

# INFORMATION BOOK

## Walpole Primary 2018



Nat ure,  
Cul t ure,  
Fut ure



## Welcome!

Welcome to Walpole Primary School. Walpole is a small rural school in a natural paradise, providing a rich curriculum that delivers project-based learning alongside explicit teaching and learning.

Walpole PS, commenced as an Independent Public School in 2013 enabling the School community to have greater freedom and flexibility to make decisions about curriculum, student support, staff recruitment, financial management, governance and accountability.

Our school Vision and Purpose reflect our Motto, **Nature, Culture, Future.**



We want Walpole PS students to be critical thinkers and life-long learners who can adapt to an ever-changing world. We hope to provide them with the social skills to be tolerant, accepting and collaborative while also striving for personal best. We endeavour to provide a worldly perspective, linked to local issues. Teachers differentiate the curriculum and organize flexible groupings to enable our students to be the best they can be.

Classroom teachers are very experienced and keep up to date with the latest research and best practice. Specialist teachers are employed for Musical Arts, Phys Ed and Science.

Our community-based programme, UR Walpole, began in 1996, and links students with the natural environment, their cultural heritage and their role in the future of the local area. Through collaboration and cooperation, teachers together with community members, select a focus of what to study in relation to the Community's natural and cultural assets and current and future issues. This is valued by students as it enables them to have a purpose for their learning.



Special features of the school facilities include: sustainable gardens and water catchment tanks, orchard and vegetable gardens, chook pens, aquaponics, kitchen, nature playground and solar panels.



Walpole has provided brilliant beginnings for a number of its students. Our challenge is to develop enquiring minds, to provide a stimulating education environment where children are keen to learn. To enable this, the students also need effective literacy and numeracy skills.

This booklet is designed to assist staff and parents with organisational procedures within the school. The staff at Walpole Primary School see parents as partners in the education of their children and endeavour to build strong and supportive relationships between the school and its community.

### **School Staff**

<b>Principal</b>	Chris Cook	
<b>Teachers</b>	Sarah Walker	Lorelle Flett
	Lisa Teague-Robertson	Michelle Burkett
	Trish Crossley	
<b>Education Assistants</b>	Margaret Everett	Kim Burton
<b>AIEO</b>	Rob Jones	
<b>Office</b>	Debra Doust	Kim Burton
<b>Library</b>	Tash Viner	
<b>Gardener</b>	Rob Griffiths	
<b>Cleaner</b>	Debbie Doust	

### **Contact Details**

Walpole Primary School	Ph 9840 1020
	Fax 9840 1334
	Email <a href="mailto:Walpole.ps@education.wa.edu.au">Walpole.ps@education.wa.edu.au</a>
	Webpage <a href="http://www.walpoleps.wa.edu.au">www.walpoleps.wa.edu.au</a>
Dental Van	0437 486 143
Manjimup Monograms (Uniforms)	9771 2371

Please communicate with the school either by: note, email or telephone, verbal messages via children between school and home are discouraged. Please keep in mind that we have no official links with after school providers. If you wish your child to be taken off the bus, please contact the school by note or phone call. For extended periods of time, e.g. whole of term when sporting activities, one note for the period is acceptable.

### **Term Dates for 2018**

Term 1	Wednesday 31 January	Friday 13 April
Term 2	Tuesday 1 May	Friday 29 June
Term 3	Wednesday 18 July	Friday 21 September
Term 4	Monday 8 October	Thursday 13 December

### **School Development Days (Pupil Free Days)**

On these days, teachers attend professional development. The students do not attend school.

Term 1	Monday 29 January	Tuesday 30 January
Term 2	Monday 30 April	
Term 3	Monday 16 July	Tuesday 17 July
Term 4	Friday 14 December	

### **School Hours**

School Commences	8:50am
Recess	10:40 – 11:00
Lunch	12:25 – 1:05
School Ends	3:00pm

### **School Contributions**

Voluntary Contributions are for Kindergarten to Year 6 students. This year, the annual school contributions are \$60 per child. School Contributions go towards the purchase of many items including books and resources. There is also a \$20 voluntary P&C contribution. The P&C contributes towards the school's physical, social and educational environment.

### **Dress Code**

The current school colours are royal blue and white. Navy blue items are permissible where royal blue is not readily available (eg tracksuits, skirts). Manjimup Monograms provides the required uniform- 9771 2371.

The school logo is being reviewed and new uniforms will be selected to go with the logo. The old uniform can still be used for two years.



