



FRANKLAND RIVER

PRIMARY SCHOOL

AN INDEPENDENT PUBLIC SCHOOL

PARENT HANDBOOK 2024

REVISED NOVEMBER 2023

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TERM DATES 2024

Term 1	Teachers	Monday 29th January to Thursday 28th March	
	Students	Wednesday 31st January to Thursday 28th March	9 weeks
Term 2	Teachers	Monday 15th April to Friday 28th June	
	Students	Monday 15th April to Friday 28th June	11 weeks
Term 3	Teachers	Monday 15th July to Friday 20th September	
	Students	Tuesday 16th July to Friday 20th September	10 weeks
Term 4	Teachers	Monday 7th October to Friday 13th December.	
	Students	Monday 7th October to Thursday 12th December	10 weeks

Additional School Development Days (students do not attend)

Friday 26th April 2024

Friday 8th November 2024 (Albany Show Day)

Friday 13th December 2024

PUBLIC HOLIDAYS IN 2024:

Labour Day	Monday 4th March
Good Friday	Friday 29th March
Easter Monday	Monday 1st April
Easter Tuesday	Tuesday 2nd April
ANZAC Day	Thursday 25th April
W.A. Day	Monday 3rd June
King's Birthday	Monday 23rd September

BEGINNING OF YEAR ARRANGEMENTS

Years P- 6

Normal attendance as from Day 1 – i.e. Wednesday 31st January 2024.

As of 2013 Pre Primary is compulsory.

Kindergarten

Odd weeks—Week 1, 3, 5, 7, 9 = 3 full days/week which are Monday, Tuesday and Thursday

Even weeks—Week 2, 4, 6, 8, 10 = 2 full days/week which are Tuesday & Thursday

This commences from the beginning of 2024.

It is expected by the Department of Education that once enrolled, all Kindy students will attend school unless they are ill or have another valid reason. Please refer to Section 1 “Attendance and Absentee



1. ATTENDANCE & ABSENTEE NOTES;

Parents are reminded that Department of Education regulations require parents to notify the school, either by note or verbally, of the reason for non-attendance of their child within 3 days of their return to school. This refers to half and full day non-attendance. Once enrolled at school, children are expected to attend on all available days. This includes Kindergarten. Pre-Primary is the first year of compulsory schooling. It is important to establish good patterns of attendance from an early age.

Parents are responsible for notifying the school of the reason for their child's non-attendance. The "MSGU" system was implemented in 2019 and parents are now sent a text if they have not already advised the school of the reason for their child's absence. **The MSGU number is 0448 897 162 and can be used to notify the school prior to the child's absence or on the day before 9.30am.** In cases where parents do not notify the school regarding their child's non-attendance, the school is required to document the forwarding of a reminder note, requesting an explanation for their child's absence. If it is not returned, then a reminder note will be sent home via mail. If this is not acknowledged there may be a referral to the Albany Attendance Panel.

Holidays and vacations within term time require a Notice of Extended Leave form to be completed by parents prior to vacation. This form is available from the office on request. Leave will not be approved by the Principal if the level of attendance is below an acceptable rate. Work packages will not be provided for family holidays.

Students are expected to attend school at least 90% of the time.

2. BEHAVIOUR MANAGEMENT POLICY:

Frankland River Primary School's behaviour management policy aims to:

- To provide a happy, positive learning environment.
- To help students reach their full potential.
- To provide a physically and emotionally safe environment.
- To encourage students to accept responsibility for their own behaviour – choose the behaviour – choose the consequence.
- To ensure rules are applied consistently, fairly, consequentially and reviewed regularly.
- To enable teachers to teach in a purposeful and non-disruptive environment.
- Establish procedures so that conflicts can be resolved in a positive non-violent manner.

Our three BEHAVIOUR EXPECTATIONS are: Be Responsible, Be Respectful and Be Resilient.



Students demonstrating the expectations of Responsibility, Respect and Resilience may receive faction tokens (for either Red or White Faction). These tokens contribute to our termly faction competition. Each term, the faction with the largest number of tokens will receive a reward. This will be advised through the school newsletter.

SCHOOL MASCOT – FRANKIE THE NUMBAT:

Frankland River Primary School has a mascot which was designed in conjunction with the students in 2019 to reinforce our Behaviour Expectations. Our school mascot is Frankie the Numbat. Frankie the Numbat provides a visual reminder for children to make appropriate choices when resolving small problems.

