



2024

PARENT

HANDBOOK



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Principal's Welcome



Welcome to Camboon Primary School. I look forward to getting to know you and your child/ren. At Camboon Primary School, we are committed to building a genuine sense of community partnership and belonging. Teachers, students, and families all enjoy the mutual respect and caring essential for growth and learning. We are proud of having a diverse group of learners, from 36 different language backgrounds. We encourage involvement within classrooms, through the P&C, canteen, volunteering and in many other ways.



The base of our school logo features our school values. Above the values is an open book, symbolising our emphasis on **the importance of reading and learning**. Sitting above the pages of the book are two hands, symbolising the **nurturing, caring and compassion** afforded to students at Camboon Primary School. The eucalyptus leaves symbolise the **physical, emotional, and educational growth of students** during their time here, as well as **acknowledging the natural environment within and around the school**. The outer circle demonstrates the importance we place on being a **safe and inclusive school for all students**.

Communication is very important to us and we use the Connect app as a safe, fast, and reliable form of communication. We ask that you use Connect to keep teachers informed and if you ever have any queries, please speak to the teachers, or come and see us in the office. It is vital that the relationships between home and school are positive and rewarding for both, but mainly for our students.

I, along with the staff of Camboon Primary School, wish you and your family a happy, rewarding, and memorable association with Camboon Primary School.

Janice Cuculoska – Principal

Values and Behaviour Expectations

Camboon Primary school has a strong ethos of lifelong learning and our values of **Courage, Perseverance and Respect** support our mission of; “We facilitate learning by inspiring and empowering students to achieve their best every day.”

Our Positive Behaviour expectations of;
We are Respectful; We are Responsible; We are Learners,
enables us to focus on acknowledging students
for showing expected behaviours.



SCHOOL HOURS

| | |
|---------------------|---|
| Start/Finish | 8:50am to 3:00pm |
| Recess | 10:50am to 11:10am |
| Lunch | 1:10pm to 1:50pm |
| Office hours | Monday to Friday (during school term) 8:00am to 4:00pm. |
| Kindy Days | Kindy A (Monday, Thursday and alternate Wednesdays) Kindy B (Tuesday, Friday and alternate Wednesdays) |

SCHOOL CONTACT DETAILS

| | |
|---------------------|--------------------------------|
| Phone number | 08 9218 1400 |
| Email | camboon.ps@education.wa.edu.au |
| Address | Forder Road NORANDA WA 6062 |

OTHER ON-SITE CONTACT DETAILS

| | | |
|---------------------------|--------------|--|
| Canteen | 08 9218 1414 | www.flexischools.com.au |
| Dental Care | 08 9276 2488 | |
| OSHC Care for Kids | 08 9275 0202 | |
| School Watch | 1800 177 777 | |

COMMUNICATION

Good communication between the school and home is essential. The school uses several methods to communicate with parents, including the school website, newsletters, assemblies, and the school app Connect. Teachers may contact parents when issues arise at school and we request that parents inform teachers of any changes at home. Changes 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 regular routines. Confidentiality is assured by the school.

The school communication guidelines are available on the school website at www.camboonprimaryschool.wa.edu.au.

Camboon Primary School Website is the best source of up-to-date school information.

For notifications of school news, messages, and events, simply download the CONNECT app. on your phone or tablet. You will receive an email from the school with a link to register.

REPORTING TO PARENTS

The school reports on student achievement and progress, and provides class level information to parents in the following ways:

Term 1 - Parent information sessions.

Term 2 - Formal school reports.

Term 3 - Parent open night.

Term 4 - Formal school reports.

SCHOOL POLICIES AND PROCEDURES

Camboon Primary School adheres to the Department of Education policies, which are available through the Department of Education website:

<http://det.wa.edu.au/policies/detcms/navigation/school-management/>.

The website also provides information to parents and students on educational matters, term dates, school information and current Department news.

The school website contains school-based policies and guidelines and can be found at <http://camboonprimaryschool.wa.edu.au>.

SCHOOL ACCESS TIMES

Parents are requested not to bring students to school prior to 8.20am, as students will be unsupervised. Students who arrive between 8.20am and 8.35am, should meet the Deputy Principal in the undercover area.

Please ensure your child is at school and in his/her classroom ready to commence the day by 8.40am. Students arriving late disrupt the educational program for the teacher and other students in the class and miss valuable learning themselves.

When a student arrives at school after 9.00am, they need to come through the front office with an adult and a late note will be supplied by school officer. The adult then needs to accompany the student to their classroom.

If you have difficulty getting your children to school on time, please book a meeting with a Deputy Principal. Parents/guardians of students who are consistently late may be contacted by a Deputy Principal.

ATTENDANCE AND ABSENTEEISM

Camboon Primary School has attendance procedures in place to ensure compliance with Department of Education regulations and the *School Education Act*. Please refer to the attendance guidelines on our website.

