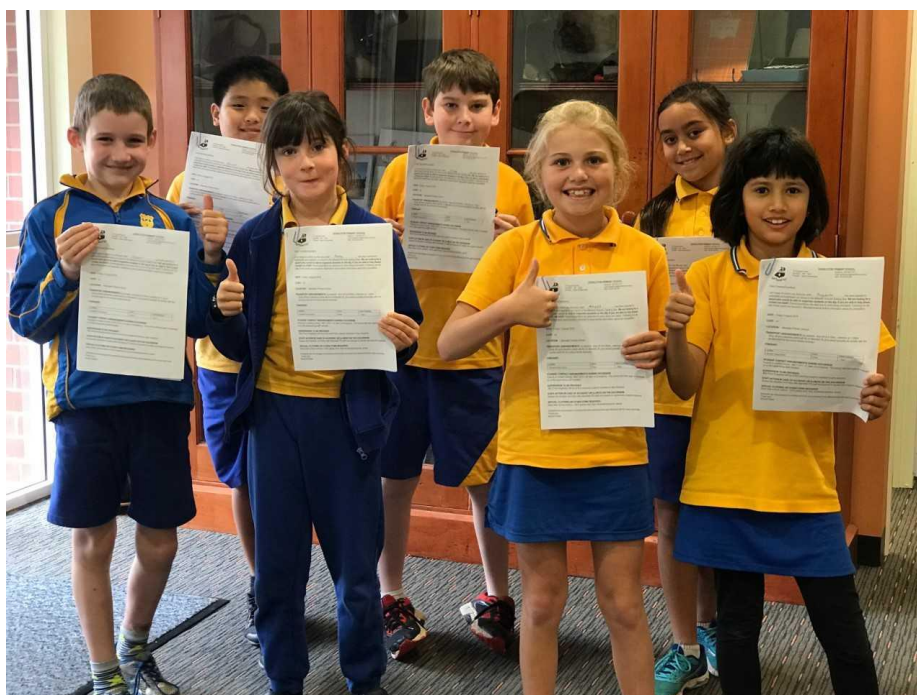


# GERALDTON PRIMARY SCHOOL

Established 1878 – The oldest continuously operating primary school in Western Australia

Generosity Perseverance Service

## Parent Information Booklet 2019



### Street Address

75 Fitzgerald Street  
GERALDTON WA 6530

### Postal Address

PO Box 7207  
GERALDTON WA 6531  
PH: (08) 9921 2311

Email: [Geraldton.ps@education.wa.edu.au](mailto:Geraldton.ps@education.wa.edu.au)

Facebook: [Geraldton PS Facebook group](#)

Website: <https://geraldtonprimaryschool.wa.edu.au/>

Off Site Kindergarten  
Tel: (08) 9921 1885

Canteen  
Tel: (08) 9921 3862



### **Section 1 Introduction Page 3**

- School Profile
- Motto
- Creed

### **Section 2 Operational Details Pages 4 - 6**

- Term Dates
- Contact Information
- Hours
- Parking
- Kindergarten
- Money Collection
- Lost Property
- Dogs in Schools Policy

### **Section 3 General Procedures & Policy**

Pages 6 - 10

- Enrolment Information
- Leaving to Attend Another School
- Custody Orders
- Attendance Policy and Procedures
- Late Arrival at School
- Voluntary Contributions & Charges
- School Uniforms
- Visitors to School Site
- Duty Teacher
- Students Arriving Before School
- End of Day Arrangements
- After School Day Care Arrangements
- Collecting Students from school
- Mobile Electronic Devices
- No Smoking Policy
- Homework

### **Section 4 Student Care & Welfare**

Pages 10 - 12

- Students On Line Policy
- Medication and First Aid

- Infectious Diseases
- Immunisation
- Head Lice
- Health and Well Being
- Cross Walk
- Dental Therapy
- School Psychology Service
- Midwest Allied Health Services
- School Chaplaincy Service

### **Section 5 Facilities & Services Page 13**

- Library
- Lost Books
- Canteen
- Book Club

### **Section 6 Special Programs**

Pages 13-14

- Intern Swimming
- Vacation Swimming
- PEAC (Primary Extension & Challenge)
- Instrumental Music
- LOTE
- Physical Education Program
- Faction Sports

### **Section 7 Partnership with Parents**

Pages 14 - 15

- P&C
- School Council
- Communication
- Assembly
- Parent Teacher Meetings
- Complaints & Concerns
- Parent Helpers

### **Section 8 Encouraging Positive Behaviour Pages 15 - 18**

- School Rules
- Student Council
- Consequences for Serious Misbehaviour
- Good Standing Policy
- Bullying
- In School Detention
- School Suspension
- Exclusion from School
- Rewards for Good Behaviour
- Positive Behaviour Matrix

Welcome and thank you for choosing to educate your children at Geraldton Primary School.

## SECTION ONE: INTRODUCTION

### SCHOOL PROFILE



### **EMBEDDED History, COMMUNITY Spirit, EXCELLENT Reputation, COMPASSIONATE, SKILLED & CARING Staff and Students STRIVING to LEARN**

Geraldton Primary School is Western Australia's oldest continuously operating primary school, with students first attending in 1878. The school is heritage-listed and will be turning 140 in 2018. We have a long established and excellent reputation in the Geraldton community, attracting students from all parts of the city and outlying regions. We are very proud of our school motto, 'Generosity, Perseverance and Service', ensuring we display these qualities as we go about our daily work at school.

The school prides itself on its personal approach to families and pastoral care programs. We cater for both the needs of individual students as well as the education of all our students. We actively seek and build partnerships with agencies and the local community to provide high quality educational opportunities for every student. Additionally, the school has an in-school Chaplain and a School Psychologist who provide support to students, staff and the school community.

When parents join our school community they quickly become acquainted with the quality and richness of programs that are designed to meet their child's needs. Our school motto of Generosity, Perseverance and Service are exemplified daily throughout the school community in the development of our programs and policies.

These values form the moral purpose of our school and the foundation for ensuring the best school environment for all members of our school community. We teach these values through the acronym REACH - We are: Responsible and Respectful, Encouraging, Achievers, Caring and Helpful.

Our students come from a range of cultural backgrounds which greatly enhances our school community. We have strong links with the parents/carers of our students. They are motivated and keen for their children to succeed and provide great support to them, the school and staff.

Our staff members have considerable teaching experience and commitment to their roles which leads to a very stable, quality learning environment. They are continually working to improve their professional practice, focussing recently on the role of digital technologies and Science, Technology, Engineering and Mathematics (STEM) and how this can enhance both student achievement and teachers' own professional practices.

**Our school motto is GENEROSITY, PERSEVERANCE and SERVICE**

and

We are guided by the four core values of the Department of Education

***Learning, Excellence, Equity and Care***

Our school core values are outlined by the **REACH** acronym

***We are: RESPONSIBLE AND RESPECTFUL, ENCOURAGING ACHIEVERS  
who are CARING AND HELPFUL***

Our staff members have considerable teaching experience at the school that leads to a very stable learning environment. They are also focussed on continuing to improve their professional practice and in 2019 will be learning more about the role of digital technologies and STEM and how this can enhance both student achievement and their own professional practices.



The school staff are currently looking at expanding and unpacking the school motto to use it as a springboard for the school

vision. We wish to involve parent/carers and our GPS school community in this motto and vision development in collaboration with the School Council.

Geraldton PS has a school creed as outlined below. This school creed is currently being reviewed via a survey to staff, students and parent/carers. Middle and Upper Primary students and also staff will be provided an opportunity to give feedback about the school creed and all key stakeholders will also be provided with an opportunity to be part of a group who follow up on staff, student and parent/carer feedback about the current school creed.



## **THE SCHOOL CREED**

THIS IS OUR SCHOOL  
LET PEACE DWELL HERE  
LET THE ROOMS BE FULL OF CONTENTMENT  
LET LOVE ABIDE HERE  
LOVE OF ONE ANOTHER  
LOVE OF MANKIND  
LOVE OF LIFE ITSELF  
AND LOVE OF GOD  
LET US REMEMBER THAT AS MANY HANDS  
BUILD A HOUSE  
SO MANY HEARTS MAKE A SCHOOL



## **CURRICULUM**

Our Languages program is Indonesian and students from Kindergarten to Year 6 are taught by a specialist teacher. This includes Languages taught in an immersion mode once a week from Year 3 to 6 students and also includes extension program for Year 4 to 6 students. The school has commenced the ELLA (Early Learning Languages Australia) program which is a digital, play-based language learning program for preschool children.

Additionally, the school has specialist teachers in Physical education, STEM (Science Technology Engineering and Mathematics) and Music program.

