INFORMATION BROCHURE
2016

AN INDEPENDENT PUBLIC SCHOOL

Experience the Opportunities

35 Kingsway,
NEDLANDS   WA    6009

SCHOOL ADMINISTRATION
Principal      Mr Russell Bembridge
Deputy Principal  Mr Geoff Jones
Deputy Principal  Mrs Sandra Cottam

SCHOOL CONTACTS
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Vision, Ethos and Values

OUR VISION
The philosophy of Nedlands Primary School is “Experience the Opportunities”. This whole school approach provides every student with the opportunity to develop academically, physically and socially to their full potential. Staff, students and parents are committed to providing and engaging in a rich and diverse array of educational opportunities for all students at Nedlands Primary School.

OUR ETHOS
Nedlands Primary School has a culturally diverse student population, and this makes for an environment where students are taught to think globally and appreciate diversity.

Nedlands Primary School provides a supportive learning environment which nurtures a positive self-esteem within each child. Children are encouraged to care for and respect themselves and others. The school fosters self-discipline and the need for students to accept responsibility for their actions.

Ours is a unique and exceptional school because it has students who are interested in learning, staff who are committed to excellence and a supportive community. This creates students who are both independent learners and are community aware.

OUR VALUES
As an Independent Public School we are committed to providing an inclusive environment which is a vital pillar in building a community. Nedlands Primary School is committed to the following core values of the Curriculum Framework which are integral in ensuring an innovative and creative school that empowers all students, staff and parents to strive for both individual and collective success.

• A pursuit of knowledge and a commitment to achievement of potential

• Self acceptance and respect of self

• Respect and concern for others and their rights

• Social and civic responsibility

• Environmental responsibility
Message from the Principal

Dear Parents,

On behalf of the school community, I welcome you and your family to Nedlands Primary School. I hope that your experiences during your family’s association with the school are positive, enriching and a valued result of your involvement with the school.

The school was established in 1913 and has celebrated 100 years of excellence in education. The school's motto Altius Semper - Always Higher embraces the school’s commitment to successful students. Throughout the school's history it has achieved an outstanding reputation in the local and wider community.

A focus for the school is to “Experience the Opportunities” which aims to give students a range of academic, social, creative and physical teaching and learning experiences to provide a well-rounded education for students from Kindergarten to Year 6. At Nedlands there is always something to be involved in or to strive for: Tournament of the Minds, the outstanding music program (Middle and Senior Choir, Orchestra, Band, Instrumental Music Program), interschool sporting teams, academic challenges, leadership opportunities and community events.

The school has a unique, Acts of Service program which encourages students to perform an act of service for their family or community. They are acknowledged for the hours they accrue; bronze, silver, gold certificates and after 100 hours they receive an Act of Service badge for their contribution to the community.

Nedlands is implementing the Australian Curriculum in conjunction with the School Curriculum and Standards Authority of Western Australian. This ensures consistency in year levels, phase of learning teams (early childhood, middle schooling) and whole school approaches to education. The leadership team, teaching and support staff work collaboratively, supported by professional learning to maintain high standards of academic achievement and to support students at educational risk.

Nedlands Primary School “celebrates community” and the relationships between students, staff, parents, families, and community. The school has partnerships with the University of Western Australia, Nedlands Rotary and the business community and is an active participant in the Shenton Professional Learning Community incorporating local schools.

The dedication and collaboration between Nedlands Primary School, the Nedlands Primary School Board and Parents & Citizens Association ensures successful students and an engaged school community.

In welcoming you, I also encourage you to become actively involved in your child’s education and school activities to allow you to build and become a part of the history of this school.

RUSSELL BEMBRIDGE
Principal
The Nedlands Primary School Board is a legally formed body that, in partnership with the Principal, is given powers to set and monitor the key directions of the School. It is the major governing body of the school and oversees the school's performance.

Our School Board consists of nine members. The Principal is an ex-officio member of the Board, as well as two other staff members elected by their peers. There are three parent members elected by the School community, as well as a representative nominated by the P&C Association. The Board also comprises two community representatives, who are appointed by the elected members of the Board. We are very fortunate to have Professor Helen Wildy, Dean, Faculty of Education at UWA as one of our community representatives. The second community representative Board position has just become vacant following the recent resignation of Professor Trevor Parry, AM CitWA, Clinical Professor, School of Paediatrics and Child Health, UWA after years of serving on the NPS Board.

Current Board members are:
- **Principal**: Mr Russell Bembridge
- **Parent Representative (Chair)**: Mrs Susan Fullgrabe
- **Parent Representative**: Mrs Anne Gribble
- **Parent Representative**: Mrs Amanda Brien
- **P & C Representative**: Mrs Miriam Stanborough
- **P & C Representative**: Mrs Sharon Parker
- **Staff Representative**: Mr Geoff Jones
- **Staff Representative**: Dr Helen Wildy
- **Community Representative**: TBC
- **Community Representative**: Mrs Amanda Brien

The Board is responsible for setting the School’s strategic direction and ensuring this is properly reflected in the Business Plan with appropriate targets and objectives. The Director General of Education, the Board Chair and the Principal are all signatories to the Delivery and Performance Agreement, which commits the School to the Business Plan and its stated deliverables. The Board is also responsible for reviewing and endorsing the Annual Report, the Schedule of Fees and Charges, and the Annual Budget, and is ultimately responsible for the School’s uniform policy and religious education policy.

