2015 Parent Information Book

Kingston Primary School Website: www.kingstonprimary.wa.edu.au
Please download the free “Kingston Primary School” App on your smartphone.
INTRODUCTION
PRINCIPAL’S MESSAGE

Kingston Primary School opened at the commencement of the 2009 school year with a foundation enrolment of 320 students. The school is located in the suburb of Kingston which is in Australind and is incorporated in the South West Education Region. The school was built to take enrolment pressure off Australind and Parkfield Primary Schools as well as to cater for the rapid growth of the Treendale and Kingston subdivisions. Binningup students are also zoned into Kingston Primary School. Treendale School opened in 2014 to take enrolment pressure off Kingston Primary as enrolments had surged to 865 in 2013.

While the school operates as a generic K-7 primary school, there are a number of features which are unique. Kingston operates as a Professional Learning School, in partnership with Murdoch University. This is the first school of its type in Western Australia. In essence, the school operates similarly to a teaching hospital, where many classroom teachers are mentors and they have an intern with them for the whole year. The interns are selected 4\textsuperscript{th} year education students. 57 students have completed this program since 2009 and are highly sought after in schools throughout WA.

Another innovation involves a joint venture with Community Health which means that the Kingston Child Health clinic is located in and is part of the school.

The school has developed a strong and unique culture based on the four key virtues of Care, Respect, Courage and excellence and which are witnessed in action every day.

We look forward to your involvement with the school and trust that a close and effective working relationship between the school and home can be established in order to ensure the optimum climate for the education of your child/children. The school regards parents / carers as partners in the process of educating children.

Alan Kidd
Principal

ADMINISTRATIVE AND SUPPORT STAFF

Principal
The Principal is responsible for the overall leadership and management of Kingston Primary School. Parents and community members are welcome to contact the Principal in regards to policy matters.

**Deputy Principals**
The there are three Deputy Principals at Kingston Primary School. They are responsible for the day-to-day management of their respective areas of the school, including curriculum, student welfare and discipline, timetables, student absences, and new enrolments. The Deputy Principals are available for parent interviews should you have any concerns or enquiries.

**Administrative Office Staff**
The Administrative staff are available to answer any general queries you may have. The Reception area is open from 8.15am to 3.30pm Monday to Friday. Alternatively, you can contact the school via phone on 9797 0451.

**Business Manager**
The role of the Business Manager is to manage the school finances, Human Resources and school support staff in conjunction with the Principal. Any queries or questions you may have about school contributions and charges can be directed to the Business Manager on 9797 0451.

All K – 7 enrolments, mail, general inquiries and financial transactions are completed through the office, which is located in the Administration Centre, the building closest to MacQuarie Drive.

Matters of policy should be directed to one of the School Executive Team:

- Alan Kidd  Principal
- Tanya Uren  Deputy Principal
- Darryl Owen  Deputy Principal
- Anne Curd  Deputy Principal

All incoming calls to the school are handled through the office. Important numbers for parents / carers are:

- Telephone:  9797 0451
- Facsimile:  9797 1060
- E-mail:  Kingston.PS@det.wa.edu.au

This booklet should provide most of the important information parents/carers need to know at the commencement of the school year. It should also provide a handy reference throughout 2015. If in doubt about any matters – please feel encouraged to ask.

The school has a website and smartphone app. The school website address is [www.kingstonprimary.wa.edu.au](http://www.kingstonprimary.wa.edu.au) and the free app can be downloaded on iPhone and android simply by typing Kingston Primary School into the search function in the Apps store or Play store. All newsletters are delivered electronically and parents are kept informed through messages sent on the App and website.

Fortnightly newsletters inform parents/carers of any necessary changes to information contained in the Parent Information Booklet and serve to keep the community informed of school activities, organisation and procedures.

We look forward to working with you to attain the best educational outcomes for your child.
KINGSTON PRIMARY SCHOOL

The school’s motto is: ‘Care, Respect, Courage & Excellence’

Virtues
Kingston uses the Virtues Program to help create a culture of character in the school. This is designed as a holistic approach to character education and provides students with empowering strategies that inspire the practice of virtues in everyday life. The school focuses on a specific virtue each fortnight and this is targeted through newsletters, bulletin boards, daily announcements and classroom activities. The language of the virtues is embedded in the school culture. For further details on the Virtues Program there is a separate booklet available.

School Priorities
The priorities which have been identified as the prime focus for school planning from 2013 – 2016 are:

Priorities: English Mathematics Engagement Science History

Independent Public Schools
Kingston Primary School was selected as one of the first 34 public schools to become an Independent Public School. This gives the school more autonomy in the administration of the school and the ability to merit select all of the staff.

