

Lathlain Primary School
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Handbook

This booklet is provided as a reference for parents of children attending the Lathlain Primary School.

Please keep it in a convenient place.



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SCHOOL MOTTO

Our school motto "Seek, Strive and Learn" stands for the following:

- SEEK*** to provide
- equity in student learning.
 - equity in a caring environment.
 - a quality educational program.
- STRIVE*** for excellence in
- student learning.
 - student effort.
 - behaviour management.
- LEARN***
- for life, enjoyment and fulfilment.

We openly invite your involvement and participation to help us provide an ever better learning environment and educational service to the children we teach.

VISION STATEMENT

Lathlain Primary School aims for all students to achieve the highest standards of learning possible so that they are equipped to deal effectively with the opportunities and challenges they encounter in a changing world.

To achieve this aim:

- The pedagogy of the school will be outcomes focused and student centred;
- There will be an emphasis on life-long learning and learning how to learn;
- Students will develop the social and emotional resilience needed to thrive in the fast-changing social environment;
- Students will participate in inclusive educational programs that maximise their engagement, recognise their differences and connect to the real world;
- Students will be technology-smart and the use of technology will be an integral part of the teaching and learning program;
- Equity, social cohesion and reconciliation will be a core component of our democratic society; and
- The school will work with the school community to develop local solutions to local problems.
- Communication and involvement with the community will continue to be sought so as to provide opportunities for students.

WE VALUE:

- A happy and safe childhood
- Each child's potential
- Individuality
- The partnerships between home and school
- Our environment

SCHOOL PURPOSE

The purpose of Lathlain Primary School is to provide a caring and stimulating learning environment where our students can develop knowledge, skills and attitudes that will enable them to fulfil their potential and participate as responsible members of our society.

PERFORMANCE INDICATORS

The success of Lathlain Primary School in fulfilling its purpose will be indicated by the extent to which the students achieve the following:

1. Students use language to understand, develop and communicate ideas and information and interact with others.
2. Students select, integrate and apply numerical and spatial concepts and techniques.
3. Students recognise when and what information is needed, locate and obtain it from a range of sources and evaluate, use and share it with others.
4. Students select, use and adapt technologies.
5. Students describe and reason about patterns, structures and relationships in order to understand, interpret, justify and make predictions.
6. Students visualise consequences, think laterally, recognise opportunity and potential and are prepared to test options.
7. Students understand and appreciate the physical, biological and technological world and have the knowledge and skills to make decisions in relation to it.
8. Students understand their cultural, geographic and historical contexts and have the knowledge, skills and values necessary for active participation in life in Australia.
9. Students interact with people and cultures other than their own and are equipped to contribute to the global community.
10. Students participate in creative activity of their own and understand and engage with the artistic, cultural and intellectual work of others.
11. Students value and implement practices that promote personal growth and well being.
12. Students are self-motivated and confident in their approach to learning and are able to work individually and collaboratively.
13. Students recognise that everyone has the right to feel valued and be safe and, in this regard, understand their rights and obligations to behave responsibly.

SCHOOL YEAR TERM DATES 2017

STUDENT TERM	START DATE	END DATE
1	Wednesday 1 February	Friday 7 April
Term break Saturday 8 April - Sunday 23 April		
2	Wednesday 26 April	Friday 30 June
Term Break Saturday 1 July - Sunday 16 July		
3	Tuesday 18 July	Friday 22 September
Term Break Saturday 23 September – Sunday 8 October		
4	Tuesday 10 October	Thursday 14 December

PROFESSIONAL DEVELOPMENT DAYS 2017

Students do not attend school on the days listed below. Staff members use these dates to engage in professional development and school planning.

Term 1	Monday	30 January 2017
	Tuesday	31 January 2017
Term 2:	Monday	24 April 2017
Term 3:	Monday	17 July 2017
Term 4:	Monday	9 October 2017
	Friday	15 December 2017

PUBLIC HOLIDAYS

Labour Day:	Monday	6 March	Term 1
Good Friday:	Friday	14 April	Term 1
Easter Monday:	Monday	17 April	Term 1
Easter Tuesday:	Tuesday	18 April	Term 1
Anzac Day:	Tuesday	25 April	Term 2
Western Australia Day:	Monday	5 June	Term 2

HOLIDAYS DURING SCHOOL HOLIDAYS

Queen Birthday: Monday 25 September 2017

THE SCHOOL DAY

Commences	8.50 am
Morning Recess	10.30 am - 10.50 am
Lunch	12.30 pm - 1.10 pm
Home Time	3.00 pm

There is a bell just prior to the siren to allow time for students and teachers to make their way to their classroom in preparation for the siren.

KINDERGARTEN

Students attend Kindergarten for 15 hours per week. In order to accommodate children and also take into consideration the difficulties of half days for working parents, the children will be attending two days one week and three the next. Teachers will inform parents which weeks their child will be attending the three days. Kindergarten teachers welcome interaction and participation with parents. Please become involved as you are able in the special events held each year.