2. BEHAVIOUR EXPECTATIONS;

	Be RESPONSIBLE	Be RESPECTFUL	Be RESILIENT
Whole School	Be on time Look after equipment Play safely Put rubbish in the correct bin Wear school uniform correctly Be nut aware and don't share food Look after personal belongings	Follow instructions quickly Use whole body listening Use good manners Take turns	Be willing to have-a-go Use problem solving strategies Set and work towards goals Be proud of personal effort Accept defeat in a positive manner
Learning Areas	Have equipment ready Start work quickly Be tidy Use resources wisely	Cooperate Get permission to use equipment	Ask for help when you need it Use positive self-talk Listen to and accept teacher feedback
Outside Areas	Wear a school hat Follow the rules for play areas Share Put away equipment Let plants and grass grow	Include others Walk around gardens and paths Leave toilets clean and try to visit during breaks	Resolve conflict sensibly
Technology	Print only when asked Use appropriate sites	Follow the technology agreement Personal technology devices are given to the teacher Leave mobile phones at home	Be patient Use problem solving strategies Be ready to move on if it doesn't work
Before/After School	Travel safely and quietly on the bus Line up in your bus line Ask permission before entering a classroom	Carry or walk bikes, scooters etc. on the school grounds and store at the bike racks After school go straight where you need to be	Use problem solving strategies

Students will be explicitly taught and encouraged to use the following strategies to resolve small problems.

*Go to another game *Share and take turns *Talk it out *Wait and cool off *Make a deal
*Apologise *Tell them to stop *Ignore it *Walk away

These behaviours are displayed for the students and staff to refer to. It is important that students are equipped with strategies to resolve small problems as this helps to build a culture of resiliency.

3. BOOK CLUB;

The children will be given the opportunity to purchase books through Scholastic Book Club. Information sheets are sent home to parents, stating what books are available, the price and an order return date. The school will benefit with a commission in books for our library. The range will vary throughout the year.

4. BOOK LISTS;

Your child will need to have the listed materials each day at school so it may be necessary to replace some items such as pencils throughout the year. Lists of requirements are included at the back of this booklet.

5. BUILDING AND GROUNDS; Use Of:

Students are not permitted on the school grounds outside of school hours unless fully supervised by an adult and with permission from the Principal. Buildings and grounds are available for use by any group after application to the Principal, for any reasonable purpose, except during the hours of instruction. Any cost to the school must be borne by the community group.

6. BUSES; School Bus Service:

Applications to use the School Bus Service must be done online at: www.schoolbuses.wa.gov.au School bus timetables are issued at the commencement of the school year by the School Bus Contractor. Extra timetables are available if necessary. Parents are requested to advise both the school and the contractor of any specific changes in bus travel on a particular day. (E.g. other students travelling on buses). Please refer to the Term Planner for contact information of the Bus Contractors.

7. COMMON SICKNESS;

The following are recommended exclusion times from school, for common diseases, from the Health Dept of W.A. 2017 edition Communicable Disease Guidelines.

CHICKEN POX – Exclude until at least 5 days after the rash appears and until vesicles have formed crusts. Some remaining scabs do not justify exclusion.

CONJUNCTIVITIS - Exclude until discharge from eyes has ceased.

COVID-19 - Exclude and advise to stay at home for 5 days until acute symptoms (e.g. fever, sore throat, runny nose) have resolved.

HAND , FOOT and MOUTH - Exclude until blisters have formed crusts that are dry.

MEASLES – Exclude for a least 4 days after the onset of the rash, in consultation with Public Health staff.

MUMPS – Exclude for at least 5 days after onset of symptoms. Consult with your Public Health staff.

RINGWORM - Exclude until child has received anti-fungal treatment for 24 hours.

RUBELLA – Exclude until at least 4 days after onset of rash.

SCABIES – Exclude until the day after treatment has commenced.

WHOOPING COUGH – Exclude until 5 days after an appropriate antibiotic treatment, or for 21 days from the onset of coughing.

IMPETIGO (SCHOOL SORES) – Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.

PEDICULOSIS (HEAD LICE - NITS) – Exclude until after treatment has commenced and live lice removed.

VOMITING OR DIARRHEA - Exclude for at least 24 hours after the last bout.

