INFORMATION BOOK
WALPOLE
PRIMARY SCHOOL
2015

URWALPOLE- NATURE, CULTURE, FUTURE
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1. WELCOME

Welcome to Walpole Primary School. Walpole is home to one of WA’s first park lands to be gazetted as a Class A Parkland Reserve (1910) and is situated in the heart of the Walpole Wilderness area, which includes both land and marine reserves. As a small rural school in a natural paradise, we provide a rich curriculum that provides project-based learning alongside explicit teaching and learning. 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.

The school community of Walpole Primary School is rich and diverse. There are strong links with agriculture, Forestry and Tourism. There is a wealth of knowledge in the retired members of the community who volunteer at the school.

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 purpose is to contribute to each student’s physical, emotional and academic development and to assist them to foster positive values as participants in an ever changing society.

   *Our Motto –  
   ‘Nature. Culture. Future’*

Early intervention strategies are central to the school’s philosophy and the Walpole Early Years Network (WEYN) is central to building partnerships within the community to develop the skills and opportunities of the younger students. Speech therapy, occupational therapy and physiotherapy are provided by the Health Department on school grounds.

An integrated Musical Arts programme is provided by a music specialist teacher. The students are provided with piano and voice instruction as well as cultural awareness (Indonesian Angklung). Students have the opportunity to perform in various community events throughout the year, including the Albany Eisteddfod. A teacher is also employed to develop various sporting skills and behaviours through a Phys Ed program. Walpole PS students have the opportunity to compete in various interschool sport carnivals in the district.

Special features of the school facilities include: sustainable gardens and water catchment tanks, orchard and vegetable gardens, chook pens, aquaponics, 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 in 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.

### 2. SCHOOL STAFF

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<th>Name</th>
<th>Room</th>
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<tr>
<td>Principal</td>
<td>Ms  Chris Cook</td>
<td></td>
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<tr>
<td>Kindergarten, Pre primary and Year 1</td>
<td>Mrs  Sherrill Williams</td>
<td>7</td>
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<tr>
<td>Room 7</td>
<td>Mrs  Lisa Teague-Robertson</td>
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<tr>
<td>Years 2 &amp; 3</td>
<td>Mrs  Lorelle Flett</td>
<td>2</td>
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<tr>
<td>Years 4/5/6</td>
<td>Ms  Sarah Walker</td>
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<tr>
<td>Room 2</td>
<td>Mrs  Trish Crossley</td>
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<tr>
<td>Music Teacher</td>
<td>Mrs  Lisa Teague-Robertson</td>
<td></td>
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<tr>
<td>Health/Phys Ed Teacher</td>
<td>Mr  Daniel Robson</td>
<td></td>
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<tr>
<td>Science Teacher</td>
<td>Mrs  Debbie Doust</td>
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<tr>
<td>Head Cleaner</td>
<td>Mr  Rob Griffiths</td>
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<tr>
<td>Gardener</td>
<td>Mr  Tim Gamblin</td>
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<tr>
<td>Gardener</td>
<td>Mrs  Tash Viner</td>
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<tr>
<td>Library Officer</td>
<td>Miss Margaret Everett</td>
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<tr>
<td>Junior Primary Education Assistant</td>
<td>Mrs  Kim Burton</td>
<td></td>
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<tr>
<td>Education Assist- Ed Support</td>
<td>Mrs  Debra Doust</td>
<td></td>
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<tr>
<td>Registrar</td>
<td>Mrs  Kim Burton</td>
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<tr>
<td>School Officer</td>
<td>Mr  Rob Jones</td>
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<tr>
<td>Aboriginal and Islander Education Officer</td>
<td>Mr  Stephen Fisher</td>
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<tr>
<td>Chaplain</td>
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3. CONTACT NUMBERS

Walpole Primary School  9840 1020  Fax: 9840 1334

Albany Local Education Office  9841 0333  Reception
Southwest Education Regional Office  97910300  Reception
Dental Van Head Office  9313 0555  Como
Dental Van  0437486143
Uniforms  97712371  Manjimup Monograms

4. TERM DATES

TERM 1  Monday  2 February  To  Thursday  2 April
TERM 2  Monday  20 April  To  Friday  3 July
Extra three days of holidays due to School Development Days
TERM 3  Wednesday  23 July  To  Friday  25 September
TERM 4  Monday  12 October  To  Thursday  17 December

School Development Days (Pupil Free Days)
Term 1  Thursday/Friday  29, 30 Jan  School Development
Term 2  School Development
Term 3  Monday-Friday  20, 21, 22 July  School Development
Term 4  School Development

5. SCHOOL HOURS

Warning Bell  8.45am
School commences  8.50am
Morning Recess  10.40 am  To  11.00 am
Lunch time eating  12.25 pm  To  12.35 pm
Lunch time play  12.35 pm  To  1.05 pm
School ends  3.00 pm
Last call for buses  3.10 pm
6. SCHOOL CONTRIBUTIONS

Voluntary Contributions for Kindergarten to Year 7
This year, the school contributions are $60 per child ($50 if paid in term 1). 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.