Term Dates 2015

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Monday 2 February - Thursday 2 April</td>
</tr>
<tr>
<td>Term 2</td>
<td>Tuesday 21 April – Friday 3 July</td>
</tr>
<tr>
<td>Semester 2</td>
<td></td>
</tr>
<tr>
<td>Term 3</td>
<td>Tuesday 21 July – Friday 25 September</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 13 October – Thursday 17 December</td>
</tr>
</tbody>
</table>

Public Holidays
Labour Day  
Monday, March 5
School Hours

First Siren 8:30 leave Passive Play and Head to Class
Lessons commence 8:45 am
Recess 10:45 am
Lessons commence 11:10 am
Lunch 1:15 pm
Lessons commence 1:55 pm
Bus Siren 2:55 pm
Dismissal 3:00 pm

School Curriculum
Kingston Primary School offers a comprehensive curriculum based on the Australian Curriculum. The LOTE language offered is Japanese. Students participate in sporting, cultural and educational excursions outside the school and various performing groups visit the school periodically to enrich the learning program.

Physical Education and Sport
Every child in the primary section of the school participates in a program which involves:

- A fitness session (several occasions each week)
- A weekly physical education session – taken by a specialist teacher,
- House / tabloid Athletics carnival (date to be advised in 2014)
- In-term swimming

Swimming
A series of up to 10 swimming lessons also forms part of the primary physical education program. The lessons are conducted by qualified swimming teachers at the Leschenault Leisure Centre.

Athletics
Athletics form a major part of the fitness program and culminate in a junior and senior House Athletics Carnival. Selected Year 4 - 7 students participate in a regional based Interschool Athletics Carnival in Term 4.

The four houses are named after prominent WA heroes:

Charlesworth Chargers Red
Winton Warriors Blue
Cowan Crusaders Yellow
Stanley Strikers Green

Music
Our school has a music teacher who provides all primary classes with specialist tuition. The primary school has a choir which students are eligible to be part of in years 4-7. The school choir
performs at various functions throughout the year, both within the school and in the wider community. Instrumental Music (flute, trumpet, guitar & clarinet) is offered to selected Year 6/7 students.

Support Programs
Class teachers provide as much special help and assistance to individual students as possible. Support teachers and Education Assistants help classroom teachers in planning and teaching in nominated subject areas.

Education Support
Kingston Primary School caters for students with special needs who are enrolled to attend our school. Most special needs students have an allocated assistant who work with teachers to support the student’s integration into the mainstream classroom. Kingston Primary School strives to provide facilities to accommodate all students with special needs.

Excursions/Incursions
Excursions/incursions add a special dimension to the learning program. All trips and visits are educationally based and, as such, children are encouraged to participate. Parents will be given ample notice of coming events and are asked to return a signed consent form by the due date.

All students participating in excursions must be in full school uniform (unless otherwise approved by the Principal), have paid any charges and have returned a fully completed Student Information & Consent form within the time frame set by the teacher. Excursions are to enhance the educational opportunities of a classroom learning program. It is not an expectation that all students engage in an equal number of excursions in any given year, across classes in the same year group or school.

ATTENDANCE ISSUES

Arrival at School
The school day at Kingston Primary School begins at 8.45am and finishes at 3.00pm. Students need to be at school before 8.45am so that they can be organised for their first lesson. Students should not be on school grounds before 8.30am as supervision does not commence until this time. If your child does arrive before 8.30am they must go to the Passive Play area until 8.30am. Students must bring their bags with them to ensure ipad security. If your child is late to school please collect a late note on arrival at school in Reception.

Lunch Break
Students have a lunch break between 1.15 pm and 1:55 pm.

Leaving School Grounds
During school hours the students are under the responsibility and care of the school staff. If you wish to take your child out of school early please visit reception and fill out a student release form which administration will sign for you and take the form to your child’s teacher. Students will not be released unless this process is followed.

Student Absences
Regular attendance is vital to student progress. Parents/Carers of PP–6 students are legally obliged to ensure regular and punctual student attendance and promptly provide an explanation for student absences.

If your child is absent from school:

- A note or verbal explanation must be supplied stating the dates your child was absent, and the reason.
• When your child returns to school, please give a note to the class teacher or reception staff. (Alternatively you can call Reception and a message will be sent to the class teacher.)
• If you know in advance that your child is to be absent, please write a note for the school before the event. (This particularly applies to students who will be absent for an extended period of time.)

Transfers to other schools
As soon as it becomes known that your child is to transfer to another school please notify us of the date on which the child will be leaving. Arrangements involved in terminating enrolment at the school should be made as soon as possible, e.g.

⇒ pay outstanding contributions
⇒ return borrowed books/equipment,
⇒ collect personal workbooks, etc.

The child’s new school will notify us as soon as they process the enrolment and we will forward records (medical, academic etc. ...), reports and other information.

School Record - Information
During the course of a child’s stay in the school circumstances may arise which result in changes to the information originally placed on the enrolment form. It is very important that the school is advised, as soon as possible, of any change of address, telephone number, medical condition, physical ailments, custody or access orders and emergency contacts. It is important that your child know where you may be contacted if you are going to be away from home during the day. In the case of divorced or separated parents/carers it is essential that custody and access rights, as determined by Family Court orders, are shown at the office. Unless this is done we must assume that both parents/carers have equal access rights.