Parents should exercise common sense when sending unwell children to school, or keeping unwell children home. The school has limited care facilities for sick children. Minor illnesses such as influenza and common colds should be treated accordingly and children sent to school when the danger of infecting others is over, or when their child is strong enough to attend.

Schoolwork will be provided on request for any child who has an enforced extended absence from school. Parents should contact their child's teacher.

MINOR ACCIDENTS

Where a child is hurt or injured at school, apart from minor scratches and abrasions, parents will be notified, or the emergency number contacted, in all cases.

8. COMMUNICATING WITH OUR SCHOOL;

As a parent or carer, you play a vital role in your child's learning. At Frankland River Primary School, we believe that building a positive relationship between home and school plays an important part in the education of your child. Effective communication is the key to the success of this relationship. We are committed to responding promptly and helpfully to your enquiries, concerns, suggestions and compliments. Please refer to the Communicating with our School Policy - available on the school website.

Who should you contact?	Matters relating to:
Class Teacher	<ul style="list-style-type: none"> • Child/ren's learning, development and wellbeing • Supporting in classrooms • Emotional wellbeing (happiness at school or other factors that may affect learning e.g. Changes in family circumstances, serious illness, bereavement) • Social wellbeing (friendships matters, bullying) • General behaviour (incidents at school or home) • Academic progress • Homework • Assessment • Attendance • Any other aspect of school life that is impacting on your child's education
Office Staff	<ul style="list-style-type: none"> • Newsletter • School website • Notifying absences • Paying excursions and charges • Accessing the school bus service • Enrolments
P&C Committee	<ul style="list-style-type: none"> • Community initiatives • School uniform sales and enquiries • P&C fundraising and community events
School Board	<ul style="list-style-type: none"> • Broad strategic directions as articulated in the Business Plan • Board meetings and membership • Major sponsorship opportunities • General policy directions – e.g. homework, uniform etc.
Principal	<ul style="list-style-type: none"> • The organisation, delivery and management of school activities and programs • Enquiry or concerns about the conduct of a staff member • Enquiry or concerns regarding a major safety, security or legal matter • Operational matters • You were not able to achieve a satisfactory arrangement regarding your enquiry with the class teachers • General education instruction queries

COMMUNICATING WITH OUR SCHOOL; (cont'd)

We have a number of ways to get in touch with the school and would recommend using the following as a guide:

Telephone: 9855 0500 | Office phone, please call if you would like to speak to the Principal, need to pass on a message or for general enquiries. This is the quickest way of ensuring a message has been received and will be actioned.

Mobile: 0429 985 522 | This number can be used to notify of absences, or to advise of bus changes. Please note, we do ask if bus changes can be notified early in the day to ensure the message is received and passed on. If the change is after 2.30pm, please call the school to ensure the message is received. We do endeavour to respond to all text messages as confirmation it has been received and actioned.

MSGU Number: 0448 897 162 (we would strongly recommend saving this number as **FRPS Absences**.) It is used for absence follow-up if message is not received prior to 10am advising of the reason for a child's absence. It will be used to advise of general information, and in the case of emergencies. Please note this is a computer based system and is not monitored throughout the day. Do not use to notify of bus changes.

Website: www.franklandriverps.wa.edu.au

App: Updat-Ed app, available from App store etc. Download and search for our school.

Email: General: FranklandRiver.PS@education.wa.edu.au

Principal: Bronwyn.Morris@education.wa.edu.au

Teachers' emails are also available on our website and can be used for passing on of general information or to make an appointment. Please note that teachers emails will not be checked throughout the day due to teaching so if the matter is urgent, please call the school office on 9855 0500.

9. CONTRIBUTIONS AND CHARGES:

In line with the Education Act, Frankland River Primary School has limited its Voluntary Contributions.

Contributions sought for each child will be \$60. If parents would like to make part payments of these contributions throughout the year, this can be accommodated.

Excursion and incursion costs are also payable as each event occurs. Parents can elect to pay the total excursions at the beginning of the year for convenience.

In December each year parents are notified in writing the proposed Contributions and Charges levy for the upcoming year.

Money can be deposited directly into the school account listed below. Please ensure your name and purpose is used as narration.