### **Useful Links:**

[\*\*ACARA\*\*](#) (Australian Curriculum Assessment and Reporting Authority) leads national collaboration to produce the Foundation – Year 12 Australian Curriculum.

The Australian Curriculum sets the expectations for what all young Australians should be taught, regardless of where they live in Australia or their background.

**Australian Curriculum website:** <https://www.australiancurriculum.edu.au/>

**Australian Curriculum Parent Information:** <https://www.australiancurriculum.edu.au/parent-information/>

## **Australian Curriculum Overview**

It is parents, families and carers who have the most influence on their children. When families are actively involved in their children's education, children usually enjoy school and achieve better results.

This section of the website provides information for families and carers about their children and the Australian Curriculum.

The Australian Curriculum sets the goal for what all students should learn as they progress through their school life – wherever they live in Australia and whichever school they attend.

Download [The Australian Curriculum: an overview for parents](#) to learn about how the Australian Curriculum is organised, including information about the learning areas, general capabilities and cross-curriculum priorities. There is also information about how schools can use the Australian Curriculum to support students' needs and interests, and links to further information.

## **CHOIR**

The school runs several choirs: Senior, Junior and Boys and a strong highlight of each assembly is the community song which is enjoyed by all students, staff and members of the school community.

The SIMS (School of Instrumental Music) teachers also provide lessons for Year 5 and 6 students selected in this program in Guitar, Brass and Woodwind and students have an opportunity to perform with the John Willcock College Band (to be known as Champion Bay Senior College in 2019).

## **PEAC**

Selected Year 4 students also are provided an opportunity to be part of the PEAC (Primary Extension and Challenge) Gateway program where they spend one day a week at the PEAC Centre at Beachlands PS. Parent/carers arrange transportation to PEAC.

## **CLASSROOMS**

Geraldton PS has an offsite Kindergarten across the road which is equipped for 40 students. The school has 13 classrooms, a designated art/science room, a multi-purpose library resource centre, two Pre-primary rooms, a Computer Laboratory and Music room.

A focus for 2019 is to create a Maker Space area which includes a computer lab, 3D Printer area and STEM activity centre and a review of the current Library setup and location.

Technology resources include wireless network, laptops, iPads, Apple TVs, 3D printers and interactive whiteboards.

An undercover activity area is used for assemblies, physical education lessons and a play area. We are lucky enough with such a traditional building which has a large indoor hall which is used a range of learning activities. The school has a large grassed open space used by the students for play, outdoor lessons and Physical Education lessons.

## SPECIALIST SCIENCE LABORATORY

The school has been successful in our application for a specialist science laboratory. Work on converting an existing room will occur during 2020 or 2021, depending on construction schedules.

We will also receive \$25000 to purchase science resources to equip the laboratory. Funding will be allocated to our school on completion of the refurbishment.



These new facilities and resources will allow our science program and motivate and engage our students to excel from Kindergarten through to Year 6 and beyond

## Parent Participation

Geraldton PS has an active P&C Association which meets twice a term at the school. Sub-Committees such as the Canteen, Kindergarten and Year 5 Camp are active and the P & C works on a distributed leadership model. The P & C Association meets twice a term on Mondays in Weeks 3 and 7 with meetings held alternatively at the school at 3.30pm and 7.00pm respectively.

In 2018 the P & C focused on funding for digital technologies and purchased iPads, iPad trolley and Apple TVs for classroom usage. Additionally, the P & C purchased a sea container for Loose Parts play and the Year 6 Camp Committee held a Bogan Bingo fundraiser to raise funds for the annual Year 6 Camp to Coral Bay.

## P & C Officer Bearers are:



President: Stan Corneille



Vice President: Sarah Todd



Secretary: Fleur Thompson



Treasurer: Rowena Chant



Treasurer: Amy Blyth

## Sub-Committee Members:

Canteen: Stan Corneille, Amy Blyth, Rowena Chant, Ratna Clifford, Anne-Maree Hopkinson, Leanne Mitchell and Jacqui Quartermaine,

Kindergarten: Sarah Todd, Shermey Coleman, Jemma Franklin and Leanne Mitchell

The school canteen is operated by the P&C Association and is open on Wednesday, Thursday and Friday each week. The Canteen Supervisor is Amy Blyth.

### **Communication**

School newsletters are sent out electronically and via the students three times a term. The newsletter is also attached to the school [Facebook page](#) and [GPS website](#). The school Facebook page is a closed group and its purpose is to inform, educate and celebrate. The newsletter is sent out via the [SchoolZine app](#). Push notifications are utilised for group messages when required. Emails can be sent directly to staff and/or the school at [Geraldton.ps@education.wa.edu.au](mailto:Geraldton.ps@education.wa.edu.au)

### **Parent Involvement**

Parents are encouraged to participate in all school activities through school and classroom newsletters, meetings and excursions. Individual class orientation meetings with parents are held by teachers in Term One and there are opportunities for parents to meet with teachers during year by making appointments with individual teachers at a convenient time. The school has two early close days in each semester for the purpose of Student Led conferences and bookings for these are done via an electronic booking system.

An Open Night/Art Exhibition is held once a year as is an End of Year Celebration Event.

*"Coming from a previous school with no school concert what I LOVED most was the wonderful community vibe throughout the night...All the awards were quick and straight to the point, I loved that there was kindy, PP YR 1 doing a group activity with parents and all the other combined classes. This was awesome because it again shows a community spirit and not just 'class' only... more interaction within the years. Loved ❤️❤️ the night."*

*"Our family had such a wonderful time. Great vibes and lots of laughs. Very nostalgic, I remember doing the heel and toe at primary school and you never forget it! Thank you so much for organising." 🙌👏*

The school has a point of view that what we have in common with our parent/carers is the best interest of their child and that clear and open communication is valued and encouraged. If you have any concerns you wish to discuss about your child please make an appointment to speak with either the principal, deputy principals and/or your child's class teacher.

Whole school assemblies are held three times per term and parent/carers are actively encouraged to attend. We strongly encourage and value parent/carer support on excursions and camps, art/crafts, busy bees, umpiring and coaching of out of school sporting teams.

### **Geraldton Primary School Council**

The School Council meets twice a term in Weeks 4 and 8 of each term on a Monday at school from 3.30m to 5.00pm. The meetings include working meetings, council induction and responding to planning strategies. The Council has its own Terms of Reference, Code of Conduct and reviews and endorses the Strategic Plan, endorses the annual budget and the annual Contributions and Charges and receives reports on the evaluation of these plans.

There are currently 14 School Council members comprising of 8 parent representatives and 5 school representatives. Members are listed below.



Chair: Craig Palmer (pictured)  
Principal: Jacqui Quartermaine  
Parent representatives: Sherry Datta, Bradley Mitchell,  
Shane Day, Mick Gibberd, Chad Butler-Henderson and  
Cameron Todd  
P & C Representative – To be appointed in 2019  
School Representatives – Rachel Rutter, Jacinda Harries,  
Odette Luk and Dianne Westlake  
Secretary: Katie Taylor



The School Council abides with the following code of conduct. To be:

### **RESPONSIBLE**

- Act in good faith in the best interests of the school and work cooperatively with other councillors and the school community, be reasonable, and make all decisions with the best interests of students.
- Exercise due care, diligence and skill and accept responsibility for decisions and do what is best for the school.
- Make a commitment to undertake the work of the School Council, and to commit the time required to carry out these responsibilities.
- Make attendance at all meetings of the school council a high priority.
- Come prepared to discuss the issues and business on the agenda, having read all background material relevant to the topics at hand. We will endeavour to be informed and knowledgeable as possible in order to arrive at the best possible decisions.
- Be familiar with the obligations and responsibilities of a School Council member.
- Seek the views and opinions of the whole school community regularly.
- Use information appropriately, respecting confidentiality and use information for the purpose for which it was made available.
- Declare any conflicts of interest when they arise

### **RESPECTFUL**

- Show respect and courteous conduct in all school council meetings.
- Respect the need for confidentiality and privacy with regards to sensitive matters relating to staff, students or parents.
- Represent the Geraldton Primary School Council in a positive and supportive manner at all times and project a strong and positive image.

### **ENCOURAGING ACHIEVERS**

- Demonstrate leadership and stewardship (set a good example, encourage a culture of accountability, manage risks effectively, exercise care and responsibility to keep the school strong and sustainable).
- Observe established line of communication and direct requests for information and assistance to the chairperson.
- Represent and actively participate in all meetings.

### **CARING and HELPFUL**

- Cooperate with and respect the opinions of fellow School Council members.
- Speak with one voice about the decisions of the School Council.

