



**NORTHAM
PRIMARY SCHOOL**

WE STRIVE FOR EXCELLENCE

PARENT INFORMATION BOOKLET

‘We provide a high quality education that fosters a love of learning and empowers children to succeed.’



WELCOME

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ABORIGINAL EDUCATION

Aboriginal students are supported through the school's AIEO (Aboriginal Islander Education Officer) Miss Lizzie Stack.

The Aboriginal Cultural Standards Framework was a part of the Department's Focus 2019 document and will continue as a focus into 2022.

Students from Years 3 – 6 are taught Noongar Language lessons by Miss Lizzie Stack once per week.

ACCIDENTS AND/OR ILLNESSES

If a student is injured or becomes ill at school an immediate assessment is made by the teacher in charge at the time. A sick bay note will be written and the student sent to the sick bay. Minor injuries will be treated with a band-aid or icepack. Treatment given will be written on the sick note and the note will go home with the student. Any serious illness or injury, parents will be immediately called to make an assessment.

Parent/carers are always immediately called for any head bumps or injuries and students receive a 'I bumped my head' sticker to alert all staff members that the student needs to be observed.

Ambulances will be called for any incident that requires emergency attendance. This is at parent/carers cost.

ALLERGIES/ANAPHYLAXIS

A copy of the Allergy and Anaphylaxis Management Guidelines and the Asthma Support and Management Procedures can be found on the school website. A copy will be sent to all parent of students notified as Anaphylactic or Asthmatic at the commencement of each school year.

Northam Primary School has implemented an 'Allergy and Anaphylaxis Guidelines' to ensure that staff are familiar with some common serious allergies and how to manage an allergic reaction. While these guidelines indicate that every effort will be made to reduce the risks associated with allergies, it cannot be guaranteed that the school is 'free' of any particular product.

Parent Responsibilities

Parents/guardians of a child at risk of anaphylaxis shall:

- inform staff, either on enrolment or on diagnosis, of their child's allergies,
- provide staff with the ASCIA Action Plan and written consent to use the EpiPen in line with this plan,
- provide office staff with an EpiPen for their child and replace when expired,
- assist staff by offering information and answering any questions regarding their child's allergies,
- notify the staff of any changes to their child's allergy status and provide a new ASCIA Action Plan in accordance with these changes,
- communicate all relevant information and concerns to staff; for example, any matter relating to the health of their child, and
- meet with the school admin nominee to go through the provided Form 4 and Action Plan and discuss risk minimisation strategies.

ASSEMBLIES

Whole School Assemblies are held in the Undercover Area commencing at 9.00am on selected Fridays. Each class will be responsible for conducting an assembly. The dates and classes responsible for assembly are published in the school newsletter preceding the assembly date.

ATTENDANCE

The Student Attendance Policy can be found on the school website or you may request a copy from the school office.

Under the Education Regulations the only acceptable reasons for absences from school are illness and medical or dental appointments which cannot be arranged outside school hours. The Attendance Records kept by the teachers are legal documents, and may be called upon by a Magistrate as Court evidence.

An explanation is therefore required for all absences. The explanation must give the reason for the absence and may be delivered verbally or in writing. When students from Year K – 6 are absent, an SMS is sent to a parent requesting a reason for the absence, parents/carers can reply to the text with an explanation of absence.

Students are required by law to attend school.

Regular attendance is critical for students to achieve optimal learning at school. Missing school adds up:



1 or 2 days a week doesn't seem like much
but...

If your child misses...	that equals...	or...	From Kindy to year 12 that adds up to...	Which is the equivalent of attending until:	Attendance rate
1 day per fortnight	20 days per year	1 month per year	nearly 1 ½ years	part-way through year 11	90%
1 day per week	40 days per year	2 months per year	over 2 ½ years	part-way through year 10	80%
2 days per week	80 days per year	4 months per year	over 5 years	the end of year 7	60%
3 days per week	120 days per year	6 months per year	nearly 8 years	the end of year 4	40%

Please be punctual to deliver and collect your child from school. It can be very upsetting for your child to be delivered or collected late from school. If you are unavoidably delayed at the end of a school day, please ring and let the school know so your child can be reassured.

ARRIVAL AT SCHOOL

Students to arrive at school at 8:30am to ensure they can be ready to commence learning when the siren goes at 8:50am. Students who do arrive earlier than 8.30am are required to go to the undercover area near the canteen where they will be supervised until 8:30am.

