



**Kensington  
Primary School**

Est. 1926

PLAY THE GAME

# **PARENT INFORMATION BOOK**

## **2018**

73 Banksia Terrace  
KENSINGTON WA 6151

ABN 76 455 170 599

**Telephone: 6436 8448**

**Pre-primary 1: 6436 8409**

**Pre-primary 2: 6436 8408**

**Pre-primary 3: 6436 8417**

**Onsite Kindergarten: 6436 8403**

**Offsite Vista St Kindergarten 9367 4178**

together we achieve  
**together we achieve**

## **SCHOOL DETAILS**

<b>Principal:</b>	Ms Bronwyn Jones
<b>Deputy Principal:</b>	Ms Lisa Williamson
<b>Deputy Principal:</b>	Ms Claire Backhouse
<b>Manager, Corporate Services: School Officer:</b>	Ms Della Nuthall Mrs Sharon Mignacca (Mon-Wed) Mrs Amanda Downing (Thurs-Fri)
<b>Telephone:</b>	6436 8448
<b>School:</b>	73 Banksia Terrace Kensington WA 6151
<b>Office Hours:</b>	8:30am – 4:30pm
<b>Pre-primary 1:</b>	6436 8409
<b>Pre-primary 2:</b>	6436 8408
<b>Pre-primary 3:</b>	6436 8417
<b>Onsite Kindergarten:</b>	6436 8403
<b>Offsite Kindergarten:</b>	9367 4178 28 Vista Street Kensington
<b>School Watch:</b>	9264 4771
<b>Police:</b>	9222 1111
<b>Kensington Police</b>	9474 7555
<b>Email:</b>	<b><a href="mailto:kensington.ps@education.wa.edu.au">kensington.ps@education.wa.edu.au</a></b>
<b>School Website:</b>	<a href="http://www.kensingtonps.wa.edu.au">www.kensingtonps.wa.edu.au</a>
<b>Absentees:</b>	“Absent” button on the school app “Smartlink”, available from the App Store/Google Play – select Kensington PS. Alternatively, via the email link on the school website under “Absentee Notification”.

# **KENSINGTON PRIMARY SCHOOL**

- Is Smoke Free
- Is Allergy Aware
- Is Sunsmart
- Is Waterwise

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## **Kensington Primary School – An Independent Primary School**

### **OUR ETHOS AND PURPOSE**

Kensington Primary school became an Independent Public School in 2015. As part of the operating arrangements as agreed with the Department of Education in the school's Delivery and Performance Agreement, a Business Plan is required. The Business Plan outlines the long term direction of the school and supported by what we would like to achieve in the next three years.

Since 2014, the Business Plan has been prepared in collaboration with the teaching and non-teaching staff and members of the School Board. It is consistent with the Department of Education's overarching values and priority areas of excellence and equity in student education, as well as addressing the unique strengths and challenges that shape the character of our school.

Kensington Primary School's Business Plan is designed to encourage student success in its many forms. This is underpinned by excellence in teaching and effective parental and community engagement. It outlines the key priority areas, strategies, school performance and student improvement targets intended to maximise the success of all students' learning by focusing on their academic, social, physical and creative potential to achieve the following vision.

### **OUR VISION**

To ensure all students of Kensington Primary School develop the understandings, skills and attitudes relevant to their individual needs, thereby enabling them to fulfil their potential and contribute to the ongoing development of our society.

### **OUR VALUES**

Learning, Excellence, Equity, Care

### **OUR MISSION**

To provide a learning environment of choice for all students from Kindergarten to Year 6.

## **THE WESTERN AUSTRALIAN CURRICULUM AND ASSESSMENT OUTLINE**

The School Curriculum and Standards Authority sets curriculum policy directions for Government schools in Western Australia.

The Western Australian Curriculum and Assessment Outline includes curriculum, policy advice and guidelines for Western Australian schools. The Outline incorporates the Foundation (Pre-primary)–Year 10 curriculum in seven learning areas: English, Mathematics, Science, Humanities and Social Sciences (HASS) , Health and Physical Education, Technologies and The Arts and includes information on general capabilities, cross curriculum priorities and student diversity.