Students are expected to wear the following:

Polo Shirts	Royal blue and white
Track suits/long pants/slacks	Royal/Navy blue
Shorts	Royal blue, Air-flow shorts are permissible
Skirts	Royal/Navy blue
Dress	Royal blue and white check dress
Jumpers	Royal/Navy blue
Leggings	White or Navy
Hat	Wide Brim Hat – Royal Blue
Year 6 Leavers' Jacket	Selected each year
Footwear	Appropriate <u>enclosed</u> footwear for active play - NO thongs, high heels, "Ugg" boots or "Crocs".



If students are unable to wear the school uniform due to financial, health or religious reasons, they are to discuss this with the Principal.

There are a number of items that are not permissible to wear at school. They include denim, jewellery (with the exception of stud earrings and/or a watch). No make-up or nail polish is to be worn to school.



### **Valuables**

No responsibility will be taken for money or valuables that are misplaced or lost at school. Personal electronic equipment (iPads, phones) should be left in the office before the start of school and collected at the end of the day.

Money for lunches, performances, excursions, etc should be placed in a sealed envelope bearing the child's details. This should be handed in to the office immediately the child arrives at school.

More information about the Dress Code Policy can be found on the school website.

### **Student Requirements**

A list of student requirements is provided at the end of each year, ready to start the new year. These personal items are generally available from the Post Office but can be purchased elsewhere. Each year level has specific requirements. It is expected that parents will replenish supplies as required to ensure that students have adequate stationery items throughout the year.

Parents are asked to supply each child with an:

**ART SHIRT-** A large, old shirt is required to cover clothes during all art and handicraft lessons.

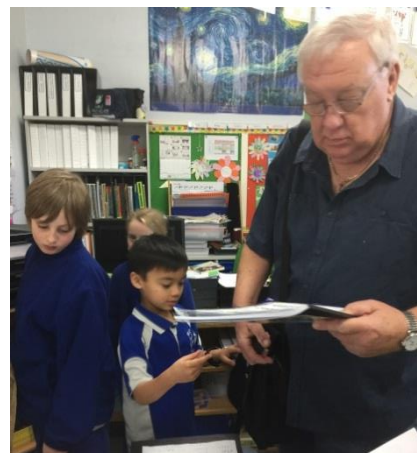
**LIBRARY BAG-** Children may not take books home without a library bag.

Size: approximately 40 cm x 40 cm made from material.

### **Parent Help**

Parents are encouraged to join in school activities in as many ways as possible. Close co-operation between home and school will ensure a better understanding of the educational process. Parents interested in assisting in classrooms should contact the teacher of that particular class.

The school welcomes informal contact with parents. Please feel welcome to drop in for brief visits at any time. If you wish to spend some time in your child's classroom, or speak with the teacher for a length of time, it will be necessary for you to contact the teacher to make suitable arrangements.



Parents who help on camps or overnight stays require a Working With Children Check. Forms can be obtained from the post office.

For more information on how to support your child at home go to: <https://www.learningpotential.edu.au/>

### **Disputes and Complaints**

The relationship between the home and school plays a very important part in a child's education. Parents and the school community must be confident that staff will listen and respond to their needs and concerns.

If there is a problem, a parent's first port of call should be to contact the class teacher or relevant staff member to discuss their complaint. This is best done by making an appointment through the school office. The staff should work with the parent to resolve the problem.

If a resolution is not found, then contact should be made with the principal who will work with the parent and staff member to resolve the problem. The principal will consider the issue and identify what action is to be taken, by who and by when, and will clarify the process if a formal complaint is to proceed.



If resolution is not reached at the school level, then parents should contact the Manager, Operations at the district education office for assistance in resolving the issue. This will involve an independent review of the situation and may include mediation. The Manager of Operations can be contacted at Albany District Education Office, 85 Serpentine Road, ALBANY WA 6330 Tel: 9841 2833

More information about the Disputes and Complaints Policy can be found on the school website.

### **Absences from School**

Evidence shows that every day at school makes a difference to a student's academic achievement. When a child is absent from school, parents are required by law to explain an absence. This may be done by phone, note or e-mail. Regulations quote that "sickness or any unavoidable cause" may be regarded as a reasonable excuse. Please try and keep family holidays to vacation times.

#### **Leaving School Grounds**

Children are not permitted to leave the school grounds during school hours for any reason unless prior approval in writing has been given by parents. Before leaving the school grounds the student must collect a 'Leave Pass' from the front office.

### **Lunch Arrangements**

Walpole PS does not have a canteen and it is expected that students will bring recess and lunch provisions from home. Healthy options including fruit and vegetables are encouraged.

