Camboon Primary School

An Independent Public School

Information Booklet 2016
Students wearing the school uniform and sport faction polo shirts
Camboon Primary School
An Independent Public School

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Forder Road
Noranda WA 6062

Email
camboon.ps@education.wa.edu.au

Website
www.camboonprimaryschool.wa.edu.au

Primary School 9276 5832
Pre-Primary & Kindy C 9275 4099
Kindergarten A & B 9276 3805
Library 9276 5889
Canteen 9276 7021
Dental Centre 9276 2488
School Fax 9276 5899
Education Security 9264 4632
Care for Kids Childcare 9275 0202

Principal

Associate Principals
Rachel Monamy
Tanya Dique

Business Manager
Suellen Annett-Stuart

School Officers
Donna Cutler
Jenny Gerritsen
Bronwyn Sinclair
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Welcome to Camboon Primary School and I hope you enjoy your association with our school community.

We are very proud of our reputation as a school that promotes a high standard of academic excellence, pastoral care and successful sporting achievements. Camboon Primary School student enrolments have continued to increase over the past eight years with an expected enrolment in 2016 of around 405 students. Our school staffing is relatively stable with approximately 45 staff members. We enjoy community spirit with very good parent support.

We have been an Independent Public School since 2012 which has allowed us to be more flexible in the way we allocate school resources to improve student and school performance. Governance of the school’s direction is made through the School Board. As an Independent Public School, we have been able to further develop the latest pedagogy, curriculum and assessment techniques and include the latest technology and pastoral care strategies. The school also offers a number of specialist programs including music, Italian, physical education, PEAC, instrumental music and dance.

Your child will benefit from your encouragement of the activities they undertake, including educational, sporting and social activities. You are welcome to make an appointment with your child's teacher to discuss their progress, should the need arise.

If you would like to discuss any matter with me please contact me through the school office.

I hope that your involvement with Camboon Primary School will be a long and rewarding experience. I have no doubt your child will benefit from being at our school.

Rachel Monamy
PRINCIPAL
1. **INTRODUCTION**

**Our Vision**

Our purpose is to assist all students to develop the knowledge, skills and confidence to achieve their individual potential and to make a positive contribution to society.

**Camboon Primary School Shared Community Beliefs**

**Students**

*Our school community believes in our students:*
- developing the desire to strive for excellence and achieve their full potential academically, socially, emotionally and creatively.
- being prepared for the world in which they live by building perseverance, resilience, tolerance and equipping them to be lifelong learners.

**Community**

*Our community believes in:*
- fostering mutual respect within our whole school community, and
- encouraging all members of the school community to demonstrate positive support and advocacy for Camboon Primary School.

**Parents**

*Our parents believe that:*
- education is the responsibility of all stakeholders in the school community – the school staff, parents and the child.

**Staff**

*Our staff believe in:*
- supporting one another to strive for excellence in education.
- working collaboratively to achieve positive learning outcomes for all students
- staff acting as positive role models to the whole school community.

Good communication between the school and home is essential to ensure students progress both socially and academically. Teachers contact parents when issues arise at school and request that parents make contact if there are any changes at home. Some things that can affect children include: family members or friends who may be unwell; people moving in or out of the family home; after school commitments; or any changes to their normal home life. Confidentiality is assured by the school.

Parents are always welcome at the school and we encourage your involvement. Should you need to visit the school during school hours, please report to the office to sign the ‘Visitors’ Log’ before heading to the classroom. Please do not hesitate to contact us for any information you may require or about any issues you wish to discuss.
2. ENROLMENT OF STUDENTS
Student enrolments are submitted at the school office. Parents/guardians are required to complete an ‘Application for Enrolment’ form and supply the following original documents:
- Child’s birth certificate.
- Immunisation records (Medicare immunisation history statement preferred).
- Any Family Court or custody orders relating to the child, and
- Proof of residential address of the parent/guardian. This could include any of the following documents with the current address shown:
  - Rates notice.
  - Utilities account.
  - Driver’s Licence.
  - Lease agreement or Offer and Acceptance form.

These documents are then presented to the Principal and, when approved, the official Enrolment Pack is to be completed by the parent/guardian. Information required on this enrolment form includes emergency contact and medical details. It is helpful to the school if at least three emergency contacts are listed.

3. PLACEMENT OF STUDENTS INTO CLASS GROUPS
Teachers and school administration make decisions about class placements in the best educational interest of the child. We are always willing to consider an educational reason should parents request a particular class for their child. We are unable to give a firm commitment relating to student placement, class formation or composition prior to the start of the school year due to the many factors and constraints that are placed on the school relating to staffing. Be assured that due consideration is undertaken for the best educational and social outcomes for each student.

When parents and children become aware of the class in which they will be placed, it is most important that you are positive and share in their discussion. If they are unsure, continue to reassure them that they will meet new friends and do many exciting things in the new class.

4. PERSONAL INFORMATION
In case of an emergency, it is important that the school has up-to-date and accurate personal information. Please contact the school office as soon as possible when any of the following information changes:
- telephone numbers: your own home/work/mobile or those of people listed as emergency contacts,
- your address,
- custody and access information. The school must sight the original Family Court documents for new and amended custody orders and the school will retain a copy. Children will only be released to a parent or guardian in accordance with documents held on the student file, and
- medical: Serious health problems require a doctor’s written diagnosis e.g. epilepsy, ADD, ADHD, asthma, diabetes, life threatening allergies
including anaphylaxis, mental health issues and disabilities such as Autism, and physical or sensory disabilities. Please be assured that confidentiality is maintained by the school at all times in relation to health and medical issues.