Bank Account Details for electronic fund transfer are as follows:

Bank: Commonwealth Bank **Account Name:** Frankland School Fund

BSB: 066 520 **Account No.:** 00901176

10. EXCURSIONS/INCURSIONS;

It is intended to take classes on excursions throughout the year or have special guests visit the school. This provides relevant and meaningful links to the WA Curriculum. Full cost of excursions/incursions is the responsibility of parents. Students will be provided with alternative work if they do not attend a school excursion/incursion.

11. HEALTH & WELLBEING

In line with Department of Education policy, staff will not administer medication or oversee students taking their medication without written parental permission. NO NUROFEN OR PANADOL can be administered to children un-

less the school's medication administration form has been signed by a parent and the parent has supplied the medication. If a child is under medication from a Doctor, please complete the relevant paperwork that can be obtained from the Front Office. This will advise us of the dosage, when it is to be given and how it is to be administered.

If your child has an ongoing medical condition or allergy, which may require attention from time to time, a MEDICAL ACTION PLAN must be developed. Please advise the school whether such a plan is required so the appropriate procedures can be put in place.

12. FACTIONS;

There are two factions in the school, "Red" (Lions) and "White" (Eagles). Children are divided equally (so far as possible) between the factions with family groups in one faction wherever possible.

13. FOOD ALLERGIES;

We have several students who have food allergies, ranging from mild to severe. The most common food allergies are peanuts, tree nuts (walnuts, almonds, cashews etc.), cows milk. Many children will "outgrow" their food allergies, however reactions to nuts, seeds and seafood may be lifelong. The symptoms of food allergy range from mild to life-threatening, with anaphylaxis the most severe form of allergic reaction. We need to make every reasonable effort to minimise the risk of exposure to known allergens within the school environment. School staff, the parents of the student with the allergy, parents of the student's classmates, the student themselves and their peers all have responsibilities to ensure the risk of an allergic reaction is minimised. We also need to make sure we manage this issue in a sensitive and appropriate way. We ask that parents please consider this when you provide food for children as we are a NUT AWARE school. Whilst we cannot prohibit nuts, we appeal to parents' sense of fairness and respect to those in this unenviable situation. Please remember that for some children this can be a matter of life or death.

As a school, we can minimise the risk by ensuring that:

- ◆ Students do not share food, utensils or food containers.
- ◆ Students with allergies only eat food that is prepared at home or in class, under teacher direction.
- ◆ All food and drink containers are clearly labelled with students' names to avoid confusion of ownership.
- ◆ Avoiding food that contains nuts and/or traces of nuts where possible.

For further information: <http://www.allergy.org.au/pospapers/anaphylaxis.htm>

Given the above information, we ask that parents do not send in birthday cakes or other food to share with students in their class.

14. HOMEWORK;

The school has a 'no homework policy' in order so that a balance of play, rest and exercise can be achieved. **Daily home reading is strongly encouraged for 10-20 minutes across ALL year levels. This should involve children reading to parents, parents reading to and with children and children reading independently.**

A number of voluntary tasks can be completed at the discretion of parents. These include:

- ◆ Practise of basic facts
- ◆ Practise of spelling words
- ◆ Athletics (log ins will be provided at the commencement of the school year)

Teachers will not set nightly homework sheets for students to complete unless it is required for a documented individual education plan.

Homework will only be given to the Year 4-6 with parent support and may include research projects. Work not fin-

ished in classroom time may be set for the Year 4-6 class and Year 2-3 class. Any problems concerning homework should be directed to the teacher concerned.

ALTERNATIVES TO HOMEWORK PARENTS CAN USE TO SUPPORT STUDENT LEARNING

(some ideas – not an exhaustive list)

- ◆ board games, card games, dice games
- ◆ reading stories at bedtime
- ◆ cooking
- ◆ outdoor games and activities
- ◆ play charades and other drama type activities
- ◆ watch TV together and talk about the issues
- ◆ do crosswords, puzzles and jigsaws
- ◆ use a computer if you have one to search for interesting educational Internet sites.



15. HOURS OF INSTRUCTION;

Monday, Tuesday, Thursday & Friday

8.30 - 8.40	Buses arrive
8.45	Bell commencement of school
10.45	Recess commences
11.05	Class resumes
1.05	Commence lunch - eating time supervised
1.15	Play commences
1.50	Class resumes
3.10	Home bell
3.15	Buses depart

Wednesday Early Close

8.30 - 8.40
8.45
10.30
10.50
12.30
12.40
1.15
2.30
2.40pm



Please note that students are not permitted at school prior to 8.30am. Whilst teachers and staff may be on grounds, this time is used by staff to prepare for the lessons for that day and as such cannot supervise children arriving earlier than 8.30am.