School buildings and grounds
Children are NOT permitted to loiter around school buildings outside school hours. Parents/Carers are asked to support the school in this matter as senseless vandalism causes concern to all. Please ring Australind Police (9797 0222) or Education School Watch (1800 177 777) to report unwanted visitors or vandalism to our school.

OSH Club – Outside School Hours Care Program
OSH Club provides before and after school care, School Development Days and Vacation Care Programs. It is located at our Early Learning Centre. For more information call 0411 038 413.

School Dress Code
Parents/Carers, staff and students support the school’s ‘Dress Code’. Our idea in encouraging the wearing of a uniform is to: promote safety, project a positive personal and public image, foster team spirit, equity and preparation for life (as many work places have dress and safety codes).

School uniform items are available through the school’s Uniform Shop. Students are expected to wear clothing that is of similar colour, style and length to the Dress Code items available through the Uniform Shop.

| BOYS | GIRLS |
• Black Shorts/pants (options available through Uniform Shop)
• School shirt with school logo (as available through Uniform Shop)
• Hat – bucket or broad brim
• Footwear: sandals (with a back strap) or closed-in shoes

<table>
<thead>
<tr>
<th>Sports Uniform</th>
<th>Sports Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Blue Polo style shirt</td>
<td>• Blue Polo style shirt</td>
</tr>
<tr>
<td>• School sport shirt with school logo (as available through Uniform Shop)</td>
<td>• School sport shirt with school logo (as available through Uniform Shop)</td>
</tr>
<tr>
<td>• Appropriate footwear</td>
<td>• Appropriate footwear</td>
</tr>
<tr>
<td>• Hat – bucket or broad brim</td>
<td>• Hat – bucket or broad brim</td>
</tr>
</tbody>
</table>

**Non-Approved Clothing**

**Non Permissible Items/Slogans/Brand names:** Denim, T-shirts, windcheaters, jeans/shorts with slogans inappropriate or otherwise, cosmetics, hats with slogans and bike shorts or any other item which is not part of the Kingston Primary School Uniform.

**Hats**

The school follows a *No Hat, No Shoes = No Play* policy. This policy is operative throughout the year. Students need to wear ‘bucket’ or broad brim hats.

**School – Home 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 will try to foster it by keeping you informed, and through an ‘open door’ policy which welcomes discussion, comments and suggestions.

Kingston Primary School makes every effort to inform parents, caregivers and the wider community of what is happening at school. The main ways in which a parent or caregiver can keep in touch with their child’s education are:

• Asking your child about what happened at school
• Reading the School Newsletter (sent home with the youngest child in the family every second Wednesday …or e-mailed to you as a PDF file … and also available at Reception)
• Attending P&C Meetings (held at 7pm in the Staffroom on the first Wednesday of each month)
• Phoning or making an appointment to meet and speak with Class teacher
• Merit Certificates
• Primary School Assemblies (as advertised in the Newsletter)
• School Reports
• Class Parent Meetings
• Assist in class as a Parent Helper. (This needs to be arranged with the individual class teacher.)
Matters of concern are usually best clarified by direct discussion. Since the teachers’ first responsibility is to the group under their care - and teachers are naturally reluctant to have class activities disrupted - a phone call to arrange a mutually convenient interview time is always appreciated. The teaching commitment of staff members will not be interrupted for interviews/calls unless exceptional circumstances exist. All parents will be offered an interview before Week 5 Term 2.

Parent/Carer Assistance
Parents/Carers are invited and encouraged to participate in special activities or functions that are held during the course of the year. Some teachers welcome the assistance of interested parents/carers in classroom activities such as listening to oral reading, assisting with maths, art/craft and accompanying students on class visits or camps. Please indicate to the class teacher your willingness to assist.

Newsletters
School newsletters are issued on a fortnightly basis as a means of conveying information about forthcoming events, to report on happenings and to obtain parent permission for student participation in various activities.

Newsletters are automatically sent through the school App and posted on the school website. Alternatively, you can arrange to have a copy of the Newsletter e-mailed to you as a PDF file. Please provide your e-mail contact details to Reception if you wish to receive an electronic version of the Newsletter. Additional copies of the newsletter are available from Reception if you are unable to access it through electronic means.

Assemblies
Assemblies for primary classes occur approximately every week on Friday mornings, commencing at 8.45am. Due to the size of school, half of the school from years 1-6 meet on alternate weeks. Their main purpose is to acknowledge student achievement and to communicate information. Each class in the primary school is offered the opportunity to host an assembly and we encourage parents to attend. Parents are informed prior to the assembly if their child is receiving an award.