5. CURRICULUM
At Camboon Primary School, staff implement positive and challenging teaching programs which encourage all students to develop the necessary knowledge, skills and values to become successful, confident, and creative individuals. Camboon Primary School staff implement the Western Australian Curriculum, the curriculum endorsed by all states and territories, formerly known as the Australian Curriculum. In line with state and federal requirements, teachers ensure that at least 50% of their teaching time is spent on literacy and numeracy, and students participate in at least 2 hours of physical activity each week. Other learning areas taught include: humanities and social sciences; the arts (music, visual arts, dance); science; technologies; health and languages.

Teachers provide a differentiated curriculum that ensures students are taught to their individual point of need. Through rigorous assessment, teachers determine each students’ understanding and skill attainment and plan learning experiences that best suit. Students have the opportunity to participate in regional gifted and talented programs and students who need extra support in their literacy development are supported through specialist programs. Camboon has a diverse group of learners, with students hailing from over 38 nationalities. In order to support these students, we have a dedicated teacher for students who speak English as an additional language, who provides support both to students and to teachers for planning.

Camboon Primary staff utilise system assessments (such as NAPLAN) and other assessment data to determine whole school needs and implement strategies to best address these. Staff participate in collegiate network events and undertake professional learning in order to ensure research-based methods are implemented. In 2015, staff implemented a literacy block approach which sets-out a structure for teaching all parts of literacy in an explicit way. In 2016 this will continue, and numeracy blocks will be added. Staff use digital technologies to enhance teaching and learning and to provide motivating and engaging learning experiences.
6. SCHOOL TIMES

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00am - 3.30pm</td>
<td>Office</td>
</tr>
<tr>
<td>8.50am - 3.00pm</td>
<td>Kindergarten Groups A &amp; C Monday &amp; Thursday</td>
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<tr>
<td>8.50am - 3.00pm</td>
<td>Kindergarten Groups A &amp; C Alternate Wednesdays</td>
</tr>
<tr>
<td>8.50am - 3.00pm</td>
<td>Kindergarten Group B Tuesday &amp; Friday</td>
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<tr>
<td>8.50am - 3.00pm</td>
<td>Kindergarten Group B Alternate Wednesdays</td>
</tr>
<tr>
<td>8.50am - 3.00pm</td>
<td>Pre-primary – Year 6</td>
</tr>
<tr>
<td>10.50am - 11.10am</td>
<td>Recess</td>
</tr>
<tr>
<td>11.10pm - 1.50pm</td>
<td>Lunch</td>
</tr>
</tbody>
</table>

Please ensure your child is at school and in his/her classroom ready to commence the day at least 5 – 10 minutes before the beginning of the day, but not prior to 8.30am. Students who arrive after the siren will be recorded as late by classroom teachers. Children arriving late disrupt the educational program for the teacher and other students in the class and miss valuable learning themselves. If you bring your child to school after 9.15am please report to the school office to complete a late form. Parents/guardians of students who continue to be late will be contacted by a member of the student services team.

7. CAR PARKING

We request that parents do not use the staff and canteen car parks, including when dropping off and collecting children. Your co-operation is necessary to ensure the safety of all children. During school hours, cars should park in the Wylde Road Reserve car park or on the streets around the school as sign-posted. Please note there is ‘three minute’ parking for Kindy/Pre-primary parents and “kiss and drive” areas for all parents in Forder Rd adjacent to the Kindy/Pre-primary. Parking permits for this ‘three minute’ parking area are allocated to all Kindy/Pre-primary families at the beginning of the year or at enrolment. The Bayswater City Rangers do police the parking by-laws and the staff car park, and infringements are issued for unauthorised use. Designated disabled parking bays are located near the Administration building and behind the canteen for holders of ACROD permits.

8. BICYCLES

It is recommended that children younger than Year 4 do not ride their bikes unsupervised to school. All students riding to school must wear a bike helmet and have a chain to lock onto bike racks. The riding of bikes, scooters and skateboards in the school grounds is not permitted. Bike racks are located next to the undercover area.

9. DOGS

To ensure the safety of students, dogs are not permitted on school grounds.

10. NO SMOKING

In accordance with Department of Education regulations, smoking is not permitted in school buildings or on school grounds.
11. ABSENTEEISM
If your child is absent from school for any reason, please provide a written note to explain the reason for the absence to your child’s teacher on the day they return to school. If you know your child will be absent for more than 3 days, please advise the teacher or the school office.

Frequent and unexplained absenteeism severely jeopardises your child’s educational opportunities and is contrary to the Department of Education regulations. The school is obliged to report prolonged unexplained absences to Attendance Officers within the Department of Education.

12. COLLECTION OF STUDENTS
At the end of the day
All children are required to leave the school grounds promptly after they are dismissed from their class. If you pick your child/children up from school please be punctual as children can become distressed if they are not picked up on time.