BREAKFAST CAFÉ

Breakfast café is located next to Room 3. It is open every day between 8:15am and 8:30am. This café is a great setting to encourage social interaction between students as well as providing breakfast, fruit and a drink for all students. Parent help is required daily to run the café. If you are able to help, please contact the office or go directly to the café any morning.

BEHAVIOUR SUPPORT POLICY AND PROCEDURES

Northam Primary School has a Behaviour Support Policy that incorporates the WA Positive Behaviour Support, behaviour expectations, bullying and good standing.

Policies relating to behaviour may be found on the school website, or you may request a copy from the school office.

- *Student Behaviour Support Policy and Procedures*
- *Good Standing Policy*
- *Ministers Statement on Violence in School*

See Classroom behaviour management 'traffic light system', Appendix 2.

Gotcha Tickets Positive Behaviour Reward System

Northam Primary introduced our Gotcha Reward system in 2021.

1. Students are 'caught' demonstrating one of our school values.
2. Student is issued a Gotcha Ticket to take home.
3. Student is given a token to go into the faction tube in the front office.
4. Student is given a raffle ticket to go into the Barrel to Win.

Further information on the Gotcha Tickets can be found on the school website.

BIKES

Students riding bicycles to and from school must wear a bicycle helmet as required by law. Students are not permitted to ride their bicycle through the school grounds. Bicycles must be parked in the bicycle parking area provided and should be chained securely.

The same ruling applies to students using scooters or skateboards as means of transport. These items may be stored in the classrooms (subject to teacher approval) or chained securely in the bike rack. As with bikes, scooters or skateboards are not to be ridden on school grounds and not to be used during the school day.

BUSES

There are several buses which bring children to and from Northam Primary School.

Parents requiring out of town bus transport for their children are required to complete an application form requesting transport online at www.schoolbuses.wa.gov.au.

Students utilising this service should report to their bus line immediately following the final siren, and follow directions of the staff in charge. Upon arriving at school each morning, students are required to make their way directly onto the school grounds. Complementary passengers must obtain written permission from parents before seeking a Bus Pass for travel on a Government School Bus. Permission must also be sought from the relevant Bus Contractor in advance to

ensure sufficient seating is available. A Complementary Bus Pass will not be issued to a non-registered student without authorisation by the student's parent or caregiver.

Should you wish your child to be referred to the Avon Community Bus, please see the school office for a referral. Referrals are given on a needs basis and are subject to seat availability. If a student does not utilise the bus for more than two weeks running, their place will be given to another student as there is a waiting list.

Note: Bus children will be placed on the bus at the end of the day unless a written note or phone call is received from the parent.

CANTEEN

The P&C operates a canteen three days per week (Wed-Friday). Our canteen adheres to the Healthy Eating Guidelines as detailed by the Department of Education in 2007.

Lunches need to be ordered prior to the beginning of each school day at the canteen. Students are able to purchase a snack from the canteen at recess. The canteen has an online ordering system; instructions are available on the school website or see the school office.

Parent help is required to run the canteen and keep costs down for our students. Please contact the canteen if you are able to assist.

CHANGE OF DETAILS

If there are any changes to the details that were given to the school on enrolment (e.g. court orders, change of address, phone number, contact people, update of immunisation), please let the school office know immediately so that we can amend our records. This is very important should we need to contact you.

COMMUNICATING WITH THE SCHOOL

Northam Primary School has a comprehensive Communication Policy which can be found on the school website, or you may request a copy from the school office.

At Northam Primary School we believe that parents form a crucial component of the three-way partnership that maximises student learning and enhances the school experience. Building a positive relationship between home and school plays an integral role in the education of your child. We are committed to responding promptly to your enquiries, concerns, suggestions and positive feedback.

Our school uses various forms of electronic communications to parents. Please take the time to familiarise yourself with the different forms and their uses.

What parents can expect

- Regular communication from the school via; Connect, Text Messaging service, Newsletter twice per term, Facebook for good news stories and for canteen updates.
- Update notes/permission slips and information sent home on Wednesdays.
- Class information sessions in Term1.
- Student formal reports sent at the end of each semester via Connect.
- Opportunities to meet with the classroom teacher by appointment.
- Notifications of any serious single issue or ongoing issues concerning their child.
- Opportunities to provide feedback via surveys (every second year).
- Parent communication responded to within 5 working days.
- Assemblies as scheduled at the commencement of each year.