PRE-PRIMARY INFORMATION

Children starting Pre-Primary commence school along with students in Years 1 – 6. Pre Primary is full time from day one of Term One and classes are deemed compulsory. Pre-Primary provides a strong foundation which is important for future learning.

SCHOOL COUNCIL

In accordance with the Department of Education's policy, a School Council has been established at Lathlain Primary School. The purpose of the Council is to ratify the school's plans for improvement, the school budget and assist with policy development.

School Council consists of staff and parent group / community members. The Council meets at least once a term to consider the school development plan, the school budget, to establish school priorities and other matters related to the school's vision and direction.

THE P&C

The P & C Association plays an important part in the life of the school. As well as providing much appreciated financial support to the school, the P & C Association also provides a forum for the expression of parents' ideas regarding school matters.

All parents are urged to become active members and assist the school as much as possible. Meetings are held at the school on the Wednesday of Week 3 and Week 7 of each term, commencing at 7.00pm.

SCHOOL UNIFORM

Lathlain has established a school dress code, which must be followed.

The policy includes statements on:

- Hats,
- Jewellery,
- footwear as well as normal uniform.

Children are expected to wear school uniform on all school excursions. The wearing of singlets, T/shirts with offensive logos and other inappropriate dress is unacceptable.

Children are not permitted to come in bare feet. For safety reasons thongs and Scholls are not to be worn to school. Shoes or strong sandals are recommended.

Names must be clearly marked on all clothing.

NOTE: - The dress code policy is included on pages 21 & 22 of this handbook.

UNIFORM SHOP

The P & C Association operates a uniform shop and all school uniforms, both new and second hand, can be purchased through the uniform shop.

Girls' Summer Uniform:

Blue polo shirt
Blue sports shorts
Blue skirt
Blue check school dress

Boys' Summer Uniform:

Blue polo shirt
Blue cargo shorts or pants
Blue sports short

Girls' Winter Uniform:

Blue polo shirt
Blue zip front jacket
Blue track pants
Black leggings

Boys' Winter Uniform:

Blue polo shirt
Blue zip front jacket
Blue track pants

Girls' Sports Uniform:

As for normal uniform
Optional faction shirt

Boys' Sports Uniform:

As for normal uniform
Optional faction shirt

Hat: Reversible blue hat with faction colour on inside

LOST PROPERTY

All lost property is kept in the storage container near the staffroom and can be collected at any time by students or parents.

Lost property still in the container at the end of each semester will be sent to a clothing collection agency or recycled through the school uniform shop as second hand items.

Please help us by labelling your child's belongings.

STAFF MEETINGS

Staff meetings are held on the Wednesday of the third, fifth, seventh and ninth weeks of term. These are held out of school time. Prompt pick up of students on these days ensures staff are able to maximise meeting times.

SCHOOL NEWSLETTER & SKOOLBAG APP

The school newsletter is an important form of communication between the school and home. In 2017, families will be encouraged to receive the newsletter via email every second Friday. Should you prefer a paper version of the newsletter, a hard copy will be provided and also available via the admin office.

The Skoolbag App is being used by the school to send parents' notifications and reminders. It can also be used to advise the school of student absences via the e-Forms. This app is available for both Apple and Android phones via the App stores.

SCHOOL ASSEMBLIES

- School assemblies are held most Tuesdays at 8.50am. Assemblies are Senior, Junior and Whole School. Please check the Term Planner to see when each is scheduled.
- Selected students are acknowledged for particular efforts such as: Merit Awards, Student of the Month or Virtue Certificate.
- Each class will present an item during the year.
- There is often news and information for both children and parents shared at assemblies.
- The school leaders conduct the assemblies. Parents are most welcome to attend.

SCHOOL REPORTS

School reports for students from K-6 are issued at the end of Semester 1 & 2 each year.

Parents are encouraged to meet with class teachers if they wish to discuss their child's report when it is issued each semester.

Parents are welcome to discuss their child's progress at any time by making an appointment with the class teacher.

Where two copies of a report are required due to family circumstances, arrangements need to be made with the class teacher concerned.

HOMEWORK

The Department of Education has a policy in relation to homework that specifies that homework must support the learning that is taking place in the classroom.

Many teachers across the school will provide students with "homework" activities in Reading, Maths and Spelling to provide practice for basic skill acquisition. Senior students may also be given research and project work to complete as part of the homework program.

In general terms, the staff believe that regular homework is a valuable aspect of the learning process and contributes to the development of sound study habits. Parent support for homework activities is appreciated by staff.

STAFF PARENT INTERVIEW

Parents are encouraged to contact their child's teacher if they have any queries or concerns regarding their child's progress at school.

Parents may arrange an appointment with individual teachers at a time convenient to both. In this way interruptions to the teaching program are minimal. It is in everyone's best interests that good communication between school and home exists.

Class meetings will be held in Term One to introduce teachers and discuss procedures and expectations.

CHAPLAIN

The school has a chaplain who works three days each week. The chaplain supports the class teachers with values education and in the pastoral care of students and staff. Parents are able to make an appointment to see the chaplain via the admin office (Chaplain Larissa Gow).