Children who have not been collected from school are required to report to the school office where they will be supervised until collected. Please note that the school office closes at 3.30pm. If you are unable to collect your child on time after school, please make alternative arrangements with family or friends for their collection and notify the office or the classroom teacher.

If you are unable to collect your child within this time, please consider the services of after school care centres.

During school hours
Parents or nominated responsible adults are requested to adhere to the following procedures when picking up a child from school.

➢ Please go to the school office to sign the child out, and if the child is returning to school, please sign the child back in. It is the parents’ responsibility to collect and return students from / to class once the necessary forms are completed. Once the form and student are ‘handed’ to the teacher, the teacher will have duty of care.

➢ If a responsible adult, not nominated on our records is to collect your child, either a telephone call or written advice by the parent/legal guardian must be provided. This person is then required to sign the child out of the school.

➢ If you are escorting your child to the Camboon PS Dental Therapy Centre for an appointment, please go to the office to complete a blue dental form before collecting your child from the classroom.

The above procedure is necessary to ensure the safety of students and to abide by the Department of Education regulations. Under no circumstances are students to leave the school premises during school hours without being accompanied by an adult and without authority from the school.
13. OUT OF SCHOOL HOURS SERVICES
A private out of school hours service operates on the school site and others provide a before and after school care drop off and collection service to and from the school. Camboon Primary School has no affiliation with these centres and does not recommend one over another. Parents/guardians using these facilities are requested to advise the school in writing of the name of the centre and the days their child will be collected. The onsite service is Care for Kids and operates from 7.00am to 8.30am and 3.00pm to 6pm. Care for Kids also provide a holiday care service. Information on this service is available from the school office or the website.
www.camboonprimaryschool.wa.edu.au.

14. GROUNDS AND SECURITY
Students and members of the public are not to come onto the school grounds outside of school hours. In the event that you see any vandalism occurring, we would appreciate you calling Education Security on 9264 4632 or the Police on 131 444.

15. SCHOOL DRESS CODE
The Camboon Primary School Board has established a Dress Code for all students. When enrolling your child/children at Camboon Primary School you enter into an agreement to abide by the policy that governs the student uniform.

All students including Student Councillors and Faction Captains are expected to wear the school uniform.

The School Dress Code:
- fosters and enhances the public image of the school,
- assists in building school and team spirit,
- ensures students are safely dressed for specific school activities,
- encourages equity among students, and
- instils pride in personal presentation.

GIRLS Choice of:
- Navy blue skirt with logo or blue tartan cotton dress.
- Navy blue skorts with logo
- Jazz pants-navy blue
- Pale blue Camboon PS polo shirt–long or short sleeved
- Dark blue Camboon PS crew neck shirt with logo (Kindy and Pre-primary only)
- Faction t shirt with logo
- Appropriate shoes
- Navy coloured legionnaire or wide brim hat with school logo
- Navy blue track pants
- Navy blue school windcheater or zip jacket with school logo
- Wet weather jacket (optional) with logo
BOYS Choice of:
- Navy blue shorts or cargo shorts
- Pale blue Camboon PS polo shirt—long or short sleeved
- Dark blue Camboon PS crew neck shirt with logo (Kindy and Pre-primary only)
- Faction t shirt with logo
- Appropriate shoes
- Navy coloured legionnaire or wide brim hat with school logo
- Navy blue track pants
- Navy blue school windcheater or zip jacket with school logo
- Wet weather jacket (optional) with logo

Year 6 graduation t-shirts become available during the year as part of the Year 6 school uniform.

INAPPROPRIATE DRESS
(a) Students should ensure that they have appropriate protection from the sun when outdoors. School hats are to be worn all year round. Caps, visors and beanies do not provide appropriate cover and are not to be worn. Only uniform hats will be accepted.

(b) **NO HAT – NO PLAY** is our policy. Students who do not wear a school hat will be restricted to the covered assembly area during breaks. Students should have a hat with them at all times. Hats are compulsory for outside activities.

(c) Appropriate footwear is to be worn at all times. No thongs or scuffs, health or beach sandals are permitted. Footwear must be correctly worn e.g. laces should be tied and buckles of sandals fastened appropriately, this is a health and safety requirement. Students are strongly encouraged to wear sneakers during both summer and winter. Canvas shoes should not be worn to school.

(d) Jewellery: For safety reasons children may only wear the following items of jewellery:
- earrings—studs or small sleepers,
- a watch, and
- Medic Alert bracelet

(e) The Department of Education does not allow denim clothing to be worn by students at school.

(f) Any makeup or hair colouring is inappropriate and unnecessary for children at school.

(g) Girls and boys with long hair (shoulder length and longer) must keep it tied back. This is a Department of Education regulation.
ADVICE TO STUDENTS & PARENTS ON THE DRESS CODE

Availability of Dress Code Items
Items in the designated school colours may be purchased from the school uniform shop.

Uniform Sales
The Uniform shop is operated by the Camboon Parents and Citizens Association. It stocks a range of new and second hand uniform items. The uniform shop is managed by parent volunteers and is located next to the canteen in the undercover area. Please refer to the school newsletter or school website for shop opening times.

Modifications to the Dress Code
Students and parents who, for religious or health reasons, wish to modify the School Dress Code are required to make an appointment with the Principal to discuss such modifications. Staff will be informed of any student granted a modification to the Dress Code.