Full implementation of the English, Mathematics and Science curriculum started in Semester 1 2015. The Humanities and Social Sciences and Health and Physical Education learning areas have begun implementation, with the first reporting to parents by the end of Semester 1, 2017. The remaining areas of Technology, The Arts and Languages has a phased in implementation timeline with the first reporting to parents by the end of Semester 1, 2018.

The Western Australian Curriculum and Assessment Outline sets out the curriculum, guiding principles for teaching, learning and assessment and support for teachers in their assessment and reporting of student achievement. The Outline takes account of the needs of students, sets out the knowledge, understanding, skills, values and attitudes that students are expected to acquire and guidelines for the assessment of student achievement.

The Authority also administers the NAPLAN Year 3 and Year 5 testing programs in Western Australia. For students in Kindergarten and Pre-primary years, the Early Years Learning Framework, *Belonging, Being and Becoming* describes the principles, practice and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school.

Outcome 1 - Children have a strong sense of identity

Outcome 2 - Children are connected with and contribute to their world

Outcome 3 - Children have a strong sense of wellbeing

Outcome 4 - Children are confident and involved learners

Outcome 5 - Children are effective communicators

The school has individual operational plans for the seven learning areas with set achievement targets in each.

The current Business Plan also reflects the priority areas of the school.

## **ABSENCES**

Under Department of Education (WA) Regulations, acceptable reasons for a child being absent from school are illness and medical or dental appointments which are difficult to arrange outside school hours, and urgent personal situations.

The principal does not have the authority to approve absences for family holidays, shopping excursions and caring for other family members. Attendance at school or access to an education program is compulsory.

To inform the school of your child's absence, send an absentee notification via the school app "Smartlink", available from the App Store/Google Play. Alternatively, send an email via the Absentee Notification link on the school website.

The Attendance Register is a legal database and the school is required to keep all information up to date. The Attendance Register is monitored weekly.

## **ART CLASSES**

To protect students' clothing, the wearing of an 'Art Shirt' is required for all Art lessons for Years 1 - 6. Please try to supply a full length shirt with sleeves for protection. The name of the child is to be clearly marked inside the shirt.

## **APP "SMARTLINK"**

Information regarding the school is distributed via the school app "Smartlink". The app is free to download from the App Store/Google Play. All parents are strongly encouraged to download the app to their mobile device as a means of receiving instant notifications regarding the school and upcoming events.

## **ASSEMBLIES**

Parents are invited to attend all assemblies. These involve all years and are run by individual classes on a rotational basis. Assemblies are held every second Wednesday morning in the undercover area. Assemblies commence at 8.50am and in most cases conclude by 9.45am.

## **BEHAVIOUR MANAGEMENT**

Our Behaviour Management Policy is based on our five core values and supporting values. Behaviour management is a key focus for our school community. All students have the right to come to school to learn, be safe, be happy and have fun. We have zero tolerance for bullying. A low-key informal approach is used in minor instances. Other incidents are managed by Administration where problems are resolved through a reflective process including consequences. Students are encouraged to discuss the process with their family. In more serious incidents, parents are advised and work in partnership with the school to support their child.

Parents are asked to inform the school of issues that occur at school that they feel require follow up. It is not the responsibility of the parent to follow up with another child or family.

## **BICYCLES, SCOOTERS AND SKATEBOARDS**

Bicycles, scooters and skateboards are not to be used on school premises at any time. Users are to dismount at the gate and walk their vehicle to the bicycle shed for safe care. The wearing of an approved bicycle helmet is compulsory by law. In conjunction with the Department of Education, the school recommends students of age 10 years and older ride to school. Younger students are to be accompanied by a responsible adult. Students are advised to use a chain and/or locking device with identification for their vehicle.

## **CODE OF CONDUCT**

A code of conduct supports our core values and expectations in our school.

The code of conduct encompasses:

- Mutual Respect: respect others, value differences, collaborate
- Appreciation: recognise the positives in others
- Personal Best: set high yet achievable goals, work for improvement
- Safety: play, move and learn safety

## **COMMUNITY NURSE**

The Community Nurse carries out screening tests at school from Kindy to Year 5. Other medical checks are done as specified by the Health Department. Follow up advice and support is given as required.

The Community Nurse advises the school community on head lice treatment. Students are to be treated at home in the case of head lice infestation.