If your child is absent from school for any reason, please provide written notification 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, please advise the teacher or the school office. Absentees can also be advised using Connect and email.

Frequent and unexplained absenteeism severely jeopardises children's educational opportunities and is contrary to Department of Education regulations. The school is obliged to report prolonged unexplained absences to Attendance Officers within the Department of Education. Taking children on vacation during school time is not recommended and absences will be recorded as an unauthorised vacation.

COLLECTION OF STUDENTS

At the end of the day

All students are required to leave the school grounds promptly after being dismissed from their class. When picking-up students from school, parents are required to be punctual as students can become distressed if they are not picked-up on time.

Students who have not been collected by 3:10pm 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, please make alternative arrangements with family or friends for their collection and notify the office or the classroom teacher. You may also consider the services of the after-school care service provided on site at Camboon Primary School, or another after school provider.

During school hours

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

- Please go to the school office to sign the student out, and if they are returning to school, please sign them back in upon return.
- 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 collects a student, either a telephone call or written advice by the parent/legal guardian must be provided. This person is then required to sign the student 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 obtain a dental card before collecting your child from the classroom. This procedure is necessary to ensure the safety of students and to abide by 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.

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 original or certified copies of 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.
- Medical: Serious health problems require an up-to-date doctor's written diagnosis e.g. epilepsy, 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 always maintained by the school in relation to health and medical issues.

CAR PARKING

We request that **parents do not use the staff or canteen car parks**, including when dropping-off and collecting children. Your cooperation is necessary to ensure the safety of all students. During school hours, cars should park in the Wylde Road Reserve car park or on the streets around the school as sign posted.

City of Bayswater rangers occasionally do parking inspections and hand-out infringement notices, so please take note of parking signs. Please do not do U-turns on Forder Road during peak times, as this puts others in danger, and observe speed signs.

BICYCLES

It is recommended that students 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 on school grounds is not permitted. Students should dismount at the school gate and walk to the bike racks which are located next to the assembly area. We accept no responsibility for any loss or damage of these items.

SICK AND INJURED STUDENTS

Please refrain from sending sick children to school, as we do not have facilities to look after them properly and they may also spread infectious diseases. Please notify the teacher of the reason for any prolonged absence (especially in the case of infectious disease) and of any special dietary or medical conditions 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 services for transport to Perth Children's Hospital. In other instances, we may contact the family doctor directly. It is imperative that student records are kept up to date with correct contact details should these situations arise.

MEDICATION AT SCHOOL

Medication to be administered at school requires appropriate documentation. A form is available at the school office for the purpose of advising times, dosage, and dates of administration. Parents need to provide this form together with the medication, in its original packaging, and any dosage measuring equipment. Students attend the school office and medication is administered by a member of the leadership team.

ASTHMA, ANAPHYLAXIS & MEDICAL CONDITIONS

If your child suffers from asthma, allergies, or any serious medical condition, please inform the school office and complete the required forms so procedures can be put in place to manage these conditions, including signed plans from medical practitioners. **These need to be updated yearly.**

GROUND S AND SECURITY



Students and members of the public are prohibited from entering the school grounds outside of school hours.

If you see any vandalism or intruders on school grounds outside of school hours, please call School Watch on 1800 177 777 or the Police on 131 444.

DOGS

To ensure the safety of all students, dogs are not permitted on school grounds. Official working guide dogs are accepted.

NO SMOKING



In accordance with Department of Education regulations, smoking and vaping is not permitted in school buildings or on school grounds.

PERSONAL ITEMS LISTS

The 'Personal Items List' is provided to parents/guardians at enrolment and to existing students in Term 4 for the following year. These lists are prepared by the class teachers and approved by the School Board. Please ensure that your child has all the items listed so they are ready to commence school at the start of the year. Please mark each item, including clothing (e.g. school hat, jumper) clearly with your child's name, unless requested not to by the class teacher.

STUDENT PROPERTY

Please ensure students do not bring valuable items or large amounts of money to school. This includes electronic games, toys, collector cards, sports equipment. The school cannot take responsibility for the loss or damage to student's private property.

Student use of mobile phones is not encouraged however if a student is in possession of a mobile phone during school hours, the phone must be handed to their teacher.

ONLINE SAFETY

Our school provides access to online services provided by the Department of Education. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students. We use the Department's assessment process to manage the risks around disclosure of students' personal information to online third-party services. Before our school uses an online third-party service, we check they have completed a privacy and security assessment.

Parents and students agree to follow a set of online rules when using the Department provided online services and technologies belonging to Camboon Primary School by signing an acceptable usage agreement upon enrolment, and again in Year 3.

Parent and student cyber-safety workshops have been provided from time to time to educate students and their families about how to be safe when online. They aim to provide parents and students with up-to-date, technically relevant knowledge with valuable learning tools to better equip them for interacting online. For more information about cyber-safety please refer to the safety commissioner website <https://www.esafety.gov.au/>.

