



**Orelia**  
PRIMARY SCHOOL

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# Parent Information Handbook 2022



## **Welcome to Orelia Independent Public School**

Please take some time to read these notes carefully and keep them handy for reference throughout the year.

This booklet has been produced to provide parents, caregivers and interested community members with general information about our school and to assist parents and students to settle in and make a happy and smooth start to Orelia Primary School.

At Orelia Primary School we endeavour to foster a positive learning environment and encourage teachers, parents and students to maintain a positive attitude to all teaching and learning experiences.

### **Orelia Primary School Mission Statement**

We will achieve a culture of excellence built around the key values of respect, resilience, consistency, collaboration and flexibility. We have a commitment to continual improvement in order to build a strong, safe and supportive school community.

### **Staff Commitments**

Staff members at Orelia Primary School are committed to developing a learning community that promotes the Ideals of excellence, respect and resilience through:

- Providing a positive, supportive, flexible and consistent learning environment
- Maintaining the highest expectations of our students
- Understanding, appreciating and catering for every individual
- Engaging in quality, relevant professional learning and developing a whole school approach to teaching and learning
- Forging strong, positive and supportive partnerships with our parent community

### **Student Commitments**

Students at Orelia Primary School want a school that:

- Is safe and peaceful
- Has an enjoyable learning environment
- Has honour and pride in our community
- Has teachers that understand and care

Students at Orelia Primary School will:

- Show and receive respect
- Have pride in our school community
- Show leadership, teamwork and sportsmanship

Parents are welcome at our school and we encourage your involvement. Please do not hesitate to contact any of us for any information you may require, or with any questions you may have.

<b>Principal</b>	Joanne Stewart-Magee
<b>Deputy Principal</b>	Mr Richard Mader
<b>Deputy Principal</b>	Mrs Leonie Steere (Long Service Leave Term 1 of 2022)
<b>Manager Corporate Services</b>	Mrs Jane Littlewood
<b>School Officer</b>	Mrs Haylee Shaw Mrs Jackie Smallridge
<b>Library Officer/Marketing</b>	Mrs Julie Gliddon
<b>Gardener</b>	Ms Angela Baggio
<b>Cleaner in Charge</b>	Mrs Tracy Rowe
<b>P &amp; C President</b>	Mr George Koutlis

### **Student Services**

Orelia Primary School has allocated support for students from the District Office and the Health Department in the following areas.

<b>Aboriginal Islander Education Officer (AEIO)</b>	TBA
<b>School Psychologist</b>	Roy Moosa
<b>School Nurse</b>	Gabrielle Bauskis

Parents are able to request support from any of these services in matters relating to their child's education and development. Please contact the Office to discuss referrals to each service.

*All Government Department premises are smoke free zones. Smoking is not permitted on the school grounds.*

*Dogs are also not permitted on school grounds, even if on a leash.*

### **Voluntary Contributions**

\$40.00 per child per year

Contributions are payable at the front office. Although this payment is voluntary, it is important and are greatly needed by the school. The money is used for the benefit of every child in the school, supplementing and enriching the educational programs through the provision of resources. All exercise books, paper, scrapbooks, etc. and appropriate apps for ICT development are also purchased.

## School Calendar 2022

For all other dates including School Development Days and Public Holidays please refer to the fortnightly newsletters and term planners.

Term 1 Starts	Monday 31 <sup>st</sup> January 2022
Term 1 Ends	Friday 8 <sup>th</sup> April 2022
Term 2 Starts	Tuesday 26 <sup>th</sup> April 2022
Term 2 Ends	Friday 1 <sup>st</sup> July 2022
Term 3 Starts	Monday 18 <sup>th</sup> July 2022
Term 3 Ends	Friday 23 <sup>rd</sup> September 2022
Term 4 Starts	Monday 10 <sup>th</sup> October 2022
Term 4 Ends	Thursday 15 <sup>th</sup> December 2022

## School Times

School Commences	8.30am
Teaching Block	8.40 - 10.28am
Morning (recess) Break	10.28 - 10.48am
Teaching Block	10.48 - 12.36pm
Afternoon (Lunch) Break	12.36 - 1.11pm
Teaching Block	1.11 - 2.45pm
School ends	2.45pm

***Please ensure that children are collected from school promptly as delays often cause the students distress***

### • Arrival times

- School commences at 8.30am and ends at 2.45pm. Children must be in the designated area in the morning before school and should remain there until 8.30am when a hand bell will be rung to go to class.
- Students are not allowed to be in the playground before school.
- Students are not allowed to arrive before 8.10am. Department policy prohibits students being at school before supervision is provided.