Parents And Citizens’ Association
The P&C provides an opportunity for all parents and citizens to learn about the educational program in the school, and support the provision of amenities. We recognise and appreciate the need for teachers and parents to work together and to do all we can to facilitate children’s learning. Involved parents can work to ensure the school provides the best possible education programs to our children.

Funds are raised through the operation of the Kingston Primary School P&C school canteen. All profits are then re-distributed by the P&C through a variety of projects to provide much needed extra amenities at our school for the benefit of our children’s education.

The P&C meets on the first Wednesday of each month at 7pm in the school staffroom. Please come along, everyone is welcome. New members are always valued at our school P&C. Contact details for the P&C are available from Reception.

How is the School Board different from the P&C?
The Kingston Primary School Parents and Citizens’ Association has several functions. It:

- operates the Canteen.
- conducts fund-raising activities so that additional resources can be purchased for the school.
- fosters community interest in educational matters.
- promotes the moral, physical, social and educational welfare of students at the school.

The School Board is essentially a governing body. It represents the school community in the process of school planning and policy development, but is not involved in the day to day operations of the school.
SAFETY MATTERS

All visitors to the school (including parent helpers) between the hours of 8:30am – 3:30pm must first report to the Reception and sign in and out as a visitor. The aim of this school policy is to ensure that people who are on the school grounds have a valid purpose for being on site. Your help in this matter will be appreciated. This is for the welfare of all students and staff.

Playground Supervision
During recess and lunch breaks a minimum of 7 staff are rostered for playground supervision to ensure safety in the playground. Duty teachers wear distinguishable jackets (bright orange or yellow) in order to be highly visible to students and other staff. All duty teachers are linked by electronic communication. Students are not permitted to use playground equipment in an unsafe manner and games which could be dangerous are not allowed (e.g. British Bulldog, Brandy, Killer ball) nor are they permitted to use playground or sports equipment before school. During the lunch break staff provide students with a broad selection of semi-structured activities including (from time-to-time) basketball competition, 4 square competition, library, etc, etc.

Technology Plan
Throughout 2013, extensive consultation was held with the parent body in regards to developing an innovative and effective technology plan for the school. It was decided that years 3, 4 and 5 students would be invited to engage in the BYOD (Bring Your Own Device) program in 2014. In 2015 this program extends to years 3-6. These students are requested to bring an iPad 2 with a minimum 16 gb of memory and wifi to school for daily use. Additional devices are available at school for those who are unable to purchase their own, but these devices can not be taken home. More information will be available on the school website.

HOMEWORK

Guidelines
At Kingston, we believe that homework should:

1. support the development of the student’s independence as a learner
2. further the partnership between the staff, students and parents
3. avoid dependence on unreasonable levels of parental assistance or resources that are not readily available to the student
4. be balanced so as to avoid stress and overload

Expectations

1. Kingston Primary School values home reading as we believe that you need to learn to read in order to read to learn. All students will be provided access to weekly reading material. In years PP-3 and where appropriate, student home reading programs will be teacher managed. All other students will be expected to read at home. The management of this is by the student and the process is controlled by teachers and parents.
2. No student should be issued with more than 30 minutes of school related work that needs to be completed at home, on any given day. If more than 30 minutes work is given, it needs to be spread out over sufficient time to enable students to complete it.
3. Homework will not involve the introduction of new concepts and will not require parents to teach.
4. Homework is not a form of discipline or punishment.
5. Homework alone does not prepare children for high school. The skills of organisation, note taking and independence are good transition skills and are the responsibility of home and school.
6. Work that can be done at home, and supports individual children’s progress, can be negotiated with the teacher at any time.
Parents are encouraged to liaise with their child’s teacher to identify the best way to support the learning program at home.

REPORTING TO PARENTS
Kingston Primary School reports against the Australian Curriculum. Students at Kingston Primary School are assessed throughout the year in each of their Learning Areas, culminating in two school reports (end of Term 2 and 4) each year. The format of the reports is consistent with that issued in public schools across Western Australia. National testing results are distributed separately.

Parents/Carers are provided with evidence of their child’s progress on a regular basis and invited to contribute to the setting of goals for their child. Key components of the school’s reporting framework are detailed below:

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERM</td>
<td>WEEK</td>
<td>Parent Interviews</td>
</tr>
<tr>
<td>1</td>
<td>5</td>
<td>Semester 1 reports distributed. (Interviews available at parents request after reports have been distributed.)</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>Open night</td>
</tr>
<tr>
<td>3</td>
<td>10</td>
<td>Semester 2 reports distributed. (Interviews available at parents request after reports have been distributed.)</td>
</tr>
</tbody>
</table>

FINANCIAL MATTERS

School Contributions
The State Government and the Department of Education permit the school to seek payment of Voluntary Contributions and Charges for each student enrolled at the school. The Voluntary Contributions provide the school with funds to supplement our own resources in purchasing materials and resources valuable in the education of students enrolled at the school.

The Voluntary Contribution and Charges schedules have been endorsed by the School Board and are published here to inform parents of anticipated costs for 2015.