RESPONSIBLE USE OF TECHNOLOGIES

When students enrol at Camboon Primary School, they are asked to enter into an agreement to use technologies safely. In Years K-2 these agreements are signed by parents on behalf of their children, and from Years 3-6 we ask students to sign these agreements with their parents. The Responsible use of Technologies agreement aims to ensure online safety of students and respectful care for technology devices.

PHYSICAL EDUCATION AND SPORT

All students participate in physical education lessons and are required to wear suitable clothing, footwear, and school hats. Students can also participate in additional sporting programs offered by the school. For senior students, throughout the year there are opportunities to take part in sporting competitions between local schools.

All students have access to school sports equipment during recess and lunch breaks; however, the use of sports equipment is not permitted before school and students are discouraged from bringing personal sporting equipment from home.

FACTIONS

The factions at Camboon Primary School are:

Kwilana (Blue)

Koorlbardie (Gold)

Yonga (Red)

Karda (Green).

Students are placed in a faction and siblings are placed in the same faction. Students can wear their faction shirts on Fridays and for school faction sporting events.

LIBRARY

The school library has a large range of resources, classed borrow during a set time on Tuesdays, Wednesdays, and Thursdays. Books may be borrowed for one-week intervals and students need a library bag for book borrowing.

The library is also open Monday, Wednesday & Friday during lunch time for quiet games and reading.

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 forms to school with payments in a timely manner.

AFTER SCHOOL ACTIVITIES

The school offers a range of after school activities for interested students. These change regularly, and parents are notified when these activities become available. Some have a fee payable to the service provider, whilst others are available free.

STUDENTS TRANSFERRING TO A NEW 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.

PAYMENTS TO THE SCHOOL

All payments to Camboon Primary School, including payments for incursions, excursions, voluntary contributions etc. can be paid by cash, cheque, direct deposit into the school bank account, or by EFTPOS which is ONLY available by attending the school office.

Direct deposit details are as follows-

| | |
|------------------------|-------------------------------|
| Account name: | Camboon Primary School |
| BSB: | 633-000 |
| Account number: | 141829655 |

There is capacity to prepay amounts to cover expected charges upfront prior to all events or make ad hoc lump sum or regular payments to 'smooth' costs over the year. Funds are credited against your child/ren's student account and deducted as events occur. Accounts in credit require a blanket signed authorisation to deduct and- all events are then automatically deducted/paid from the credit as they arise. Any credit at the end of the year will always be rolled over to the next year until your child leaves the school, at which time any balance will be automatically transferred to siblings. If there are no siblings, due to processing costs, credit under \$5.00 will be deemed a donation to Camboon PS. Credit over \$5.00 will require written instructions to clear. Residual amounts >\$5 are subject to Department unclaimed monies policy.

PARENT INVOLVEMENT

Partnerships between the school and families are strongly supported and encouraged. A parent room has been established for use by parents/carers for formal and informal groups to meet. Facilities are available for babies and toddlers.



Classroom assistance:

All parent/guardian volunteers working in the school must complete a 'Parent and child volunteer declaration form', available from the front office. 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 de-facto partners (if not the legal guardian), grandparents, brothers, sisters, friends etc. Working with Children application forms are available through Australia Post.

Parents and Citizens Association (P&C):

P&C meetings are a good opportunity to meet other parents/guardians and to become involved in school activities. The P&C supports 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 place items on the agenda. Meeting dates are published in the school newsletter and term planner.

Tastebuds Canteen:

Our canteen, Tastebuds, is 'Star Choice' accredited, in-line with the 'Australian Guide to Healthy Eating' and is Heart Foundation approved.

The canteen opens **Wednesdays, Thursdays and Fridays** and accepts lunch orders from 8.40am to 8.50.

Lunches are delivered to classrooms at 1.10pm.

Snacks and drinks may be purchased during morning recess and lunch times.

The menu is available online, from the canteen and school office. You can also order online through Flexischools. 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 volunteers to offer this service to students and children enjoy seeing their parents/guardians volunteering in the canteen.

Please contact Lisa, the canteen manager, if you can assist on 0412 530 307.

School Board:

The School Board meets throughout the year to discuss various issues pertaining to the school. School Board members consist of the principal, staff and 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 an ongoing review of the school's purpose, priorities, and general policy directions.
- the planning of financial arrangements to fund priorities and directions.
- the promotion of the school community.
- formulating codes of conduct.
- determining, in consultation with students, parents and staff, a student dress code.

EMERGENCY MANAGEMENT

Camboon Primary School has an emergency management policy that articulates processes to be followed in emergency situations. Parents may request a copy of this policy at the school office. The school has an inclement weather policy to ensure student safety. In the event of strong winds and heavy rain, students will remain indoors during break times.

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 student from age 5 to 17 years. Parents are issued with permission forms for this service, and the Dental Therapy Centre makes appointments directly with parents.

