we encourage students to have a healthy lunch as it will help them to grow and concentrate better in the classroom. A student's lunch box should contain food that they will eat and be easy for them to open. Please be advised that staff at the school are unable to heat up food or keep items in the fridge for students. Students can order their lunch once a week (Wednesdays) from a nearby school's canteen service. These orders can be placed via the Spriggy Schools app.

Yarralinka Primary School is an accredited Crunch & Sip school. This means that during the morning block all classes have a designated Crunch & Sip time- this is when students can eat some fruit or vegetables and drink from their water bottles. Be advised that only fruit and vegetables can be eaten during this time and we request that your child's Crunch & Sip snack is packed in a separate container from their lunch box.

Medication

The Department of Education has guidelines about the administration of medication to students. All schools are required to comply with these guidelines. Schools are not permitted to give children aspirin, paracetamol or any medication as part of first aid treatment without written instructions and provision of medication from the student's parent/caregiver.

For students requiring prescribed medication to be administered during school hours, parents must complete a "Student Medication Request" form and provide the medication, which must be handed into the office. Forms and details are available from the office on request.

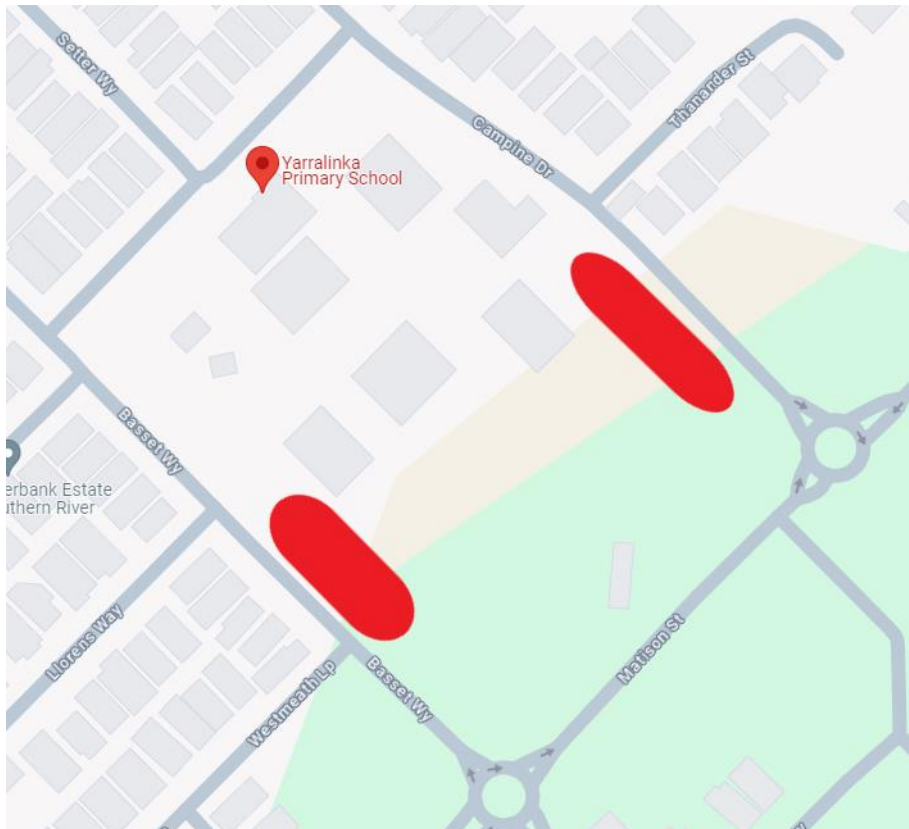
Money, toys and valuables

Children must not leave money or valuables in their bags/ desks. If children are bringing money for collections at school please place it in an envelope marked with the child's name, the amount enclosed and the purpose of payment, and hand it to either the class teacher in the morning or directly to the school office. No responsibility can be taken by the school for damage, loss or theft of any non-school item, such as jewellery, toys, sport equipment brought to school by

children. Families are asked to discourage students from bringing toys to school. In line with our behaviour policy, students should not have mobile phones or smart watches whilst at school.

Parking and traffic management

Yarralinka Primary School is a registered YouMove school, which means we encourage as many families as possible to walk or ride to school. This has many health, environmental and traffic benefits. There are two parent car parks on site (Campine Drive and Basset Way-see areas marked in red on the below map). The Basset Way carpark is best suited for Kindergarten- Year 2 students, whilst Campine Drive is best for Year 3-6 students. To help with traffic management we strongly encourage all families to travel around the school site in an anti-clockwise direction.



Four Kiss & Drive bays are located at the front of the school on Yarralinka Road. The purpose of these bays is for parents to drop off/pick up students without leaving their car (Year 1 and above). Parents are to remain in their vehicles when students are using these bays (i.e. not park or leave their vehicle).

P&C Association

P&C Associations are extremely proactive in all school activities. Involvement in the P&C Association is one of the best ways of being aware of school activities designed to improve the school environment for your child. There are many ways of supporting this organisation, however personal involvement is the one most appreciated. Our P&C Association organises several events during the year. The P&C Association also engages in fundraising and social activities, at which parents can socialise and meet other families. The P&C Association will be an active contributor to the school's educational program and the development of school facilities. It is hoped that you will help maintain this support.

How do people join the P&C Association?