Teachers at Northam Primary School may at times, communicate more frequently through classroom CONNECT messages.

What parents cannot expect

- School staff returning calls after work hours (i.e. after 4:00pm) or during school vacation periods.
- Emails to be answered after work hours or during school vacation periods.
- Access to teacher's private phone numbers or email addresses.
- Academic discussion with teachers about your child during class learning time; i.e. after 8:45am and before 3:00pm, unless an interview has been prearranged.
- Daily or weekly updates regarding their child's ongoing progress at school.

Details on Forms of Communication used by Northam Primary School

Website	Northam Primary School has a website that is kept current with information. www.northamps.wa.edu.au
CONNECT	Connect is a learning, support and communications platform developed by the Department of Education WA for staff, students and parents in public schools. Northam Primary uses CONNECT extensively to communicate to parents. Please see the school office for information how to access CONNECT. Check out the short video clip on Connect at https://vimeo.com/connectwa/welcome
Newsletters	Northam Primary publishes a newsletter twice per term. This newsletter is sent home with the eldest child in the family on a Wednesday. The newsletter highlights the learning that is happening in each classroom and other events held at the school.
Notes Home	Northam Primary sends all hard copy notes or permission slips home on Wednesdays . By setting this practice it allows for parents to become accustomed to checking school bags on Wednesdays.
Text messaging	The MessageU system is used to follow up on absent students as well as urgent messaging. The messaging system allows for return text messages, these return messages are only read once per day, therefore should not be used as an urgent communication from parents. On occasion a text message may be used when the school has been unable to contact a parent by phone.
FaceBook	FaceBook is becoming a common form of communication across the world. Northam Primary is embracing the technology by using the school FaceBook page to highlight what our school is doing and our achievements.

The [P&C FaceBook](#) page is used to give updates from the P&C and events coming up. The School FaceBook page is an "open page" for which any member of the public may access. The P&C FaceBook page is a closed page and parents must apply to join the page. The school office can give further information about FaceBook.

Please note: FaceBook messaging should never be used as a parent communication to the school as the messages are not regularly checked and it is an open page where messages may be read by anyone who logs in.

COMMUNITY USE OF SCHOOL GROUNDS

Sporting groups may use the school grounds for sports trainings. Coaches/managers must see Mrs Julie Purslowe, Manager Corporate Services, to complete the required forms. Toilets and playground equipment are not available for use during training sessions. Gates will be locked at 5pm so all teams must leave school grounds by 4:55pm. (see Fencing).

DRESS CODE

The Student Uniform and Dress Code may be found on the school website or a copy requested through the school office.

All students of Northam Primary School **must wear full school uniform**. Any exemptions are to be cleared through the Principal.

The uniform consists of:

- School polo shirt,
- School jacket/jumper,
- Royal blue track pants,
- Royal blue skort/shorts/dress (should be at a modest length),
- Wide brimmed school hat (other hats such as caps etc. are not sun safe and not to be worn)
- Faction shirt,
- Year 6 School Leavers Polo shirt, and
- Footwear: Shoes, sneakers or plain low sandals, strapped to the foot. Flat shoes for girls are appropriate. Safety is important, (Thongs, reef sandals, massage sandals, heeled dress sandals, heeled boots, flat heeled boots and scuffs are not permitted)

The wearing of cosmetics is not acceptable this includes any form of makeup, face covering, nail polish, fake nails or temporary tattoos.

Hair needs to be neat and tidy. Hair that is collar length or longer must be tied up.

A watch and either studs or sleepers, and a single chain with a small pendent can be worn. Other items of jewellery are not to be worn for safety reasons. The school will not be responsible for lost or damaged jewellery.

Hats

Northam Primary School is a sun smart school which outlines the standards for sun safety in schools. *The school Sun Smart Policy is available on the school website or a copy can be requested through the school office.*

Students are required to wear the school uniform hat. Students are to remain under cover if they do not have a hat during play times. School uniform hats are available for sale through the uniform supplier Cadd's Fashions Surf and Sport.

DENTAL CLINIC

The school has a fully staffed dental clinic on site run by the Department of Health. All children receive regular dental screenings, and if approved by the parent, necessary treatment. You can contact the Dental Therapy Clinic on **0458 644 530**.