## 2019 TERM DATES

<b>2019 (Students)</b>		
Term 1	Monday 4 February	Friday 13 April
TERM BREAK	Saturday 14 April	Sunday 28 April
Term 2	Tuesday 30 April	Friday 5 July
TERM BREAK	Saturday 30 June	Sunday 15 July
Term 3	Tuesday 23 July	Friday 27 September
TERM BREAK	Saturday 28 September	Sunday 13 October
Term 4	Tuesday 15 October	Thursday 19 December

<b>2019 (Teaching staff, AIEOs and Education Assistants)</b>		
Term 1	Thursday 31 January	Friday 13 April
TERM BREAK	Saturday 14 April	Sunday 28 April
Term 2	Monday 29 April	Friday 5 July
TERM BREAK	Saturday 6 July	Sunday 21 July
Term 3	Monday 22 July	Friday 27 September
TERM BREAK	Saturday 28 September	Sunday 13 October
Term 4	Monday 14 October	Friday 20 December

- Students start the school year on Monday 4 February 2019 and end the school year on Thursday 19 December 2019.
- There are six school development days where students do not attend:
- Two of these days are before the school year starts for students and one day is after the school year ends for students.
- Each school schedules another three days throughout the year in consultation with its school board/council and school community.
- Independent Public Schools have the flexibility to trade-off school development days (except Thursday 31 January and Friday 1 February 2019). All other schools have the flexibility to trade-off the last school development day of the school year (Friday 20 December 2019). Teachers should confirm arrangements for their school development days with the school.

<https://www.education.wa.edu.au/future-term-dates>

### START AND END OF YEAR DATES 2018, 2019 AND 2020

	END 2017	START 2018	END 2018	START 2019	END 2019	START 2020*	END 2020*
Students	Thu 14 December	Wed 31 January	Thu 13 December	Mon 4 February	Thurs 19 December	Mon 3 February*	Thurs 17 December*
School Administrators	Fri 15 December	Thu 25 January <sup>1</sup>	Fri 14 December	Tues 29 January	Fri 20 December*	Tues 28 January*	Fri 18 December*
Teachers	Fri 15 December	Mon 29 January <sup>2</sup>	Fri 14 December	Thurs 31 January*	Fri 20 December*	Thurs 30 January*	Fri 18 December*
School Psychologists	Fri 15 December	Wed 17 January <sup>3</sup>	Fri 14 December	Mon 21 January	Fri 20 December*	Mon 20 January*	Fri 18 December*
Education Assistants	Fri 15 December	Mon 29 January <sup>4</sup>	Fri 14 December	Thurs 31 January*	Fri 20 December*	Thurs 30 January*	Fri 18 December*
Cleaners	Fri 15 December	Thu 18 January <sup>5</sup>	Fri 14 December	Thurs 17 January	Fri 20 December*	Thurs 23 January*	Fri 18 December*
Home Economics Assistants	Fri 15 December	Thu 18 January <sup>6</sup>	Fri 14 December	Thurs 17 January	Fri 20 December*	Thurs 23 January*	Fri 18 December*
School Support Officers	Fri 15 December	Wed 24 January <sup>7</sup>	Fri 14 December	Tues 29 January <sup>0</sup>	Fri 20 December*	Tues 28 January* <sup>0</sup>	Fri 18 December*
Gardeners	Entitled to four weeks annual leave. Arrangements are to be negotiated and approved at school level.						
Public Servants	Entitled to four weeks annual leave. Arrangements are to be negotiated and approved at school level.						

## CONTACT DETAILS

Telephone: 9921 2311

Email: [Geraldton.ps@education.wa.edu.au](mailto:Geraldton.ps@education.wa.edu.au)

Website: <https://geraldtonprimaryschool.wa.edu.au/>

Facebook: <https://www.facebook.com/groups/994111797358988/?ref=bookmarks>

## ADMINISTRATION STAFF

Principal	Mrs Jacqui Quartermaine <a href="mailto:Jacqui.Quartermaine@education.wa.edu.au">Jacqui.Quartermaine@education.wa.edu.au</a>
Deputy Principal	Mrs Judith Duff <a href="mailto:Judith.Duff@education.wa.edu.au">Judith.Duff@education.wa.edu.au</a>
Deputy Principal	Mrs Rachel Rutter <a href="mailto:Rachel.Rutter@education.wa.edu.au">Rachel.Rutter@education.wa.edu.au</a>
Manager Corporate Services	Mrs Katie Taylor <a href="mailto:Katherine.Taylor@education.wa.edu.au">Katherine.Taylor@education.wa.edu.au</a>
School Officer	Mrs Coralie Simpson <a href="mailto:Geraldton.ps@education.wa.edu.au">Geraldton.ps@education.wa.edu.au</a>
School Officer	Mrs Linda Luckhurst <a href="mailto:Geraldton.ps@education.wa.edu.au">Geraldton.ps@education.wa.edu.au</a>

## HOURS OF INSTRUCTION

Daily times are:

8.50am	School commences
10.35am – 10.55am	Recess
12.35pm – 1.15pm	Lunch
3.00pm	End of School

## STAFF CAR PARKS AND PARENT PARKING

The car park near the office is reserved for administration staff only. It is not for the general public and should not be used to drop students off or to pick them up.

Please exercise extreme caution when setting down and picking up children. There is parking available to parents on Fitzgerald Street, Sanford Street and Augustus Street in the main staff car park and also behind the off-site Kindergarten. We ask parents to avoid their children walking through the car park and to remember to use the crosswalks.

A Kiss and Drop zone operates from 8.15am until 9.00am and is located in the large school car park adjacent to the fence and footpath that runs along the side of the basketball court. Signs on the fence and yellow lines on the ground delineate this area for parents to stop briefly and drop their children off at school. The intention is that once the children are dropped, the car carefully moves off making the space available for the next vehicle. After 9.00am the bays may be used for normal parking

Parents will be able to drop their children safely onto the footpath by making them exit from the left hand side of the car.

## ENROLLING IN SCHOOL

In Western Australia, children can start their education in Kindergarten, however compulsory schooling starts the following year in Pre-primary.

## Who needs to enrol?

You need to apply to enrol your children in school for 2019 if they are:

- starting Kindergarten – 4 years old by 30 June 2019
- starting Pre-primary, the first year of compulsory school – 5 years old by 30 June 2019
- starting Year 7, the first year of secondary school
- changing schools.

## KINDERGARTEN

Our Kindergarten facility is located off the main school site on Augustus Street.

In 2018 Kindergarten students attend the K program for a total of 15 hours per week. The A Group will attend on Monday, Wednesday and attend on the odd week Friday. The B group will attend on Tuesday, Thursday and attend on the even week Friday.

Kindergarten students attend from 8.50am – 3.00pm each day and you will be given a timetable showing which days your child will attend.

A graduated timetable is employed at the start of the year which helps ease students into their 15 hours of instruction time (on a fortnightly roster) over the first two weeks of term.

Parent participation and help will be appreciated with the Kindergarten students.

Students are required to bring to each session:

- One piece of fruit each day.
- A large carry bag/school bag for carrying 'work' home.
- A wide brimmed hat for all outdoor play –labelled with your child's name.
- A change of clothes in a labelled bag.

It is a good idea to label all items belonging to your child, shoes included.

*\*\* It is recommended that no items of value be brought to school. Birthday cakes are acceptable. Please check for any food allergies prior with the class teacher prior to bringing in birthday cakes.*

## MONEY COLLECTION FOR INCURSIONS AND EXCURSIONS

Where possible, parents can greatly assist by placing money to be forwarded to the school in an envelope, correctly labelled with the child's name, purpose of the collection, room number and total enclosed. All money is to be handed to the classroom teacher unless otherwise specified. The school welcomes payment by bank transfer. Geraldton Primary School BSB 016-650 Account Number 3408-22756.

## LOST PROPERTY

An enormous amount of property is lost and left unclaimed during the year. Parents may visit the school when any item of clothing is lost, to check through the lost property box located in the undercover area. Student clothing, lunch boxes and school bags should be clearly labelled to assist teachers to return it to the rightful owner. At the end of each term unclaimed items will be washed and sold as second hand clothing by the P&C.

## DOGS in SCHOOLS POLICY

Dogs are to remain outside the school grounds at all times. A Dogs in Schools Policy is available on the school website and also available from the Front Office.



## **SECTION THREE: GENERAL PROCEDURES AND POLICY**

### **ENROLMENT INFORMATION**

“Proof of Address” will be required to complete the enrolment of a student.

The information supplied at the time of enrolment must be true and correct. The enrolment of a child may be cancelled if false or misleading information has been provided.

Parents and guardians have an obligation to ensure that the school is informed of any changes to the details provided at the time of enrolment. Please contact the school office if your address or contact details change.