The School Board meets twice each term, and members of the School community are welcome to attend those meetings as observers. Dates and times are published in the School newsletter.

Anne Gribble
Board Chairperson

**NEDLANDS PRIMARY SCHOOL P & C ASSOCIATION**

Dear Parents,

As the current President of the Nedlands Primary School Parents & Citizens Association, I would like to encourage you to become an active member of our P&C. Our mission is to enhance the students’ education and experience at NPS. We do so by directing funding and volunteer effort toward agreed projects. Each year the P&C Association provides a substantial grant to the school funded by our fees and parents’ involvement in fundraising activities. In the 2015 year the P&C approved just under $130,000 in funding for projects including:

- Additional Ipad rollout & facilities
- Mathletics licenses for all students
- Robotics & Coding Educational Tools
- Orchestral Grant
- Year 6 Graduation and Assembly prizes
- Musical instruments & Library books

The P&C also funds special projects to improve school infrastructure for our children. In past years these have included building the Altius Centre, installing air conditioning and constructing the multi-sport courts. In 2014 the P&C approved funds to upgrade the Swimming Pool facilities and Kingsway Playground area. In 2015-16 we are funding the development of the junior years top oval play area.

The P&C is also a great way to integrate with the school’s parent community. Each year we organise several social events (such as the annual Sundowner), the children’s Lapathon, as well as school Busy Bees.

I strongly encourage you to become actively involved and consider the many benefits the P&C Association brings to all our children. You can join anytime with a $1.00 contribution. Meetings are held twice per term in the school library.

I look forward to meeting you soon.

Jonathan Matthews
President 2015
COMBINED SCHOOL AND P & C VOLUNTARY CONTRIBUTIONS

Each family is asked to contribute according to a scale set by the P & C Finance Committee. In 2015 the P & C budget will also provide funding for school programs. Costs associated with musical productions, carnivals, assemblies and concerts are funded through this annual family payment. This contribution also includes the P & C’s per capita share of the cost of the upkeep of the swimming pool. Payment of the contribution early in the school year would be greatly appreciated.

2014 Voluntary Contribution Scale (K–Year 6)

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<tr>
<td>$60</td>
<td>School Voluntary Contribution</td>
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<tr>
<td>$80</td>
<td>P &amp; C Voluntary Contribution</td>
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<tr>
<td>$25</td>
<td>P &amp; C Pool Voluntary Contribution</td>
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Per Child

Parents experiencing difficulties with payment of the contribution are asked to contact the school to discuss this matter in privacy with the principal.

ABOUT OUR SCHOOL

Nedlands Primary School was established in 1913 and many prominent West Australians have been educated at our fine school. The school generally draws children of parents from a wide range of professional fields in the high socio-economic area and there are strong traditions of attendance across family generations. It also attracts a number of children of overseas students and staff employed at the nearby University of WA and Sir Charles Gairdner Hospital.

There is strong community support from parents and local businesses who, in recent years, have funded the development of a substantial playground project, air-conditioning of the total school, running costs of the swimming pool and the building of our performing arts centre - The Altius Centre.

Nedlands Primary School has an experienced and loyal staff, many of whom have been at the school for up to 20 years.
Facilities include air-conditioned and gas heated classrooms, two school ovals, cricket nets, tennis, basketball and netball courts, a 25m swimming pool and adventure playgrounds. Our enclosed performing arts/activities centre (The Altius Centre) is used for cultural and sporting events. Further facilities include an art room, music room and a modern library and resource centre, which houses a bank of computers. Learning is supported by the use of Information and Communication Technology which includes Desktop, Notebook, Tablet and Interactive Whiteboard platforms across a recently enhanced wireless network.

Nedlands Primary School has an outstanding instrumental music tuition program which involves more than 140 children from Years 3 to 6. The school provides the opportunity for the children to participate in choir, a string orchestra and two school concert bands.

In Years 5 and 6 the Department of Education offers enriched courses for those students identified as Gifted and Talented through PEAC (Primary Extension and Challenge). Classroom extension programs are also provided to enable all students to maximise their potential. Over the years, the school has built a reputation for excellence which has seen many of our students win special placements in a wide range of secondary schools.

Early learning programs are provided at on-site facilities and the Nedlands Park Early Learning Centre which is situated about 1km from the main school.

Kindergarten children, turning 4 by 30 June 2016, are catered for at Nedlands Park Early Learning Centre situated at the corner of Melvista Avenue and Archdeacon Street.