### • Student Details – ***Must be kept up to date***

- This information is very important. Please ensure that telephone numbers, addresses, emergency contacts and relevant health information is always kept up to date. It is essential that you notify the office when any changes occur.
- Copies of any Family Court information should also be provided to the school.

### • Transferring of children

- Parents intending to transfer children to another school should advise the teacher as early as possible so that a suitable farewell from the class can be organised, library clearance given and school documentation completed ready to be forwarded to the new school.

- **Swimming**

- All children (PP-6) have the opportunity to attend in-term swimming lessons at the Kwinana Requatic Centre. In 2022 swimming is in Term 4, weeks 7 and 8. Details will be sent home closer to the date.

- **Absences of children**

- The current provisions of the Department of Education Regulations require that an explanation must be provided for every absence from school. This should be written. The Deputy Principal checks the attendance register weekly. The school is required to send data on children's attendances to D.O.E.
- If at any time a child is required to leave the school during the day, a written request must be provided by the parents and approval granted by the Administration staff prior to the child leaving the school grounds. If a child is being taken from the school during school time, without prior notice, a release authorisation must be filled in at the office before the child is released from the class.

- **School Uniforms**

- Children need to wear school uniform in accordance with the Dress Code ratified by the School Council. (This is under the authority given to School Councils by the Education Act). This creates a wonderful school atmosphere filled with pride. From 2022 only the new uniform can be worn.
- The school dress code is that **all** students must wear clothes in the school colours. We require all our students to be in school uniform and appreciate your support in this area.
- Year 6 Leaver's shirts must not have additional wording added.



- **Uniform**

**School shirt for all**

- Boys  
Black shorts, black micro fibre track pants (available any retail outlet)
- Girls  
Black skorts, Black micro fibre track pants (available any retail outlet)

***Students must be in full school uniform to take part in interschool activities or excursions.***

- **Hats**

The school has a “**No Hat, No Play**” policy for all years. Students are to wear a School bucket hat which is reversible with their faction colour on the inside.

- **Shoes**

Students are required to wear closed shoes or sandals with a back strap at all times. Students are expected to have appropriate shoes (joggers) for sport sessions

***Please Mark All Items Clearly With Your Child's Name.***

- **Dress Code Policy**

The school's Dress Code plays an important part in promoting a positive image of the school and creating a sense of identity. **The staff, P & C and School Board** agrees that a school dress code helps to;

- Foster and enhance the public image of the school
- Assist in building school and team spirit
- Ensures students are safely dressed for specific school activities
- Promotes a sense of identity and pride in the school
- Encourages equity among students

NB: If a student vandalises their uniform they will need to purchase a new uniform. The vandalised uniform will not allowed to be worn.

- **Make Up**

Students may not wear make-up to school.

- **Jewellery**

Students may have ears pierced and small stud earrings or sleepers in ears but other body piercing and additional decorative jewellery should not be worn in school.

- **Hair**

Hair should be worn neat and off the face. Shoulder length hair must be tied back for both boys and girls.

- **Non-Compliance with Dress Code**

The school and School Council focuses on the positive promotion of the Dress Code. Students not wearing a uniform will not be able to participate in excursions. This includes sporting events.

- **Physical Education**

Children are expected to participate fully in all aspects of physical education. PE is an integral part of the Education program. If your child has a medical reason for missing PE, a written request must be forwarded to the Physical Education teacher.

Appropriate dress and shoes are required for sport sessions. Hats must be worn all year.

- **Money Collection**

Payments are made to the office. When making payments to the school it is advisable that children bring the correct money in a sealed envelope and place in the silver letterbox. Eftpos is available at the office.

- **Bicycles**

Parents are reminded of the need for cyclists to know the "safety rules". In accordance with Police Department recommendations, children under 10 years should not ride bicycles to school. An area inside the school is provided for those old enough to ride. While as much care as possible is taken by the school to ensure the safety of bikes, we do not accept responsibility for damage or theft. Please provide a chain and lock for your child's bike. Children must enter the school grounds as directed. No bikes may be ridden on school grounds or car park.