EMERGENCY PROCEDURES

The school has developed an Emergency and Risk Management Plan which is reviewed in March each year. Within this plan is the Emergency Evacuation Procedures and the Protect in Place procedures. The school holds two emergency drills throughout the year, one in semester 1 and again in semester 2.

ENROLMENT

When enrolling a child at the school, parents must complete an *Application for Enrolment*. Once this is received an appointment for parents and the child will be made with the Principal. Once accepted, an Enrolment Package will be required for completion. To confirm enrolment, parents/carers will need to provide the child's birth certificate, proof of residential address and the child's immunisation record (ACIR- see Immunisation). The school will also require any Family Court issued documents that pertain to the child.

FENCING

The school is fenced for the safety of students, staff and property. On school days all gates, apart from the front gate, will be locked from 9:15am and entry to the school will be via the front office only. Gates will be un-locked from 2:50pm (2:15pm on Thursdays) and locked again at 3:15pm. There is no access to the school after hours or on non-school days. (see Community Use of School Grounds for use of sports grounds after hours)

HEADLICE

Students should be kept at home until treated and all live lice are removed. If head lice are seen on a student at school, the parent will be informed so that they are able to treat their child/ren and a letter will be sent home with all students in the class.

HEALTHY FOOD AND DRINK

Northam Primary has a Healthy Food and Drinks policy which can be found on the school website or a copy may be requested from the school office.

At Northam Primary we believe in a whole child approach to education that ensures students physical, social and emotional well-being is healthy and positive.

The school promotes healthy eating and works closely with the canteen to ensure foods are within the standards mandated by the Education Department Policy for Healthy Food and Drinks in Schools 2014.

Northam Primary Schools policy outlines the provision of student birthday celebrations and classroom activities. Please see the school office should you like clarification in regards to providing foods in classrooms.

Lunch and Recess

Northam Primary School encourages parents/carers to provide healthy food and drinks for recess and lunches. Items such as cool drinks, lollies, chocolates, potato chips are not deemed as healthy options therefore should not be provided for students. Ideas for healthy lunchboxes can be found on the Cancer Council website – healthylunchbox.com.au.

Emergency Lunches

Through the Foodbank and local donations, the school is able to provide emergency lunches for students who do not have lunch. In the event of a student not having lunch, a phone call will be made to parents/carers, and if unable to supply, the school will make a sandwich for the student. No student will go without food during the school day.

HOME READING

Reading is an important part of learning. Home reading will be provided in the form of books or through Literacy Pro, Northam Primary School's online reading program.

HOURS OF INSTRUCTION

8.50am	Commencement of School Day
11:05am – 11:30am	Recess
11:30am	Commencement of mid session
1:00pm – 1:10pm	Students eat lunch
1:10 – 1:30pm	Lunch play
1:30pm	Commencement of afternoon session
3.00pm	Dismissal

EARLY CLOSE DAY – Thursdays – School concludes at 2.30pm.

IMMUNISATION

The Education and Health Departments require immunisation be complete for enrolment and that a photocopy of the **ACIR statement** be received by the school. ACIR statements can be obtained by phoning 1800 653 809 or downloaded through the MyGov account.

Kindergarten students **may only be enrolled** if a ACIR statement is provided and it states that the immunisation status is 'up to date'.

Students in years PP to Year 6 should be fully immunised and the ACIR statement provided must state "up to date". If not fully immunised, parents must make an appointment to speak to the Principal regarding immunisation status.

INFORMATION SESSIONS

We encourage parents to make every effort to attend the parent class meetings organised in the early weeks of **Term 1**. At these meetings teachers explain class procedures and expectations for behaviour, student learning etc. Ongoing contact between parents and teachers is highly recommended.

INSTRUMENTAL MUSIC LESSONS

Year 5 & 6 students are given the opportunity to take instrumental music lessons, during school hours. Students are tested in Year 4 to assess their aptitude for music and instruments. Parents will be notified if your child is successful. Please be aware that this is purely an optional lesson and costs are associated with participating. Charges information can be found in the Contributions and Charges Booklet or contact the Manager Corporate Services, Mrs Julie Purslowe.

LUNCH AND RECESS

See Healthy Food and Drink on page 10 regarding recess and lunches.

Parents are requested to leave lunches at the front office. These will be delivered to the classes. Alternatively, parents will need to come to the front office and sign in before proceeding to class rooms.

LEAVING SCHOOL GROUNDS

Education Regulations provide that no child shall leave the school grounds during school hours without a valid reason and accompanying a parent/carer.