Pre-Primary children, turning 5 by 30 June 2016, are catered for at either the on site Centre or the Nedlands Park Early Learning Centre, whilst Years 1 – 6 children are accommodated at the main school site in Kingsway.
STRUCTURE OF THE SCHOOL

In 2016 it is planned that Nedlands Primary School will have 16 primary classes (Years 1-6) and 5 early years groups. It is proposed that support programs will consist of Physical Education, Music, Art, French, English as Additional Language and Literacy support.

The administration of Nedlands Primary School consists of a Principal, two Deputy Principals, a Registrar and two School Officers.

SCHOOL BOUNDARIES

Nedlands Primary School is classified as a local area intake school and as such, families living within the local intake area have priority in terms of enrolment, over families residing outside the intake area. The local intake area is bordered by: Melvista Avenue to the South, Vincent Street to the West, Stirling Highway to the North and the Swan River to the East.

Families living outside of this area are only accepted if classroom accommodation is available. The priority for processing applications is based on distance from the school.

Acceptance of a child in any year group does not transfer similar rights to siblings or provide automatic eligibility for a local secondary school.

PARENT/COMMUNITY PARTICIPATION

Class co-ordinators
As part of a teacher’s planning and management tasks, an invitation is issued to parents to serve as classroom parent co-ordinator and helper. Parent representatives assist individual teachers to co-ordinate classroom activities between school and the children’s homes. Co-ordinators are appointed at meetings of parents and classroom teachers held early in Term One.

The school will also have a parent co-ordinator, appointed for each year, who organises welcoming activities for newly enrolling parents.
SCHOOL ASSEMBLIES

School assemblies are held fortnightly on Friday mornings, from 9:00am to approximately 9.40am, in the Altius Centre. Classes take turns to organise the assembly and parents are invited to be present to view and share in the class item and other school presentations. Parents are notified of their child’s on-coming class assemblies through the term planner and the school newsletter. School Certificates of Merit, Acts of Service Certificates and other awards are also presented at assemblies. Letters are sent home to parents to inform them when a merit certificate is being presented to their child.

Parents of the class conducting the assembly are invited to assist with a morning tea for all parents, following an assembly.

THE SCHOOL LIBRARY

The school library was renovated in 2010—2011 as part of the Pride in Our Schools Program. The library is managed by a library officer and is fully automated, very well resourced with a bank of internet linked computers and a large range of fiction and non-fiction books and games. Maintenance of books is a recurring need and parents are invited to volunteer to mend books and assist with the shelving of books. In an effort to make our books more durable, parents are asked to provide a library bag for children. Any parent interested in helping in the library should contact the Library Officer, Mrs Catherine Mendez, on 9386 2278.

STAFF MEETINGS

Meetings are conducted before or after school during the term. Staff communication meetings are held each week. Neither of these meetings impact on the school timetable.
BEHAVIOUR MANAGEMENT

At Nedlands Primary School we aim to:

Create a positive environment where children respect: The rights of others; The rights of other children to learn; The rights of the teachers to teach.

Empower children to own and accept the responsibility for their behaviour.

Establish clear guidelines that protect the rights of all individuals, where the procedures, consequences and rewards are clearly defined and known by the school community.

Establish procedures to communicate behaviour management information with the school community.

Maintain a partnership between teachers and families in the behaviour management of Nedlands Primary School students.

CRISIS MANAGEMENT PLAN

The school has developed and operates a comprehensive “Crisis Management Plan” which specifies actions to be undertaken should emergencies arise.
Part of the plan is an “Evacuation Plan” which nominates how the school is to be evacuated should it become necessary. Maps of evacuation are on display throughout the school and evacuation drills are held regularly.
SPECIALIST INSTRUMENTAL MUSIC PROGRAM

Nedlands Primary School offers selected students an instrumental music program. The program is a scholarship based program, funded by the School of Instrumental Music and leads to the opportunity to become members of the school string orchestra or the school concert band. Part-time visiting specialists teach selected children from Years 3 to 6 the violin, viola, flute, cello, clarinet, double bass, brass and percussion.

A junior and senior choir also operates for all students in Years 4 to 6.

VISUAL ART PROGRAM

A Visual Art program is conducted in the recently refurbished Art room. Students take part for approximately 60 minutes each week in Years 1 – 6. They are given opportunities to develop skills, techniques and processes to express themselves with assorted media. In addition, students are given time to reflect on, respond to and understand, various art styles and works.
LEARNING TECHNOLOGIES

There is a computer network throughout the school, providing each classroom with an interactive whiteboard and direct internet access via classroom computers. In addition, there is a computer lab located in the library, a wireless network and ipads. The aim is for students to use computers as a tool for learning in a range of learning areas.

INTERNET USAGE POLICY

Student access to the internet will only occur following receipt by the school of a signed “Agreement Form”. See Appendix 3 for the policy and agreement form.

P & C ASSOCIATION

The P & C Association meets at the school on one or two Wednesday evenings each term. Meetings commence at 7.30pm and are usually completed by 9.00p.m. Information about meetings and activities are publicised in school newsletters and also in P & C Notes, on the noticeboard in the school hall.