## **COMPLAINTS MANAGEMENT**

The school has a Complaints Management Policy which is available on the Kensington Primary School website. Please refer to these procedures if you need to make a formal complaint.

## **CONTACT DETAILS**

It is essential that our records are kept accurate at all times. Please notify the school office and class teacher if your address or phone number changes. It is also essential that an emergency contact is provided. This is needed for any occasion when the school needs to communicate an urgent message and contacts 1 & 2 are not available. This is an important aspect of duty of care. Failing to inform the school of a change of address can lead to the cancellation of enrolment of the child(ren) at that address.

## **CUSTODY AND LEGAL MATTERS**

In Family Court or other legal matters, the school must sight the original document/s and make a copy for school records. The school can only action requirements as confirmed by legal documentation provided by the legal guardian of the child.

## **DENTAL CLINIC**

Free dental treatment is provided through the Dental Therapy Unit, 43 Mt Henry Road, Como. All students receive checks during their primary education. However, emergency appointments can be made by phoning the Dental Clinic on 9313 0552.

Parents are responsible for transporting your child and meeting appointments.

## **DOGS ON SCHOOL PREMISES**

For health and safety reasons, dogs are prohibited on school grounds. To avoid putting children or your pets at risk it is recommended that dogs not be brought to school. For those that take this opportunity as an exercise regime, please tether your dog off site and away from likely child contact. If dogs are not friendly with new people, please do not leave them at all. Where dogs are found on school property, the problem is referred to the City of South Perth Ranger.

## **DRESS CODE (Uniforms)**

All students in PP – 6 are encouraged to wear the school uniform. This helps to foster pride and also to ensure that all children can identify with the school on special occasions and excursions, as part of our duty of care. Please label all clothing.

The P&C Uniform Committee volunteers sell uniforms before school on Thursday mornings between 8.20am and 8.50am. You are also welcome to place an order by using the uniform order form located on the website at <https://kensingtonps.wa.edu.au/uniforms> and placing that order, with payment (eftpos/cash/cheque), in the P&C box in the front office. The Uniform Committee also handles the sale of second hand uniforms.

Order forms are distributed to students twice throughout the year (for Summer and Winter). As there are only two orders a year, please order uniforms at those times as that way your child will receive the uniform that they require delivered to their classroom.

The uniform is as follows:-

- Polo shirt – bottle green with gold logo
- Bottle green shorts or skirt
- Bottle green pleated skirt
- Bottle green tracksuit
- Green and white check dress
- Bottle green broad brimmed hat or bucket hat (required all year round)
- Bottle green flares
- Tracksuit Top
- Bottle green cargo pants
- School bag – bottle green with gold logo (23 litre & 28 litre)

Students are encouraged to wear a faction t-shirt (red, blue, green or yellow) for sports activities.

If students do not arrive at school with the school uniform, they will be given appropriate alternative clothing to wear for the day.

### **JEWELLERY**

Jewellery is not to be worn to school, with the exception of stud earrings, watches and medical bracelets. Those needing to wear jewellery for cultural reasons will need to confirm this with the class teacher in writing and, for safety reasons, may be asked to remove it for certain activities such as sport.

### **FOOTWEAR**

In the interests of safety, shoes or sandals are to be worn at all times, except during In-Term swimming when sandals and/or thongs will be acceptable (shoes need to be worn for physical education lessons during this time).

### **HAIR**

Students are encouraged to tie back hair that is beyond the shoulder in length. This contributes to a neat and tidy appearance, pride in our school, and assists in the prevention of Pediculosis (Head lice).

### **SCHOOL HAT POLICY**

In line with recommendations from The Cancer Council of Western Australia, our school adopts the 'No Hat – No Play' policy for out-of-class activities K-6 during Terms 1 & 4. During lunch and recess breaks, students without hats are directed to the covered assembly area.

## **DUTY OF CARE**

'Duty of Care' has its origins in common law and underpins school policy and practice.

Staff take reasonable care for the safety and welfare of students whilst involved in school activities. They take measures that are reasonable in all circumstances to protect and prevent students from risk of harm and hazards. Volunteers and external providers care for students and have a duty to protect students.