#### **Whole School Lunches**

As part of the school's curriculum, students maintain a garden where produce is grown. On Wednesday, a small group of students harvest crops and prepare lunch for the school. An order form is sent home the week before. To recover some costs, we ask for a \$2 donation per student.

#### **Crunch and Sip**

Each afternoon (around 2 pm) the children are given time to eat a piece of fruit or vegetable and have a drink of water. (Most children already have a bottle of water on their desk for their own consumption.) Eating fruit/vegetables during the afternoon will help students maintain an adequate blood sugar level. At this time, students will not be permitted to consume anything else other than fruit or vegetables. (No fruit bars, chips, sandwich etc.)



### **School Buses**

The school is well provided for by buses, with many children living out of town, being dropped near their door. There are three routes provided by the Department of Transport and administered by the school:

Walpole Nornalup	Mal & Janine Smeathers	98401163
Walpole North	Mal & Janine Smeathers	98401163
Walpole Tingledale	Lee Cummuskey	98401019

The buses run to a tight daily schedule arriving by 8.45 am and departing by 3.10pm.

Changes in bus arrangements for students must be communicated to the school by the parents either in writing or by the phone before 3.00pm daily.

#### **Behaviour**

Bus contractors must be able to drive the bus safely and if students are continually disruptive, they can be suspended. The School Behaviour Management Policy also applies to students on the bus. All issues regarding behaviour management on bus must be addressed to the bus driver.

#### **Occasional Travel**

Children (other than bus students) wishing to travel on the bus for a special reason must contact the bus driver before the due date to ensure there is room on the bus. The school buses may be running to maximum capacity and extra passengers have complementary status only.

Information and online application forms are available at [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au).

### **Behaviour Management**

The school has a policy of managing behaviour that is based upon the recognition of the dignity and worth of all individuals. This policy has a code of conduct for staff and students and recognises the rights and responsibilities of students, staff, bus drivers and parents. There are positive incentives for good behaviour and established procedures to prevent and eliminate disruptive behaviour. Parents are informed of major or continual breaches.



A copy of the behaviour management policy outlining all details is available on the school website [www.walpoleps.wa.edu.au](http://www.walpoleps.wa.edu.au) Parents who have a concern about the behaviour management of their child should make an appointment with the teacher concerned to ascertain all the facts. If a parent still has concerns, they should then see the principal.

### **Homework**

Homework can support higher levels of student achievement by extending the time available to consolidate skills and concepts learnt at school. It also allows for the exploration of new ideas. Homework should support the development of the child while not creating an unreasonable burden on home/free time.

Homework can further support home-school relationships by keeping parents informed about their student/s learning program and progress. Homework should not depend unreasonably on parent support or resources and assistance should be given to parents to enable them to provide adequate support so that children benefit from this quality one-on-one time. Please ask the teacher to clarify homework expectations if you are unsure.

P-6 students are expected to complete homework at least four times a week. This may range from listening to a parent read or reading in the early years, to practicing or consolidating a literacy and/or numeracy skill learnt or research on a topic in the older years. Activities will always be linked to the classroom teaching and learning program. Students are only expected to spend up to half an hour each night.

More information can be found on the Homework Overview on the school website.

### **School Newsletter**

The school newsletter provides an overview of what is happening in the school and upcoming events. It is available every second Friday as a printed copy or via email and the school website. A planner is attached to the first newsletter of the term for easy referral throughout the term. Copies of current/past newsletters are also available on the school website [www.walpoleps.wa.edu.au](http://www.walpoleps.wa.edu.au)



### Assemblies

Assemblies are held in the Undercover Area, twice each term, on Friday mornings from 8.55 to 9.30 a.m. Parents are welcome. Each class takes turns to run the assembly and to present an item. Merit certificates are presented to students to reward and encourage a high standard of academic achievement and endeavour.

Parents will be contacted if their child is receiving a Merit Certificate.



### Testing and Reporting

It is important if you have any queries regarding your child that you contact the teacher rather than wait for formal reporting times. The classroom teacher monitors student progress on a regular basis, throughout the year. In addition there is:

**On-Entry Testing** is mandatory for all preprimary students in term 1. They may be retested in term 4. Year 1 and 2 students may also undergo On-Entry testing to check progress and identify areas of strength and weakness.

**NAPLAN testing** Year 3 and 5 students sit NAPLAN testing in term 2. Individual results are made available to parents at the end of term 3. Staff use the results to look at individual and whole school achievement patterns. Plans are put in place to address specific areas of need.