***Parents are reminded that by law, bicycle helmets must be worn.***

- **Mobile Phones**

Mobile phones / tablets must be turned off and handed into the office each morning and collected at the end of the school day.

- **Personal property, games and toys**

***Children are not to bring items of personal property to school.*** Loss or damage may occur and cause distress to the child. Any item brought to school as part of a news session time or lesson ***must not*** be taken into the playground. This includes sports equipment, bats & balls, mobile phones etc. Parents are asked to assist in supporting this school policy.

- **Visits and Excursions**

Teachers and the school may conduct excursions from time to time. These provide a wonderful educational opportunity for the students and every child is encouraged to attend. The school reserves

the right to withdraw a child's right to attend should it believe it is appropriate. This may be due students behaviour. Medical forms and medication are taken on all excursions. The school publishes a costing document each year which provides details for the maximum expenditure that each year level will incur. Final payment dates are published with each excursion and these must be adhered to by families. Should your family be experiencing difficulties meeting these payments please contact the school to organise a payment plan. It is desirable that all students attend excursions.

***School uniform is required for all school excursions.***

Department policy states students must wear uniform for off-site excursions. This is a safety requirement for identification of students. This policy is strictly adhered to and has been supported by the P & C and confirmed as school policy by the School Board. Children on excursions are deemed to be representing the school. It is also much easier for staff to supervise children in crowded public areas if they are in uniform. We appreciate your support.

- **Medication Policy**

Under no circumstances will medication be administered to students without full written instructions by parents and doctors. This is in line with school and Department of Education (WA) policy. Forms are available from the office. Under no circumstances is medication to be kept in the child's school bag.

***If your child is not well, please do not send him/her to school. Sick children are much better off at home.***

- **Sick Children**

**Parents are required under the Education Act to keep the school fully informed of their children's information details, particularly phone numbers.**

Children who are too sick to remain in the classroom will be sent home. All children are required to be immunised in the areas designated by the Health Department. This is an area that is being examined by the School Nurse and where details of immunisation have not been provided, the School Nurse will contact the parent.

- **Medical Emergencies**

Where possible, parents will be notified immediately if children become ill or are seriously injured at school. It is essential that information on the school computer system is accurate and up to date to enable this emergency contact. In an emergency an ambulance will be called. Please join St John Ambulance – the cost of an ambulance if not insured is over \$800.00

- **School Assembly**

Assemblies are conducted in the undercover area every three weeks on a Friday, which commence at approximately 9.00am. Generally week 3, 6 & 9.

**Please note that visitors to the school assembly are requested to respect the need for quiet while the assembly is in progress.**

- **Visiting the School**

When parents come to the school, during the school day (other than dropping off and picking up children) they are required to come through the school office. All children must be signed out on the ipad and an early release Pass will be given after completing the Passtab requirements (online system)

- **Custody of children**

Where there are access restrictions from the Family Court, the school must be made aware of custody details. Official Family Court documents relating to custody issues should be made available to the school. All such information is confidential. ***Without official Family Court documentation both parents have equal access to the child concerned.***

- **Parents on the school premises**

Due to a number of custody issues and the need to ensure a safe school environment at all times, **all** parents who come to the school (other than at start & finish times) **must** come through the school office.

**Grounds/Security**

Parents are requested to remind children that the school grounds are out of bounds out of school hours.

In the event that you see any vandalism occurring, we would appreciate you calling either:

Kwinana Police                      9411 4311

School Security                      9264 4771

- **Interviews**

Parents are encouraged to see teachers about the progress of their children. Please telephone the office to arrange an appointment.

- **Library books and bags**

All students are encouraged to borrow books from the school library. Students will select books to read but may also select books for parents to read to them. All children are encouraged to have a cloth library bag in which they should transport their book to and from school. If a child damages or loses a library book, the parent will be responsible for replacement costs.

- **Reports**

Reports are sent via Connect at the end of each semester. Teachers are encouraged to liaise with parents about their child's progress and parents are welcome to contact the school at anytime should they wish to discuss the progress of their child. Opportunities for parents to meet with teachers to discuss the semester reports will be provided.

- **School Board**

The school endorses and reviews the School Plans, monitors the budget, ratifies the Dress Code Policy and involves itself in relevant policy area. School Board elections are held every two years. If you are interested in becoming a member please register your interest at the front office.