### **LEAVING TO ATTEND ANOTHER SCHOOL**

Please notify the school office and the teacher as soon as you know if your child will not be continuing to attend Geraldton Primary School. We need prior notice in order to gather records for forwarding to the new school.

### **CUSTODY ORDERS**

Parents who have custody or restraining orders that affect access to students or their records, need to provide the school with a copy of the relevant order so that the school is able to abide by it. All custody and restraining orders must be current, signed and dated.

### **ATTENDANCE POLICIES and PROCEDURES**

**At Geraldton Primary School we want your child to achieve their very best. To get the best education, they need to attend school every day.**

**Developing a habit of going to school every day is vitally important so your child does not miss out on important ideas and skills they need for future learning.**

Parents are requested to provide teachers with a short note explaining the absence of students from school or give a verbal reason to the class teacher. Notes can be emailed to the school or directly to the class teacher via the SchoolZine App or via the Seesaw App.

Schools are responsible for monitoring the attendance of students and must follow up unexplained absences.

Schools must also monitor the frequency and number of absences, as these may cause concern even when the parent has provided an explanation. The Department’s policy states that the school must investigate a student’s attendance if it falls below 90% i.e. more than 5 absences per term.

**Developing the habit of going to school every day is vitally important so your child does not miss out on important ideas and skills they need for future learning. That is why we strongly encourage you not to go on family holidays during school time.**

If families wish to take children on holidays during school time it is encouraged to inform both the principal and the class teacher.

[Link: ..\..\Parent Information Booklet 2019\Information for Parents - The Impact of Holidays During School Time.pdf](#)

[..\..\Parent Information Booklet 2019\Information for Parents - The Importance of Attendance in the Early Years.pdf](#)

[..\..\Parent Information Booklet 2019\When is it okay to miss school.pdf](#)

## LATE ARRIVAL AT SCHOOL

The school day commences at 8.50am, with class rooms opened from 8.30am. It is important that students arrive at school before 8.50am as this enables them to settle in and prepare for the school day.

Students who arrive late are immediately at a disadvantage as they miss out on the introduction to lessons and disrupt the class by their late arrival. Students who arrive after 8.55am are required to report to the office to sign in and obtain a late note for the class teacher.

### Attendance Overall Primary – Geraldton Primary

	Non-Aboriginal			Aboriginal			Total		
	Geraldton Primary School	Like Schools	WA Public Schools	Geraldton Primary School	Like Schools	WA Public Schools	Geraldton Primary School	Like Schools	WA Public Schools
<b>2016</b>	94.9%	93.4%	93.7%	83.9%	87.1%	80.7%	93.7%	93%	92.6%
<b>2017</b>	95.1%	93.3%	93.8%	91.8%	86.9%	81.2%	94.6%	93%	92.7%
<b>2018</b>	94.6%	93.1%	93.7%	91.5%	85.7%	80.8%	94.1%	92.7%	92.6%

## Every Day Counts

### EVERY DAY COUNTS

**1 to 2 days a week absence from school doesn't seem much but....**

If your child misses...	That equals...	Which is...	...and over 13 years of schooling that is...
1 day per fortnight	20 days per year	4 weeks per year	Nearly <u>1 ½ years</u>
1 day per week	40 days per year	8 weeks per year	Over <u>2 ½ years</u>
2 days a week	80 days per year	16 weeks per year	Over <u>5 years</u>
3 days a week	120 days per year	24 weeks per year	Nearly <u>8 years</u>

**EVERY DAY COUNTS**

For children to be successful at school then Every Day Counts and Attendance does matter!

**How about 10 minutes late a day? Surely that won't affect my child?**

He/she is only missing just.....	That equals....	Which is.....	...and over 13 years of schooling that's.....
10 mins per day	50 mins per week	Nearly 1 ½ weeks per year	Nearly <u>½ a year</u>
20 mins per day	1 hr 40 mins per week	Over 2 ½ weeks per year	Nearly <u>1 year</u>
30 mins per day	Half a day per week	4 weeks per year	Nearly <u>1 ½ years</u>
1 hour per day	1 day per week	8 weeks a year	Over <u>2 ½ years</u>

**Remember 90% attendance is equal to 1 day off per fortnight**

**Speak to your school about help with getting your children to school every day!**

## **VOLUNTARY CONTRIBUTIONS AND CHARGES**

### **VOLUNTARY CONTRIBUTIONS**

Schools are permitted to request a voluntary contribution of up to \$60 for each student attending primary school (K-6). Contributions vary from school to school and are set by the School Council.

**Our School Council has approved the Voluntary contribution amount of \$60 per student for 2019.**

Funds raised by the collection of these contributions will be spent by the school to provide materials and resources directly relating to the educational program of each child. As these funds greatly benefit our students, we would appreciate payment as soon as possible.

Payments can be made either by cheque or in cash or by direct credit to: Geraldton Primary School BSB 016-650 Account Number 3408-22756. Please put your child's name as a reference when paying by direct credit.

### **CHARGES**

Schools charge parents for the participation of students in activities such as excursions, performances, sporting events and consumable items e.g. cooking. Participation in these events is voluntary and parents are only charged if their children participate. The charges are collected as the events occur throughout the year. Students cannot attend swimming lessons, incursions or excursions unless the charges have been paid. The School Council must approve charges and a schedule is provided at the end of each year for charges for the following year.

- Personal items list: Classroom teachers put together a list of stationery requirements for each year level. These are distributed towards the end of the year for the following year. Whilst the items are necessary for each student, these can be purchased elsewhere. If you purchase items from the recommended suppliers a small commission is paid to the school. But of course you may purchase these items from any supplier of your choice.

### **OPTIONAL COSTS**

Parents/Carers choose which activities or services they want their child to participate in and make payment accordingly. Examples of items include:

- School photographs
- Graduation related activities e.g. Graduation shirt, Graduation Dinner
- Book club
- School Camp: The costing for the proposed Camp is based on the 2018 costs. This figure is provided as an estimate.

### **SCHOOL UNIFORMS**

School uniforms provide serviceable and attractive attire for the pupils. Many parents believe school uniforms create a feeling of belonging and assist children to display a pride in the school to which they belong.

School uniform is strongly encouraged at this school.

The School Dress Code Policy is attached with this booklet.

Uniforms are available from: Total Uniforms, North West Coastal Highway.

The P & C have some second hand uniforms for sale in the canteen on Monday, Thursday and Friday.

## **FOOTWEAR**

Students are to wear shoes or sandals to school and to school organised functions.

## **VISITORS TO OUR SCHOOL SITE (INCLUDING PARENTS)**

All visitors to the school must report to the school office. Visitors remaining on the site will be issued with a visitor's badge and required to sign the Visitors' Register. This basic security procedure is expected to occur on all school sites. It includes parents who have come to volunteer their time around the school.

Staff have been instructed to direct all visitors to the office, including parents who arrive to collect students for an appointment.

## **DUTY TEACHERS**

Staff are rostered on playground supervision before school (8.15am) and at all recess and lunch periods. Staff are in the playground to watch over the welfare of the students and to take care of any difficulties which may arise. The students are expected to refer to the duty teachers when problems occur. Duty staff wear bright fluorescent vests and can be easily identified by students.

One staff member is rostered on Bus Duty to supervise students who catch Education Department buses (Orange Buses) at the bus stop in Sanford Street after school.

## **STUDENTS ARRIVING BEFORE SCHOOL**

In the mornings we accept students from 8.15am. As school does not commence until 8.50 am, we would prefer that students arrive around 8.30am. This gives students plenty of time to greet their teachers, catch up with friends and get ready for the school day.

All students who arrive between 8.15am and 8.30am are to go to the Undercover Area where they are supervised by a Deputy Principal. Pre-Primary students are escorted to their class by Student Councillors at 8.30am.

From 8.30am students should report to their classroom or the quadrangle.

## **END OF THE DAY ARRANGEMENTS FOR STUDENTS**

**School concludes at 3.00pm and students walking home should leave the school grounds promptly. Parents picking up students after school should do so within 5 or 10 minutes of the siren.**

Students who attend sport training at the school in the afternoons are required to go home as soon as training finishes. Brothers and sisters of those training are not to remain at school due to duty of care and supervision issues.

## **BEFORE AND AFTER SCHOOL CARE**

Bambi Child Care operates a before and after school care in our Undercover Area. Please phone Bambi Child Care for information on 9960 7914 or mobile 0439 693 623).