RELIGION IN LIFE PROGRAM

This program is offered to all students and co-ordinated through the Hollywood Christian Resource Council. Religion in Life is non-denominational and attempts to give children an appreciation of the work of the major religions of the world on a comparative basis. The program for Years 1 - 4 is held in classtime while our Years 5 –6 attend on a Friday at lunchtime. Children participating in the program are supplied with consumable printed materials. An annual charge is levied to cover the costs of these materials. Accredited visiting ministers and instructors of religion from the majority of churches operating in the school community, teach the program which occupies one half hour per week of student time.

The Baha’i Faith offer an alternative religious education program at the same time. Details can be sought by contacting the co-ordinator. Please ask at the front office for contacts.
THE SCHOOL DAY

PRIMARY TIME-TABLE
8.30am Rooms open
8.45am Session 1 commences
10.45am Morning Recess Break (25 mins)
11.10am Session 2 commences
12.40pm Lunch Break (50 mins)
1.30pm Session 3 commences
3.10pm School finishes

KINDERGARTEN AND PRE-PRIMARY TIMETABLE
8.45am - 3.00pm

NOTE: The school requests strict punctuality for the commencement of all school sessions. Students are asked not to arrive before 8.30am without close adult supervision and not before 8.00am unless involved in organised school activities.

DROP OFF AND PICK UP ARRANGEMENTS

In order to avoid the congestion that can be experienced around the school at drop off and pick up times, it is policy that parents travel anticlockwise around the school. ie. From Elizabeth Street down Viewway to Princess Road, and from Princess Road along Kingsway to Elizabeth Street.

The designated drop off and pick up point is marked in Viewway (at the rear of the School), with the ideal spot being the “yacht” at the southern end of the zone. Parking is only permitted in the designated areas adjacent to the school and in Viewway and at the front of the school in Kingsway. Drivers should not ‘double park’ or encourage students to enter cars that are on the roadway. This is particularly dangerous and blocks traffic flow for other road users.

WALKING / RIDING TO SCHOOL

All parents are encouraged to reinforce with their children the correct way of walking to school and crossing roads so that they can go to and from school safely.

Please be aware that children under the age of 10 years of age are not encouraged to ride a bicycle to school unsupervised by an adult. This is a police recommendation and should be followed by all parents.
COMMUNICABLE AND INFECTIOUS DISEASES

If a child is found to be affected by any of the following communicable diseases, he/she may be excluded from school for the period stipulated by the Health Department for each disease or until cleared by a medical certificate. These diseases include conjunctivitis, chicken pox, impetigo (school sores), measles, mumps, ringworm, and head lice.

If a case of measles is discovered in the school, all unvaccinated students will be excluded for two weeks. Please ensure the school office has accurate and up to date information about your child’s immunisation.

PROTECTION OF CHILDREN’S SKIN TO PREVENT SUNBURN

The school has a “NO HAT—NO PLAY IN THE SUN” policy from September to May each year (although students are asked to wear their hat every day). The P & C supplies sunscreen in strategic positions around the school, for use by children.

School uniform hats can be purchased from the uniform shop. Hats and sunscreen are necessary for all school outings, camps, sport, sports days, swimming lessons and sunny days. Body suits can be worn by swimmers. Parents are asked to provide a waterproof storage bag for any wet clothing.

SCHOOL REPORTS

A formal written report for students K-6 is sent to parents at the end of Term 2 and Term 4. In addition to the semester reports students in Years 3 & 5 also receive a national report following their National Literacy and Numeracy Assessments. Parent-teacher interviews are always invited. Please contact the office to make a mutually convenient time.

HOMEWORK

It is the policy of the school to provide children with purposeful out of class, home learning activities. The nature and extent of these are dependent upon the age of the child and/or the individual child’s needs. Parents will be notified by classroom teachers on matters concerning class policy on this topic. The policy is available on the school’s web page.

LANGUAGES

French is taught to all Year 3 – 6 students, by our specialist Language teacher. Parents are asked to pay a small yearly levy to cover the cost of French worksheets. Language is compulsory in all Government Schools for children in Years 3 – 10.

SCHOOL NEWSLETTERS / NEWSFLASHES

An electronic newsletter is sent home to each family fortnightly on a Wednesday. Parents are asked to read the newsletter carefully, noting forthcoming school and community events, meetings, carnivals, class visits, assemblies, camps and other school and P & C activities. In addition to this newsletter a NEWSFLASH is emailed fortnightly on a Monday highlighting future key dates and events.

Note: The Parent Guardian 1 entered on the blue enrolment form is the email address used for the Newsflashes and Newsletters.

The newsletter is also available on the School’s web site www.nedlandspwsa.edu.au
ABSENCES

Department of Education Regulations request Parental Notes for:

♦ Absences from school (to be given on return to school).
♦ Absences can be reported to the school via the telephone and a written record of your call is then placed on file by the administration and class teacher.
♦ Permission to leave school grounds at any time during the school day. Children are to be signed out of the school by the supervising adult on the day, through the front office.
♦ Exclusion from visits, camps, physical education and sport for medical reasons.
♦ A suggested pro-forma is attached for your convenience. Appendix 1.

