



West Northam Primary School

Parent/Caregiver

Information Booklet

2021

PRINCIPAL: Mrs Cheryl Prater

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2021 Staffing Profile

PRINCIPAL: Mrs Cheryl Prater

DEPUTY PRINCIPAL: Mrs Kristi Garlett

MANAGER CORPORATE SERVICES: Ms Kylie Ruscoe

SCHOOL OFFICER: Ms Tessa Vincent

TEACHING STAFF: Mrs Karen Barrett
Mrs Tracy-Lee Don
Mrs Shannon Howard
Ms Anna Lynn
Mrs Jane Putrino
Mrs Julianne Page
Mrs Melinda Rowling
Ms Claire Shepherd
Ms Shirley Slater

NON-TEACHING STAFF: Mrs Janice Caruana
Mr Kirk Garlett
Ms Natasha Ginn
Ms Kaitlin Goss
Ms Catey James-Tainsh
Mr Jonathan Prater
Ms Shirley Slater
Ms Monika Williams
Ms Rachel Winston

ANCILLARY STAFF:

Gardener/Handyman: Raymond Carruthers

Cleaners: Lizette Krapf - Head Cleaner
Raymond Carruthers

2021 School Calendar

TERM 1

Administration Start: Monday 25th January
Teaching and Support Staff start:
Thursday 28th January
Students start: Monday 1st February
Labour Day: Monday 1st March
Term 1 finishes: Wednesday 31st March
Staff Development Day (Pupil Free):
Thursday 1st April

TERM 2

Students start: Monday 19th April
ANZAC Day: Monday 26th April
Western Australia Day: Monday 7th June
Staff Development Day (Pupil Free): Tuesday
8th June
Term 2 finishes: Friday 2nd July

TERM 3

Students start: Monday 19th July
Term 3 finishes: Friday 24th September

TERM 4

Staff Development Day (Pupil Free):
Monday 11th October
Students start: Tuesday 12th October
Students finish: Thursday 16th December
Staff finish: Friday 17th December

HOURS OF INSTRUCTION

School starts at 8:50am.

Children may arrive at **8:15am**, when Breakfast Club opens.

School times:

8:15am to 8:30am	Breakfast Club
8:35am	Classrooms open
8:50am	School starts
10:20am to 10:45am	Morning Recess
12:55pm to 1:05pm	Lunch - eating time
1:05pm to 1:30pm	Lunch - play time
3:00pm	School finishes

THE ROLE OF THE SCHOOL NURSE

School Health Services are focussed on working with children, families and classroom teachers for the early detection of health and development issues which may impede health, wellbeing and school achievement. Care provided to individual children and their families may entail assessment, brief intervention, health information, referral, monitoring and support.

The School Nurse does *The School Entry Health Assessment Program* with all kindergarten students, and Pre Primary students attending school for the first time, which includes the following:

- Vision, hearing and ear health screening for children as required.
- Growth assessment, including of Body Mass Index (if requested by parent/carer).
- Oral health assessment using the Lift the Lip program.
- Targeted screening of any child for whom there is an identified concern regarding development.
- Assessment and/or support for other health concerns as indicated by parent or teacher, such as behaviour and bed-wetting.

DENTAL THERAPY CLINIC

Located at Northam Primary School, this service is provided free to children. Enrolment in the scheme is voluntary and children will only be treated with parental consent.

Parents are advised that children should complete any current course of treatment at a private dentist before enrolling in the scheme. The Dental Officer directs and supervises all activities of the dental therapist.

A basic role of the dental therapist is to provide actual dental care and treatment as well as instruction in personal health care.

The Public Health Department sees the Dental Therapy Centre as providing a service of regular inspection and repair of decayed teeth, as well as preventative measures, such as: application of fluoride solutions, fissure seals, checking of dietary habits and tooth brushing efficiency. Any treatment not provided in or through the Dental Therapy Centre is the financial responsibility of the parents.

ILLNESS AND ACCIDENTS

A child who becomes ill at school will be made as comfortable as possible whilst arrangements are made for parents/carers to come and take them home. It is **essential** that relevant details on our system are kept up to date, e.g. emergency contact numbers and addresses.

PLEASE NOTE: A child who is sick is better off at home. The school does not have a medical room or the facilities to cope with sick children.

A staff member will treat minor accidents. Should the accident be regarded as serious and parent contact is not possible, medical treatment will be given as per the information on the Admission Card.

PLEASE NOTE - DEPARTMENT OF EDUCATION POLICY:

If a student requires medication whilst at school, parents/carers are required to complete medical permission forms. These are a Department of Education requirement and **MUST** be completed before any medication can be kept at the school or given. **The school WILL NOT give a student medication without this form.** These permission forms need to be updated every year or if there is any change to medication.

NEW ENROLMENTS

A child's Birth Certificate/extract and Immunisation records must be produced before enrolment. The Department of Education has stated that from 2020 onwards, all Kindergarten children must be up to date with all scheduled immunisations for their age to be able to enrol. Kindergarten students must have one of the following documents:

- an Australian Immunisation Register (AIR) Immunisation History Statement, no more than two months old, with a status of 'up to date';
- an AIR Immunisation History Form, no more than six months old, if the child is on a catch up schedule;
- a valid immunisation certificate issued or declared by the Chief Health Officer.