<http://www.bambichildcare.com.au/>

## **COLLECTING STUDENTS DURING THE SCHOOL DAY**

Parents or authorised adults wishing to collect students during the school day must report to the school office to obtain authorisation. Parents or authorised adults will be required to identify themselves to the office staff. The parent or authorised adult will then be issued with a *Leave Pass*, they will also be issued with a copy for the teacher. Teachers will only release students early when presented with the *Leave Pass*. Unless otherwise authorised by the Principal, students being released from school during the school day must be



collected by a responsible and authorised adult via the school office. Students are not permitted to wait unaccompanied outside the school or in the car park. In normal circumstances, students will not be permitted to walk or ride their bicycles home when released from the classroom during the school day. This basic security procedure is expected to occur on all school sites. Staff have been instructed to direct all parents who arrive to pick up students to the office.

## **MOBILE ELECTRONIC DEVICES**

Students are strongly discouraged from bringing electronic devices to school. Students will not be permitted to use mobile phones whilst at school and the school will not accept any responsibility for the loss or theft of devices. Parents and students should complete an electronic device agreement before bringing a device to school.

Electronic devices will be placed (by each student) in a container in the front office in the morning and returned at the end of the day. This policy covers iPods, iPads, tablets and mobile phones.

## **NO SMOKING POLICY**

Under the Department of Education regulations, this school is a 'Smoke Free Zone'. Smoking is not permitted anywhere on the school campus

## **HOMEWORK**

The school is currently updating their Homework Policy and a Staff, Student and Parent Survey on Homework in progress. This will be developed in consultation with Staff, Students and Parents and the School Council.

Please find a link to the [Department of Education Homework Guidelines](#). These guidelines provide good practice concerning homework and the role and responsibilities of the principal.

All staff believe in the promotion of reading for pleasure and information from K – 6. Parental guidance and modelling particularly in the early years is vital.

### **Years PP – 6 Examples of the type of homework that may be given.**

- Home reading and literacy based activities (Spelling, Phonics, writing).
- When a student has missed work through absences
- When, as a result of consultation with the teacher, the parent wishes to help their child at home with work.
- When work set at school needs to be finished.
- Where necessary to follow up specific teaching such as learning number facts, spelling or completing projects.
- For specific remedial teaching or practice purposes.

## SECTION FOUR: STUDENT CARE AND WELFARE

### STUDENT ONLINE POLICY

All students are required to sign a Usage Agreement at the beginning of each year. This is done with the classroom teacher. Year 3-6 children must sign an Internet Users Agreement to use the laptops, iPads and/or classroom computers, including those in the computer room.

*This is in the process of being updated by the ICT Committee and will be available in 2019.*

### Cyber safety websites

The links below provide information on how to safely use electronic and telecommunications media at school, home and in the community:

[Australian Communications and Media Authority](#) (ACMA) - responsible for investigating valid complaints about online content, including internet and mobile phone content.

[CyberParent](#) – a web app that is developed by the Australian Multicultural Foundation to equip parents with the knowledge and confidence to identify early warning signs as well as encourage conversations regarding safe and healthy internet use. CyberParent is available in a total of 17 languages, including English, Arabic, Chinese, Dari, Dinka, Farsi, German, Greek, Hindi, Indonesian, Italian, Pashto, Spanish, Somali, Turkish, Urdu (from September 2017) and Vietnamese.

[Cyber Savvy](#) – an online resource developed by Telethon Kids Institute to help young people prevent and address problems associated with online behaviour, particularly image-sharing.

[Cyber Strong Schools](#) - an online resource designed to build teachers' capacity to educate and enable students to positively use social media. The five online modules provide school staff with proactive approaches to respond to social media advances, supporting the educational goal for young Australians to be highly skilled in the use of Information and Communication Technologies (ICT).

[eSafety Commissioner](#) - a one-stop-shop for online safety. The Office provides Australians a range of up-to-date information and resources, coupled with a comprehensive complaints system to assist children who experience serious cyberbullying online.

[eSmart schools](#) - an evidence-based sustainable program that involves the whole school community in managing cybersafety and addressing cyberbullying and bullying.

[Keep it Tame](#) - you can use phones, tablets and computers to do awesome stuff. But things can turn nasty if you use them to disrespect each other. Treat each other with respect and KEEP IT TAME.

[RU Legal?](#) – a set of online, interactive community legal education resources developed by Legal Aid WA. The resources provide both legal information and practical tips in key areas which affect young people, such as sexting.

[ThinkUKnow](#) - an Internet safety program delivering interactive training to parents, carers and teachers through schools and organisations across Australia using a network of accredited trainers.

## Child Protection: Protective Behaviours Curriculum

All public schools are required to implement preventive curriculum under the Department's [Child Protection](#) policy.

Geraldton PS is committed to being a child safe organisation through the prevention, identification and reporting of child abuse and neglect. This includes the provision of support to children who have been abused, or are affected by abuse or neglect.

All Geraldton PS staff complete the online Child Protection and Abuse Prevention course and a Protective Behaviours Program is in place in each classroom.

## MEDICATION AND FIRST AID

The physical well being of students is a priority of our school and we aim to provide high quality first aid when necessary.

Students can become sick while at school and at times, students are sent to school feeling unwell. This can create a problem, as we have limited facilities and staffing to accommodate sick students. You can help us by ensuring that we have an up to date home and emergency contact number on the admission card. Should students require medication, a Student Medication Request/Record must be completed by parent/caregiver. This form is available from the office; this includes asthma puffers which are covered by a "Release for Inhaler Uses" form.

We are not permitted to administer any unprescribed drugs, especially analgesics, e.g. panadol, disprin etc unless there is specific request and written plan by parents.

If you wish your child to have any of the above, you are most welcome to come to school and administer the medication yourself.

## INFECTIOUS DISEASES

Chicken Pox	Exclude student from school. Student returns 7 days from onset if well, or on presentation of medical certificate that the child is no longer infectious.
Infectious Hepatitis	Exclude student from school until certified as well by medical practitioner.
Measles	Exclude from school. Re-admit on medical certificate of recovery or 7 days from appearance of rash.
Mumps	Exclude student from school. Re-admit on medical certificate of recovery or 14 days from onset if well.
Pediculosis (Nits or eggs of head lice)	Exclude from school until completely treated.
Ringworm	Exclude student from school until student has received anti-fungal treatment for 24 hours.
Rubella (German Measles)	Exclude student from school. Re-admit on medical certificate of recovery or on complete subsidence of symptoms.
Scabies	Exclude from school until cured.
Scarlet Fever	Exclude from school. Re-admit not less than 10 days from onset or on medical certificate.
Trachoma	Exclude from school unless receiving medical attention.
Whooping Cough	Exclude from school. Re-admit on medical certificate of recovery or 4 weeks from onset of whooping cough.
Impetigo (School Sores)	Exclude until treatment has commenced. Sores on exposed surfaces must be covered with a dressing.
Herpes (Cold Sores)	Young students unable to comply with good oral hygiene practices should be excluded while lesions are uncovered and weeping. Lesions should be covered by a dressing, where possible.

**Contacts of any of these above diseases are not to be excluded from school**

## IMMUNISATION

The Department of Health recommend that tetanus/diphtheria/whooping cough (Triple Antigen), polio and measles immunisation be up to date. The commencement of Kindergarten is a good time to see to this.

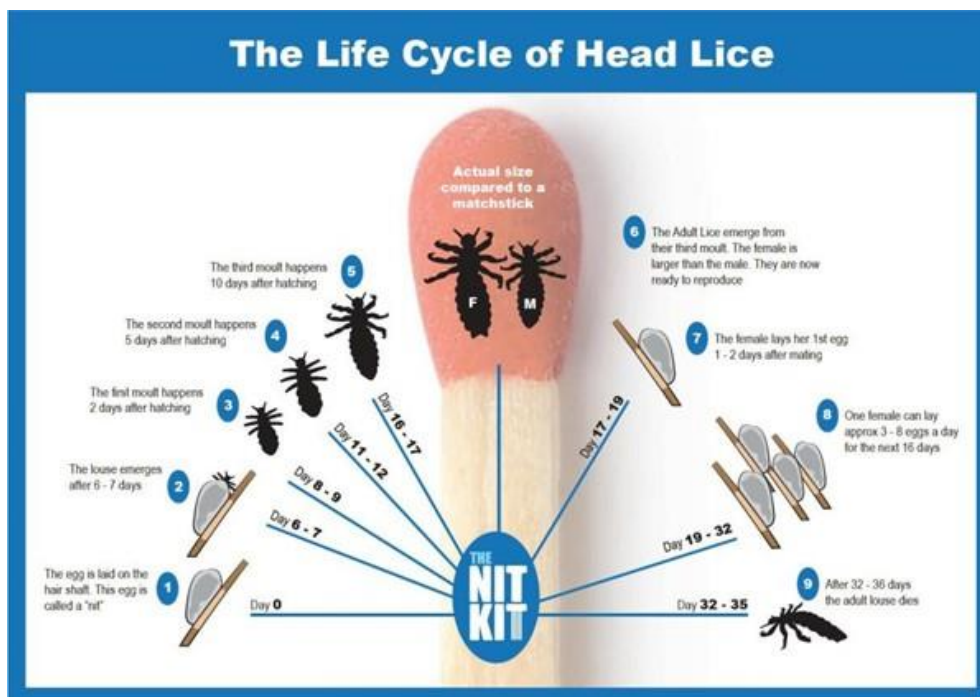
## HEAD LICE

The problem of head lice is an ongoing one. Early prevention or detection and treatment are obviously the desired outcome.