**PEAC testing** All Year 4 students are tested in October each year to see if they qualify for the District Academic and Challenge Program (PEAC). If accepted into the program (top 3 % in the State) then students are invited to attend PEAC courses in Albany from Year 5 -6.

**Semester Reports** are distributed at the end of terms 2 and 4 and outline student performance against expected levels for each year level. They cover all learning areas and student behaviour and attitude to learning.

**Annual Report** The Principal develops a report to the school community outlining the performance of the school. School Board members must endorse this report.

**Interviews** Parents wishing an interview with their child's teacher should contact the school to arrange a mutually convenient interview time (Phone 9840 1020).

Teachers will not be able to leave a class for an impromptu interview, as they must maintain duty of care of the children.

### Support Networks

#### **Dental Van**

The dental van visits various schools in the district. For bookings and queries, contact the direct number- 0437 486 143.

#### **School Psychology Service**

Sue Swift is the School Psychologist allocated to Walpole Primary School. Sue will visit the school, twice a term or as required. The School Psychologist makes appointments to speak to parents before any assessment takes place.

## **Amity Health**

We are serviced by Amity Health for Speech Pathology and Occupational Therapy. Teachers and/or parents can identify students for referral. Written parent consent is required.

## **School Nurse**

The School Nurse, Mrs Julia Green, visits once each term. The aim of the School Nurse is to ensure, as far as possible, that every child remains fit and well to get the greatest benefit from education and enjoyment of life. A health inspection by the School Nurse is conducted for all Kindergarten children and any new enrolments. A full screening is carried out for 5 year olds and others not previously checked, Year 1 students have vision and hearing checks and parents are notified of any health or medical problems detected at the time of screening.

## **School Board**

The School Board consists of the Principal, three staff elected by the staff and five community members, elected by the parents. The Board is a reference group for policy development and ratification at the school level, to ensure a community focus is maintained. Nominations are called for parent/community representatives at the beginning of each year.

The school demonstrates its accountability to the school community and the Director General, Sharyn O'Neill through the School Development Plan. The School Board endorses the School Development Plan, Annual Report and Business Plan. A copy of these plans are available to all parents and community members on the school website.

## **Parents & Citizen Association**

A very active P & C body has provided excellent support for the school over many years. The meetings are open to all parents and community members and provide for open discussion on educational and other school issues. Meetings are conducted at least once per term, generally on the fourth Thursday.



## **Swimming Lessons**

Swimming lessons form part of the Physical Education program for year P-6 students. They are conducted over a week in term 4, at Peaceful Bay, but can only proceed when suitable qualified instructors are available.



## **Excursions (including camps)**

Excursions provide an opportunity to extend learning and as such, should have an educational

focus. Parent consent must be obtained for each educational excursion conducted where transport or water is involved. A document covering excursions within walking distance of school is obtained at the commencement of each school year. Teachers retain duty of care on all excursions and the principal ensures that they are adequately planned and all safety aspects are considered.

Medical forms will be sent out at the beginning of the year to be returned and held to cover any excursions, camps, and sports carnivals for the year. We just ask that any changes to student's medical conditions throughout the year be given to us in writing. Private vehicles are not encouraged as transportation for students.

Parent help is often requested on excursions. Please advise the teacher if you are able to help, the teacher will choose from those available if more offers than necessary are provided. Parents who assist during camps and overnight stays require a Working With Children Check. This form can be obtained at the post office.

A policy is in place for all educational excursions. Details are available on the school website [www.walpoleps.wa.edu.au](http://www.walpoleps.wa.edu.au)



### **Student Council**

The Student Council is made up of students from year 6, elected by the year P-6 students. Student Councillors are required to be ambassadors and to actively promote a positive attitude in the school. Council meetings are held with the Senior Class Teacher and a report is given to all members of the school at assemblies.

### **School Chaplain**

Walpole PS is funded to have a support school chaplain. School chaplains are responsible for supporting the spiritual, social, and emotional well-being of their students. They have a key role in supporting all students, regardless of faith or beliefs. The chaplain may work with the whole class under the direction of the teacher or with a small group, e.g. Drumbeat. They are available to work with individual students at student or parent request. In interactions with students, school chaplains must adhere to existing school operational requirements and report to the School Principal where required.

### **Public Liability**

The Education Department and its schools do not hold Public Liability Insurance. If staff are proven to be negligent, compensation may be awarded to cover the costs of medical bills and damages. Parents may wish to take out personal insurance for their school-age child.