Should a parent/carer need to collect their child/ren during the school day, you will be required to come to the school office and sign your child/ren out. A student will not be released during the school day to anyone other than the parent/carer unless specific permission has been received. This should be a written request. Those collecting the student may be required to produce identification documentation before the school will release the student to them.

LIBRARY

The school library resource centre is a very valuable and important part of our school. The library is open from 8:00am to 8:30am and 3:00pm to 3:30pm each Tuesday and Wednesday and from 8:00am to 8:30am and 2:30pm to 3:00pm on Thursdays for parents to take their children in to peruse books available or read prior to school commencing. Students will not be allowed to enter without a parent/carer as we cannot provide duty of care.

Parents are urged to ensure that any library books that are taken home are treated with respect and are returned on time. Parents may be asked to pay for valuable books that are damaged or lost.

SCHOLASTIC LITPRO

As part of the school's Literacy Program students from years 2 – 6 are given access to Scholastic LitPro which gives students a range of e-books to read online, with access to over 2000 books. Parents/carers can get further information on LitPro through their class teacher.

LOST PROPERTY

Each year we accumulate many items of unclaimed property. To prevent your child losing items it is important that all items and equipment be clearly and permanently labelled with your child's full name. Named items that are found will be returned to the owner.

We have a lost property box located at school and we encourage parents to initiate a search as soon as property goes missing. The school takes reasonable care, but cannot accept responsibility for the loss of unmarked items. Unclaimed clothing is given to a charitable organisation at the end of each term.

MEDICAL INFORMATION

If a student has a medical need (e.g. allergies, anaphylaxis, asthma, diabetes) that requires care or could lead to an emergency, the parent/responsible person will need to organise to meet with the Associate Principal/Manager Corporate Services to complete an 'Action Plan', which describes the nature of the condition and the action to be taken. These action plans may also need to be 'signed off' by a medical practitioner. (see Allergies/Anaphylaxis on Page 4).

It is the responsibility of the parent to keep their child's teacher and school administration informed of any changes to their child's condition including changes of medication and/or procedure so the student's action plan can be updated. Action Plans must be updated annually.

See Accidents/Illnesses on page 4 for further information.

MEDICATION ADMINISTERING PROCEDURES

Parents must complete the appropriate forms in order for medication to be administered. Medication needs to be provided in the originally labelled container (name of student, name of medication, dose to be taken). Minimal quantities only should be sent to school unless prior agreement is made with the school. School staff will only administer medication in accordance with instructions or the advice of a medical authority. Form 3 – Administration of Medication form is available at the front office.

MESSAGES

Verbal messages should not be sent to school via children. Please communicate with the school via letter, email (northamps@education.wa.edu.au) or phone call (9621 5700). Messages will be passed onto your child's teacher as appropriate.

See Communicating with the School on pages 7-8 for further information.

MOBILE PHONES

Student Mobile Phone Policy can be found on the school website or a copy obtained through the school office.

Education Department Policy (Feb 2020) states that Principals must implement a ban on the use of mobile phones for all students from the time they arrive to the conclusion of the school day ("off and away all day"), including excursions and school camps, unless the student has been granted an exemption for the following uses of mobile phones:

- to monitor a health condition as part of a school approved documented health care plan
- for a particular educational purpose under the direct instruction of a teacher
- with permission of a teacher for a specified purpose

Students from Kindergarten to Year 6 are not permitted to have mobile phones in their possession during the school day. Mobile phones are to be handed in to the office at the commencement of the day and will not be returned until the end of the day. Any student found with a mobile phone in their possession during the school day, parents will be called to collect it immediately.

Students must put their smart watches in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.

MONEY AND VALUABLES

Children should not be allowed to bring money to school unless it is for a specific purpose, such as for canteen purchases.

Students should not bring personal items (toys, sports equipment) to school. **No responsibility** can be accepted for money or valuables lost or stolen.

NEWSLETTERS

Northam Primary publishes a newsletter twice per term. This newsletter is sent home with the oldest child in the family on a Wednesday. The newsletter highlights the work that is happening in each classroom and other events held at the school.

See Communication on page 8 for further information.