16. IMMUNISATION;

From the 1st January 2019, new regulations under the Public Health Act 2016 (WA) require parents/guardians enrolling into kindergarten programs and school to provide their child's current Immunisation Register (AIR) Statement. Many vaccine preventable diseases are now largely under control and have virtually been eliminated from Australia, for example Poliomyelitis and Diphtheria. However, many vaccine preventable diseases still continue, such as whooping cough, measles and rubella. Therefore, admission cards now have a box whereby the parent is to provide information regarding immunisation status. A copy of your immunisation certificate issued by ACIR can be obtained by calling 1800 653 809. This information is also readily available from Medicare via the Medicare Express app. This information must be kept up to date so at the beginning of each year, you may be required to provide proof of your child's immunisation status.

17. JEWELLERY;

Jewellery and special items are best left at home. They inevitably get lost or cause disagreements with other children which take considerable instructional time to resolve.

18. LEAVING THE SCHOOL GROUNDS;

Children will only be permitted to leave the school grounds during school hours if they have a note from and accompanied by their parents or caregiver. If a child needs to be collected during the school day, parents are to report to the school office to complete the necessary paperwork whilst the staff call through to the relevant classroom for the child.

19. LIBRARY;

Each class has time once a week in the library where students are given the opportunity to borrow up to two books per child. Books must be returned before they can borrow again. If books are lost or damaged, please contact the school to discuss replacement. All damaged books should be returned as they can often be repaired. If more than 2 books per family are not returned without replacement, then we may ask students to keep all future borrowed books at school until replacement has been made.

20. LUNCHES;

WASTE WISE: We are a WASTE WISE school and we encourage waste-wise lunches. (I.e. min. disposable wrappers.)

CRUNCH AND SIP: We are also a Crunch and Sip School so please provide your child with a piece of fruit and/or vegetable to eat during the morning sessions. Please bear in mind that crunch and sip is during class time and as such should be ready to eat with minimal mess (e.g. juicy fruit such as mango may not be the best idea). A water bottle is also required.

PIE WARMER (Term 2 & 3): During the winter months a pie warmer is available for use in **Term 2 and 3**. All lunches must be wrapped in alfoil and **CLEARLY LABELLED** with your child's name. Flat parcels of food only can be accepted. Sausage rolls or sandwiches must not be wrapped or stacked on top of each other. Children may not use staffroom microwave to heat food.

REFRIGERATOR: Refrigerators are available for use by all children for placing lunches and drinks in, during the warmer months.

21. NEWSLETTERS;

The school produces a newsletter **THREE TIMES PER TERM**, which is prepared and distributed on Friday by email. Items for the newsletter must be submitted by lunchtime on the Thursday prior to be guaranteed inclusion.

22. SCHOOL BOARD;

As Frankland River PS is an Independent Public School, the School Board assists in setting the strategic direction for the school, developing and monitoring the school's business plan, setting and reviewing targets and contributing to the development of school policy. The School Board is comprised of staff, parent and community representatives. The School Board meet a minimum of once per term. Parents are encouraged to contact School Board members if they wish to raise any issues of a strategic nature.

23. .1 SCHOOL EVENTS AND LEARNING JOURNEY SESSIONS;

The dates for these events will be determined at the beginning of each term and parents will be advised through the term planner and newsletter. Learning journeys enables parents or family members to visit each child's classroom and see their work done throughout the term.

23. 2 SPECIAL EVENTS / FUNCTIONS;

From time to time, other special events may be conducted, to which the public will be invited. For example ANZAC Day Service. An annual concert and presentation evening is held in the Frankland River Primary School grounds during the last week of the school year, to which parents and community are invited.

The evening will involve:

- Concert - Children from K-6 to be involved.
- Presentation - Awards
- Graduation Certificates and speeches
- Student Councillor announcements for the following year.