Families are asked to schedule appointments, including tutors or learning support, outside of school hours. Any variations to attendance will need to be discussed with the School Principal as per Education Act requirements.
Families are asked to follow these times carefully, as it can be distressing for a child to arrive too early or be collected late. Please note that staff are responsible for children during class hours only. They have duties to attend to before and after class times. Please phone the school office if you are unavoidably delayed.

**Lunches**

Children will need to bring their own packed morning tea and lunch from home in a **labelled lunch box**. It is expected that the children will eat healthy and nutritional food. Please make sure your child can open and manage his/her own lunch box.

**Dress**

**It is vital that all clothing is clearly labelled with your child’s name.**

The clothes your child wears to Kindergarten need to be suitable, comfortable play clothes. Clothes need to be easily managed for toileting to encourage self help skills. Pre-primary children are expected to wear school uniform.

From September to May we have a **“NO HAT— NO PLAY IN THE SUN”** policy although students are encouraged to wear hats each day. Sunscreen needs to be applied before arriving at the Centre.

Parents are asked to ensure that children leave their toys or jewellery at home. No toy guns or ‘weapons’ please.

**Birthdays**

Your child is a unique individual and needs to know he/she is special. Celebrating a birthday lets your child know we are happy for him/her on this day. Children are welcome to bring a cake or cup cakes to share with the group.
Bags and Library Bags

School bags and library bags are available from the uniform shop. Bags need to be LARGE and easy to open. A back-pack must be able to accommodate – a lunchbox, footwear, spare clothing, a library bag and work to be taken home. Some back-pack fastenings are far too hard for the pre-school child to cope with. Please ensure that your child can open and shut their bag themselves.

Safety

In order to maintain safety and smooth transitions between home and school, please drop off and pick up him/her from our front door. A telephone call or written note is required if your child is to be picked up by another adult.

Parent Helpers

Each centre has the opportunity to form a parent committee in February. These parent committee’s are responsible for fundraising, social activities and assisting new families settle in with information about the school. Involvement with the committee is rewarding and gives greater insight into the operation of the Centre and an opportunity to form lasting friendships. All parents are asked to support their respective committee and their activities.

Health

If your child is unwell, he/she needs to be at home where you can give him/her the individual care and attention needed.

During the year, the school nurse will screen the pre-primary children for their hearing, vision and physical co-ordination. A dental check is provided free of charge and operates from a mobile caravan on the school grounds. You will be asked to fill out a medical card and dental form closer to their visit. Parents are notified if there are any concerns. The school psychologist is available to families by referral for educational, behavioural and developmental issues. No referral is made without parental consent.
## SCHOOL CALENDAR 2016

### TERM DATES FOR STUDENTS

#### Semester 1
- **Term 1**: Monday 1st February 2016 - Friday 8th April 2016
- **Term 2**: Wednesday 27th April - Friday 1st July 2016

#### Semester 2
- **Term 3**: Tuesday 19th July - Friday 23rd September 2016
- **Term 4**: Tuesday 11th October - Thursday 15th December 2016

**School Development Days for 2016 (Children do not come to school on these days)**
- **Term 1**: Thursday 28th Jan 2016 and Friday 29th Jan 2016
- **Term 2**: Tuesday 26th April 2016 and Friday 3rd June 2016
- **Term 3**: Monday 18th July 2016
- **Term 4**: Monday 10th October 2016 and Friday 16th December 2016

**Public Holidays for 2016**
- **Labour Day**: Monday 7th March 2016
- **Good Friday**: Friday 25th March 2016
- **Easter Monday**: Monday 28th March 2016 and Tuesday 29th March 2016
- **Anzac Day**: Monday 25th April 2016
- **Western Australia Day**: Monday 6th June 2016
- **Queens Birthday**: Monday 26th September 2016 (in the Term 3 holidays)

### SCHOOL DRESS CODE (Pre- Primary to Year 6)

The Nedlands Primary School community, through the School Board, believes the wearing of a school uniform discourages competitive dressing amongst students and promotes a sense of identity. The School Board has determined that a school uniform should be worn.

Please refer to Appendix 4 for the Dress Code Policy which includes the relevant items of clothing.

Acceptance of enrolment at this school assumes an agreement between the school, the parent/guardian and the enrolling student, that the student will dress within the guidelines of the school dress code. Any grounds for exemption should be raised and agreement reached at this time. If the dress code is unacceptable, parents have the right to apply for admission to a school where the dress code reflects their preference.

### SCHOOL READY MADE UNIFORMS

The uniform shop is open on Tuesdays 8.45am to 9.15am. Uniforms can be ordered by completing a Uniform Order form (located in the office) and placing it in the box. Orders will be delivered to students.
SECOND HAND UNIFORMS are also for sale from the Uniform Shop. The range available may vary according to supply. Donations of second hand school clothing are very much appreciated.

LOST PROPERTY
All clothing should be clearly MARKED with the child's name. This particularly applies to ALL items of the school uniform. Clothing and personal items of school stationery are never a problem if the child's name is clearly legible. Lost property is kept outside Room 8, adjacent to the science store room.