<table>
<thead>
<tr>
<th>Contributions</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-6 Contributions</td>
<td></td>
</tr>
<tr>
<td>In accordance with the Department of Education Contributions, Charges and Fees Policy September 2001, schools can request up to a maximum contribution of $60.00 for Years K-7.</td>
<td></td>
</tr>
<tr>
<td>The funds are used towards the cost of materials, services and resources used by students in the educational program. Contributions collected at this school contribute to: Photocopying K-7 $15.00 Teacher Resources, work books and exercise books 1-7 $10.00 Consumables K-PP $20.00 Library and Reading Books K-7 $15.00</td>
<td></td>
</tr>
<tr>
<td>Kindergarten/Pre-Primary</td>
<td>$60.00</td>
</tr>
<tr>
<td>Years 1-6</td>
<td>$40.00</td>
</tr>
</tbody>
</table>
Charges

CHARGES FOR OPTIONAL ACTIVITIES THROUGHOUT THE YEAR:
Charges apply for the provision of extra cost optional activities that are part of an education program and which ‘contributions’ do not cover. All activities outlined below are optional and if no payment is received, an alternative educational activity will be provided for your child.

All 2015 extra cost optional activities have been approved by the School Board. The estimated costs provided are set as an upper limit and will not exceed the amount shown. If a particular event does not transpire within the school year, no charges for that event will apply.

Payment of the following charges is not required at the time of finalising payment of contributions. Where staff arrange extra cost optional activities, payment will be requested immediately prior to the activity.

- **Incursions (K-6)**
  - Maximum Cost Per Student
  - The maximum annual cost will be $40.00 per student, but is likely to be less depending on the actual cost of each activity.
  - $40.00

- **Excursions (K-6)**
  - Maximum Cost Per Student
  - The School Board recognises the value of excursions for students and seeks to support teachers who coordinate them as part of their teaching programs. Up to 2 excursions per term per class may occur. Excursions for the purposes of this document are defined as outings that do not include an overnight stay.
  - $100.00

- **Camps**
  - Maximum Cost Per Student
  - The maximum charge for Year 6 camp is $300.00 per student. Parents can start making instalments in term 4, 2014.
  - $300.00

- **PEAC**
  - Maximum Cost Per Student
  - Years 4 to 6
  - $40.00

- **Swimming, In Term Swimming (PP-6)**
  - Maximum Cost Per Student
  - Selected Year groups may be involved in swimming lessons. These will usually be in a 10 lesson block. Cost will cover entrance to the pool.
  - $60.00

- **Inter-school Competitions**
  - Maximum Cost Per Student
  - Some students may be given the opportunity to participate in inter-school competitions including athletics, cross-country running, academic competitions etc. Travel and bus costs are all inclusive.
  - $20.00

- **Instrumental Music (Years 6)**
  - Maximum Cost Per Student
  - The school offers Instrumental studies for students in Years 6
  - $150.00

- **Year 6 Graduation**
  - Covers cost of Year 6 jumpers, Graduation Lunch and Year Book
  - $60.00

- **Japanese Extension Program**
  - $100.00

- **Celebration Days Activities**
  - $20.00

PERSONAL USE ITEMS:

The list of personal items for student use (as per the Year level) have been approved by the School Board. Students will need the items for personal use in order to complete the educational programs provided by this school.

The items can be purchased from a supplier of your own choice. Quoted prices have been provided by On Line Canteen

<table>
<thead>
<tr>
<th>Year</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindy</td>
<td>$41.80</td>
</tr>
<tr>
<td>Pre-primary</td>
<td>$71.80</td>
</tr>
<tr>
<td>Year 1</td>
<td>$68.21</td>
</tr>
<tr>
<td>Year 2</td>
<td>$93.33</td>
</tr>
<tr>
<td>Year 3</td>
<td>$549.96 (includes ipad)</td>
</tr>
<tr>
<td>Year 4</td>
<td>$556.33 (includes ipad)</td>
</tr>
<tr>
<td>Year 5</td>
<td>$557.05 (includes ipad)</td>
</tr>
<tr>
<td>Year 6</td>
<td>$85.80</td>
</tr>
</tbody>
</table>

Payment Options

All payments can be made at Reception. Parents may consider a progressive payment option where ‘contributions’, and ‘charges’ can be paid off. Arrangements should be negotiated with the Principal or Business Manager.

THE SCHOOL HAS EFTPOS FACILITIES AVAILABLE IN RECEPTION. PAYMENTS MAY ALSO BE MADE BY EFT (Bank Details – BSB: 066040, A/C: 19901869)
Optional Costs (Non-Educational)
These may include: graduation photographs, graduation shirts, student council fundraising, Ashton Scholastic Book Club, school uniform, assembly costumes.

Personal Use Items
The Department of Education provides most text books, reading materials, and resources for student use. Parents / Carers are expected to provide the items shown on the ‘Personal Use Items’ list – as approved by the School Board. (Text books are not included on K - 6 Personal Use Items Lists).