24. STUDENT RECORDS/INFORMATION;

During your child's time at Frankland River Primary School there will be changes to the information originally provided on their Enrolment Forms. You must advise the school as soon as possible as to any changes of address, telephone number, email address, emergency contacts or medical details. Having this information ensures that should we need to contact you regarding your child's welfare, we will be able to do so in a timely manner. It will also ensure that you do not miss receiving important information from the school.

25. PARENT AND CITIZEN MEETINGS;

P & C meetings are usually held in week 3 and week 7 of each term on the Tuesday of these weeks, commencing at 7.00pm the school staffroom. All parents and citizens are encouraged to attend.

26. PARENT HELP;

Parent help is very much appreciated by teachers as it provides valuable support and assistance with student development. If you care to help in any particular area, please notify the classroom teacher. Parents will be notified when help is required. Please note that on arrival at school you are required to register your attendance by signing in at the office.

Whilst this assistance further enhances the partnership between the home and school it would be appreciated if parents would take responsibility for the behaviour of younger siblings they bring to school. Classroom teachers are educators of your children and cannot supervise siblings in addition to teaching.

27. PARENT INTERVIEWS;

Parent /Teacher interviews can be requested by either parents or the class teacher during the year to discuss your child's progress. Parents are requested to make an appointment so that a suitable time can be arranged. This is necessary so that interruptions to class work can be kept to a minimum and enable teachers to give adequate time to your concerns.

28. READING BOOKS;

It would be appreciated if parents encouraged their children to have a bag to convey their reading books. The reading books are valuable and easily damaged. The school has book bags available for purchase, which will be used for library books, reading books and taking other materials home.

29. REPORTS;

School reports will be issued twice per year via email. Please download, save and print your child's/children's reports from the link in the email. This will occur in the last week of Terms 2 and 4. Parents will be provided with Parent-Teacher interviews as required/requested. Discussions with teachers are encouraged at any time as a verbal report can enable the teacher to give a greater explanation of the successes and areas of need for the children.

30. STUDENT COUNCIL;

A Head Boy and Head Girl are elected by students and staff at the end of each year for the following year, in addition to Faction Captains. Year 6 students fill the roles of Head Boy and Girl and Faction Captains. Badges will be awarded to elected students and presented at the annual Awards Night.

- ◆ Where only one sex exists, a second head boy/girl will be elected.
- ◆ These children will form the Student Council along with all other Year 6 children.

31. SCHOOL UNIFORM;

School uniform is coordinated by the P&C Uniform Coordinator, currently Chelsea Lange (her contact details: 0438 511 828). Order form can be obtained from the school office or on the website/app.

Second hand uniform is also available from as little as a gold coin donation – proceeds are forwarded to the P&C.

Everyday Uniform

Grey shorts
 Grey pants
 Grey skorts
 Red polo shirt (short or long sleeved)
 Red and white 3mm checked dress
 Red polar fleece full zip jumper

Sports Uniform

Red zipped microfibre sport jacket
 Red tracksuit pants

***To be worn on sport days and for training**

Red shorts
 White or red polo shirt (faction colours)

Hats

Red zipped microfibre sport jacket
 Hats are to be worn all year round – preferably school hats
 Bucket hats will be phased out from the end of 2023, with new broad brim hats purchased and stocked by the P&C
 As we are a SUN SMART school, caps are not suitable

32. SCHOOL WEBSITE/APP;

The website address for our school is www.franklandriverps.wa.edu.au. The website provides easy access to policies, current events, newsletters and includes important Information about the P&C, School Board and Community News. There is also an E-form tab which allows parents to submit information to the school such as absent notifications and changes to contact information. You can also nominate to receive the newsletter direct to your email via Sponsor-Ed. There is both an apple and android app available to support the website. Simply search for Updated, download to your mobile phone or tablet and select Frankland River Primary School. Please note that any items which include photos (such as newsletters) will only be sent to parents and community members.

This is strictly monitored to ensure privacy of our children is maintained.

33. SWIMMING LESSONS;

In-term swimming classes are held for all children from Year 1- 6.

Students in Pre-Primary are able to attend only if parents are confident that their child will cope with travel, adjust-

ing to full time school and completing swimming lessons for the duration of 80 minutes. If Pre-Primary parents are intending to enrol their child in swimming lessons, they are asked to contact the school to discuss arrangements.

There are 10 lessons available per year. Lessons are conducted at the Mt Barker pool - two lessons are conducted per trip, to cut down on travel time and cost.