It is the **responsibility of parent/carers** to check their child's hair regularly. It is recommended that parents check at least once a week, maybe on a Friday, as the child can be treated on the weekend if required.

If head lice are present, hair needs to be treated immediately; it is important to read and carry out instructions carefully. Once hair has been treated, as many eggs and nits as possible must be removed. However, due to the life cycle of the eggs, you need to continue to remove eggs and nits every day and repeat the treatment as recommended in the instructions. All bedding must be laundered.

Parent/carers of students who have been observed to have live lice in their hair will be contacted to collect their child from school. The child will be excluded from school until parents confirm that a recommended treatment is being undertaken. Once treatment has been done, the child may return to school.



## HEALTH AND WELL BEING

The school has an effective program to promote healthy lunchbox choices. Students are rewarded with "green slips" for foods from the 'green traffic light food'. The Crunch n' Sip program allows students to top up with healthy vegetables or fruit brought in from home. A school breakfast program operates in the morning.

## CROSS WALK

There is a supervised crosswalk provided on Augustus Street and Fitzgerald Street for the safety of students. The crosswalk operates from 7.45 – 9.00am and 2.30pm – 4.00 pm.



Please ensure that both you and your child use this crosswalk if you need to cross the road before or after school.

## **DENTAL THERAPY**

A Dental Therapy Centre is located at Allendale Primary School and provides a free dental service for students from Pre Primary up to Year 11. The Centre is staffed by Dental Therapists and supervised by a Dentist from the Dental Health Service. Please phone the Dental Therapy Centre on 9921 4218 should you require any further information on the service.

## **SCHOOL PSYCHOLOGY SERVICE**

This school has access to a School Psychologist through the Student Services team. The Psychologist duties include assisting teachers or parents to gain detailed analysis of a student's ability or areas of weakness, as well as delving into social, emotional or other behavioural areas. A student's teacher, in consultation with the parents, will recommend a referral to gain a clearer understanding of a student's educational or behavioural abilities where this is considered of considerable importance. Parent permission must be approved before a School Psychology Service Referral is requested by the teacher.

## **MIDWEST ALLIED HEALTH SERVICES**

The school has access to a Speech Therapist, Occupational Therapist and Physiotherapist. Referrals for speech therapy, occupational therapy and physiotherapy are made at the request of teachers with parent permission via the Deputy Principals Rachel Rutter or Judith Duff to Midwest Allied Health Services.

Additionally, the school liaises with other medical agencies as required.

Please find attached the 2018 Health Services Directories links:

[..\Parent Information Booklet 2019\Geraldton Service Directory\\_Sept 2018.pdf](#)

[..\Parent Information Booklet 2019\Mental Health Directory Sept 2018.pdf](#)

[..\Parent Information Booklet 2019\Service and Referral Pathways Information.pdf](#)

## **SCHOOL CHAPLAINCY SERVICE**

The [National School Chaplaincy Programme \(NSCP\)](#) is a Commonwealth-funded initiative to support the emotional wellbeing of students and the school community through the provision of pastoral care.

Ms Marie Prospero is our School Chaplain and is available for students, staff and parents. Ms Prospero works every Wednesday, Thursday and Friday in Term 1 and Term 3 and then Thursday and Friday in Term 2 and 3.

Parents are welcome to book in to chat with Ms Prospero by contacting her directly on [marie.prospero@education.wa.edu.au](mailto:marie.prospero@education.wa.edu.au) or making a booking at the front office.

## **SECTION FIVE: FACILITIES AND SERVICES**

### **LIBRARY**

All classes (Pre-Primary to Year 6) are allocated library time each week. As well as learning how to use library facilities, the students are given the opportunity to borrow from our collection, provided they have a bag to protect the book.

### **LOST BOOKS**

Care of books is an essential part of student responsibility training. Every effort is made by teachers to encourage students to provide library bags and to care for both their reading and library books.

Where books are lost or badly damaged, parents are requested to pay part of the replacement cost according to the original cost and current condition of the book.

## **CANTEEN**

The P & C Association and Canteen Committee provide healthy food for students through the Canteen, which operates on Wednesday, Thursday and Friday providing morning recess and lunches.

A menu and price lists will be available when school recommences each year and at such time as necessary after that.

The running of the canteen is dependant on volunteer help, so if you can help once or twice a term, please contact the Canteen Supervisor Amy Blyth on 9921 3862.

## **BOOK CLUB**

**Book Club is organised by a parent helper, so please do not send money to the office. Orders should be placed in an envelope with the correct payment and taken to the Canteen between 8.30 - 9.00am on Monday, Thursday or Friday. Orders need to be made on or before the due date.**

## **SECTION SIX: SPECIAL PROGRAMS**

### **IN-TERM SWIMMING**

Students in Pre- Primary – Year 6 receive free swimming lessons each year. The lessons are conducted by instructors provided by the Department of Education at the Aquarena.

All students are expected to participate. The cost of bus transport and pool entry must be met by parents. Interm swimming is held at the end of Term 1.

### **VACATION SWIMMING**

The Department of Education offers a vacation swimming program in the October and December - January vacation. The Department only charges a nominal fee for these lessons. Brochures with information about the Vacation Swimming Program are distributed by the school each year.

### **PEAC (PRIMARY EXTENSION & CHALLENGE)**

Academically talented students have an opportunity to participate in the Gateway program in Years 5 – 6. Eligible students are identified by a test administered in Year 4 and participation is voluntary. Generally speaking, about 4% of the student population qualify for inclusion in the program. Students who are selected for the Gifted and Talented Programme (PEAC) are required to pay an annual fee of \$25 and other costs associated with excursions.

The Gateway program is conducted at Beachlands Primary School and parents are responsible for transporting students to and from the program.

### **INSTRUMENTAL MUSIC**

Year 5 and 6 students have an opportunity to participate in the School of Instrumental Music (SIMS) program. Students are identified for the program using an aptitude test and receive free tuition from an instructor provided by the Department of Education. The students may learn a woodwind or brass instrument which is available for hire in the first year of tuition.

## **LOTE PROGRAM – LANGUAGES OTHER THAN ENGLISH**

Our school offers the opportunity for students to learn a language other than English. At our school, students study Indonesian.

## **PHYSICAL EDUCATION PROGRAM**

Our school is involved in a skills oriented, school wide physical education program. Emphasis is placed on enjoyment, participation and the development of skills and sportsmanship.

Full participation is essential as the lessons are an integral part of the scheduled program. Parental support of these lessons is therefore greatly appreciated.

Appropriate clothing (sports uniform) is required in order to allow free movement and evaporation of perspiration, with warm clothing able to be pulled on after the exercise.

## **FACTION SPORTS**

All children from Years P - 6 are placed in one of three factions:

Augustus (All Stars)	=	Blue
Sanford (Sharks)	=	White
Fitzgerald (Flyers)	=	Gold

## **SECTION SEVEN: PARTNERSHIP WITH PARENTS**

### **PARENTS AND CITIZENS ASSOCIATION**

This school is most fortunate to have the support of a capable and energetic P&C Association whose members put in many hours of service so that all students may benefit.


The support of parents is welcomed and we respectfully invite all of you to participate and contribute so great outcomes will be achieved. P&C meetings are held in the staffroom, with meeting times and dates advised in the school newsletter and on the Geraldton PS P & C Facebook page. <https://www.facebook.com/geraldton.primarypc/>

### **SCHOOL COUNCIL**

The School Council take part in school governance and operate for the benefit of the school community. The majority of members of the School Council must be parent and community members.

### **SCHOOL APPS**

The School App allows you to receive updates from us about what is happening in the school as well as notifications about when the newsletter is available and access to term planners.

You can download our School App from the apple appstore or Android Play Store. 