7. 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.

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

8. LUNCH ARRANGEMENTS

Children who go home for lunch are required to return to school before the afternoon session commences. A cover note is required at the beginning of the year to allow children to leave the school at this time. A note is required for any change in routine.

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 students. An order form is available on the school website and hard copies are sent home. The current cost is a $2 donation per student.

Fruit and Water Policy
The Fruit and Water Policy in Schools initiative aims to improve the eating habits of children at Walpole Primary School. Currently we have some children who have little to eat and drink from lunchtime through to 4:30 pm when they arrive home on the school bus. This prolonged period of time can reduce a child’s concentration span, thus affecting their learning. It can also cause over-eating when children arrive home.

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

The school is very conscious of the expense to parents in purchasing fruit. For this reason we encourage parents to provide their child with a carrot or some other vegetable. Our long term aim is to provide fruit/vegetables from the school garden.

9. CONTACTING THE SCHOOL

Verbal messages via children between school and home are discouraged. Please communicate with the school either by: -
Telephone 9840 1020
Fax 9840 1334
Emails: Walpole.ps@education.wa.edu.au
Between 8.30 am and 3.30 pm

Any changes in bus arrangements for students must be communicated to the school by the parents. This should be done in the form of a note and may also cover an extended change (eg whole of term) when sporting activities may apply after school.

10. DRESS CODE POLICY

Introduction
The School Council of Walpole Primary School has established a dress code for all students attending the school. The School Council believes a school dress code:
- fosters and enhances the public image of the School.
- assists in building School and team spirit.
- ensures the students are safely dressed for all School activities and
- encourages equity among students.

Dress Code Requirements
The colours of the school are royal blue and white; navy blue items are permissible where royal blue is not readily available (eg tracksuits, skirts). However, when students represent our school in the wider community the official school colours are royal blue and white. This will also apply to school photographs.

Students are expected to wear the following

Polo Shirts
Navy 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 Blue windcheaters or polo fleece jumpers

Sports Wear
Royal/Navy blue pleated skirt or shorts.
Royal blue shirt with white underarm gusset, sleeve and collar trim
Plain (no logo) Faction T shirts in green and blue

Leggings
Girls may choose to wear full length white or navy blue leggings

Hat
Wide Brim Hat – Royal Blue

Year 6 Leavers’ Jacket
Year 6 students may elect to have a Leavers’ Jacket, the design of which must be approved by the Principal and endorsed by the School Board. This jacket may be worn as a part of the school uniform.

a) NB "Denim items are excluded from all school dress codes and uniforms except where a student has been granted a general exemption from the Principal.”

Students should ensure that they take appropriate protection from the sun when outdoors.
The there is a ‘No Hat- No Play’ policy enforced throughout the year.

Footwear
Appropriate enclosed footwear for active play - NO thongs, high heels, ‘Ugg’ boots or ‘Crocs’.

Jewellery
Jewellery is not to be worn at School. Exemption: earrings – only small studs or sleepers and/or a wrist watch can be worn. NO rings, bracelets, necklaces or anklets.

Make-up
No make up allowed. This includes nail polish.

Valuables
Personal electronic equipment (CDs, Telephones, I-Pods, etc) MUST not be used at school and should be left at the office during school hours. No responsibility can be taken for money or valuables lost or mislaid at school.
Money for lunches, shows, book clubs, excursions, etc. should be sealed in an envelope bearing the child’s name and details of what it is for, and handed into office or to the class teacher prior to the first siren.

The policy is available on the school website www.walpoleps.wa.edu.au.

Availability of Dress Code Items
• The above uniform items can be purchased from Manjimup Monograms ~ ph/fax 97712371
• Students whose families are experiencing financial difficulties regarding the purchase of uniform or appropriate clothing should contact the principal to discuss the situation.

Modifications To The Dress Code
Students who, for religious or health reason, may wish to modify the school dress code are required to discuss this issue with the principal. Staff will be informed of any student granted a
modification to the dress code. The wearing of school uniforms is not compulsory but is actively encouraged at the school.

Naming Possessions

Names should be clearly marked on ALL items of personal property. A lost property box is kept at School and we ask that parents go through this when they visit the school.

Valuables

Personal jewellery is not considered necessary at school and is discouraged.

No responsibility can be taken for money or valuables lost or mislaid at school.

Money for lunches, shows, book clubs, excursions etc. should be sealed in an envelope bearing the child’s name and details of what it is for, and handed into office prior to the first siren.

Students bringing electrical equipment to school are required to place them in a box at the front office. Students not complying with this requirement will have equipment taken from them that will be held until collected by parents.