If a child does not have an up to date Immunisation History Statement, exemptions because of particular family circumstances may apply. These exemptions are determined by the principal. Children in the compulsory years of schooling (Pre-primary to Year 12) regardless of their immunisation status may enrol without up to date immunisation.

PERSONAL INFORMATION

Please inform the school immediately of any change to your child's Admission Card, such as changes in address, contact numbers, emergency information, medical information or other personal details. This can be done by phone, in person or by note.

PERSONAL ITEMS

At the start of each year, parents are provided with a Personal Item List for each child. These are the items needed for your child to participate in classroom activities. Please ensure that these items are named and replaced throughout the year as necessary.

LIBRARY BAGS

These bags are recommended for the protection of library books. Your classroom teacher will be able to tell you which day your child will be borrowing from the library.

GOOD STANDING POLICY

Students with *Good Standing* will receive 15 minutes of extra playtime twice a term; and an icy pole whenever the Deadly Jar is filled. Students who have lost their *Good Standing* will not participate in the whole school rewards held twice a term, nor receive an icy pole when the Deadly Jar is filled.

Students will lose their *Good Standing* for five days if they receive time-in or detention for misbehaviour and for ten days if they are suspended. If there are no further misbehaviours, their *Good Standing* will be reinstated after that time.

HOMEWORK

The Department of Education policy states that primary school homework is not compulsory; it is the decision of individual schools.

At West Northam, we encourage all students to read (or be read to) every night. In our senior classes, the students may be set weekly homework to practise skills learned in class. This also helps them to learn time management and organisation skills. If you have any questions regarding homework, please talk to your classroom teacher.

SCHOOL DRESS CODE

School uniform provides practical and functional school wear which promotes safety and a sense of belonging for your child. Uniforms can be purchased from the front office. Please ensure all school uniforms, including clothing are clearly marked with your child's name.

The following School Dress Code has been passed by the School Council:

- Red and black school polo shirt or red and black school dress.
- Gold or blue faction shirt may be worn on Fridays.
- Black shorts, pants or skirts – shorts and skirts must be mid-thigh or longer.
- Leggings are only to be worn under a skirt or shorts, **not** as pants.
- Red and black school jacket in winter. A **plain** red or black jumper may also be worn.
- Closed-in shoes or sandals with an ankle strap for safety.
- Hair of shoulder-length or longer must be tied up.
- No make-up, nail polish or false nails are permitted.
- Small studs or sleepers may be worn in pierced ears. **NO** other jewellery is permitted for safety reasons.

It is the Department of Education's policy that denim is not to be worn at Western Australian government schools.

PARTICIPATION IN SCHOOL ACTIVITIES AND EXCURSIONS

All children are expected to participate in all school activities and excursions. A **signed excursion permission note** is required from the parent or caregiver before a student is permitted to leave the school site on an excursion. The excursion note will be in two parts:

- a medical declaration and personal property disclaimer which needs to be signed by the parent/guardian and returned to school;
- an information section with details of the excursion which is to be kept by the parent/guardian for their information.

A written note is required for exemption from sport and swimming lessons. It is recognised that certain activities may not be regarded as suitable due to religious or cultural beliefs. Please discuss this with the classroom teacher or Administration as soon as possible.

ASSEMBLIES

These are held twice per term in terms one, two and three, and are hosted by classes on a rostered basis. Reminders will be posted on our school Facebook page and everyone is welcome.

OUR SCHOOL'S LEAVE PASS SYSTEM

If you wish to take your child out of school during school hours you **MUST** sign your child out by filling out a Leave Pass at the office indicating the reason and duration of the absence.

SCHOOL CHAPLAIN

The School Chaplain works at the school two days a week. The role of the chaplain is to focus on the wellbeing of students, parents and teachers by providing pastoral care, helping out in the classroom, organising activities and providing a listening ear in times of need.

EMERGENCY PROCEDURES

The school has an emergency plan that covers a range of risks. These procedures are practised each year. If you are on the school grounds at the time of the practice, please join us.

PARENTS AND CITIZENS ASSOCIATION INFORMATION

The P&C supports the educational needs and social welfare of children. Meetings are held twice a term, and notification is through the school newsletter and on the school Facebook page. Any parent or community member is welcome to join the P&C.

CANTEEN

The P&C operates the canteen four days a week for lunch only from Monday to Thursday, and for recess and lunch on Fridays. Lunch orders can be made in the front office before 9:30am.

VOLUNTARY CONTRIBUTIONS

Each year the School Council sets an amount for voluntary contributions to purchase extra equipment and resources, such as library and reading texts, maths materials, sports equipment, art and craft materials and many other incidental extras.

Payment can be made directly to the office or seal the money in an envelope, with the child's name and class, (or names and classes) written clearly on it and send it to the class teacher of the **oldest child in the family**. Payment of the fees early in first term is appreciated and will help the school to quickly establish its budgetary priorities.

CONTRIBUTIONS AND CHARGES

The Contributions and Charges for 2021 have been finalised and endorsed by the School Council.

Contributions: \$20.00 per child

Charges

Estimated *maximum* costs for charges in 2021

Year	Term	Item	Cost
PP-6	4	Swimming Lessons (Subsidised by the school)	\$30.00
4-6	2	Interschool Football/Netball	\$10.00
All Year Levels	1,2 & 3	Interschool Sports Carnivals	\$10.00
All Year Levels	1-4	Excursions	\$30.00
6	4	Graduation Excursions	\$50.00