SCHOOL PSYCHOLOGIST

A school psychologist visits the school regularly to assist children who are experiencing learning, behavioural or emotional problems.

Children may be referred by the school or by the parents, or by both in consultation.

Parent permission is necessary before any interview or testing is undertaken.

BEFORE SCHOOL SUPERVISION

Children who arrive at school prior to 8.40 am are expected to sit on the verandahs outside their classroom areas. There is limited supervision available prior to this time. Class teachers are expected to open their classes at 8:40am and children are able to enter rooms to prepare for the day. Students are not permitted to play on equipment or run around the quadrangle area.

Parents will need to inform the Principal (in writing) if their child needs to be at school prior to 8.40am regularly.

OUT OF HOURS CHILDCARE

An on-site service for before and after school and vacation care is currently being arranged by the school. It is hoped that this will commence in early Term 1 2017 but is subject to all regulatory requirements being met.

Currently, there are three providers picking students up each afternoon after school. Students attending After School Care are to move to the admin block at the end of each day where providers collect the children. The after school providers are:

- PCYC Kensington Mob: 0409 116 237 Tel: 9367 1282 / 9474 1778
- Riverside Kids Club Mob: 0403 959 508
- Cuddles Mob: 0434 420 334 Tel: 9472 4702

Please remember to contact your provider if your child is sick or not attending After School Care on a particular day.

MANAGING STUDENT BEHAVIOUR

The Lathlain School Policy on student behaviour is based on the following principles.

1. Every student and teacher has the right to work without disruption from others.
2. Students are to accept the consequences of their actions and accept a responsible role in solving any problems created.
3. The rules of the school have been made for the protection of the students, their property, the school property, the staff and the public.
4. School and class rules at Lathlain are based on three (3) underlying factors.
 - i) Safety - we play carefully and safely at school.
 - ii) Caring - we care for other people and their property.
- we care about our school.
 - iii) Consideration - we show consideration for others.

SCHOOL RULES

School playground rules are established and discussed with all children at the beginning of each school year.

Consequences are provided for both positive and disruptive behaviour in the playground.

CLASSROOM BEHAVIOUR MANAGEMENT

Teachers, together with students, formulate a classroom behaviour management plan.

Teachers are to send home a copy of the plan, which includes both the positive rewards and consequences for disruptive or inappropriate behaviour.



ABSENCES

Under Education Regulations **notification is required for all absences from school.**

Brief written notes, dated and signed by a parent or a telephone call or email are therefore required for:

1. Any absence from school.
2. Permission to leave school early (medical or dental).
3. Permission for your child to be excluded from physical education or sport due to illness or disability.

Parents are asked to remember children are assessed on work covered during school time. It is therefore important that attendance is regular and timely. Should parents need to take students out of school during term time for family holidays, a letter needs to be written to the principal.

SCHOOL CONTRIBUTIONS AND CHARGES

In order to provide the school with additional teaching resources the Department of Education regulations allow a voluntary contribution scheme to be established by the Principal.

Lathlain Primary School's contributions for this year is \$60.00 per child.

We ask for your co-operation in paying this amount, together with a P & C Contribution at the beginning of the school year.

The P & C Contribution is:

One/two child/ren	\$30.00 each child
Three or more children	\$70.00 per family group

Contributions and charges are ratified by the School Council each year and parents are sent home details in November. These contributions in 2017 will assist us to purchase workbooks for students across the school.

PERSONAL REQUIREMENTS LIST

A personal requirements list is issued for each year level. Parents may acquire the listed items from an education supplier working with the school who will supply the items at very competitive prices. Parents are also able to purchase most materials from local stores and newsagencies.

SCHOOL EXCURSIONS

Children are often taken on excursions and sporting trips, usually by public transport, but occasionally using parent vehicles.

When public transport is used, parents are asked to pay the fares involved for the excursion.

Private transport will only be used if suitable public transport is not available.

Class teachers will notify parents of forthcoming excursions indicating where, when and the cost of the excursion.

A permission note is sent home to be signed and returned. This is a legal requirement of the Education Act.

RESOURCE CENTRE

The school library resource centre plays an important role in our school. It contains a varied selection of fiction, non-fiction, reference books, audio visual aids, educational games and computers.

The Library uses the 'BOOKMARK' automation system, which is continually updated. Library skills are taught to children and an emphasis is placed on research skills in context.

Children are encouraged to borrow books from our library, using a material bag. We encourage student responsibility in remembering due dates and borrowing procedures, as well as care with books. It is school policy to charge a replacement cost of any book lost or damaged by a library borrower.

LUNCH ARRANGEMENTS

All children eat their lunch in designated areas under supervision of teachers on duty. When the duty teachers are satisfied the children have completed lunch and left the area clean, they are allowed to go to play.

Any child going home for lunch is required to bring a note from home informing the class teacher of this. One note for the year is sufficient if the child goes home regularly.

Parents are to supply lunch for their children as there is no canteen available on Mondays – Thursdays.