Naming of Clothing
Please ensure all items of clothing, shoes and personal possessions are clearly marked with your child’s name. The school staff will attempt to return any lost items which are marked with the owner’s name, however, no responsibility will be taken for unmarked lost items. Lost property is stored in the Cluster 2 wet area. Unclaimed uniform items will be donated to the uniform shop and other articles will be donated to charity at the end of each term.

Financial Difficulties
Students whose families experience financial difficulties regarding the purchase of a uniform should contact the Principal to discuss the situation.

Non-Compliance
The following will occur for students not following the Dress Code:
- Encouragement to wear the uniform
- Counselling from a designated staff member on the benefits of a Dress Code
- Contact with Parent/Guardian. This will be done by the issuing of a standard note and/or telephone call
- Assistance/support in obtaining suitable clothing
- Students not following the Dress Code may be denied the opportunity to represent the school at official school activities, which include concerts, excursions, sporting and social events. They may also be asked to step down from holding office and/or nominating for office (eg. student Councillor and Faction Captain positions). Older students may lose ‘Good Standing’ points.
16. STUDENT PROPERTY
Please ensure students do not bring valuable items or large amounts of money to school. The school cannot take responsibility for any child’s private property.

17. MOBILE PHONES
Students should not bring mobile phones to school. If you believe your child requires a phone, please speak to the classroom teacher. Phones brought to school are to be given to the class teacher at the beginning of each day to be locked away and returned to students at the end of the day.

18. ELECTRONIC GAMES, TOYS, COLLECTOR CARDS, SPORTS EQUIPMENT etc.
These should not be brought to school and the school takes no responsibility for any loss or damage of these items.

19. PERSONAL ITEMS LISTS
Students require various items including stationery for school. The ‘Personal Items List’ is provided to parents/guardians at enrolment and to existing students in Term 4 for the following year.

The lists are prepared by the class teachers and ratified by the School Board.

The school obtains quotes from local companies for the supply of these items, assessing quality of items supplied, value for money and the service provided. Most companies provide the school with a small commission for collecting student orders. Alternatively, parents/guardians can purchase these items from any retailer or supplier.

Please ensure that your child has all the items listed so that they are ready to commence school at the start of the year. Please mark each item clearly with your child’s name.

20. SCHOOL VOLUNTARY CONTRIBUTIONS
In order to supply extra materials to supplement the educational program, we ask that parents support our Voluntary Parent Contribution fund. The Department of Education allows schools to set the contribution per year to a maximum of $60. Each year the Camboon Primary School Board will determine the amount and notification will be sent home at the end of the year or upon enrolment with details of the amount for the coming school year.

The contribution can be sent to school at the start of the school year in an envelope with the student’s name and classroom number recorded. It can also be paid with the ‘Personal Items List’ and at the school office. Payments at school can be paid by cash, cheque or Direct Deposit.
New students are requested to pay the contribution within the first few weeks of enrolment.
21. PAYMENTS TO THE SCHOOL
All payments to Camboon Primary School, including payments for incursions, excursions, voluntary contributions etc. can be paid by the following three options:

- **Direct Deposit** – **PAYMENTS MUST NOT BE MADE IF THE ACTIVITY IS WITHIN 3 WORKING DAYS.** Please notify the school by phone or email if you have paid by Direct Deposit.
  
  Account name: Camboon Primary School  
  BSB: 633-000  
  Account number: 141 829 655  
  Please include the child’s name and the activity with the payment.

- **By Cheque** payable to Camboon Primary School to the classroom teacher.

- **By cash** to the classroom teacher.

22. SCHOOL BUSINESS PLAN
The School Business Plan outlines long term strategic planning to address student achievement through improvement targets that have been set by the school community. The Business Plan also describes key focus areas, strategies, targets, milestones and monitoring processes over a three year period. Annual operational plans are developed to guide the implementation of the long term plans. The School Board endorses the Business Plan, a copy of which is available from the school office.

23. BEHAVIOUR MANAGEMENT IN SCHOOLS
All classes, including Kindergarten and Pre-primary, follow the school’s Behaviour Management Policy. This policy was developed by staff and the School Board. Behaviour Management is a priority at Camboon Primary School, and focuses upon the following:

**CODE OF CONDUCT**
- Courtesy and consideration (our school motto).
- Respect and trust.
- Self-discipline.
- Accountability for own behaviour/choices.

**PRINCIPLES**
The Behaviour Management Plan is based on the following principles:

- Everyone has the right to learn without disruption.
- Everyone has the right to be treated with respect, courtesy and dignity.
- Everyone has the right to learn and play in a clean, safe and orderly physical and natural environment.
- Everyone is expected to respect their own property and also that of the school and others.
- All persons within the school community are encouraged to maintain a healthy and supportive school environment.
- A consistent approach to student management is implemented throughout the school.
- Codes of behaviour are established to protect the rights of all individuals.
AIMS
Camboon Primary School aims to:
 promote positive social interactions and behaviour amongst staff and students,
 provide opportunities for students to learn and practice appropriate social behaviours and self-discipline,
 encourage appropriate and fair consequences for students who display inappropriate behaviours,
 recognise and reward those members of the school community whose exemplary behaviour promotes a positive, caring, safe and friendly school,
 establish a set of school rules that protect the rights of all individuals,
 establish procedures so that conflicts can be resolved in a positive, manner, and
 maintain student records during their time at Camboon Primary School.