Your child will need to have the items shown on their Personal Use Items list in his/her possession each school day in order to maximise participation in the learning opportunities/activities presented. It may be necessary to replace some items such as pencils, glue etc. throughout the year. This is a parent/carer responsibility.

The Personal Use Items list is sent home in fourth term to enable parents/carers to order basic requirements.

School Budget
An annual school budget, incorporating money from parents/carers’ contributions and the Department of Education, is prepared and presented to the School Board. The budget reflects the needs of the school according to the School Plan.

Money Collection
Money for camps, excursion and school activities is to be paid to the child’s classroom teacher before school each morning. Please send money & returns in a sealed envelope labelled with your child’s name and classroom number. Alternatively, the Reception area has EFTPOS facilities.

HEALTH ISSUES

Administration Of Medication To Students
The Department of Education has established guidelines about the administration of medication to students. All schools are required to comply with these guidelines. The guidelines are quite complex but in general the following conditions apply:
Parents are required to provide the school with written information about the following:
- the reason for taking medication;
- details including the name of the medication, dosage, when it must be taken and any other relevant information; and
- whether the student is able to self-medicate or if staff supervision is necessary.

If the child is unable to administer their own medication, then the parent/carer needs to complete Sections 1 and 2 of the Health Care Authorisation form available from Reception. School staff must not administer analgesics such as paracetamol to students without written instructions from the student’s parent/carer.

Please note all medications except Asthma puffers etc must be held in the office unless class-based medication is indicated by a health plan.

School Health Service
Our School has a Community Nurse who also visits other schools in the area. The School Nurse can make direct referrals to the school psychologist, speech pathologist, occupational therapist, physiotherapist, audiologist, pediatrician and other visiting specialists.
Dental Therapy Centre
A mobile unit based at Australind Senior High School services school students. The centre provides dental services to all school aged students. You can contact the centre on 9797 0266.

New admissions to the school are given a permission form which must be completed and signed by parents/carers before any dental work may be done.

Sudden Sickness Or Accident
Minor injuries or illnesses which occur during the day are normally attended to at school. In more serious situations every endeavour is made to contact a parent/caregiver or the emergency contact to arrange for the child to be collected from school. Should such contact be unable to be made, the school will act according to the best interests of the child.

Where the school elects to call for an ambulance it is the parents/carers who are responsible for all costs associated with the call-out and subsequent treatment costs. This position has been confirmed by the Department’s legal counsel. We strongly urge all families to self-insure for ambulance costs. Costs associated with replacement of medications and apparatus (e.g. epi-pens) is also a responsibility of the parents/carers.

Emergencies
In emergencies the student may be taken to the hospital before the parent/carer is notified.

It is most important that parents/carers ensure that EMERGENCY CONTACT NUMBERS held by the school are up-to-date. Please advise the Reception staff of any changes.

It is also important that the school is advised of any medical condition your child develops. Parents/Carers need to be mindful that as the years progress, information provided on the original Enrolment form can become dated. It is the parent/carer’s responsibility to update this information.

Dogs
Dogs are not allowed at school and must not be brought onto the school site … even if on a leash. They present a health and safety risk in the playground. Dogs found in the school area will be handed to the Council Ranger.

Infectious diseases
When a child contracts one of the following childhood infections, isolation from the school is essential. The following are the lengths of time to be isolated:

Measles: For at least 4 days after the onset of the rash. Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of the first contact with the first case they may return to school.

German Measles (Rubella): At least 4 days after onset of rash.

Chicken Pox: Until at least 5 days after the eruption first appears. Some remaining scabs do not justify exclusion.

Whooping Cough: For 2 weeks from onset of illness or for 5 days after starting antibiotic treatment.
Head Lice
Head lice have no respect for people. They can be found in all types of families, and usually infest the cleanest hair first. They are not a medical emergency, but are quick to spread from person to person.

If not properly treated, head lice can become a serious nuisance in the community as they are passed from one person to another. Any place where people live or play close together is a good place for catching head lice. They like to live on human scalps where they feed, breed and lay their eggs. They feed on human blood and cause the owner to scratch his/her head.

Treatment:
Effective lotions are available from any pharmacy. It is important that treatment is carried out in accordance with the instructions. All eggs should be removed from the hair to prevent reinfection. All members of the family should be treated, even if only one member of the family is found to have head lice or nits.

Brushes, combs and hats should be washed thoroughly and put out to dry in the sun for several hours.

TRAFFIC ISSUES

Buses
A bus run operates for those students coming from Binningup and some areas of Brunswick and Meadow Landing. School Bus Services have a website www.schoolbuses.wa.gov.au. Parents are encouraged to apply for transport assistance using the online system. Bunbury City transit operates buses from Treendale. Please contact them direct for information regarding this service as it is a private bus service.