- **Parents and Citizens Association (P&C)**

The function of the Orelia Parents and Citizens Association is to raise funds for the school and to encourage parent involvement in the education of their children. School information is discussed and explained at the meetings. Meetings are held during the school day on a monthly basis.

- **Internet Policy**

All children access and use the internet under supervision whilst at school. Parents and students are required to sign an online permission form which is part of the enrolment process. Children who breach this process may lose their right to use this resource.

- **Photograph Images**

Parents are requested to tick a box on the enrolment form allowing their child's image to be used in the event that a photograph or the like is to be published outside the school community. This form is completed as part of the enrolment process.

- **Child Insurance**

Parents are encouraged to insure their child/children against accidents at school. Unless the school is negligent in its duty, children are not otherwise covered. It is in parents' interest to cover child/children under a private scheme.

The P & C have information on this.

- **Sporting Activities**

When engaging in sporting activities students should wear coloured faction shirts, black sports skirts or shorts, suitable sports shoes, a school hat is required during physical education and sports days.



Cambria	Green
Gilmore	Blue
Sulphur	Yellow
Wyola	Red

Students, who represent the school in various sporting teams, will be expected to wear the full sports uniform, including shoes. Please see front office or class teacher if you are not sure which faction your child is in.

- **Student Behaviour Plan**

At Orelia Primary School we foster a positive learning and behavioural environment. The school staff endeavours to deal with all aspects of behaviour in an open and equitable way. Parents are asked to reinforce what is acceptable behaviour and to support the school in its processes. Should you have any questions regarding any aspect of Student Behaviour Plan please contact the class teacher initially and then the Deputy Principal should that be necessary. The school has a Student Behaviour Policy, Parents are an important and integral part of the process and by working together we will create a positive and safe learning environment for all of our students.

Bullying is an aspect of our society and unfortunately Primary Schools are not immune from its influence. The Staff at Orelia actively discourages all forms of bullying especially whilst students are in our care. We encourage parents to assist their child to develop positive strategies to cope with bullying situations. We urge parents to contact the Administration if there is any evidence of a bullying situation. Although the school has a comprehensive Behaviour Management Plan it is at maximum effectiveness when reinforced and supported by parents and the wider community.

- **Parent/school contact**

Useful and constructive contact between the school and parents is the key to your child being successful in school. It provides the child with a sense of security. It is important that if you have a query or concern you should contact the school to make an appointment with the Principal, Deputy Principal or the Teacher with the aim of resolving the issue. Parents are acknowledged as key players in the ongoing management of their child's behaviour. Regular meaningful contact is encouraged between both parties.

- **Other ways in which Parents can help:**

Keep informed - check CONNECT, check the website, seek interviews, attend P & C meetings and assemblies.

- Support the school in front of your children. Both we, the school, and you, the parent, are engaged in the education of your child.
- Attend school functions - Busy Bees, Fetes, Sports Carnivals and Book Fairs etc.
- Offer to help in your child's classroom.
- Get to know the other parents in the school - particularly those with children the same age as your children

- **Crunch and Sip Policy**

- Recess break commences at 10.28am.
- Children are asked to bring Crunch and Sip snack to have during the morning each day at 10.28am
- Lunch break commences at 12.36pm.
- Hungry children find it difficult to learn. The fruit and vegetables will be eaten in the classroom as the students are working. Food cannot be "messy" or "juicy". See below for suitable foods.

**Fruit**

- Apples
- Strawberries
- Seedless grapes
- Sultanas
- Bananas
- Cherries
- Fresh dates
- Dried apricots/apples

**Vegetables**

- Carrots
- Celery sticks
- Beans
- Fresh peas/snow/snap
- Capsicum sticks
- Cherry tomatoes
- Cauliflower flowerets

- **Water Only**

All children should bring a water bottle to school daily. Children need to keep hydrated to be able to think, learn and stay focused.

- **Early Childhood**

There is a separate information booklet available at the school office and on our website.

- **Orelia Primary School Telephone No's**

Orelia Primary School  
Dental Clinic  
Email

(08) 6174 1200  
(08) 9419 1468  
[orelia.ps@education.wa.edu.au](mailto:orelia.ps@education.wa.edu.au)

**We are looking forward to a great year in 2022.**