



2021 Parent
Information Handbook

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Principal's welcome message

Welcome to Yarralinka Primary School!

It is an honour to have your child and family join our new, modern, caring learning community. We aspire to provide your child with the best opportunities to achieve their 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 will 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 Principals: Lisa Harrison and Lisa Clements
Manager Corporate Services Melinda Jury

School term dates- 2021

Semester 1	
Term 1	Monday, 1 st February- Thursday, 1 st April
Break	Friday, 2 nd April- Sunday, 18 th April
Term 2	Monday, 19 th April- Friday, 2 nd July
Break	Saturday, 3 rd July- Sunday, 18 th July
Semester 2	
Term 3	Monday, 19 th July- Friday, 24 th September
Break	Saturday, 25 th September- Sunday, 10 th October
Term 4	Monday, 11 th October- Thursday, 16 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. School holiday periods provide a considerable amount of time for families to enjoy holidays together. All family holidays during term time need to be approved by the Principal. A written note stating dates and reasons for holidays 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

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 will be as follows:

<i>Gates open</i>	8:25am
<i>Classroom doors open</i>	8:30am
<i>Lessons start</i>	8:45am
<i>Session 1</i>	8:45- 11:00am
<i>Lunch break</i>	11:00- 11:45am
<i>Session 2</i>	11:45am- 1:15pm
<i>Afternoon break</i>	1:15- 1:35pm
<i>Session 3</i>	1:35- 3:00pm
<i>School day ends</i>	3:00pm

Assemblies

School assemblies allow us to come together as a school community and celebrate the great work being done by our students. Assemblies will be held once a term in either the library or Bottlebrush block, 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 will be made available at www.yarralinkaps.wa.edu.au once it has been finalised. In 2021 the PBS behaviour initiative will be rolled out across the school. This program focuses on developing students' skills to manage their behaviours through a positive, supportive and modelled framework.

As part of our whole-child focus, the school will be embedding strong social and emotional programs within daily school life. Further information about this will be communicated in 2021.

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. A temporary rack for bicycles will be located between the school administration building and Bottlebrush block. Children are requested to park their bicycles in the rack at all times. To prevent theft, it is advisable that bicycles are locked to the racks.

Contributions and charges

Families receive a schedule of proposed Voluntary Contributions & Charges prior to commencement of the school year. Voluntary 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 requesting 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 Voluntary Contributions and Charges can be paid by:

- Calling into the administration block and paying by cash (we don't offer change so the correct amount is required).
- Cheque made out to "Yarralinka Primary School"
- 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 will have a number of communication items to keep you up to date. These include:

- **Newsletter**- A school newsletter will be distributed in Weeks 3, 6 and 9 of each term. Our newsletter will have 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.
- **School Stream-** Our School Stream app will be our main form of communication with parents/ guardians. This online platform will be used to communicate reminders, newsletters and general school information notes. It is free to download via your smartphones app store (just search SchoolStream). Once you have downloaded the app, open it up and search for Yarralinka Primary School (The school will be required to approve your access to our school's app information).
- **Seesaw-** This app allows you to communicate directly to your child's teacher and to see what learning is occurring in the classroom.

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. Factions 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. Families will be notified which group and days their child will attend Kindergarten.

Late arrivals

Students who arrive late at the commencement of the school day, need to go to the office to collect a late pass.

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. 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 a student 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.

Medication

The Department of Education has established 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.

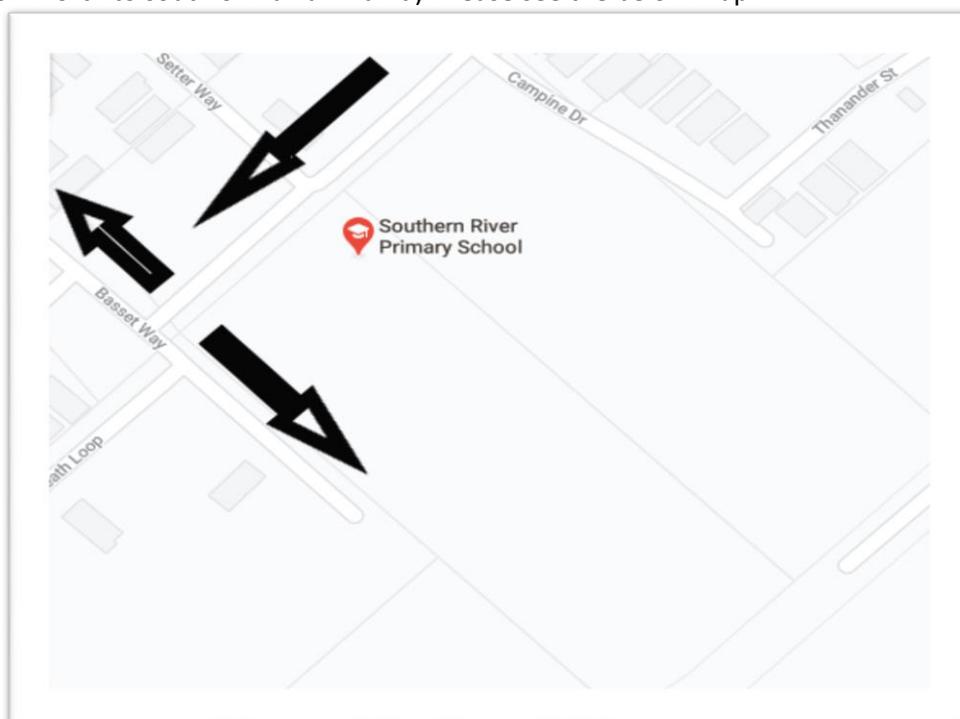
For students requiring prescribed medication to be administered during school hours, parents must complete a "Student Medication Request" form and provide the medication, which must be handed into the office. Forms and details are available from the office on request.

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.

Parking and traffic management

At Yarralinka Primary School we encourage as many families as possible to walk or ride to school. This has many health, environmental and traffic benefits. There are two car parks on site (Yarralinka Road and Basset Way). To help with traffic management we strongly encourage all families to travel around the school in an anti-clockwise direction (i.e. traffic moving from north to south on Yarralinka Rd). Please see the below map.



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. **Once we establish our P&C Association**, payment of the annual P&C contribution of \$20 per family will also support the P&C Association. Meetings will be held twice a term and all parents are invited to attend. The P&C Association will also engage in fundraising and social activities, or arrange busy-bees 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).

School board

What is the School Board?

Yarralinka Primary School will conduct an election to select members of the Board. The board will consist of staff, parents and community members who help 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 will operate 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 2021 school development days have been set as follows:

- Thursday, 28th January 2021
- Friday, 29th January 2021
- Friday, 12th March 2021

- Friday, 4th June 2021
- Friday 5th November 2021
- Friday, 17th December 2021

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, Ziggies Educational Supplies. 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 tops- Students may choose to wear their faction tops on class sports/ phys ed day. Faction tops should be worn at school sporting events (e.g. sports carnivals).]
- **Jacket:** School jacket (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.

All items are available to purchase from Uniform Concepts, Unit 1/35 Biscayne Way, 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 make an appointment to discuss this with the Principal or Deputy 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.

YMCA Yarralinka

We are excited to be partnering with YMCA WA to deliver an Outside School Hours Care program onsite. YMCA Yarralinka will offer both before and after school care, as well as services on school development days onsite from Bottlebrush 5. Children will enjoy full use of the Bottlebrush playground and other school facilities. YMCA Yarralinka will be open 7:00am – 6:00pm, Monday to Friday from the start of Term 1, 2021.