Members are elected onto the P&C Association on a yearly basis. Information about the election process will be communicated to families prior and you can nominate for a position that you would like to undertake.

Reporting student achievement

Reporting to parents will occur in different ways throughout the year. Teachers will use the Seesaw app to share students' work completed in class. Families are always welcome to visit their child's classroom to view work completed throughout the year. You are also encouraged to discuss your child's progress regularly with their teacher in formal appointments/ meetings. Your child's class teacher is the first point of call for any issues relating to your child (i.e.

learning, behaviour, social & emotional etc). A half day school closure for the purposes of holding parent-teacher meetings will be held in either Term 2 or Term 3 of 2024 (Date- TBA).

School board

What is the School Board?

Yarralinka Primary School has an active school board which consists of staff, parents and community members. The school board helps formulate the strategic direction of the school, determining in collaboration with staff, the school's educational objectives and priorities. A meeting is held each term.

What does the School Board do?

- Represents the educational needs and aspirations of students, teachers, parents and the community.
- In collaboration, determines school priorities, assisting in the formation of the school business plan.
- Monitors the school's learning outcomes against its business plan targets.
- Monitors the allocation of resources (financial and human) to achieve school priorities.
- Determines the level of contributions and charges to be sought from parents.
- Advises on policy matters, but does not become involved in the day-to-day management of the school.

How do people join the School Board?

With the exception of the Principal, members of the School Board are generally elected for a period specified in the Terms of Reference. The Yarralinka School Board operates in line with the School Education Act and relevant Regulations. Parent representatives are elected to their positions by parents and carers. Staff representatives are elected to their positions by the school staff.

School development days

School development days are held throughout the year. On these days students do not attend school as staff will be engaged in professional learning and school planning. The 2024 school development days have been set as follows:

- Monday 29th January 2024
- Tuesday 30th January 2024
- Friday 31st May 2024
- Monday 12th August 2024
- Friday 8th November 2024
- Friday 13th December 2024

Student booklists

Parents are asked to provide a number of consumable items, which should be replaced as necessary. To make the purchasing task easier, and in an attempt to gain some uniformity in materials, bulk order facilities have been organised through a local business, Champion Education in Canning Vale . There is no obligation to use this company to purchase, but should parents wish to do so, materials selected and ordered will be available prior to the school year beginning.

Uniforms

The Yarralinka Primary School's Dress Code has been developed to promote a positive image of the school and to create a sense of identity amongst students. Students are expected to comply with the Dress Code. Acceptance of enrolment at Yarralinka PS assumes an agreement between the parent/guardian and the student to adhere to the Dress Code. Classes on excursion must be in uniform, unless the consent of the Principal to vary this has been granted.

Our school dress code is as follows:

- **Hat:** School bucket hat (charcoal with school logo on one side and reverses to the student's faction colour on the other).
- **Shirt:** School polo shirt (red & charcoal design). Faction shirts maybe worn on school sports days and physical education lessons. Students may wear a long plain sleeve shirt/ skivvy, in the school colours of red or charcoal, under their school polo shirt.
- **Jacket/ Jumper:** School jacket/ jumper (red & charcoal design).
- **Bottoms:** Charcoal shorts/ skirt/ skort/ long pants.
- **Shoes:** Sneakers or a school sandal that has a strap around the ankle. Sneakers must be worn on a student's allocated sports/ phys ed day.

The following do not meet our required dress standard and should not be worn to school:

- Any item of denim clothing
- Make up including nail polish
- Torn, ripped or dirty clothing
- Thongs or flimsy footwear
- Bracelets/ necklaces (unless its an approved cultural or medic-alert item)
- Makeup including eyeliner, lipstick, mascara, foundation, nail polish nail stickers and fake/ temporary tattoos.
- Loose long hair—all hair shoulder length and beyond to be tied back (all students)
- Hair colour should be natural- Funky/ crazy hair colours are not permitted unless at approved school events (e.g. sports days, fundraiser events etc)

All items are available to purchase from Uniform Concepts, 24/26 Solomon Road, Jandakot, Tel: 9270 4650. Please ensure all items of school uniform are clearly marked with your child's name. Students who, for religious or health reasons, may wish to modify the school dress code are required to forward a written request to the Principal. Staff will be informed of any students granted a modification to the dress code.

Visitors on site

All visitors on the school grounds, including families, must sign in at the front office on arrival and sign out as they leave. This excludes visits for assemblies and sporting carnivals. Parents are required to sign a declaration form prior to volunteering with school activities (e.g. parent helpers). Family members who are not the immediate parents of a student are required to have a current Working With Childrens Card prior to volunteering with our students.

Welcome back to school event

At the start of the school year we hold a "Welcome Back to School" event. This will be held on Tuesday 30th January 2024 from 3:30- 4:45pm. During this time, students and families are able to meet class teachers, drop off booklist items, join in some fun activities and have a play in the school playground. Further information will be sent out by the school closer to the time.

YMCA Yarralinka

We are excited to be partnering with YMCA WA to deliver an Outside School Hours Care program onsite. YMCA Yarralinka offer both before and after school care, as well as services on school development days onsite from Balga 3 (access is via the gate near the Campine Drive carpark). Children will enjoy full use of the school playground and other school facilities. YMCA Yarralinka is open 6:30am – 6:00pm, Monday to Friday from the start of Term 1, 2024.