GENERAL OBJECTIVES
The general objectives of the Behaviour Management Policy are to:
 provide a consistent systematic means of managing behaviour,
 clearly establish, for students, teachers and community members, what constitutes acceptable and un-acceptable behaviour in the classrooms, environs (school) and whilst on educational activities under the supervision and direction of Camboon Primary School staff,
 inform students of consequences for unacceptable behaviour,
 provide a framework within which teachers may apply appropriate consequences,
 provide a means of recording any unacceptable or disruptive behaviour,
 facilitate the notion of choice and responsibility and encourage the child to understand and accept the consequences of his/her actions,
 increase students’ self-esteem, and
 recognise and reward students’ responsible behaviour.

The policy also outlines the rights and responsibilities of staff, students and parents.

A copy of the school’s Behaviour Management policy is available on request from the school office or on the school website.

Parent support in assisting the school to promote a safe environment conducive to teaching and learning is a hallmark of the supportive school environment at Camboon Primary School.
24. CAMBOON SCHOOL RULES

RESPECT
- Demonstrate respect for school property, people and their belongings.
- Respect the rights of others.
- Be courteous and considerate to all members of the school community.
- Follow directions / instructions from staff at all times.

HEALTH AND SAFETY
- Keep hands, feet and objects to yourself.
- Play sensibly in your appropriate area.
- Eat and drink in the correct area.
- Enter classrooms only when a teacher is present.
- Move sensibly and safely around the school including walking on footpaths, steps and covered areas.
- Do not leave the school grounds without permission.
- Hats are compulsory for outside activities.

25. HEALTH AND WELLBEING
Camboon Primary School is supported by a community health nurse who visits the school a few times per term. Routine hearing and vision screening of Kindergarten and Pre-primary students is conducted and other students can be referred to the school nurse for hearing and vision testing.

A chaplaincy service operates in the school through Youthcare. The chaplain’s availability is published in the school newsletter.

A school psychologist spends one day per week at Camboon Primary School.

Parents/Guardians who would like their child seen by either the school nurse or School Psychologist should see the classroom teacher for referral to the Student Services Team.

26. SICK AND INJURED CHILDREN
Please refrain from sending sick children to school even if they want to come, as we do not have facilities to look after them properly. Please notify the teacher of the reason for any prolonged absence (especially in the case of infectious disease) and also of any special dietary or medical condition affecting your child.

Parents/Guardians or emergency contact nominees are telephoned if children are sick or injured. In serious cases, where we are unable to contact emergency nominees, we will use St John Ambulance service to transfer the sick or injured child to Princess Margaret Hospital. In other instances we may contact the family doctor direct. It is imperative that our student records are kept up to date with correct contact details should this situation arise.
27. MEDICINES AT SCHOOL
If your child requires medication for an illness, please ask your doctor if an appropriate medication can be prescribed that does not require administration at school.

Should medication be required at school, we will require clear instructions of administration times, dosage and dates to be administered, together with the medication and any dosage measuring equipment. Medication must be provided in original packaging complete with dosage guides. A medication administration form is available at the school office for this purpose. In accordance with Department of Education regulations, medication cannot be administered without the appropriate documents.

28. ASTHMA & MEDICAL CONDITIONS
If your child suffers from asthma, allergies or any serious medical condition, please inform the school office so that we can put procedures in place to manage these conditions.

Children with the following illnesses are required to be excluded from School (Please note this information is provided by the Health Department):

- Amoebic dysentery – exclude until 24 hours after diarrhoea has ceased.
- Chicken Pox – exclude for at least 5 days after vesicles (rash) appear and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion.
- Conjunctivitis – exclude until discharge from eyes has ceased.
- Cryptosporidiosis – exclude until 24 hours after diarrhoea has ceased. Cases should also avoid using public swimming pools for two weeks after diarrhoea has ceased. Extra exclusion applies for high risk groups.
- Diarrhoea – exclude until 24 hours after diarrhoea has ceased.
- German Measles (Rubella) – exclude for 4 days after onset of rash
- Glandular fever – exclude until well.
- Haemophilus influenza type b – exclude until antibiotic treatment completed – usually 48 hours.
- Hand, Foot and Mouth Disease – exclude until vesicles have formed crusts that are dry.
- Head Lice – exclude until after treatment has commenced and live lice removed. Children will be checked by a member of the Administration team for re-entry into class after treatment.
- Herpes simplex ‘Cold sores - exclusion is not necessary if the person is developmentally capable of maintaining hygiene practices to minimise the risk of transmission. Young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping.
- Hepatitis A – exclude for at least one week after onset of jaundice or two weeks after onset of symptoms (if not jaundiced). Extra exclusion may apply for high risk groups.
- Hookworm – exclude until diarrhoea has ceased.
- Impetigo (School sores) – exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
- Influenza – exclude until symptoms resolved.
- Measles – exclude for 4 days after the onset of the rash, in consultation with public unit staff.
- Meningococcal disease – exclude until antibiotic treatment has been completed.
- Mumps – exclude for 9 days after onset of symptoms. Consult with your public health unit staff.
- Pertussis (Whooping Cough) – exclude until 5 days after an appropriate antibiotic treatment, or for 21 days from the onset of coughing.
- Pneumococcal disease (Streptococcus pneumonia) – exclude until 24 hours after commencement of antibiotics.
- Ringworm – exclude until person has received anti-fungal treatment for 24 hours.
- Scabies – exclude until the day after treatment has commenced.
- Shingles – do not exclude unless rash is uncovered and weeping.
- Streptococcal infections (including scarlet fever) – exclude until 24 hours after commencement of antibiotics.
- Tuberculosis – exclude until medical certificate of recovery obtained.
- Typhoid / Paratyphoid – discuss exclusion with your public health staff as clearance testing may be required.
- Worms – exclude until diarrhoea has ceased.