II. WHAT STUDENTS REQUIRE

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:

- 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.

12. SPECIALIST TEACHING AREAS

Music

Mrs Trish Crossley coordinates the music program across the School. Each P-6 class receives 60 minutes of music per week. The Kindergarten students will participate in semester 2. The Year 5/6 students also learn to play the traditional Indonesian Angklung instruments.

Health/Physical Education

A daily fitness program is conducted, weather permitting. A variety of activities are covered during the 10-15 minute session, sometimes being class based and sometimes whole school.

Students in Years 1-7 will spend at least 120 minutes per week doing physical activity. Mrs Lisa Teague-Robertson provides PE instruction to all students, K-6.

Science
Mr Daniel Robson will be teaching Science to the year 2-6 students. Mrs Teague-Robertson will teach Science to the year K-1 students.

12. BEHAVIOUR MANAGEMENT

The school has an agreed policy of managing behaviour that is based upon the recognition of the dignity and worth of all individuals. This policy is based on 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 from the front office and on the school website [www.walpolepswa.edu.au](http://www.walpolepswa.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.

13. SPORTS CARNIVALS

**Cross Country**

This is held in term at the Country Club for students K-6. The interschool cross country is held at East Manjimup PS. Competitors are selected according to competitiveness.

**Winter Carnival**

This is held at Pemberton Sports Ground during Term 3 for Years 4 to 6. Students compete in football, indoor hockey, netball and soccer.

**Athletics Carnival**

This is held during Term 4. The whole school participates. Trophies are given to the winning team, champion and runners-up both boys and girls within the different age groups (junior, intermediate and senior). Emphasis is on participation by all students, with a high level of competitiveness for talented students.

**Interschool Athletics Carnival**

This is held at Pemberton during Term 4. Schools participating are Northcliffe, St Josephs, Nannup, Pemberton and Walpole. Students are selected to represent the school.

14. HOMEWORK POLICY

All students are encouraged to read each night. Parents are encouraged to be involved in home reading, using ‘Paired Reading’ or ‘Pause. Prompt. Praise’ programs which are explained to parents at class meetings and in written communication with parents.
More formal homework to a maximum of 20 minutes per night (Mon – Thurs) may be introduced as they progress through the school, with the additional expectation that all incomplete work from class is completed at home. Project work will be mostly completed in class. Work set for homework is expected to be done and to be returned to school for marking. Parents are encouraged to support students but not to do the work for them. The policy is available on the school website www.walpoleps.wa.edu.au

15. TESTING AND REPORTING

The classroom teacher throughout the year monitors student progress on a regular basis. We use the following reporting formats throughout the year:

- **In Term 1** all Year P-6 students will be assessed in Literacy and Numeracy. This work will placed in a portfolio that will be kept at school. This will enable students growth to be monitored by staff.

- **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 5% in the State) then students are invited to attend PEAC courses in Albany from Year 5-6.

- **NAPLAN testing** Year 3 and 5 students sit NAPLAN testing in term 2. Individual results are made available to parents in term 4. Staff use the results to look at individual and whole school achievement patterns. Plans are put in place to address specific areas of need.

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

- **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.

16. ASSEMBLIES

Assemblies are held in the Undercover Area, twice during each term on Friday mornings from 8.55 to 9.30 a.m. Parents are encouraged to attend. 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 endeavour.
17. VISITORS TO THE SCHOOL (SUPPORT)

Albany District Education Office
The Albany (98410333) District Education Office (97910300) supports the school in the areas of student services and financial management.

Dental Van
The dental van visits school at times or is available in the district. For bookings and queries, the dental van can be contacted on a direct number 0437 486 143.

School Psychology Service
Katarzyna Rogozinski is the School Psychologist allocated to Walpole Primary School. Katarzyna will visit the school as required. Parent permission is required if teachers wish to refer students to the School Psychologist for assessment.

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

School Nurse
The School Nurse, Mrs Dalene Read, visits three times 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 check and
Parents are notified of any health or medical problems detected at the time of screening.
The Kindergarten/Pre primary teacher also interacts with Silver Chain staff and personnel and other concerned agencies within the community.

18. PARENT HELPERS

Parent Help in the Classroom
Parents are encouraged to join in school activities in as many ways as possible. Close cooperation 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 it will be necessary for you to contact the teacher to make suitable arrangements.
Confidential Declaration for Visitors
As part of Departmental policy, all adults working with children need to sign a declaration form stating that they do not have any convictions, circumstances or reasons that might preclude them from working with children. This form can be obtained through the front office and needs only to be completed once during the year. Parents and community members working on a regular basis with the school must have a Working With Children Check. Forms can be collected from the post office and must be signed by the principal.

19. SCHOOL DECISION MAKING

School Board
The School Board currently consists of the Principal, three staff elected by the staff and five community members, elected by the parents. 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 through the front office.