Parents are to have children at school between 8.30 – 8.55am and collect them at 3.00pm. They should not be left on the school grounds unsupervised by parents outside of these school hours. Please collect your children immediately after school finishes or closely supervise their play. Normal school rules continue such as safe use of the spida and no riding bikes, scooters and skateboards on the school grounds. All children waiting to be collected should wait with the principal or deputies on the bitumen basketball court near the tennis court.

For more detail refer to the Department of Education website [www.det.wa.edu.au](http://www.det.wa.edu.au)

Basketballs can be used under parent supervision after school on the green basketball courts. Soccer balls can be used on the grassed area near the spida. No child should remain on the oval, supervised by their parent or not.

## **ENROLMENT**

An enrolment form is completed by a parent or guardian for each child attending Kensington Primary School. For a school enrolment form to be completed for students commencing for the first time at school, a birth certificate or extract, current immunisation record and proof of residential address must be shown to the enrolling officer. It is important the school is kept informed of any changes to information originally provided on the school enrolment form. Failing to inform the school of a change of address can lead to the cancellation of enrolment of the child(ren) at that address.

**Please note: Enrolment in a kindergarten program in a particular school does not guarantee a child a place in a pre-primary program at the same school in the following year. A parent/guardian must submit a further application for entry into pre-primary.**

Details on the enrolment form allow the school to better serve the needs of your child and enable the parent to provide assistance to the school in some areas. Other forms required are a Media Permission form, an Internet Agreement form, a Medical Report for Excursions form and a Short Term Tenancy Agreement.

## **EXCURSIONS**

All classes are encouraged to undertake excursions/incursions during the year as part of the educational program planned by the class teacher. Students use the knowledge gained in further lessons at school. The school supports the City of South Perth area by encouraging classes to undertake at least one excursion in the area per year. A permission note is to be received by the school for the student to attend an excursion. The annual estimated cost for excursions and incursions is detailed in the scheduled contributions and charges.

## **FACTIONS**

All students in the school are placed into a faction upon enrolment. All members of a family are placed in the same faction. Some school activities (eg. sports, class & playground activities, assembly) are organised where the faction format can be utilised if considered appropriate.

The school has four factions. Our factions are named after the sailing ships used by early explorers.

- |                                   |       |
|-----------------------------------|-------|
| • CYGNET (William Dampier)        | RED   |
| • ENDEAVOUR (James Cook)          | GREEN |
| • INVESTIGATOR (Matthew Flinders) | BLUE  |
| • PARMELIA (Charles Fremantle)    | GOLD  |

## **FINANCE**

To allow the school to be set up with a basic resource-base, the Department of Education provides a School Grant. Although this is considered sufficient to allow the school to operate, to totally resource the school, voluntary contributions, set annually by the School Board and funds raised by the P&C, provide additional funding for our school. Parental support of our P&C and its fundraising activities is of paramount importance. Please support our P&C to support our school.

## **GROUNDS AND SECURITY**

Children under the supervision of their parents are most welcome to use the play facilities - adventure playground, tennis and basketball courts. It is important to keep away from verandahs and buildings. Golf, skateboarding and walking of dogs are not permitted within the school grounds.

Anyone seeing anything untoward occurring on school property is asked to contact the Department of Education Security on 9264 4771, the Police on 131 444 or Kensington Police 9474 7555.

## **HOMEWORK**

While homework is not compulsory, we have developed a Homework Policy which provides guidelines for teachers in setting homework at each year level. Nightly home reading is expected, however, and is not considered as homework, but is additional.

## **HOURS OF INSTRUCTION**

### **SCHOOL HOURS (Years 1 – 6)**

- First siren 8:50am
- Break 1 11:00am – 11:30am
- Break 2 1:30pm – 2:00pm
- Home Time 3:00pm

Students are encouraged to arrive at school between 8:30am- 8.50am, in time to allow them to prepare for the day. Teachers are involved with professional duties before this time. Gates into the quadrangle of the school are unlocked at 8:30am and students are to wait in the Undercover Area where they will be supervised until this time. Any student arriving later than 9.00am in the morning needs to sign in at the front office.

It is expected that parents will collect their child at 3:00pm. Where staff are aware that students are not collected by 3:30pm, they may contact appropriate agencies to look after the students.

Students are expected to go straight home after the final siren. Duty of care after hours is a parent responsibility. Unless students are involved in an organised program there is no staff supervision of students.