29. DENTAL THERAPY CENTRE
A Dental Therapy Centre is located on the school site. This centre provides a free and continuing dental service for each enrolled school child from 5 to 17 years. Parents are issued with permission forms for this service, and the Dental Therapy Centre makes appointments directly with parents. It is now policy that a parent/guardian escorts their child to the clinic for appointments. Parents/guardians must complete a blue dental form in the office before collecting students for these appointments. The Camboon Dental Therapy Centre phone number is 9276 2488.

30. LUNCHES & SNACKS
Camboon Primary School supports a healthy lifestyle and eating habits for students. Parents/guardians are encouraged to provide balanced, healthy snacks and lunches. We discourage lollies, potato chips, snacks and drinks high in sugar and caffeine.

31. CRUNCH AND SIP
Crunch and Sip is a set break to eat fruit or salad vegetables and drink water in the classroom. Students refuel with fruit or vegetables during the morning assisting physical and mental performance and concentration.
32. NUT POLICY/FOOD ALLERGIES
As a number of Camboon Primary School students have a severe life-threatening nut allergy we request that students do not bring foods to school that include peanuts, peanut paste/butter, Nutella and any other items containing nuts. Foods labelled ‘may contain traces of nuts’ are acceptable. In addition, there are students with other particular allergies. Class members of these students are informed at the beginning of the year. We discourage students from sharing food at school, to minimise risk.

33. NEWSLETTER AND PERMISSION FORMS
Newsletters are distributed each Wednesday of term and are the main communication tool between the school and home. Important information, upcoming events, student awards and student work are published in the newsletter. A printed copy of the newsletter is distributed to the youngest family member; however there is an option of receiving the newsletter via email. Please see the school office if you prefer this option. At the beginning of each term a term planner is issued with the newsletter, which outlines important dates and events. At the beginning of each year a form will be sent home requesting permission for students’ photos and work to be published in the newsletter, together with permission for minor excursions, video viewing, internet usage, health care and first aid.

34. ASSEMBLIES
Assemblies are held alternate Fridays at 8.50am in the covered assembly area. Some special assemblies (e.g. ANZAC Day) are conducted at other times. Parents and community members are always welcome to attend. Each class performs at an assembly at least once a year. Students enjoy parents, guardians and grandparents watching them perform at assemblies.

Honour Certificates for individual student achievements are presented at assemblies. The ‘Aussie of the Month’ award is also presented at assemblies. Assembly details are published in the school newsletter and term planners.

35. PARENT INVOLVEMENT
Partnership between the school and the child’s home is supported and strongly encouraged by the various parent groups in the school. A parent room has been established for use by parents/carers of students for formal and informal groups to meet. Facilities are available for babies and toddlers.
All Parents & Citizens Association (P&C) meetings are open to the school community, and your attendance is welcome.

- **Classroom assistance:**
  1. Parent involvement in classes is strongly encouraged. If you can volunteer some time to assist the teacher with various class activities including listening to children read, art, craft, science activities or assisting with excursions, please see the class teacher.

  2. The Department of Education requires that all parent/guardian volunteers working in the school complete a ‘Confidential Declaration’ and these are available from the front office.

  3. In accordance with Federal Government regulations, all people working or volunteering at Camboon Primary School who are not legal parents or guardians of students are required to have a ‘Working With Children Card’. This will include parent partners, grandparents, brothers, sisters, friends etc. Working With Children application forms are available through Australia Post.

- **Parents & Citizens Association (P&C):**
  This group of volunteers, which consists mainly of parents and guardians of students, meet at least once per term. Their main objective is to support the school through managing the school canteen, the uniform shop and various committees including the fundraising committee.

  All parents are welcome to attend meetings and to place items on the agenda.

  P&C meetings are a good opportunity to meet other parents/guardians and to become involved in school activities. Meeting dates and venue are published in the school newsletter.

- **Canteen Duty Rosters:**
  Our canteen is ‘Starcap’ accredited, in line with the ‘Australian Guide to Healthy Eating’ and is Heart Foundation approved. The canteen accepts lunch orders from 8.30am to 8.50am. Lunches are delivered to classrooms at 1.10pm. Snacks and drinks may be purchased before school, during morning recess and lunch times. Menus are available online, from the canteen and school office.

  No credit is available at the canteen. Students without lunch will be provided with a basic meal and an invoice will be sent home to parents/guardians. Payment is appreciated the next day.

  The canteen relies on parent/guardian volunteers to offer this service to students and children enjoy seeing their parents/guardians volunteering in the canteen. Please contact the canteen manager if you are able to assist on 9276 7021.
School Board:
The School Board meets throughout the year to discuss various issues pertaining to the school. The School Board members consist of the principal, teacher representatives, parent and community representatives.