PARENT PARTICIPATION

We look forward to parents becoming part of our school community by participating in activities. Some activities you may like to consider becoming involved in include:

- Assisting with sport, sporting carnivals and events.
- Assisting with excursions including year 6 camp
- Supporting in the classroom (please contact the class teacher to organise this).
- Attending P&C and other meetings.
- Joining the canteen and/or breakfast café roster.
- Assisting with special projects (e.g. fundraising activities).
- Attending class meetings and information sessions.

P&C ASSOCIATION

P&C meetings are held twice per term, in weeks 3 & 7. All parents, staff and community members are welcome to attend. At these meetings a variety of information is provided and discussed. The P&C is actively involved in the raising of funds for the purchase of resources to enhance teaching and learning programs and the school facilities. The school P&C has a Facebook page, search for Northam Primary School P&C and request to be added. Please note; only parents/carers will be added to the page.

PARKING FOR PARENTS

Parent parking, near the school, is available in the following locations:

- Wellington Street.
- Prince Place (access across the school oval).
- Duke Street

Parents are requested **not to drive** onto the school site at any time.

Parking is prohibited in the Bus Bay on Duke Street between the hours of 7:30 – 9:30am and 2:30 to 3:30pm. The staff carpark is not available for use by parents/carers.

Please be mindful of nearby residents' driveways when parking in the streets, ensuring you do not create an obstruction.

PERSONAL ITEMS LISTS (formally known as booklists)

Personal Items requirement lists are available from the school office.

The P&C have a pre-order system. Order forms are usually distributed in early Term 4 and items can be collected at the end of the school year or prior to school commencing in the new year.

The school requests that all items are purchased by parents prior to the commencement of the school year.

PHOTOGRAPHING STUDENTS AND THE USE OF THE PHOTOS

The purpose of using images or work will be for activities such as promoting the school, school events and student achievements.

Your child's image and/or school work may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including but not limited to school newsletters, email, school and Department of Education intranet and internet sites including social media websites (e.g. Facebook, YouTube etc.), any third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however, there will be occasions when your child's name (first name only), class and school may be published along with images.

Consent forms are provided in the enrolment package. Once signed, the consent will remain effective until such time as you advise the school otherwise.

REPORTING TO PARENTS

Formal reports are issued and distributed via *Connect* in the last weeks of Terms 2 and 4. There will be opportunities throughout the year for students to showcase different aspects of their work. Teachers are available for interviews to discuss your child's progress. Appointments can be made by phoning the school office. Years 3 and 5 participate in NAPLAN testing in May. Pre-primary will complete On Entry testing in March.

SCHOOL COUNCIL

Our School Council meets regularly to discuss progress and provide strategic direction for the school. The Council is a representative group of school administration, staff, parents and community.

Further information on School Councils can be found on the Department of Education website – www.education.wa.edu.au/school-councils-boards

SCHOOL CONTRIBUTIONS AND CHARGES

The total amount of **contributions** parents and carers are being asked to pay has been contained within the \$60.00 maximum set in the School Education Regulations 2000.

While contributions are voluntary, the quality of our teaching and learning program will be maximised when each family makes its contribution to the cost. These contributions supplement funding gained from other sources, including the State and Commonwealth governments and make up a large percentage of the School's income.

All payments for contributions are requested at the beginning of the school year. A number of payment options are offered, including cheque, cash, EFTPOS or internet banking (BSB: 306-028 – Account No: 417968-5. Please use your child/ren surname as reference)

A schedule of instalments will be gladly accepted at the school office.

Charges for excursions, incursions (e.g. visiting performers) and/or sporting clinics will be charged when your child attends the activity.

The Contributions and Charges booklet is distributed to parents during Term 4 of the previous year and is part of the enrolment package. This booklet shows a breakdown of voluntary and estimated charges. Please ask at the front office if you require further clarification.

STUDENT LEADERSHIP GROUP

A Student Leadership Group is elected each year during Term 4 from the year 5 cohort. The leadership group consists of 10 students; Head Boy, Head Girl, four student leaders and four Faction Captains.

SCHOOL NURSE SERVICES

Northam Primary School is supported with a school nurse through the Health Dept. of WA.

Screening procedures cover a full health appraisal of children, either at Kindy or Pre-primary. Vision and hearing may be checked at any time if requested by concerned parents or teachers. Referrals are made through the Associate Principal.

Some time is spent assisting teachers in the classroom with courses concerned with Hygiene, Drug Awareness, Growing Up and Health Education.