### **FACEBOOK**

Facebook page titled Geraldton Primary School. This is the only page managed by the school. <https://www.facebook.com/groups/994111797358988/?ref=bookmarks>

### **WEBSITE**

The website will include the term planner, calendar of events and a useful forms section. <https://geraldtonprimaryschool.wa.edu.au/>

### **PARENT TEACHER MEETINGS**

Parents are encouraged to discuss any concerns about their child's progress with the class teacher. Parents wishing to meet with teachers are requested to make an appointment so that a suitable time can be arranged. Parents can ask for an appointment

by sending a brief note with their child or by telephoning the school office and requesting an appointment.

## **TALKING WITH THE SCHOOL**

The relationship between the home and the school plays a very important part in a child's education.

We cannot overestimate the critical role parents play in successful learning: parents contribute much to their child's development and are among the most important influences on the way in which the child approaches learning.

Teachers are responsible for the more formal aspects of children's learning, and successful teaching builds on the home experiences of the child. This is most effective where there is an active partnership with parents.

Two-way communication is a critical factor in the partnership between parents and the school. Where a partnership exists, it is easier for parents to feel confident about the teaching and learning taking place in the classroom and to solve problems.

### **What might you talk to your school about?**

#### **Issues particular to your child:**

- Attitude
- Academic progress
- Participation
- Behaviour
- How he/she gets along with teachers and other students socially and emotionally
- Physical development and well-being
- Development of responsibility
- Non-attendance or truancy
- Learning program issues
- Special events and celebrations
- Specialised learning programs
- Parent information booklets
- Parent information sessions

#### **School or class issues:**

- Quality of teaching
- Homework
- Learning environment
- General student behaviour
- Pastoral care for students
- Schools policies and procedures
- Conduct of staff

#### **Access to support services:**

- School and regional level student services
- Visiting teachers for students with disabilities



- Visiting teachers for ESL students
- Specialist facilities - language development centres, intensive language centres, socio-psycho educational resource units, education support schools, centres and units
- Programs for students experiencing difficulties with learning
- Programs for gifted and talented students
- Instrumental music program

### **How your school communicates with you:**

- Two written reports or portfolios each year on student progress
- Regular information about the school through newsletters
- Parent-teacher interviews
- Notes
- Surveys
- Displays of children's work
- Assemblies
- Special events and celebrations
- Specialised learning programs
- Parent information booklets
- Parent information sessions
- Learning journeys

You are welcome to talk to your child's teacher whenever you need to. However, you should make an appointment to talk with the teacher, to avoid disrupting the learning program.

### **Information that is available from the school:**

- Information on Department and school policies and policy changes
- What is expected in relation to homework
- Student behaviour management policy
- Course details
- Information about participation in the School Council, Parents and Citizens' Association, Aboriginal Student Support and Parent Awareness (ASSPA) program committee, and other support groups
- School charges and fees
- Excursions
- School dress code

### **What can you do if you have a problem?**

- Seeking information as early as possible can solve many problems. If you have any questions or concerns about your child's progress, the homework set or the assessment procedures, contact the class teacher. The best way to do this is to contact the school office to arrange a mutually convenient time for a telephone conversation or meeting.
- Interpreters, Aboriginal and Torres Strait Islander Education Officers, and Aboriginal Liaison Officers are available to assist parents in communicating with their school. Please contact your local school or district education office if you would like the assistance of an interpreter, Aboriginal and Torres Strait Islander Education Officer or an Aboriginal Liaison Officer. You can have a friend or adviser present during any discussion.

- Parents have the opportunity for greater involvement in the school through the Parents and Citizens' Association, Aboriginal Student Support and Parent Awareness committee and the School Council. These provide the opportunity for parents to express opinions on policy issues in the school.

### **When you have a problem:**

- Try to identify the problem clearly before going to the school. If there is more than one problem, list them to ensure that the extent of the problem is clear to the school.
- Decide whether the problem is a query, a concern or a complaint. This will help in finding a solution.
- Make an appointment to talk with the teacher. This can be arranged through the school office. If your concern is about the conduct of a staff member, you may prefer to discuss the matter with a school administrator or, the Regional Executive Director if your complaint involves the principal.
- Try to stay calm. Even if you don't feel it, being calm will help to get your concerns across more clearly than if you are upset or angry. It may help to take someone with you.

### [DOE Talking with your school](#)

### **PARENT HELPERS**

The school has been fortunate to have a number of parent helpers who volunteer their services to particular class teachers or to the school generally in a number of learning and clerical areas.

All parents or community members who are interested in helping in the classroom are asked to contact the Principal or any staff member. Parent helpers are **required to sign in at the front office and collect an identifying badge whilst on school grounds.**



## **SECTION EIGHT: ENCOURAGING POSITIVE BEHAVIOUR**

We are a Positive Behaviour School and are three years into the implementation of a positive approach to school behaviour.

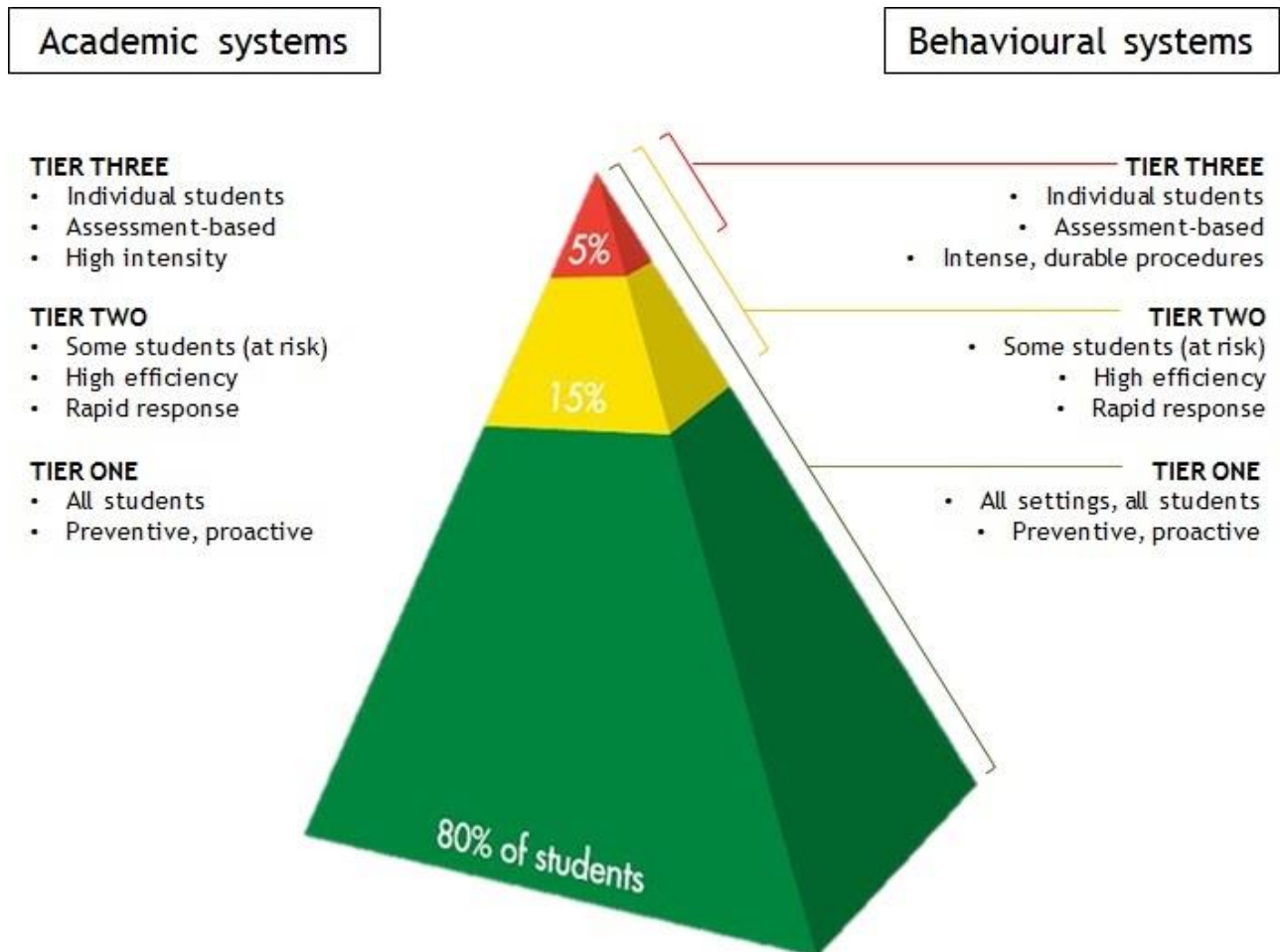
### **Positive Behaviour Support (PBS)**

Improving student academic and behaviour outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioural

practices and interventions possible. PBS provides an operational framework for achieving these outcomes.