## **KINDERGARTEN**

Kensington Primary School has two kindergartens, onsite at 73 Banksia Terrace and offsite at 28 Vista St.

Session Times: 8.50am to 3pm for onsite kindy and 8.40am to 2.50pm for Vista St kindy.

K1 (onsite) and K3 (Vista St): all day Monday and Tuesday and alternate Wednesday (Wks 1,3,5,7,9)  
K2 (onsite): Alternate Wednesday (Wks 2,4,6,8,10) and all day Thursday and Friday.

## **LANGUAGES OTHER THAN ENGLISH**

All Year 3 – 6 students learn Japanese. This supports the Department of Education's Language Other than English policies (one of the eight learning areas).

## **LEAVING SCHOOL GROUNDS**

Once students have arrived at school, they are to remain on school grounds. Students who leave before the normal dismissal time need to have written parental authority. For regular occurrences, one letter to the teacher outlining these is sufficient. Where a student is to be collected by an adult other than the child's parent, prior contact with the school is necessary.

In order to address the management of safety and risk there is a Visitor's Register in the school office. Register your attendance when you are dropping off or picking up students/lunches/other. This assists the school to identify who is on site, and maintains an account for the purpose of evacuation/emergency.

If students are to be picked up before the end of the school day (eg. Dental appointment) parents are required to complete an Early Release slip, located in the front office. Students are encouraged to arrive at school on time at 8:30am daily. The Early Release form provides the teacher with security for the duty of care process. A student needs an Early Release form to be released from the class.

## **LIBRARY**

The school's library contains audio visual aids, listening centres, work corners, teaching aids and resource materials and books. Books and some of the equipment are available to teachers and students to borrow through the automated barcoding system. Students' borrowing habits are carefully monitored and an accurate check can be made on damaged and lost books.

Students are encouraged to take books home and take special care with them. They require a library bag for the protection of the book. Parents will be charged for any lost or damaged books (library or reading).

Parent help is required for various library tasks. Any assistance is greatly appreciated.

## **LOST PROPERTY**

Articles of clothing etc, left around the school are placed in a lost property box outside the staff room. Items unclaimed each semester are donated to a suitable charity or re-sold through the second hand uniform shop. Parents can help by ensuring that items of clothing which students tend to remove (eg. hats, jumpers) are clearly marked with the student's name (labels are sometimes removed).

## **LUNCHTIME ARRANGEMENTS**

Students are required to be seated for the first 10 minutes of the second break before being permitted to play. Students sit in the under-cover area or classroom eating lunch. Pre-primary children join Year 1 – 6 for lunch during their transition programme.

## **MEDICATION**

Where a parent requests school staff to medicate a student, an Administration of Medication form will be supplied by the school for completion. The school can organise to medicate students when a written Doctor's Order is provided.

## **MENTALLY HEALTHY**

Kensington Primary School has formed an agreement with Mentally Healthy WA to be part of the **Act** (be physically and mentally healthy), **Belong** (belong to a team), **Commit** (set personal goals, volunteer).

KPS has a chaplain, Meng Chan, who currently works at the school on Mondays and Wednesdays. She is also available to support students and teachers.

## **MOBILE PHONES**

Mobile phone use at school by students is disruptive. Using mobile cameras (still and video) to film people and their activities without their knowledge and/or permission is an invasion of privacy and will not be allowed. As is the case with all personal valuable belongings, children are discouraged from bringing them to school. The school cannot be held liable if they go missing or are damaged. If you need your child to have access to a mobile outside of school hours then it can be handed to the class teacher for safety during the day. Mobile phones will be confiscated and returned to parents if they are used during school hours. Children can ask the front office staff to ring parents in emergencies during school time.

## **MONEY COLLECTION**

Additional charges such as excursions/swimming lessons etc can be prepaid upfront – this is the preferred method so please see the front office to organise this. Alternatively, money and a signed permission slip for excursions can be placed in the provided pre-printed yellow money envelope and handed to the classroom teacher as excursions arise.

## **NEWSLETTERS**

The school newsletter is published every second Wednesday. The newsletter is the main means of communication between the school and your family and information is provided to keep you up-to-date with what is happening at school. Newsletters are available online at the school website [www.kensingtonps.wa.edu.au](http://www.kensingtonps.wa.edu.au) and via the school app “Smartlink”.