LUNCH ARRANGEMENTS
School Lunch Online (Chef’s Delight) is supplying fresh, healthy lunches to Nedlands Primary School. You can now log on to http://www.schoollunchonline.com.au to register your family and then follow the prompts to choose your lunch selection and place your order. Cut off time—orders MUST be placed by 8.00am on the day of delivery.

Parent assistance with the ordering process is crucial.
STUDENT ABSENCE NOTIFICATION FORM

Name of Student: ………………………………………………………………………..

Class: ............................  Teacher: ..........................………………………….

Date(s) of Absence:  ..........................................................................................

Reason for Absence:  ..........................................................................................

......................................................................................................................

Signature of Parent:  .................................................................  Date: ...........

STUDENT ABSENCE NOTIFICATION FORM

Name of Student: ………………………………………………………………………..

Class: ............................  Teacher: ..........................………………………….

Date(s) of Absence:  ..........................................................................................

Reason for Absence:  ..........................................................................................

......................................................................................................................

Signature of Parent:  .................................................................  Date: ...........
PARENT-TEACHER EMAIL COMMUNICATION

Rationale

The use of email allows teachers and parents to communicate together in a quick and efficient manner.

Purpose

1. To ensure the use of email communication between teachers and parents is carried out in a mutually respectful manner. That all email communication is treated in a confidential, legal and ethical manner.

2. To provide processes that minimise the chance of inappropriate use, and provide clear consequences of such usage.

Guidelines

Parents can contact classroom teachers using email but need to be aware that teachers may not be able to initially respond within 24 hours and that a lengthy written reply could take up to a fortnight before being responded to.

Parents who receive emails from teachers must not forward or cut and paste sections of a teachers email for further publication within the community without the explicit approval from the teacher concerned.

Teachers who feel they are receiving an unreasonable amount of emails from a particular parent can request that the sender desist in sending further emails and this teacher request will be followed.

All email communication will be carried out in a professional and appropriate format and tone.

All teachers will adhere to Department of Education guidelines for email communication.

Conclusion

This policy is to be considered in the context of the school’s stated Purpose and Ethos Statement and Communication Policy.

PRINCIPAL
POLICY

PARENT-TEACHER EMAIL COMMUNICATION

To be completed at the beginning of each school year or on enrolment

Email is seen as an effective form of communication between teachers and parents.

Nedlands Primary School expects that parents and teachers will use email in a responsible manner. By signing this form, parents agree to adhere to this agreement. Parents who do not comply with this policy may be requested to cease communicating with teachers in this way.

Email Agreement.

Parents/Teachers MUST adhere to all email agreement conditions below.

Parents can contact classroom teachers using email but need to be aware that in some cases teachers will not be able to initially respond within 24 hours and that a lengthy written response could take up to a fortnight before being responded to.

Parents who receive emails from teachers must not forward or cut and paste sections of a teacher’s email for further publication within the community without the explicit approval from the teacher concerned.

Teachers who feel they are receiving an unreasonable amount of emails can request that the sender desist in sending further emails and that this teacher request will be followed.

All email communication will be carried out in a professional and appropriate format and tone.

All teachers will adhere to Department of Education guidelines for email communication.

Name:……………………………………………….  Email address:……………………………………
(Parent name, please print)

Parent Signature: ……………………………………………  Date:  ……………………

PLEASE RETURN THIS AGREEMENT FORM TO THE
CLASS TEACHER
INTERNET USAGE POLICY

Rationale

The internet expands classroom resources dramatically by making many resources from all over the world available to students, teachers and education administrators. Information, data images and even computer software, are brought into the classroom from places otherwise impossible to reach. Access to these resources can support individual and group projects, collaboration, curriculum materials and idea sharing, not found in schools without Internet access.

As a hands-on classroom tool, the use of the web can be a motivator for students. Their use encourages the kind of independence and problem solving skills required for students in our society.

Purpose

To ensure the appropriate use of the Internet as a tool for achieving the outcomes described in the school curriculum plans, providing its use is legal and ethical.

To provide processes that minimise the chance of inappropriate use, and provide clear consequences of such usage.

Guidelines

Student access to the Internet will only occur following the receipt by the School of a signed “Agreement Form” (refer Appendix 1). Parents have the right to conscientiously object to their child accessing the internet, by not signing this Agreement.

Student Internet access is a privilege earned through trust. It is not a right at school. Students abusing this trust, may automatically lose the privilege, for a period determined by the Principal or nominated delegate, as well as face consequences as detailed in the School’s Managing Student Behaviour Policy.

Students can only search on the Internet following teacher direction.

Internet access by students will only occur under direct teacher supervision, or a nominated delegate, who is also a staff member eg. Library Officer, Teacher Aide.

Conclusion

This policy is to be considered in the context of the School’s stated Purpose and Ethos Statement. The policy is also related to the School’s Managing Student Behaviour Policy.
INTERNET USAGE POLICY

AGREEMENT FORM

To be completed after familiarisation with the Student’s Internet Usage Policy

The Internet is seen as an essential tool in the education of students.