Representatives are elected by the school community and positions are advertised in the school newsletter as they become vacant. The functions of the School Board are to take part in:

- establishing and ongoing review of the school’s purpose, priorities and general policy directions,
- the planning of financial arrangements to fund those priorities and directions,
- the promotion of the school community,
- formulating codes of conduct for students at the school, and
- determining, in consultation with students, their parents and staff of the school, a dress code for students.

36. SCHOOL POLICIES AND PROCEDURES
Camboon Primary School adheres to Department of Education policies. These policies are available through the Department of Education website: www.education.wa.edu.au. The website also provides information to parents and students on educational matters, term dates, school information and current Department news. The school website also contains school based policies and guidelines and can be found at www.camboonprimaryschool.wa.edu.au.

37. PHYSICAL EDUCATION AND SPORT
All students participate in Physical Education lessons and are required to wear suitable clothing, footwear and hats. Students can also participate in additional sporting programs offered by the school. For upper primary students throughout the year there are opportunities to take part in competitions between local schools.

Sports equipment: Year 1 – 6 students have access to sets of sports equipment during recess and lunch breaks. The use of sports equipment is not permitted before school and students are discouraged from bringing sporting equipment from home.
38. FACTIONS
All Pre-primary – Year 6 students are placed in a faction for the duration of their stay at the school and siblings are placed in the same faction. At Camboon Primary School we use faction teams for sporting activities but also for rewarding good student behaviour. The factions at Camboon Primary School are Blue, Green, Red, and Gold. Students are encouraged to wear their faction coloured t-shirt for all school sporting activities.

39. LIBRARY
The school library has a large range of resources and is open from 8.30am for borrowing and quiet study on Tuesdays, Wednesdays and Thursdays; and also during lunch times for games and reading.

40. INFORMATION TECHNOLOGY
Camboon Primary School has actively promoted learning technologies as part of teaching and learning programs. There are computers in each classroom and all students from Pre-primary to Year 6 have access to the dedicated computer laboratory.

Each classroom has networked computers allowing supervised access to the internet and library resources. All students sign an ‘Agreed Use’ contract at the beginning of each school year to reinforce safe and ethical use of computer technology.

‘Smartboards’ (Interactive White Boards), iPads, laptops and Wifi are available in each cluster. This integration of technology into the learning environment provides additional teaching and learning opportunities for all students.

41. EXCURSIONS, INCURSIONS & CAMPS
All excursions, incursions and camps organised by teachers are linked to the educational program and are approved by the principal. Written notification about incursions/excursions will be provided to parents/guardians with necessary documentation. Parents/guardians are requested to return these to school with any payment in a timely manner.
42. REPORTS/PORTFOLIOS
The school reports on student achievement and progress in the following ways:

- **Term 1** – Parent information Meetings.
  - Parent interviews for Pre-primary and Kindergarten parents.
- **Term 2** – Kindergarten - portfolios.
  - Pre-primary – Year 6 - formal School Report.
- **Term 3** – September - parent open night.
  - Pre-primary – Parent Learning Journeys.
- **Term 4** – Kindergarten - portfolios.
  - Pre-primary – Year 6 - formal School Report.

43. STUDENTS LEAVING THE SCHOOL
If students are leaving the area or transferring to another school, please forward written advice stating the last date the student will attend Camboon Primary School, a new residential address and the name of the new school.
44. KINDERGARTEN
KINDERGARTEN SESSIONS - INSTRUCTIONAL PROGRAM

Groups A & C
- Mondays and Thursdays 8.50 am – 3.00 pm
- Alternate Wednesdays 8.50 am – 3.00 pm

Group B
- Tuesdays and Fridays 8.50am – 3.00pm
- Alternate Wednesdays 8.50am – 3.00pm

Kindergarten classes are run 2 days one week and 3 days the next week. At the Kindergarten parent meeting, arrangements for the beginning of the year will be discussed. Information about which days individual students attend is sent out to parents in September, and discussed at the parent information session in November.

Although Kindergarten is non-compulsory in Western Australia, regular attendance is encouraged to assist learning and to develop positive attitudes and habits.

Kindergarten Arrival and Departure times
Please make sure your child is brought to, and collected from Kindergarten on time by an adult. Parents should wait outside with the child until the commencement of the session, and punctuality is encouraged so children don’t miss vital learning. Children may become distressed if they are not collected on time at the end of the day.
Please advise one of the staff if your child is to be picked up by someone other than the usual person or if your child is to be collected by a day care Centre. If your child arrives late or needs to leave Kindergarten early, please see the school office for late arrival and early departure forms.

Please supply the school with a signed letter of permission in order for your child to be collected by day care, and provide a written explanation of any absences.

Kindergarten Parent/Guardian Involvement
The Kindergarten year may be, as a parent, your first involvement in your child’s schooling. If you have any questions or queries it is best to speak to the child’s teacher, and teachers are available for interviews by appointment.

Each Kindergarten class has a teacher and an education assistant working with the class. Teachers may request parent assistance, and will provide a roster.