## **NUT AWARE**

Kensington Primary School is a NUT AWARE school. This means we minimise the risk to students with nut anaphylaxis by trying not to bring in foods with nuts, eg: peanut butter, and by writing down the ingredients of any food to be shared, eg: birthday cakes.

## **OUT OF SCHOOL CARE**

OSHClub provides before and after school care on the school premises each day. Please refer to the school website and click on “Information” and then click on “Before and After School Care”.

Several other centres also provide before and after school care each day and students are dropped off and picked up by bus after school and taken to the various centres. To see the list of current providers, please refer to the school website as above.

## **PARENT / TEACHER CONTACT**

Teachers will use email as a primary source of contact with parents; however, parents may wish to meet with teachers on any matter affecting their child/children's welfare and progress. Parent visits are welcomed by teachers, but it is best that prior arrangements are made with the teacher so that an appropriate time can then be arranged.

Generally, problems can be solved at that level. If problems persist, parents/teachers may wish to make an appointment with the principal through the school office.

If you have any concerns or relevant information regarding your child, please contact the teacher and arrange for a parent/teacher interview. Matters concerning a child's progress are the responsibility of the teacher.

All matters are strictly confidential, and only issues that concern your child will be discussed.

## **PARENTS & CITIZENS ASSOCIATION**

The Kensington P&C is a very active organisation within the school community. The P&C fulfils the role of a general forum in which to discuss issues directly affecting your child's education. In addition, the P&C also has several sub-committees which initiate activities with the aim of improving the general environment at Kensington. You can support the P&C by:

- Paying your P&C voluntary contribution of \$60 per family
- Coming to meetings, held on Tuesdays of week 2 & 8 of each term
- Helping with P&C events
- Nominating for a committee position, or as your child's classroom P&C representative

P&C minutes are available on the school website.

## **PARENT RESPONSIBILITIES**

- Keep in touch with the teacher on matters concerning your child's development. Please read the parent notice boards outside learning areas.
- Make appropriate appointment times to discuss your child's development.
- Notify the teacher of any changes to the normal routine within the home situation. Such changes can affect the child's attitude and emotional wellbeing, eg death or late night.
- Assist with parent help roster where possible.
- Notify the teacher of any ongoing illness or allergy.
- Notify the teacher if your child is receiving ongoing therapy from another professional. eg. speech pathologist.
- Participate in busy bees, working bees, whole school activities.
- Consider joining the school P&C.
- Ensure that the teacher and the school office are notified of any changes to telephone numbers, addresses or emergency contact people, as they occur.

## **PARKING**

Off-road parking is available on Fourth Avenue.

A 'Kiss 'n Wave' facility operates from Fourth Avenue before and after school. Students are encouraged to move quickly to and from the area to ensure the smooth flow of traffic and prevent hold ups. Parking for parents in this area by parents is prohibited. We ask that you complete another loop of the kiss and wave area if your child is not ready when you arrive. For student safety, please do not use the staff car park or gate access for drop off or pick up of students. City of South Perth Rangers patrol the area frequently.

Parents dropping off and picking up students are requested to take care and observe traffic laws, including the 40km speed limit. Parents need to emphasise to students not to dart out between parked cars.

## **PERSONAL PROPERTY**

Students' equipment and clothing items are to be clearly labeled.

Valuables, expensive toys or sport equipment are not to be brought to school for personal use as the school is unable to accept responsibility for damage or loss.

Mobile phones are to be used out of school hours if a parent requires a student to carry one. In the case of an emergency, arrangements are made to use the school telephone.

## **PHYSICAL EDUCATION**

Physical Education is a vital part of our school program and all students are expected to participate. Students may be withdrawn if unwell, but a note to that effect must be sent to the teacher. Typical activities include daily fitness, athletics, cross country, sport, dance and interschool sport, eg swimming, volleyball, basketball, football, soccer, cricket and the like.

The school is a member of the Victoria Park Area Schools Sports Association and teams are selected for participation in a variety of interschool activities throughout the year.

### **Morning Fitness**

Weather permitting, teachers take morning fitness each Monday and Tuesday. A note is required if a student is unable to participate in fitness or sport, as this is a key component of our learning program.