They also take an active role in policy development and ratification at the school, acting as a reference group to the staff and principal to ensure a community focus is maintained. Nominations are called for parent/community representatives at the beginning of each year.

P & C 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 on the Thursday of the fourth week.

20. SCHOOL NEWSLETTER

A newsletter will be distributed via the school website and email every second Friday. A term planner will be attached to the newsletter for easy referral throughout the term. Copies of current/past newsletters are also available on the school website www.walpoleps.wa.edu.au

21. KINDERGARTEN

The Kindergarten centre is part of the Walpole Primary School and not a separate entity, although the grounds are enclosed for additional safety of the younger students. Although attendance in Kindergarten is not compulsory, regular attendance does set good routines for the future.

Kindergarten Session Times
Sessons will run from 08:50am to 3:00pm. Wednesday and Friday, term 1 and 2; Monday, Wednesday and Friday, term 3 and 4. Education Department policy states that children should
not arrive at school before 8.30 am. Children who travel on the school bus and arrive prior to 8.30 will be supervised by staff.

Kindergarten children must be picked up at 3.00 pm. Kindy children traveling home on the school bus are taken to the waiting area at 3.00 pm by the teacher or education assistant.

Pick Up and Delivery by Car to the Kindy Centre
Please drive on gravel road (off Swan Street) and enter or leave through the small gate (please ensure that the gate is safely closed behind you).
Parents must come into the centre to deliver and collect their child at the beginning and end of each session. If someone other than the parent is to collect the child, a written note from the parent to this effect must be given to the teacher. Please note this gravel road is a 'drop-off/pick up' zone only, so please ensure your vehicle is parked there for as little time as possible.

Meals and Snacks
Each child is asked to bring one piece of fruit or a healthy alternative (e.g. cheese, carrots), which is cut up and shared, for morning tea each day. Kindy children have an afternoon fruit break as well.

Clothing
We suggest kindergarten children wear school uniform. Students in years P – 6 are required to wear the uniform and it makes sense for K students to wear it also. Children will need sensible shoes suitable for outside play. The school has a policy of wearing hats throughout the year for outside play and activities and this applies at Kindergarten.
Aprons are provided for messy activities but bear in mind there is lots of play at Kindy and your child will probably get dirty! Please send a change of clothes for emergencies such as toileting accidents.

22. SWIMMING LESSONS
In Term 4 swimming lessons are planned to run at a location to be determined for all students from preprimary to 6. Information will be sent home prior to commencement. The cost of transporting students from and to school is met by parent contributions of $36.00 per child with the balance being met from school funds. This program can only proceed when suitably qualified instructors are available.

23. EXCURSIONS (INCLUDING CAMPS)
A policy is in place for all educational excursions. A copy can be obtained from the front office of the school or from the school website www.walpoleps.wa.edu.au. Key implementation issues are:
All excursions must have an educational focus with clearly articulated outcomes for students.
The principal has the overall responsibility to ensure that all excursions are adequately planned and all safety aspects are considered. 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. 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. If private vehicles are to be used, the principal must ensure the safety of all vehicles. We will need to hold a copy of your car’s comprehensive insurance cover and current driver’s licence before any parent can escort children to any excursion.

24. STUDENT COUNCIL

The Student Council is made up of students from year 6, elected by the year 2-6 students. Student Councillors are required to be ambassadors for the school and to actively promote a positive attitude in the school. They seek areas to improve in the school and assist in decision-making processes affecting school policy and procedures. Council meetings are held with the Principal/Senior Class Teacher and a report is given to all members of the school at assemblies.

25. SCHOOL BUSES

There are three routes provided by the Department of Transport and administered by the Principal. Please contact bus drivers should there be any variation to the normal bus schedule.

Walpole Normalup  Mrs Janine Smeathers  98401163
Walpole North  Mrs Kathy Broadbent/Mr Mal Smeathers  98401163
Walpole Tingedale  Lee Cummuskey  98401019

The buses run to a tight daily schedule arriving at 8:45 am and departing at 3:10 pm. A note from the parent is required should children not use the service on a particular day and handed into the Office before 3:00 pm daily. All notes must be dated.

Changes in bus arrangements for students must be communicated to the School by the parents either in writing or by the phone before 3:00 pm daily.

Behaviour

All children travelling on the bus are expected to conform to the Code of Conduct. The School Behaviour Management Policy also applies to students on the bus. Bus contractors must be able to drive the bus safely and if students are continually disruptive, they can be suspended.
All issues regarding behaviour management on buses 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.

Bus Access for Kindergarten and Pre-primary Children

Kindergarten and pre primary children may travel on the school bus. Information and online application forms are available at www.schoolbuses.wa.gov.au.

26. SCHOOL CHAPLAIN

Responsibilities

Walpole PS is funded to have a 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.