Confidence & Independence
It is desirable for children (Yr 3-6) to walk to their classroom unaided and to prepare for their day’s work. This develops confidence and allows children to display initiative. Likewise, at the end of the day, encourage your child to become self-reliant and responsible for their own bag and belongings.

PASTORAL CARE

School Psychologist
Kingston Primary School places great emphasis on students having a positive self-identity and high self esteem. Early identification and intervention with students experiencing difficulties is of importance. For this reason teachers and parents or caregivers are encouraged to consult with and involve the School Psychologist in dealing with issues at school as early as possible. The School Psychologist is based in the school Administration Centre and works throughout the Bunbury District. The School Psychologist can be contacted through the school on 9797 0451.

Deaf Education
A Deaf Education visiting teacher comes to Kingston Primary School and other schools across the Bunbury District. The teacher advises class teachers on programs and techniques, and works with parents, Speech Therapists and our Disability Services co-coordinators to support education programs.

Kingston Child Health Clinic
In 2013 the Kingston Child Health Clinic commenced operation. This service is staffed by a child health nurse and caters for new born children to kindergarten age. It is located in the Early Learning Centre and provides a positive transition for parents and children into Kindergarten which is located in the same building. Appointments can be made by phoning 1800 457 949.
Early Childhood Centre
The Early Childhood Centre provides a comprehensive program for children who turn 4 years of age between 1 July in the year preceding enrolment and 30 June during the year of enrolment or who are already five years of age. A separate Parent Information Booklet for our Early Childhood Centre is available.

Progression To Year One:
Children born in the same calendar year (or July 1 – June 30 in the case of Kindergarten, Pre-primary and Year 1-7 students in 2013) are usually placed into the same year level in Western Australia.

Recommendations to repeat a child in Pre-primary are only made when evaluation procedures show that a child is developmentally in need of more time to prepare for Year 1. Any such recommendation is made for the benefit of your child, not for any other reason. If this situation is relevant to your child, the teacher will discuss this matter with you during Term 3 or early in Term 4.

Contemporary research shows that repeating a year level rarely produces any sustained, long-term benefit for the child and has numerous risks associated with the practice. Only after extensive discussion and research on the individual child’s circumstance would ‘repeating’ be considered.

INFORMATION FOR STUDENTS:

Valuables:
Students are advised that they must take full responsibility for valuable items they bring to school. Radios, mobile phones, i-pods, electronic games etc ought not be brought to school. Under no circumstance will the school accept any responsibility for items of value that students bring to school.

Canteen
Lunches can be ordered from the canteen by placing an order in the class lunch basket. Recess food can also be ordered at this time. Lunches are collected from the canteen by monitors. A canteen menu is available from reception. On line ordering is also available at www.ouronlinecanteen.com.au

Bicycles
It is recommended that students below 10 years of age not ride bicycles unsupervised to school. Students are required to leave bikes in the racks provided whilst they are at school. It is strongly recommended that they be chained and padlocked for safekeeping.

The Department of Education does not accept responsibility for theft or damage to any child’s bicycle brought onto the school property. Parents/Carers should make enquiries through their Home Contents insurance policy provider to insure their child’s bicycle. Bicycles are not to be ridden in the school grounds at any time. Loitering at the bike racks is not permitted and students must not interfere with other students’ bicycles. All students riding a bike to school are expected to wear a safety helmet.

Student Executive
The student executive comprises of eight, year 6 students who are elected by their peers and staff. The elections are held in late term 4 of the previous year and successful students are announced at the graduation ceremony. Students self-nominate for positions and make a speech in front of all years 4-6 students who later vote for their preferred candidate.

The executive generally meets every two weeks and some of their responsibilities include: fundraising for charities or for student/school projects; organising and running the ANZAC service, school assemblies; and being a link between students and the teaching staff.
School Houses
Students are allocated to one of four houses. Brothers and sisters are placed in the same house for the convenience of parents / carers. House colours are:

- **Green**: Stanley Strikers
- **Red**: Charlesworth Charges
- **Blue**: Winton Warriors
- **Yellow**: Cowan Crusaders

BEHAVIOUR MANAGEMENT IN SCHOOL POLICY

Behaviour Management
The Principal, Staff and Community of the Kingston Primary School believe that an essential part of educating our children for life is for every person to become responsible for his or her behaviour.