## **SCHOLASTIC BOOKCLUB**

The P&C facilitates Scholastic Bookclub where students can order books and other items. Brochures are sent home with students at least once a term and orders are to be returned by the due date in an envelope clearly marked with the students name and room number. Cheques are made payable to Scholastic Bookclub. Orders are usually returned to the student in two to three weeks.

The Bookclub Coordinator will be determined at the P&C AGM in February.

## **SCHOOL BOARD**

### **Objectives**

- To promote Kensington Primary School's educational programs.
- To foster positive relationships between parents/guardians of students attending the school, school staff, students and the local community.

- To assist in the formation of objectives and priorities.
- To contribute to the School Business Plan.
- To assist in the development of the school.

### Role

The legislated role of the School Board is to review and endorse the School Business Plan. However, it may be asked to formulate school policy on some matters as requested by the P&C or staff. It may also discuss any topic related to school improvement, other than staff supervision or performance.

### Operations

- School Board members are elected for various lengths of time.
- The School Board meets in Weeks 3 and 9 of each term.
- School Board recommendations go to staff and P&C meetings for discussion.
- The School Board makes final decisions after consideration by the staff and the P&C.

### Participation

- Contact a member of the School Board if you would like to discuss an issue that concerns you.
- Attend P&C meetings when Board recommendations are being discussed.
- Nominate for election to the School Board at the beginning of the year.

### Information

- Minutes of past meetings, the Business Plan, the Delivery Performance Agreement, Terms of Reference, the Constitution and Board Member profiles are all available to view on the school website.

## SCHOOL DEVELOPMENT DAYS 2018

No of Days	Date
2 days	Monday 29 January & Tuesday 30 January
1 day	Monday 30 April
1 day	Monday 16 July
1 day	Monday 8 October
1 day	Friday 14 December

## 2018 SCHOOL TERMS

<b>Semester 1</b>		<b>2018</b>	
<b>Term 1</b>	Students Teachers	-	Wed 31 January – Fri 13 April Mon 29 January – Fri 13 April
<b>TERM BREAK:</b>	<b>Sat 14 April</b>		<b>Sun 29 April</b>
<b>Term 2</b>	Students Teachers	-	Tue 1 May - Fri 29 June Mon 30 April - Fri 29 June
<b>TERM BREAK:</b>	<b>Sat 30 June</b>		<b>Sun 15 July</b>
<b>Semester 2</b>		<b>2018</b>	
<b>Term 3</b>	Students Teachers	-	Tue 17 July – Fri 21 Sept Mon 16 July – Fri 21 Sept
<b>TERM BREAK:</b>	<b>Sat 22 September</b>		<b>Sun 7 October</b>
<b>Term 4</b>	Students Teachers	-	Tue 9 Oct – Thurs 13 Dec Mon 8 Oct – Fri 14 Dec
<b>TERM BREAK:</b>	<b>Fri 15 December</b>		<b>Sun 3 February 2019</b>

## **SCHOOL PSYCHOLOGIST**

A school psychologist visits our school regularly. Any parents with concerns over any aspects of their child's educational development should speak to the class teacher as the first point of contact. If need be, an appointment can be made through the Principal/Deputy Principal or teacher to discuss the situation with the psychologist.

## **SCHOOL WATCH**

School Watch is a joint initiative of the Department of Education and the Western Australian Police Service, which involves local communities in the protection of students, staff of schools and their resources by reducing the incidence of theft, vandalism and arson, reminding the school community 'Crime Prevention is the Responsibility of Everyone'.

If you see or hear anything suspicious, please contact School Watch on 1800 177 777, the Police Service on 131 444 or Kensington Police on 9474 7555.

## **SPECIAL OCCASIONS**

We love to celebrate birthdays, name days, or any other special occasion at Kensington Primary School. You are welcome to send in a cake or individual cakes for your child to share with friends. (Please ensure there is enough for everyone in the class). Please be aware we may have students in your child's class who may have a severe food allergy (eg. nut) and we ask you to consider this when preparing treats. If your child has a dietary restriction, please advise staff. Healthy treats are encouraged.

## **START OF SCHOOL YEAR**

Class lists are made available to parents and students at the beginning of the school year. These are placed on display the day before school begins, and on classroom windows and doors the morning the school year commences. Students go directly to their new room and parents are asked to leave students in the care of the teacher as soon as it is practical.