TALENTED AND GIFTED STUDENTS (TAGS and PEAC)

Identified students are selected for the Primary Extension Academic Challenge (PEAC) program which operates throughout the Wheatbelt region bringing students together to promote higher order thinking and further enhance their areas of strength. These students are identified through Statewide PEAC testing during year 4. Selected students then participate in PEAC for years 5 and 6.

TERM DATES 2022

Term 1	Monday 31 st January – Friday 8 th April 2022
Term 2	Tuesday 26 th April – Friday 1 st July 2022
Term 3	Monday 18 th July – Friday 23 rd September 2022
Term 4	Monday 10 th October – Thursday 15 th December 2022

Public school development days where students do not attend:

School Development Dates 2022:

Term 1	27 th and 28 th January 2022
Term 2	Friday 3 rd June 2022
Term 3	Monday 18 th July 2022
Term 4	Monday 10 th October 2022 Friday 16 th December 2022

Public Holidays 2022:

Labour Day	7 th March
ANZAC Day	25 th April
West Australia Day	6 th June

VISITORS TO THE SCHOOL

All visitors are required to sign in at the office. There is no requirement for the COVID sign in, although visitors are asked to provide their mobile phone number in case of emergencies.

WHOLE SCHOOL PROGRAMS

Literacy

At Northam Primary School, we have three whole-school approaches that promote student progress and development in Literacy. These programs are structured into our whole school Literacy block:

Letters and Sounds:

Letters and Sounds is a synthetic phonics program. It explicitly teaches student's speaking and listening skills and prepare students for learning to read by developing their phonic knowledge and skills. It is a detailed and systematic programme for teaching phonic skills for children from Kindy. Learning to read is essentially learning a code. Learning about the relationship between the letters of the alphabet and the speech sounds they represent allows us to “crack the code” and learn to both read (decode) and spell (encode). Synthetic Phonics is a way of teaching children to read. The ‘synthetic’ component reflects the practice of ‘synthesising’, or blending of sounds. The ‘phonic’ part reflects the process of linking individual speech sounds (phonemes) to written symbols (graphemes).

Heggerty

Heggerty is explicitly taught as a phonological and phonemic awareness program for years K to Yr 2. Phonological awareness is the ability to recognise and manipulate the spoken parts of words. The levels of phonological awareness are, from simplest to most complex: syllables, onset–rime, and phonemes. Phonemic awareness is the ability to identify and manipulate individual sounds (phonemes) in spoken words. We know that a student's skill in phonological awareness is a good predictor of later reading success or difficulty. It is a systematic 35 week program of daily lesson plans that **provide a high level of explicit modelling and student engagement.**

Talk for Writing:

All students across all year levels are taught writing using Talk for Writing (T4W). T4W allows students to orally learn the language needed for a particular topic or text, before reading it and recreating it in their own writing. It focuses on high level vocabulary and is also very hands on and interactive. Talk for Writing is a very engaging way of learning to write different text types. Teachers work in teams to create highly motivating units of work, often with some fun hooks!

Literacy Pro:

Students initially complete the online Lexile test which determines their Lexile Reading Measure. The score they achieve indicates the level of reading which when matched to a book of the same or similar level, the students would competently be able to read and comprehend. The Lexile test is repeated in weeks 1 and 8 of each term which enables both teachers and students to track the student's reading progress. After completing the Lexile Test, Literacy Pro generates a list of suggested books to read based on their reading level and interests. Students can choose to read a book from this list or select a different book from the Lexile section of our School Library within their Lexile range. At Northam Primary School we set Reading goals for students to work towards each term, resulting in a morning tea with the Principal.

Mathematics

At Northam Primary school, our whole-school program for maths is Top Ten. This program promotes student progress and development of numeracy skills through a hands-on, explicit approach with the use of concrete materials.

The lesson begins with a weekly warmups based on the focus of the unit, where students follow the process of 'I do, we do and you do' where the concept is explicitly taught then allow students to develop their understanding independently through the 'you do' stage.

Our students 'fishbowl' with the learning, where staff model the activity and are tailored to the students' needs and are differentiated to allow for extra support or more challenging learning.

The lessons promote higher order thinking, are engaging, requiring students to organise and record their data/results. The assessments are great and help with our differentiation, then show the value adding and growth students made between the pre and post.

The following diseases are infectious and require treatment prior to re-entry into school. Please contact the school if your child has been diagnosed with any of the following conditions.