PBS **builds a continuum of supports for staff and students**. At each level (or tier) there is an emphasis on **outcomes** in the form of agreed expectations for student and staff behaviour, and **data** to guide decision-making about what **practices** should be put in place to support student learning and social behaviour. There is equal emphasis on the **system** supports that will be needed to build fluency with new or revised practice among all teachers and staff within the school.

PBS is supported by a three-tiered model as follows:



## SCHOOL RULES

Common sense and courtesy govern the rights and welfare of the student body and therefore our rules are minimal; being an extension of general behaviour requirements in society and are easily learnt. In no sense are the rules designed to inhibit the spontaneous fun games and activities of the pupils. The easy slogan “HANDS OFF, HATS ON” is instilled in the students.

# **STUDENT LEADERSHIP**

## **Why Student Leadership is Important at Geraldton PS**

Leadership is about the art of motivating, influencing and directing people so that they work together to achieve the goals of a team or broader organisation. It's important for students to experience leadership opportunities during their schooling, to learn the art of building relationships within teams, defining identities and achieving tasks effectively. It also provides an opportunity to learn to identify and display effective communication and interpersonal skills.

At Geraldton Primary School we have a group of students who are elected by their peers to represent all students in the school and take on leadership responsibilities either as Student Councillors or Faction Captains and Vice Captains. Each year all students from Year 5 are eligible to nominate for the role of student leader in the next year in Term 4. They write and present a speech to the school outlining their commitment to the student leadership role and also create their own poster. A voting system involving students from Years Four and Five and staff is undertaken, resulting in the election of representatives.

We ask that our student leaders demonstrate at all times:

- a willingness to be involved in all school activities;
- positive leadership skills and act as a role model for other students;
- a high degree of initiative and responsibility;
- honesty, reliability and respect for others;
- a willingness to work hard and make up for time out of class;
- a high level of attendance and punctuality;
- appropriate behaviour when engaging in all school activities;
- the wearing of the school uniform during all school activities; and
- a willingness to complete assigned jobs in a responsible manner

Students are expected to exemplify our school motto of Generosity, Perseverance and Service as well as our school values of REACH, that is, that they are Responsible and Respectful, Encouraging Achievers who are Caring and Helpful.

## **STUDENT COUNCILLORS**

A Student Council comprising of Year 6 students is elected by their peers and school staff. Students self-nominate for the position of Student Councillor and are required to give a speech to their peers and teachers at the end of the year if they wish to be considered for a position. Voting is done by students and teachers.

The Student Council assists at school functions and occasions, helps to conduct Senior School socials or fundraising and may be called on to represent the student body from time to time.

## **FACTION AND VICE CAPTAINS**

Faction Captains and Vice Captains are elected at the end of each year. This is an important leadership development role and the positions are held in high esteem by staff and students. Like the Student Councillor role, students are required to self-nominate and give a speech at the end of the year. Voting is done by students and teachers.

## CONSEQUENCES FOR SERIOUS MISBEHAVIOUR

Serious misbehaviour is usually referred to the Principal or a Deputy Principal. When this occurs the response may vary depending upon a range of factors. These factors may include the age of the student, the nature and severity of the misbehaviour and the number of times that the student has been referred for misbehaviour in the past.

Consequences for serious misbehaviour may include one or more of the following strategies:

- **The loss of a privilege:** For example, the student may not be permitted to go on an excursion or to watch a performance.
- **Detention at recess and/or lunch:** The student will be excluded from the playground during recess and/or lunch.
- **Withdrawal from the classroom:** The student will be required to spend time in another teacher's classroom and is isolated from his/her classmates. The student may have a separate recess and lunch break.
- **Suspension:** The student will not be permitted to attend school for one or a number of days.

## BULLYING

Our school does not tolerate bullying behaviour. However, with a school of our size, bullying may occur at times and it is likely that every student will experience being both a victim and a perpetrator at some stage.

It is important that if a student is involved in bullying, the appropriate support is given. We encourage students and caregivers to report instances of bullying behaviour to a member of staff this enables us to deal appropriately with the situation.

## CYBERBULLYING

**Cyberbullying is bullying that is carried out through internet or mobile device technologies.**

Cyberbullying is when someone repeatedly uses the internet or a mobile phone to deliberately upset or embarrass somebody else, usually by sending mean or nasty messages or pictures. While cyberbullying may occur outside of school, it is usually related to incidents that begin at school and that have an impact on the school day.

Cyberbullying can have a significant impact on academic performance and wellbeing including reduced concentration, school avoidance and isolation. It can also have an impact on mental health including low self-esteem, emotional and peer problems, and possible suicidal ideation.

The [Office of the Children's eSafety Commissioner](#) is a one-stop-shop providing a range of information and resources, and a complaints system to assist children who experience serious cyberbullying online.

## IN SCHOOL DETENTION

Where a student fails to comply expected behaviours as outlines on the matrix they may be set a period of "In School Detention". The duration of the "In School Detention" and particular conditions will be determined by the Principal or Deputy Principal with regard to the nature and circumstances of each particular case. Parents will be contacted in these cases.



## SCHOOL SUSPENSION

The principal will consider multiple breaches in the course of an incident or connected series of incidents to be taken as one overall breach for the purposes of considering the case for and duration of a suspension.

SUSPENSION CATEGORIES	
<b>Category 1:</b>	<b>Physical aggression toward staff</b> Aggressive physical contact committed intentionally against staff
<b>Category 2:</b>	<b>Abuse, threats, harassment or intimidation of staff</b> Verbal or non-verbal actions that are abusive, harassing, intimidating or threatening, including stalking, sexual harassment, sexual innuendo and manipulation.
<b>Category 3:</b>	<b>Physical aggression toward students</b> Aggressive physical contact committed intentionally against another student.
<b>Category 4:</b>	<b>Abuse, threats, harassment or intimidation of students</b> Verbal or non-verbal actions that are abusive, harassing, intimidating or threatening, including stalking, sexual harassment, sexual innuendo and manipulation.
<b>Category 5:</b>	<b>Damage to or theft of property</b> Direct or indirect damage to, or theft of, property.
<b>Category 6:</b>	<b>Violation of Code of Conduct or school/classroom rules</b> This covers student misconduct not addressed in any of the other categories that violate the school's Code of Conduct.
<b>Category 7:</b>	<b>Possession, use or supply of substances with restricted sale</b> This category covers use or supply of substances such as cigarettes, alcohol and prescribed medicines, that are not in themselves illegal, but the sale of which may be restricted to persons over 18.
<b>Category 8:</b>	<b>Possession, use or supply of illegal substance(s) or objects</b> The substances referred to in this category are those that are illegal under the Criminal Code. This includes weapons and illegal drugs.
<b>Category 9:</b>	<b>Other</b>
<b>Category 0:</b>	<b>E-breaches</b> Breaches under the Students Online policy or Personal Use of Mobile Electronic Devices requirements. Includes breaches of an Acceptable Use Agreement; Appropriate Use of Online Services Agreement; and recording, distributing, or uploading of inappropriate images or messages of students, parents or staff with reasonable nexus to the school.

*The principal may suspend a student from attendance at school as part of a school's behaviour support plan. Suspension of attendance may be for the whole or part of each day during the suspension period.*

Suspension is used when the breach of school discipline causes significant disruption to the student, other students or staff, and is for the purpose of providing an opportunity:

- for the student, other students and staff to calm and recover; and/or
- for all to reflect on and learn from the incident, including where appropriate participating in restorative processes; and/or
- for the school to evaluate existing behaviour support plans, meet with any internal or external stakeholders, seek advice on how better to support the student, and put in place any adjustments to plans, resources, staff or strategies that may be required; and/or

- for the parent to meet with the school to discuss how to improve coordination between school and home to help the student behave appropriately at school.

Notwithstanding the above, suspension is to be understood as a severe sanction, reserved for use in severe circumstances

## EXCLUSION FROM SCHOOL

Principals also have the authority, in special circumstances, to suspend a student and to recommend his/her exclusion from the school. This authority is reserved for cases where a gross breach of discipline threatens either the good order of the school or the safety of students and staff. In such cases, no previous record of suspension is required. Recommendations for exclusion must go before a “School Discipline Advisory Panel” appointed by the Minister of Education.

## REWARDS FOR GOOD BEHAVIOUR

- Whole school REACH Slip awarded at each school assembly.
- Green awards - Healthy food choices, keeping our school clean and tidy  
- Draw held at assembly
- Individual recognition at assembly – Merit Certificates.
- Sports Award, Music Award and Languages Awards are given at each assembly.
- Individual classrooms often have their own Good Behaviour Program in place.
- PBS Whole School rewards for great behaviour.