Lathlain Primary has a few students who have severe allergic reactions to nuts and parents are asked to consider keeping foods containing nuts out of school lunch boxes to support a safe environment for these students.

CANTEEN

The P & C operate a school lunch service one day per week on Friday. Lunches are pre-ordered on Thursday mornings. Any increase in service will be relayed to parents via the newsletter.



MONEY COLLECTION

- The School uses the Billing system where each student has their own account.
- Contributions can be paid with the stationary order with Ziggies or at the start of the New Year.
- Accounts will be posted in the New Year.
- Excursions/Incursions can be paid in advance as a lump sum in bi-annual instalments or at the time of the activity.
- Payment envelopes will be sent home with each activity permission slip.
- Please place the money and slip in the envelope with the child's name, room number, amount and purpose.
- Please provide correct money as change cannot be given out.
- Payment envelopes can be forwarded to the Teacher.
- Payments can be made in Cash, Cheque (written in school name), EFTPOS at the front office or by Direct Deposit.
- Please include the student's name in the banking reference for Direct Deposit.
- Bank details available on each payment envelope or through the Office.

PHYSICAL EDUCATION PROGRAM

The Lathlain Primary School Physical Education Program is delivered school-wide, through specialist Physical Education classes, classroom and collaborative sport, early morning running club and also opportunities to represent the school at interschool competition through various sports. The goal of the program is to build students overall skills and fitness to allow them to become lifelong sport participants.

Lathlain Primary School delivers Fundamental Skills Program for the Pre Primary to Year 2 students. This program ensures student develop important skills such as throwing, catching and running to ensure they have necessary abilities to be able to participate in organised sporting games.

Senior students participate in a number of different sport activities during their PE classes and sports sessions throughout the year: netball, basketball, football, soccer, athletics, t-ball, volleyball and cricket. Students also participate in fitness sessions to build overall fitness capabilities, as well as muscle and bone strength.

This is also school cross country, athletics and swimming carnival for students to be able to test themselves against others and strive to be their best.

There are several interschool carnivals run throughout the year. These include:

These include:

Winter Sports	Term 2 (Football, Netball, Soccer, Hockey and Basketball)
Cross Country	Term 3
Athletics	Term 3
Summer Sports	Term 4 (Cricket, Volleyball, Newcombe, T Ball)

The school has other sports activities, as well as a faction Athletics Carnival held in Term 3.

All year levels have regular fitness lessons and sport sessions.

FACTIONS

All students in 2017 will be allocated to one of the following factions:

Red - Curtin
Green - Cowan
Gold - Stanley
Blue – Forrest

Siblings are placed in the same faction during their primary school years. Children are encouraged to wear faction T-shirts during the Athletics Carnival.

SWIMMING LESSONS

In-term swimming lessons run by the Department of Education are organised for all children by the school. There are usually 10 lessons, one per day for two weeks.

Pre-primary - Year 6 children at Lathlain have lessons in Term Four at Aqualife Swimming Centre.

All children who attend have available to them 15+ Block Out sunscreen(the school will supply this).

SCHOOL NURSE

Our school nurse is employed by the Health Department of Western Australia and is always available to assist with any advice or concerns that you may have. Contact details are available from our front office or in the newsletter.

DENTAL THERAPY CENTRE

The Dental Therapy Centre is at Carlisle Primary School. This is a free dental service for all children from Years 1-6.

The Dental unit notifies parents through the school as to when their child should attend the clinic. It is up to the parents to arrange transport to and from the Dental Unit.

The Centre's telephone number is 9362 2950.

SICKNESS OR ACCIDENTS AT SCHOOL

Minor injuries or illness during the day are attended to at school.

With more serious injuries or illness, every attempt is made to contact a parent or the emergency contact to arrange for the child to be collected from school.

In extreme emergencies, the child may be taken to a doctor or hospital at the school's initiative.

Children should NOT be sent to school if they're not feeling well, as sick room facilities and staff supervision are very limited.

- **IT IS ESSENTIAL** that the school is notified of any change of home, work, or emergency telephone numbers.

INFECTIOUS DISEASE

Any children suffering from infectious diseases are to be excluded from school under Public Health Department regulations.

Please note the following details, especially the reference to the exclusion period.

MEASLES

Measles is now a "**notifiable disease**" and exclusion from school is important. A doctor's certificate must be obtained.

If there are two or more reported cases close together in a school, the school has to notify the Health Department.

HEAD LICE

Children should be excluded from school and will not be re-admitted until proper and effective treatment has been carried out.

LIST OF INFECTIOUS DISEASES

Chicken Pox

Exclude from school. Re-admit on a medical certificate or after 7 days from onset of the scabs if the child is well.

German Measles

Exclude from school. Re-admit on a medical certificate or on the subsidence of symptoms.

Mumps

Exclude from school. Re-admit on a medical certificate or after 14 days from onset if the child is well.

School Sores

Exclude from school. Re-admit if under treatment.

Whooping Cough

Exclude from school. Re-admit on a medical certificate or after 28 days from onset of whoop.

DOGS ON SCHOOL GROUNDS

Dogs are not permitted on school grounds.