These lessons are conducted by qualified instructors and are provided by the Department of Education. Parents will need to cover the total cost of the bus hire and pool entry as the school can no longer contribute to this expense. However, in 2024 the pool entry and a partial contribution to the cost of the bus hire will kindly be covered by our P&C. In 2024, swimming lessons will be held in week 2 of Term 1.

34. TOYS, TRINKETS AND JEWELLERY

Please ensure that toys, trinkets and special items such as jewellery are not brought or worn to school. Inevitably they get lost or cause disagreements with other children. Save these special items for home.

35. VISITORS;

It is a requirement that **all visitors** to our school, sign in at the front office on arrival. This does include parents visiting for parent help, parent teacher interviews or other school events which are generally held indoors. This not only an occupational health and safety requirement but our sign in register will be used in the case of any Covid -19 incidences. If you are attending school in order to collect your child for an appointment, please present to the school to complete the necessary paperwork and a staff member will call through to relevant classroom for your child. This is done to minimise disruptions to the class and ensure all children are accounted for at all times.

36. VISION & VALUES:

Across all areas of our school we always seek to encourage inclusiveness, excellence & resilience as our core values. This is supported by our vision: In partnership with families, we strive to nurture the development and well being of each child to enable them to be their best and become resilient, committed lifelong learners.



36. VOLUNTEERING & WORKING WITH CHILDREN CHECKS:

We are grateful to all the parents who generously volunteer their time and energy to support our school community. There have recently been important change to the Working with Children Check legislation, which helps keep our students safe.

This change applies to parents who volunteer. You will need to sign a 'Parent and child volunteer declaration form' before volunteering or continuing to volunteer at our school. You cannot volunteer if you have a current Working with Children Negative Notice or Interim Negative Notice.

Volunteering includes, for example:

- helping with reading or attending a day excursion
- presenting an award at an assembly
- on canteen duty or assisting at a sports carnival
- conducting P&C duties.

Volunteering does not include, for example:

- picking up and dropping off your child
- watching an event, like a school assembly
- attending a parent and teacher interview
- visiting the uniform shop.

When you attend the school to volunteer, you will sign in at the front office and we will ask you to complete the form. You will be asked to complete the form annually if you want to continue volunteering at the school. This form is also available on our school website under the Parents/Forms tab.

If your circumstances change, and you are issued with a Negative Notice or Interim Negative Notice after you complete the form, you need to notify me and stop volunteering immediately.

A current Working with Children Check is required by all other family members and friends over 18 years of age who want to volunteer.



2024 Booklists

Please clearly label all of your child's items. To minimise loss and to make the most of available storage, surplus items will be collected at the beginning of the year and returned to your child as they are required. Additional items may need to be purchased later in the year.

PLEASE SUPPORT OUR SCHOOL BY USING OUR PREFERRED SUPPLIER

ALBANY OFFICE PRODUCTS DEPOT

20% OF THE COST OF YOUR BOOKLIST ORDER IS DONATED TO OUR SCHOOL

Your booklist can be returned by:

Online: www.albanyopd.com.au/booklists (see last page for easy steps)

Email: booklists@albanyopd.com.au

Fax: 08 9842 6899

In Person: Drop into Albany Office Products Depot - 39 Sanford Road ALBANY WA 6330

2024 Pre Primary and Year One Booklist

Qty	Item Description
1	INITIATIVE HIGHLIGHTER ASSORTED WALLET 4
1	LIBRARY CARRY BAG 400X360MM ASSORTED (CAN BE PURCHASED FROM SCHOOL for \$12)
6	GLUE STICK ARTLINE 40GRM
1	CLIPFOLDER A4 MARBIG PVC ASSORTED (preprimary only, Yr 1's should already have one)
2	ARTLINE 700 PERMANENT MARKER BLACK
4	ARTLINE 577 WHITEBOARD MARKER ASSORTED (RED, GREEN, BLACK, BLUE)