Rights and Responsibilities

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students have the right to:</strong></td>
<td><strong>Students have the responsibility to:</strong></td>
</tr>
<tr>
<td>- Learn in a purposeful and supportive environment.</td>
<td>- Ensure their behaviour is not disruptive to the learning of others.</td>
</tr>
<tr>
<td>- Work and play in a safe, secure, friendly and clean environment.</td>
<td>- Ensure that the school environment is kept neat, tidy and secure.</td>
</tr>
<tr>
<td>- Respect, courtesy and honesty.</td>
<td>- Ensure that they are punctual, polite, prepared and display a positive manner.</td>
</tr>
<tr>
<td></td>
<td>- Behave in a way that protects the safety and wellbeing of others.</td>
</tr>
<tr>
<td></td>
<td>- Consider and value each others’ opinions and contributions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff have the right to:</strong></td>
<td><strong>Staff have the responsibility to:</strong></td>
</tr>
<tr>
<td>- Respect, courtesy and honesty.</td>
<td>- Model respectful, courteous and honest behaviour.</td>
</tr>
<tr>
<td>- Teach in a safe, secure and clean environment.</td>
<td>- Establish positive and caring relationships with students.</td>
</tr>
<tr>
<td>- Teach in a purposeful and non-disruptive environment.</td>
<td>- Ensure that the school environment is kept neat, tidy, secure and safe.</td>
</tr>
<tr>
<td>- Cooperation and support from students, parents and administration.</td>
<td>- Ensure good organisation and planning.</td>
</tr>
<tr>
<td></td>
<td>- Report student progress to parents in a timely, honest and educative manner.</td>
</tr>
<tr>
<td></td>
<td>- Develop and maintain communication processes that are inclusive and open.</td>
</tr>
<tr>
<td></td>
<td>- Consistently implement the Behaviour Management Policy.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Leaders have the right to:</strong></td>
<td><strong>School Leaders have the responsibility to:</strong></td>
</tr>
<tr>
<td>- Respect, courtesy and honesty.</td>
<td>- Model respectful, courteous and honest behaviour.</td>
</tr>
<tr>
<td>- Work in a safe, secure and clean environment.</td>
<td>- Respect the honesty and integrity of both students and staff.</td>
</tr>
<tr>
<td>- Work with staff to develop purposeful learning activities in a non-disruptive environment.</td>
<td>- Establish positive, caring relationships with staff and students.</td>
</tr>
<tr>
<td>- Cooperation and support from students, parents and staff.</td>
<td>- Ensure effective school wide organisational and planning practices.</td>
</tr>
<tr>
<td></td>
<td>- Develop with staff meaningful methods of reporting student progress to parents.</td>
</tr>
</tbody>
</table>
Parents have the right to:
- Be informed of course and curriculum material, behaviour management procedures, and decisions affecting their child’s health and welfare.
- Be informed of their child’s progress.
- Access meaningful and adequate education for their child.
- Be heard in an appropriate forum on matters related to the rights of their child accessing an appropriate education.
- Respect, courtesy and honesty from school staff.

Parents have the responsibility to:
- Ensure that their child attends school.
- Support the physical, emotional well being of their child to allow for effective learning.
- Ensure that their child is provided with appropriate materials to make effective use of the learning environment.
- Support the school in providing a meaningful and adequate education for their child.
- Inform the school of changes in their child’s circumstances.

All members of the school community share responsibility for the maintenance of good order and personal safety within schools.

Students and staff members should act in ways that honour their name, their class, their school and community. Being neatly groomed, wearing the school uniform with pride, being well mannered, pleasant and courteous at all times, are the forms of behaviour acceptable at the Kingston Primary School.

Students are made aware of their responsibilities toward each other, the staff and their school. They are encouraged to accept responsibility for and consequences of their behaviour. Great emphasis is placed upon the students’ right to a peaceful, secure and safe environment where his/her interests and ambition to learn will not be interfered with or disrupted by others.

The first question that the majority of parents ask when enrolling into a school is “what sort of anti-bullying program do you have” or “is bullying a problem at this school”. Adults and children alike have all been subjected to conflict in their lives and if this conflict becomes ongoing and regular, they may have been subjected to bullying.

At Kingston Primary School we do not believe that an “off the shelf” bullying program is an effective way to manage the complexity of behaviour management in school. Behaviour management in schools needs to be multi-faceted and built on a number of principles.

Principle 1 – All children have the right to be safe and happy at school
Principle 2 – All children have a right to natural justice
Principle 3 – Relations between staff, students and parents are based on respect
Principle 4 – Staff will model the behaviours that they expect in the school.

Kingston Primary School will promote and develop a culture of respect through a number of strategies that together, form the behaviour management program. These strategies include:

- The virtues program will provide the emotional literacy for students, staff and hopefully parents as part of the whole school approach.
- Passive play areas have been developed in the school, allowing students to play in a safe area or for students who have demonstrated that they cannot play safely in the playground.
- All areas of conflict reported to teachers or admin will be followed through to an outcome.
- Boys in Education programs that explicitly teach appropriate behaviours.
- Leadership opportunities for all students.
Mediation
Mediation usually occurs during the recess and lunch breaks. Students repeatedly breaking rules will be sent to the Mediation room during breaks but it is also used as an opportunity for members of admin to talk quietly with students or assist students in resolving disputes.

Suspension
Suspension from school is an “end of the line” consequence for breaches of school rules. This is to be used by the School Leaders as a method of ensuring that a healthy, safe and secure learning environment is maintained for all students and staff.