BICYCLES

Bicycles and scooters should be wheeled onto the property and parked in the bike racks on the quadrangle. They should then be chained to the rack.

All children are to wear safety helmets when riding to and from school.

It is recommended that only children from Years 4 - 6 ride bicycles to school.

PARKING

Parents who drop off and pick up their children at school are requested to please consider the safety of all children and to observe all traffic laws.

Please accompany your children from the car to the school grounds and wait for them on the school grounds in the afternoons.

ADMIN CAR PARK

This is reserved for staff. In the interest of safety, parents should *ONLY* use the car park for an exceptional reason such as a physical disability or where a pick up is required when a child is unwell and in the medical room. The visitor's bay in the car park is available *SOLELY for THIS purpose.*

There is a disabled bay in the admin car park. As there are parents and carers in the school who hold current ACROD cards, it is vital that the disabled bay be available for this purpose.

SCHOOL POLICY ON HATS

With support from the P & C Association and the School Council this school has adopted a **“NO HAT, NO SPORT OR NO PLAY”** policy.

Students are required to wear a school hat at recess and lunch times, Physical Education lessons and sport sessions. (Hats are available for purchase from the uniform shop).

If a student has no hat, they will be expected to remain on the verandah.

Parent support is essential to ensure children take common sense steps to protect themselves from the harmful effects of the sun.



NO SMOKING

All government schools have been declared **"SMOKE FREE ZONES"**. Therefore smoking is not allowed on the school grounds at any time.



SCHOOL SONG

We have a great school called Lathlain,
In the proud state of W.A.
We're working with co-operation,
In sport and in class and in play.

We gather each day to accomplish,
And to play and have fun with our peers.
Because Lathlain's the school we are proud of,
We seek, strive and learn through the year.



STAFF / PARENT INTERVIEW POLICY

RATIONALE

Establishing a meaningful and ongoing contact with parents is an important part of schooling. The parent is able to give the staff information that will help them understand the student's needs, interests and personality. The staff will be able to inform the parent of the student's progress, needs and problems and how the parent can best help his/her child to learn within the school's educational and behavioural policies.

AIMS

1. To have as much staff/parent discussion and interview time as the school program will permit.
2. To gain educational and behavioural benefit from staff/parent discussions and interviews.
3. That both staff and parents will be satisfied with the outcomes of any discussion or interview.

TERMS DEFINITION

Discussion – An informal conversation about general student progress/ information, or easily resolved concerns about the educational or behavioural progress.

Interview – A prearranged meeting by either staff or parent to have a comprehensive review of the student's progress and/or to discuss concerns of a more serious nature.

POLICY

Discussions

1. Should not keep staff from doing their normal duties such as:-
 - a) classroom teaching and supervision
 - b) lesson preparation especially before 8.40am
 - c) playground duties
2. A discussion may lead to the necessity for an interview and staff will decide if that is the best way to adequately deal with the issues raised.
3. Teachers may make notations on the subject discussed.

Interviews

1. Should take place in private and not in front of a class where children are working.
2. A clear outline of the concerns need to be given to the parent or staff member prior to the interview to assist the preparation of both parties.
3. Other people, including the student, may be present at the interview as long as both parties agree.
4. An agreed time limit should be made, and if issues have not been resolved, an agreed extension can be made or preferably a further interview date made to allow for further thought on the matter.
5. Teachers should take notes at each interview.
6. The principal can be present at any interview.

Parents are welcome to discuss the concern with the Principal or Deputy prior to the meeting.

DRESS CODE

Lathlain Primary School has a student dress code in place which has been developed following consultation with parents, teachers and students. This code is strongly supported by the P&C Association.

RATIONALE

The Lathlain School Community believes the school dress code:

- Fosters and enhances the public image of the school.
- Assists in building school tone and team spirit.
- Ensures students are safely dressed for specific school activities.
- Encourages equity amongst students; and
- Prepares students for work, as many places have dress and safety codes.

DRESS CODE COMMITMENT

At enrolment, parents and students will be asked for a commitment to the school dress code to ensure that the student wears the uniform every day.

Where special circumstances arise and the student cannot wear the uniform, parents should contact the school to discuss the situation.

DRESS CODE REQUIREMENTS

School colours are royal blue and white.

Daily Wear

Blue cargo shorts or long pants
Blue track suit pants
Blue pleated school skirt
Blue check school dress
Blue school shirt
Blue school zip jacket
Leavers' shirt (Year 6 only)
Reversible blue school hat

Sports Days

Faction colour polo shirt or school polo shirt
Blue sports shorts
Blue track suit pants
Reversible blue school hat

Other:

Appropriate footwear - no thongs, slip-ons, high heeled wear, crocs or ugg boots.
Sports pants need to be worn under skirts.
Joggers that are securely laced or fastened.
Hair tied back if it is shoulder length or longer.
Clips and bands to be school colours.
No make-up, nail polish, jewellery (except for watches, ear studs or sleepers)
Winter leggings need to be black.

GENERAL INFORMATION

The school P&C operates a uniform shop at the school and uniforms are reasonably priced.