Nedlands Primary School expects that the students will use the Internet in a responsible manner. By signing this form, Parents and Students agree to adhere to this agreement. Students who fail to comply may lose their Internet privileges, and further action may be taken, in accordance with the School’s Managing Student Behaviour Policy.

Student Agreement.

Students MUST adhere to all student agreement conditions below. Parents please read the following 7 points to your child.

◆ I will only use the Internet for teacher directed searches.
◆ I will not access the Internet unless authorised by and under the direction of a staff member.
◆ If I find a site I suspect is not suitable, I will report it immediately to a school staff member.
◆ Before copying anything from the Internet, I will seek permission from a staff member.
◆ I will not give out anyone’s name, address or phone number unless I have the approval of a staff member.
◆ I will not use the Internet service in a manner which may cause concern to anyone.
◆ I will not use the internet at school to access MSN, FACEBOOK, TWITTER or SOCIAL MEDIA sites.

Name:………………………………………………………………….  Year .........
(Students name, please print)

Student Signature: ...................................................(Students in Years 2-6 to sign)

Parent/Guardian Signature: ..............................................  Date: ..............
Rationale

The Nedlands Primary School community through the School Board, believes the wearing of a school uniform discourages competitive dressing amongst students and promotes a sense of identity. The School Board has determined that a school uniform should be worn.

Purpose

To provide parents and students with a dress code that is: safe and appropriate for school activities, reasonable by contemporary standards, provides some choice, is affordable to parents, and considers the risks of ultraviolet radiation.

To encourage the wearing of the school uniform by providing sanctions for students not complying with the dress code.

To provide appropriate processes for exemption or modification related to student health, ethnic considerations, religion or any other matter, which in the Principal’s opinion, is sufficient to exempt a student from the dress code requirements.

Guidelines

Items designated on the current “School Uniform Order Form” constitute the dress code. In summary this is:-

Summer:

Boys: Blue shorts, school polo knit shirt (with pelican motif), sandals or shoes/joggers, navy socks, school unisex sunhat with logo.

Girls: Navy Skort, polo knit shirt (with pelican motif), sandals or shoes/joggers, navy socks, unisex sunhat with logo.

NB: A “No Hat, No Play in the sun” policy operates from September to May.

Winter:

Boys: Navy polyester track pants, school polo knit shirt, windcheater or zipped jacket, shoes, navy socks.

Girls: Navy polyester track pants, school polo knit shirt, windcheater or zipped jacket, shoes, navy socks or navy stockings.
Sports Uniform – Carnivals only

Boys: Navy sports shorts, school polo knit shirt (interschool events) and house colour T-shirt, school hat and sport shoes.

Girls: Skort navy, school polo knit shirt (interschool events) and house colour T-shirt, school hat and sport shoes.

Choir Uniform:

Years 4 and 5 - Junior Choir (ALL students in years 4 and 5 are expected to participate)

Boys: School uniform relevant to season and black shoes. School hat for outdoor performances.

Girls: School uniform relevant to season and black shoes. School hat for outdoor performances.

Years 6 and 7 - Senior Choir - Uniforms are hired

Boys: Black socks and black shoes. School hat for outdoor performances. Following items are hired by students through the school (Navy long pants, long sleeved white shirt, Nedlands tie and pale blue cummerbund,)

Girls: Black socks and black shoes. School hat for outdoor performances. Following items are hired through the school (Long navy skirt, while long sleeved blouse, Nedlands tie, pale blue cummerbund, Navy blue hair ribbons,)

Optional The items below are also available at the uniform shop
School Back Packs with logo
Royal blue rain jacket
Art smock
Chair bag and Reading file
Library / multi use bag
Navy scarves

N.B. Orders are placed by the P & C Uniform Coordinator. The P & C also operates a second hand uniform shop.

Financial Difficulties

Families who may experience financial difficulties regarding the purchase of a uniform should contact the Principal to seek a solution.

Modifications to the Dress Code

Parents of students who for religious or health reasons, may wish to modify the school dress code, are required to make an appointment with the principal or a deputy principal. Staff will be informed of any student granted a modification to the dress code.
Sanctions

Students not complying with the dress code will be counselled and resolution of their concerns sought. Non-compliance with the dress code where exemptions have not been sought, will result in a student being prevented from attending any activity in respect of which the student is representing the school, in school or out of school hours, and may include representative teams of participants or spectators in areas of sport, drama, music, excursions and school social functions.

Exemptions

The grounds for exemption or modification relate to student health, ethnic considerations, religion or any other matter which, in the principal's opinion, is sufficient to exempt a student from dress code requirements.

The exemption must be negotiated with the principal at the time of enrolment. Provision for temporary exemptions will be made to accommodate new students and the non-availability of components of dress code items, or where there is significant change to student circumstances.

A copy of any exemption record will be provided to the students parents and teachers, and placed on the students file.