Communicable disease guidelines 2017 Edition

Appendix 4

Exclusion from School

Recommended minimum periods of exclusion from school, pre-school and child care centres for contacts of and cases with infectious diseases

Condition	Exclusion	Exclusion of contacts
Chickenpox	Exclude until all vesicles have crusted, approximately 5 days	Refer any immunosuppressed children (e.g. leukaemia patients) to their doctor. Do not exclude other contacts
Conjunctivitis	Exclude until discharge from eyes has ceased	Do not exclude
Diarrhoea	Exclude until diarrhoea has ceased for 24 hours. For high risk groups (hcv, food handler, child care staff) exclude for 48 hours after symptoms cease	Do not exclude
Hand, Foot and Mouth disease	Exclude until vesicles have crusted/dry	Do not exclude
Hepatitis A	Exclude until 14 days after onset of illness or 7 days after jaundice appears	Do not exclude. Contact management will be coordinated by public health unit staff
Herpes simplex 'Cold Sores'	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry . Sores should be covered with a dressing where possible.	Do not exclude
Impetigo	Exclude until after antibiotic treatment has commenced Lesions on exposed skin surfaces should be covered with a waterproof dressing. Young children unable to comply with good hygiene practice should be excluded until sores are dry	Exclude until 24 hours after completing treatment

Communicable disease guidelines 2017 Edition

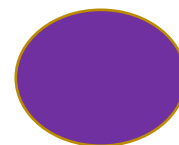
Condition	Exclusion	Exclusion of contacts
Measles	Exclude for 4 days after the onset of rash	Do not exclude vaccinated or previously infected contacts. All other contacts should be excluded until 14 days after the onset of the rash in the last case. If susceptible contacts are vaccinated within 72 hours of their first contact with the first case they may return to school following vaccination. Contact management will be coordinated by public health unit staff
Meningococcal infection	Exclude until after treatment completed	Do not exclude. Discuss with public health unit staff
Molluscum contagiosum	Do not exclude	Do not exclude
Mumps	2 days prior, to 5 days after parotitis (swollen salivary glands)	Do not exclude
Parvovirus (B19 erythema infectiosum, fifth disease)	Exclusion not necessary	Pregnant women who have been exposed to parvovirus B19 should consult their doctor
Ringworm, scabies, pediculosis (lice), trachoma	Exclude until person has received antifungal treatment for 24 hours. For head lice exclude until hair is treated, lice removed. For scabies, trachoma, exclude until person has received treatment	Do not exclude
Rubella (german measles)	Exclude for 4 days after onset of rash	Do not exclude. Refer pregnant contacts to their doctor. Discuss with public health unit staff
Streptococcal infection (including scarlet fever)	Exclude until person has received antibiotic for 24 hours	Do not exclude
Whooping cough	Exclude until 5 days after an appropriate antibiotic treatment or for 21 days from the onset of coughing	Contact management will be coordinated by public health unit staff
Worms (intestinal)	Exclude until diarrhoea has ceased	Do not exclude

Classroom Behaviour Management Traffic Light System

Super Student

Super student is when students have been exemplary in the classroom both with their behaviour and work. Teachers will issue a super student reward and excellent work will be referred to the office for reward.

Super Student



Excellent Effort

Excellent Effort is when students have demonstrated excellent behaviour or learning.

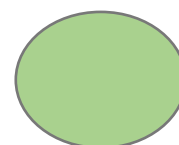
Excellent Effort



Ready to Learn

Every student starts their day ready to learn and depending on their behaviour and work ethic they will move up or down the traffic lights.

Ready to Learn



Warning

This is a warning to inform students that they are not following the class and/or school behaviour expectations. It is the first step for the student to 'take a breath' and reset themselves.

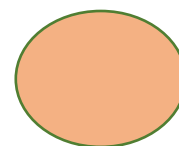
Warning



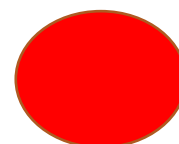
Time-Out

This is when students have continued to ignore the instructions of staff. They will need to sit in the designated time-out area in the classroom. This is for a pre-determined time, usually 5 minutes.

Time Out



TAP



TAP (Temporary Alternative Placement)

This is where students have continued to disregard the instructions of staff members. They will go to another class for a specified time period. *When students return to class they will be able to work their way back up the behaviour chart.*

Students who do not demonstrate a positive change in their behaviour may be referred to Admin following TAP.

Major incidents can be referred direct to Admin.