Parents are able to place orders at the uniform shop.

Where there are financial difficulties regarding purchasing a uniform, parents are asked to contact the school to discuss the situation.

If there is a need to modify the uniform for health, religious or other reasons, parents are asked to make contact with the school Principal.

Staff will be informed of any approved variation to the existing uniform for a particular student.

ITEMS AVAILABLE FROM THE UNIFORM SHOP



Girls' blue check dress



Unisex blue polo shirt



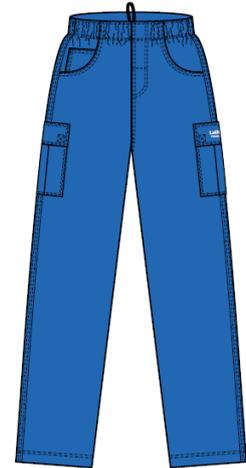
Boys' cargo style shorts



Girls' blue pleated skirt



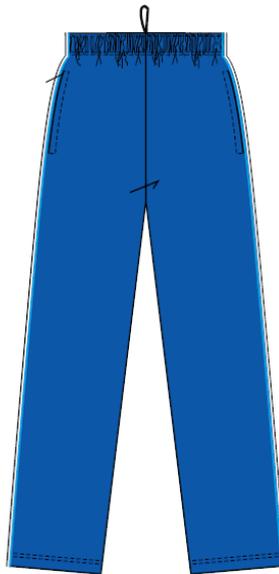
Unisex blue jacket



Boys' cargo style long pants



Unisex faction polo shirt
Available in four faction colours:
Curtin: Red
Stanley: Gold
Forrest: Blue
Cowan: Green



Unisex blue tracksuit pants



Unisex blue sport shorts



Reversible faction Hat
Available in four faction colours

STARTING KINDERGARTEN

Children at Lathlain Primary School attend kindergarten for the equivalent of 15 hours per week over a two week period. This program will commence in Week Three of Term One.

In order to cater for the number of working parents in our community, the program offered will be a rotation of two full days one week and three the next. (Parents will be given information which will make clear which specific days their child is to attend class.)

For their first two weeks of school, kindy children will only attend two half days in order to introduce them to the centre and staff in a small group situation.

At the first and subsequent sessions, parents are encouraged to stay for the first few minutes and share a puzzle with their child on the mat.

STAGGERED INTAKE FOR KINDY 2017

Week 1 and 2 Half the group for 2 Half Day sessions
Week 3 Onwards Two / Three Full Day sessions

SESSION TIMES FOR THE FOUR KINDY GROUPS

Group K1: Monday 8.50am – 3.00pm (ALL DAY)
 Thursday 8.50am – 3.00pm (ALL DAY)
 Wednesday of odd weeks 8.50-3.00pm (ALL DAY)

Group K2: Tuesday 8.50am – 3.00pm (ALL DAY)
 Friday 8.50am – 3.00pm (ALL DAY)
 Wednesday of even weeks 8.50-3.00pm (ALL DAY)

Group K3: Monday 8.50am – 3.00pm (ALL DAY)
 Thursday 8.50am – 3.00pm (ALL DAY)
 Wednesday of odd weeks 8.50-3.00pm (ALL DAY)

Group K4: Tuesday 8.50am – 3.00pm (ALL DAY)
 Friday 8.50am – 3.00pm (ALL DAY)
 Wednesday of even weeks 8.50-3.00pm (ALL DAY)

Telephone: Kindy 1 and 2 9224 9820
 Kindy 3 and 4 9224 9819



KINDERGARTEN & YOUR CHILD

Reflections to consider:

- I learn to be away from you – my parents – and this may take me some time.
- I learn to work with caregivers and other adults.
- I learn to work with a large group of children.
- I learn to work alone.
- I learn to share and co-operate.
- I learn simple rules and routines.
- I learn to complete a task or activity.
- I learn to question and answer.
- I learn to be independent, but not afraid to ask for help.
- I learn to select and choose.
- I learn to share my family experiences with others.

REMEMBER

All activities are provided to allow me to develop my curiosity, imagination, enjoyment and my concentration. Talk to me about them and my language will grow too!

I need to learn all of these skills to grow into a happy, healthy person. I will learn at my own rate and this may be faster or slower than others.



PHILOSOPHY

- Lathlain Early Childhood Centre's Kindergarten offers a balanced developmental program that caters for the physical, emotional, intellectual, cultural and creative needs of each child.
- Most activities are play based because children learn through play.
- Play is an accepted and valued part of the Early Childhood Program.

GOALS

- To provide a stimulating environment which meets the needs of all the children and in which children feel safe, secure and accepted.
- To foster and enhance all developmental areas of each child in the learning environment.
- To provide opportunities for all children to develop a positive self-concept of themselves and other people.
- To provide opportunities to further develop positive social skills, co-operation, helping, negotiating and conversational skills which enable children to become competent communicators.