If you have some spare time, please put your name on the roster in the classroom. Staff endeavour to provide everyone the opportunity to participate. (Please refer to School Policy & Procedures for school volunteers).
**Kindergarten – Reporting to Parents**
Throughout the year we place a sample of each child’s work into a portfolio which is sent home at the end of each semester. An individual report accompanies the portfolio. Please feel free to make an appointment with the class teacher should you have any concerns regarding your child’s progress or achievement.

**Kindergarten Clothing**
Kindy students wear the school navy t-shirt available through the uniform shop. Clothing needs to be comfortable and easily undone by the child at toilet time, and all clothing should be labelled with your child’s name. Please ensure there is a change of clothes, including underwear, kept in your child’s bag (appropriate to the season) in case of an accident. Hats (wide brimmed or legionnaires cap) are compulsory for all outdoor activities. Footwear needs to be easy to take off and put on. Please refer to the Dress Code Policy in this booklet.

**Kindergarten Food** (Please also refer to the Nut Policy/Food Allergies)
Please provide a piece of fruit or vegetables for the children to share each session.

Children need to bring a healthy lunch and water in a container which they can open themselves, clearly marked with their name. Please no chocolates, lollies, fizzy drinks or take-away foods.

Alternatively, lunches can be ordered through the school canteen. Ordered lunches are collected by staff for distribution to the students. Canteen menus are available from the canteen, or on the school website.

Children will need to bring a pillow or cushion for rest time.
45. PRE-PRIMARY

Pre-primary Attendance
Attendance is compulsory for Pre-primary students. Please notify the teacher of the reason for any absence, especially in the case of infectious diseases. (Please refer to medical information in this booklet).

Pre-primary Arrival and Departure times
Pre-primary students should come to school with an adult and be supervised by that adult until they enter the classroom. Students should be collected promptly at the end of the day by an adult. Please advise one of the staff if your child is to be picked up by someone other than the usual person or if your child is to be collected by a day care centre. If your child arrives late or needs to leave Pre-primary early, please see the school office for late arrival and early departure forms. Please supply the school with a signed letter of permission in order for your child to be collected by a day care centre.

Pre-primary Parent/Guardian Involvement
The Pre-primary year may be, as a parent, your first involvement with schooling. If you have any questions or queries it is best to speak to your child’s teacher. Teachers are available for interviews by appointment. If the teacher is not available, please do not hesitate to contact the school office.

Each Pre-primary class has an early childhood teacher and an education assistant working with the class. At Camboon Primary School, we value parent participation and there are many ways in which you can become involved in your child’s education.

Pre-primary Parent Roster
We would love to have your help in Pre-primary. If you have some spare time, please put your name on the roster in the classroom. Staff will endeavour to give everyone a chance to participate. Please note that roster times are am or pm (Please refer to School Policy & Procedures for school volunteers in this booklet).

Pre-primary Instructional Program
Parents are encouraged to discuss their child’s progress at any time but more particularly after receiving the end of semester portfolios / reports.
Pre-primary - Student Progress
State-wide testing referred to as ‘On-Entry Assessment’ in literacy and in numeracy is conducted at the beginning of the year. Parents are provided with information following the assessments. Parent interviews are conducted in Term 1 and Learning Journeys in Term 3. A summative report will be sent home at the end of each semester. Meetings with teachers can be arranged at a mutually convenient time.

Pre-primary Clothing
Pre-primary students wear the school navy t-shirt available through the uniform shop. Clothing needs to be comfortable and easily undone by the child at toilet time, and all clothing should be labelled with your child’s name. Please ensure there is a change of clothes, including underwear, kept in your child’s bag (appropriate to the season) in case of an accident. Hats (wide brimmed or legionnaires cap) are compulsory for all outdoor activities. Footwear needs to be easy to take off and put on. Please refer to the Dress Code policy in this booklet.

Pre-primary Food (Please also refer to the Nut Policy/Food Allergies)
Each child should bring one piece of fruit for morning tea and a packed lunch in a container with the child’s name clearly marked. Please no chocolates, lollies, fizzy drinks or take away foods.

Lunches can be ordered through the school canteen. Ordered lunches are collected by staff for distribution to the students. Canteen menus are available from the canteen.

Pre-primary Scrap Material
We are always seeking donations of paper and craft materials for student activities. We can use any colour, quantity, type and size of paper, posters, advertisements, wrapping paper and cardboard. We can also use any CLEAN scrap material including cellophane, tissue paper, coloured paper, printer off-cuts, gum nuts, everlastings, feathers, white wood and three ply scraps, streamers, confetti, material scraps, lace, ribbons, tape, Christmas cards, calendars, buttons, cottonwool, yoghurt containers, ice-cream or margarine containers, paper bark, clear plastic pipe, laminex samples, toothpaste lids, wood, string, pop tops, coloured wrapping paper, wallpaper samples, ceramic tiles, wood shavings, corks, pegs, pipe cleaners, old jewellery, leather scraps, carpet scraps, patty pans, nylon scarves, dress up items, x-ray paper…..and anything else you can think of. You will be amazed at how we recycle these items into great art and craft work.

Pre-primary Bags
We suggest a large strong cloth bag approximately 40 square centimetres or a school backpack.
Pre-primary Laundry
Every week we have a small laundry basket full of washing and we would appreciate assistance from parent volunteers. Please place your name on the roster.