## **STATIONERY**

It is the parent's responsibility to ensure their child has the required stationery for the new school year. Please note that parents can purchase the required stationery from any source, but OfficeMax offer a bulk order service to keep costs to a minimum.

### **Pencils/Biros/Rubbers/Rulers**

These items wear out or need to be replaced throughout the year. Please check these items regularly, and replace them if necessary.

## **STUDENTS AT EDUCATIONAL RISK (SAER)**

Teachers conduct assessments at the beginning of the year and continue to do so as the year progresses. Kensington Primary School has a LSC (Learning Support Coordinator) who works alongside staff and parents to improve learning outcomes for students

Where students are identified as experiencing significant difficulty, or ease in their learning, or there are issues about any aspect of learning or performance, teachers will contact the LSC or Administration.

As part of the Whole School SAER Policy, the teacher and parent will devise an early intervention or extension program to cater for the needs of the child. These programs are known as an Individual Education Plan (IEP). Individual Behaviour Management Plans (IBP) and Individual Attendance Plans (IAP) are also developed where appropriate.

### **STUDENT REPORTING**

Formal reports are issued via email at the end of Term 2 and 4 as per DOE policy.

### **TRANSFER TO ANOTHER SCHOOL**

When students move to a new school, parents need to notify the student's teacher and Administration beforehand to enable them to collate records for the new school. Parents can assist by making sure all Kensington Primary School library books and school owned resources are returned before their children leave.

Parents of students enrolling from other schools are asked to bring any records they may have from the previous school.

### **VOLUNTARY CONTRIBUTIONS AND CHARGES**

A requirement of the Education Act 1999 is that schools notify parents of the schedule of voluntary contributions and charges for the following year at least two months prior to the new school year.

- The maximum voluntary contribution that can be requested of parents towards the cost of providing an educational program is \$60.00 for Kindergarten to Year 6 (K-6)
- Students in Years K-6 are not discriminated against if a contribution is unpaid.
- The School Board approves the schedule of contributions and charges.
- Every payment is appreciated and can be paid at the school office. Parents having difficulty in paying voluntary contributions can contact the Manager, Corporate Services or principal at the school office to discuss payment options. These matters are treated confidentially.

Voluntary Contributions set for 2018 are:-

\$60.00 per child

*This is applicable to all children from Kindergarten to Year 6.*

Extra cost optional components are set for various year levels and student groups. These costs are for courses where participation is voluntary but there is a charge to allow your child to be a part of the course. These components may cover such things as incursions and excursions, in-term swimming, Year 6 Camp, social events, graduation, PEAC, instrumental music, dancing lessons, end of year picnics, sporting carnivals and so on. Costs will vary depending on the curriculum.

## **OUR SCHOOL CODE**

In 1926 our school made its stand  
"Play the Game" stood proud in the land  
We've kept that tradition through all the years  
With teamwork, with pride, overcoming our fears  
Courage and effort puts us first in the race  
Where we meet all the challenges face to face  
Co-operation and effort are words we all share  
We are proud of our school where we trust and we care  
For this is our school let friendships dwell here  
As we play the game throughout the year

## **OUR 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  
And love of life itself  
Let us remember  
As many hands build a house  
So many hearts make a school

**VITAI LAMPADA (PLAY THE GAME)**  
**By Sir Henry Newbolt**

There's a breathless hush in the close to-night -  
    Ten to make and the match to win -  
    A bumping pitch and a blinding light,  
    An hour to play and the last man in.  
And it's not for the sake of a ribboned coat,  
    Or the selfish hope of a season's fame,  
But his captain's hand on his shoulder smote  
    "Play up! Play up! And play the game!"

    The sand of the desert is sodden red -  
Red with the wreck of the square that broke -  
    The gatling's jammed and the colonel dead,  
And the regiment blind with dust and smoke:  
    The river of death has brimmed its banks,  
    And England's far, and Honour a name,  
But the voice of a schoolboy rallies the ranks,  
    "Play up! Play up! And play the game!"

    This is the word that year by year  
While in her place the school is set  
    Every one of her sons must hear,  
    And none that hears it dare forget.  
    This they all with joyful mind  
Bear through life like a joyful flame,  
And, falling, fling to the host behind,  
    "Play up! Play up! And play the game!"