GUIDING CHILDREN'S BEHAVIOUR

In order to effectively guide your child's behaviour, staff will:

- Treat all children with respect.
- Acknowledge and accept each child.
- Model appropriate behaviours – children learn through imitation.
- Positively set limits within which children have ample opportunity to explore their environment, express themselves and enjoy the company of others.
- Children will be given the supervised freedom, within safety limits, to “do what children do.”

WHAT TO BRING

First Day Only

- 1 box of tissues.
- 1 roll of paper towel (Please put your child's name on these items)

Every Day

- 1 large school bag, which your child can manage to open and close (clearly named)
- 1 piece of fruit, vegetable, dried fruit or cheese to be shared at fruit time.
- 1 change of clothes in case of accidents and water play during the summer months.
- 1 hat for outside play (clearly named)

SPECIAL ITEMS FROM HOME

As no responsibility can be taken by the centre for the loss of any personal items, it is requested the children **DO NOT** bring any toys or other treasures from home.

Comfort items may be brought to assist in the settling in process.

Later in the year, children are encouraged to bring items for news for the classroom 'nature table'. These items stay on the news table and are not played with during the session.

MONIES - KINDY CONTRIBUTIONS (Contributions are voluntary)

Please give money to the class teacher in a labelled envelope. The office can accept EFTPOS or direct deposit is available for your convenience (please contact the school office).

Your contributions for Kindergarten go towards the cost of materials, services and facilities. These have been approved by the School Council.

The contribution can be paid as one \$60.00 option or in four \$15.00 instalments payable in the first week of each term.

INCURSIONS

Kindy Bulk Incursion Payment \$80.00

Incursions are a valuable component of the class program, complementing our teaching and learning.

Children who participate may pay the bulk incursion payment in advance or as part payment as the incursions occur.



PREPARING YOUR CHILD FOR KINDERGARTEN

Children need to be prepared for their time at Kindy. When first coming to the program, parents feel anxious about leaving their child. Please be aware that your child will be able to sense if you are confident about leaving them in our care.

Initially, it is encouraged that parents spend a few minutes at Kindy when dropping children off.

If you are concerned your child may have difficulties separating from you please speak to your class teacher in advance. Your child will soon learn the routine of going to Kindy and will learn to trust that when you leave, you will always return again.

SAYING GOODBYE

- Please say goodbye before you leave, as it can frighten your child to discover that you have suddenly gone.
- Say goodbye confidently, quickly and with a minimum of fuss.
- It's not unusual for children to cry when their parents leave - after all, they like being with you! Your child may seem a little upset when you leave, but most children settle down quite happily.
- Our staff will always respond in a sensitive and caring manner to a distressed child.
- If you are concerned about how your child has settled, you can always phone us to find out how their day is progressing.

MEDICATION

- **Written authority MUST** be provided by the parent or carer of each child who requires the administration of medication whilst in our care at Kindy. A form can be obtained from the class teacher when required.
- Medication will only be accepted **in a clearly marked** and labelled container.
- Any medication must be handed directly to the Kindy teacher with **written instructions** on how the medication is to be administered.
- For ongoing medical conditions a Health Care plan from your Doctor must be provided along with the completed Health and Emergency response plans from the office.



PARENT INTERVIEWS

- Parents are encouraged to share information about their children with staff.
- An appointment can be made at a mutually suitable time if you wish to discuss your child's progress in the program.
- To avoid inconvenience to yourself and interruption to the program, it is essential that appointments are made for parent – teacher interviews.
- To avoid discussing your child in their presence and to enable an uninterrupted interview, please make alternative arrangements for your child's care during the interview time.
- All parents will be offered an interview at mid-year for formal discussions of their child's progress.

DRESS UP

If you have anything suitable for 'dressing up' that you no longer require, we would be most grateful if you could donate it for our Dress-Up Corner. Suitable items may include:

- Clothing from other cultures.
- Evening wear.
- Jackets, ties and vests.
- Anything that glitters and sparkles.

FRUIT TIME

Children need to bring a item to their session to be cut and shared. In the interest of good health this should consist of vegetables, fruit, cheese, dried fruit etc.

This food is shared amongst the group. Cold water is readily available at the centre.

Please advise staff if your child has any special dietary needs due to allergies, religious or cultural needs etc.

Please DO NOT send nuts or foods with nuts as an ingredient, drinks other than water or sweet food with your child. (Note: we have some students with severe nut allergies)

Your teacher will inform you if there are other allergies which are an issue for the class.



BIRTHDAYS

We will be most happy to help your child celebrate his/her birthday. If your child's birthday is on the day of their session, you may send in cupcakes or biscuits to share with friends. It is preferable that you send along individual foodstuffs (eg muffins) as it is sometimes difficult to ensure that the children receive equal portions of cake, particularly the sort decorated with smarties or lollies.

Please notify staff beforehand if you plan to do this for your child's birthday. There are children with allergies to some foods and it is important that care is taken in relation to any food brought into the Kindy Centre.



PARENTAL INVOLVEMENT AT KINDERGARTEN

Parents are needed, welcomed and encouraged to become involved in their child's education. We strive to create an effective parent/teacher liaison.