2024 Year Two & Year Three Booklist

Qty	Item Description
2	SCRAP BOOK 325 MEGASAUROUS 90GSM PREMIUM 64 PAGE
1	MAPED SCISSOR SOFT 170MM
1	RULER WOODEN 30CM
4	GLUE STICK ARTLINE 40GRM
1	STAEDTLER DOUBLE BARREL PENCIL SHARPENER
2	ERASER CELCO LARGE MAXI
1	DIARY COLLINS A5 STUDENT SC37
1	CLIPFOLDER A4 MARBIG PVC ASSORTED
1	NICEDAY DIVIDERS A4 10 TAB CARD BRIGHT
1	FILE L/ARCH A4 MARBIG POLYETHYLENE ASSORTED
1	PENCIL CASE CELCO POLYESTER 210X130 ASSORTED
2	ARTLINE 8210 BALLPOINT CAPPED PEN MEDIUM RED (YEAR 3 ONLY)
1	PENCILS COLOURED COLOURSKETCH PK12
6	PENCIL RED CHECKING FABER
10	PENCIL HB COPPERPLATE
2	ARTLINE 700 PERMANENT MARKER BLACK
1	INITIATIVE HIGHLIGHTER ASSORTED WALLET 4
1	INITIATIVE MARKER WHITEBOARD BULLET WALLET 4

2024 Year Four, Five & Six Booklist

Qty	Item Description
1	3M POST IT NOTE 630 YELLOW LINED 76X76
1	PROTRACTOR 10CM CELCO 180 DEGREES
1	MAPED SCISSOR SOFT 170MM
1	RULER WOODEN 30CM
1	MAPED STUDY COMPASS UNIVERSAL 119410
3	GLUE STICK ARTLINE 40GRM
1	STAEDTLER DOUBLE BARREL PENCIL SHARPENER
2	ERASER CELCO LARGE MAXI
1	DIARY COLLINS A5 STUDENT SC37
1	CLIPFOLDER A4 MARBIG PVC ASSORTED
1	NICEDAY DIVIDERS A4 10 TAB CARD BRIGHT
1	FILE L/ARCH A4 MARBIG POLYETHYLENE ASSORTED
1	PENCIL CASE CELCO POLYESTER 350X180 ASSORTED
3	ARTLINE 8210 BALLPOINT CAPPED PEN MEDIUM BLUE
2	ARTLINE 8210 BALLPOINT CAPPED PEN MEDIUM RED
1	PENCILS COLOURED COLOURSKETCH PK12
10	PENCIL HB COPPERPLATE
1	ARTLINE 700 PERMANENT MARKER BLACK
1	ARTLINE 200 MARKER 0.4 BLACK
6	ARTLINE 577 WHITEBOARD MARKER ASSORTED (RED, GREEN, BLACK, BLUE)
1	INITIATIVE HIGHLIGHTER ASSORTED WALLET 4
1	USB KENSINGTON SWIVEL FLASH DRIVE 16GB
1	CALCULATOR JASTEK POCKET 0398410

HOW TO ORDER ONLINE

HOW TO PLACE YOUR ORDER ONLINE

1. Navigate to www.albanyopd.com.au/booklists and select your school and year level
2. Enter the students name at the top, adjust the quantities next to each item as required and click the 'Add to Order' button
3. Scroll to the bottom and click Continue Checkout
4. Fill in your details, click Next and then click Submit Order

NOTE: If you wish to have invoiced to your "business account" please enter your business name in the 'Shipping Instructions' box prior to clicking **Submit Order**.

OR

Alternatively, your booklists can be returned by dropping them into: Albany Office Products Depot – 39 Sanford Road - Albany

Once received, your Booklist will be picked, packed and will generally be ready for collection the next business day, however we will hold your order until it is convenient for you to collect. If you wish to visit our store, we can assist you to pick your booklist without delay.

When collecting your booklists, payment can be made by Cash, Credit Card or charged to your business account.

We are *locally owned and operated* and have been providers of Back to School Stationery for over 20 years. Our experienced and dedicated team will be more than happy to provide assistance with your booklists if required.

SAVE TIME IN QUEUING UP WHEN COLLECTING YOUR LISTS

PAY NOW, BEAT THE RUSH

Cardholders Name: Cardholders Signature:
 Card No:/...../...../..... Expiry:/..... CCV:

GRAND TOTAL: \$

Please return your booklists ASAP to guarantee the items required are available. Lists can be returned as early as November, giving you the option to collect before Christmas, or we can conveniently store them until the New Year.



We will be closed from 12pm Saturday 23rd December and reopening on Tuesday 2nd January 2024

DONATING 20% BACK TO YOUR SCHOOL