A roster is available on the notice board for parents to volunteer their services on the days they wish to attend. Attendance of this kind during the sessions offer parents the opportunity to help their child and the teacher with the program, as well as sharing special moments and experiences with their child. It also enables parents to observe and interact with their child as their child interacts with others.

If you have any special skills (playing a musical instrument or a craft) you would like to share with the children, please feel free to come and join us.

We understand that a parent's level of involvement may change from time to time depending on their personal circumstances and other commitments.

Please note:

If a parent/guardian is on roster, any younger child who is in attendance and is not participating in the program is the sole responsibility of the parent/guardian.



SUN POLICY

Children's skin is delicate and burns very easily. Children will need a hat for outside play. This is encouraged throughout the year to develop safe habits.

Throughout the year the school policy does not allow children to play outside without a hat. Children must have a sunhat in their bag every day.

We also recommend that children arrive at the centre during the warmer weather with sunblock applied before the session. Staff will not apply sunblock.

The Cancer Council recommends a wide brimmed hat or cap with flap to cover the ears and back of the neck.

In hot weather, children should have their shoulders covered when playing outside therefore a short sleeved t shirt is recommended.



ARRIVALS

Children must not be left unattended in the school grounds.

At the commencement of each session, children must be placed in the care of the teacher after which parents are free to leave.

DEPARTURES

At the conclusion of sessions, children will be required to wait inside the centre until their parents arrive. Only designated adults will be permitted to collect children from the centre.

Parents/guardians are requested to collect children promptly at the end of their session to prevent your child becoming distressed.

Parents are kindly requested to wait outside each classroom until a staff member opens the door at the end of the session.

Should you be unavoidably detained, please contact the teacher as soon as possible. If arrangements have been made for another adult to collect your child from the centre, it is necessary for you to inform the teacher **before** the child is collected.

Please note: No child is permitted to leave the classroom unless the child is in the care of a person authorised to collect the child.



WHAT TO WEAR

We have many children using our centre, and it is difficult to remember each child's property. It is requested that all clothing and belongings, (including shoes, hats and bags,) be clearly labelled with your child's name. This avoids confusion and reduces the amount of lost property.

Children need to be suitably dressed for current weather conditions (refer to our Sun Policy). Bare Shoulders are not appropriate. Your child will require a change of clothes (in a plastic bag) in case of "accidents".

All clothing needs to be easily undone by your child for toileting.

Children will need to wear "play" clothes which enable free movement for running and climbing and crawling. Aprons are provided for activities such as painting, but children's clothes need to be suitable for outdoor as well as indoor play.

Kindy T/Shirts are an excellent choice on kindy days.

Children will be encouraged to remove their shoes when climbing and if weather conditions permit. This is to prevent accidents at times when children are climbing on the outdoor play equipment. If you would prefer your child not to remove their shoes, please let our staff know.

All year we encourage the children to wear sunhats and sunscreen. Please assist by ensuring your child has a sunhat in his/her bag at all times.

ABSENCES

If your child misses a session for whatever reason please inform the teacher by phone or in writing. Students are encouraged to attend their designated sessions regularly.

HEALTH

Please keep in mind that contagious diseases travel rapidly through close contact of children. If your child is unwell, **they should be kept at home.** Any child who is unwell is not capable of participating fully and enthusiastically in the program.

If your child becomes ill at the centre, we will phone you to come and collect him/her. In extreme emergencies, a child may be taken to a doctor or hospital.



A MEMO FROM YOUR CHILD

1. **BE FIRM WITH ME.....**
I prefer it – it makes me feel secure knowing you care.
2. **DON'T SPOIL ME.....**
I know quite well that I ought not to have all I ask for. I'm only testing you.
3. **BAD HABITS ARE EASILY FORMED.....**
I have to rely on you to detect them in the early stages.
4. **IF YOU CAN HELP IT.....**
Don't correct me in front of other people. I'll take much more notice if you talk quietly with me in private.
5. **DON'T MAKE ME FEEL SMALLER THAN I AM...**
It only makes me behave stupidly big.
6. **DON'T MAKE ME FEEL ALL MY MISTAKES ARE SINS**
It upsets my sense of values.
7. **WHEN I SAY I HATE YOU DON'T BE UPSET....**
It isn't you I hate, but your power to thwart me.
8. **HELP ME TO BE RESPONSIBLE FOR MY ACTIONS...**
I may need to learn the painful way sometimes.
9. **DON'T TAKE TOO MUCH NOTICE OF MY SMALL AILMENTS...**
I'm quite capable of trading on them.
10. **DON'T NAG.....**
If you do, you will find I will have to protect myself by appearing deaf.
11. **PROMISES ARE IMPORTANT.....**
I feel badly let down when your promises are broken.
12. **REMEMBER I CAN'T EXPLAIN MYSELF AS WELL AS I WANT TO**
That is why I am not always very accurate.
13. **BE CONSISTENT.....**
Or you will confuse me and make me lose faith in you.
14. **PLEASE ANSWER MY QUESTIONS.....**
So that I don't stop asking and seeking information somewhere else.