Enrolment

Parents and students will be informed of the Nedlands Primary School dress code at the time of enrolment. Acceptance of enrolment at this school assumes an agreement between the school, the parent/guardian and the enrolling student, that the student will dress within the guidelines of the school dress code. Any grounds for exemption should be raised and agreement reached at this time. If the dress code in unacceptable, parents have the right to apply for admission to a school where the dress code reflects their preference.

Parents of students already enrolled at Nedlands Primary School are assumed to agree with this dress code. Parents finding this dress code unacceptable have the same rights as newly enrolling parents.

Review of the Dress Code

As consultation with the school community has occurred via newsletters, the P & C meetings and the School Board, it is intended that this policy will have a life of five years before review.

Formulated by: Nedlands Primary School - School Council 2006

Reviewed: 2011
Rationale

Homework can support higher levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school. Homework can also further school-home relationships and can assist in keeping parents informed about the student’s learning program and progress.

It should be noted that preparation of students for the time commitment of homework anticipated in years to come is not, in itself, a reasonable basis for setting homework.

Purpose

Homework is:

- used to facilitate the achievement of learning outcomes.
- part of a developmental learning program that is responsive to individual needs, clearly relevant and supported by classroom practice.
- disassociated from any form of punishing students or means of securing discipline.
- to support the development of the student’s independence as a learner.
- to further the partnership between school and home.
- to avoid dependence on unreasonable levels of parental assistance or resource that are not readily available to the student.
- to be set without impinging on reasonable time for family, recreational and cultural pursuits relevant to the student’s age and development.
- to be determined by the teacher in terms of the type of homework being undertaken. In he main it will consist of consolidation, completion of set tasks and research here appropriate.

Guidelines

1. Parents may choose for their child to do far less homework than suggested, however this should be done in consultation with the class teacher.
2. Preparation and organisational tasks in readiness for the next school day should be a routine for all children. These tasks are included within the time allocation guidelines.
3. Approximate time allocation based on five nights per week:

   Kindergarten and Pre-Primary - Nil
   Year 1 – up to 15 minutes
   Years 2 and 3 – between 20 and 30 minutes
   Years 4 and 5 – up to 30 minutes
   Years 6 – up to 60 minutes
4. Each teacher will have particular systems (eg. signing by parents, date due, etc) that will be communicated to parents.

5. The following is a guide to the types of homework likely to be provided at Nedlands Primary School. Parents should refer to each teacher’s individual guide.

**Years 1 – 3**
- Home reading of teacher provided books.
- Home reading of individual choice books.
- Learning of spelling word lists.
- Mental math activities reinforcing number combinations and processes.

**Years 4 – 6**
As for Years 1 – 3.
- Finishing off class work not completed during the school day.
- Research to support class work or study projects.
- Refining draft work commenced in class.
- Weekly assignments, reinforcing maths and/or language concepts currently being taught in that class.
- Reviewing work completed in class and posing questions, if required (i.e. some aspect not understood), for the teacher (in later years this is known as “study”).

**NB**  Music practice for those involved in the school’s instrumental program is in addition to class homework.

**Some Advice to Aid Parents**

- Children need the opportunity to play and relax after school.
- Homework is best done at a quiet time set aside for homework completion.
- Completing homework in front of the television is not recommended.
- Ask your child to explain what he/she is doing for homework.

**Conclusion**

Homework should be a positive experience for children and parents, aimed at enhancing the extent to which a child benefits from the school’s learning experience.

**Endorsed by School Council**
June 2002
**Reviewed 2011**
Our SunSmart Policy has been adopted to ensure that all staff and children attending Nedlands Primary School are protected from skin damage caused by the harmful UVR from the sun. It is to be implemented throughout the year, but with particular emphasis during the months September through to May. The sun protection practices outlined in this policy will be applied to all school activities, including sports carnivals, excursions and camps. The policy has been developed in consultation with the whole school community.

**Behaviour**

- The school will require students wear broad-brimmed or legionnaire style hats whenever they are outside.
- Staff are requested and encouraged to wear broad-brimmed or legionnaire hats when outside.
- Ensure that children without a broad-brimmed or legionnaire hat are directed to play in an area that is protected from the sun - the hall. No SunSmart hat, no play.
- Encourage positive role modelling of sun protective behaviour by all school staff, parents and guests visiting the school.
- Encourage the daily application of sunscreen before school, and prior to the lunch break or any outdoor activity.
- Encourage children to use available shade for outdoor activities and play.
- Students will be encouraged to wear clothing that is sun protective, eg. shirts with collars and sleeves, rash vests for swimming and faction t-shirts with UV rating.

**Curriculum**

- Incorporate sun protection and skin cancer prevention programs into the school curriculum at all year levels – Kindergarten to year 6.
- Promote sun protection throughout the year via the school newsletter, assemblies, daily messages, parent and staff meetings and whole school activities.
- Staff and parents will be provided with educational material on sun protection.
Environment

- Shade covers over the school pool to be annually assessed.
- Children to be encouraged to play and sit in shaded areas eg. under trees, umbrellas.
- Ensure there is adequate provision of shade within the school grounds for students and Staff, by planting trees and building shade structures.
- Timetable as many outdoor activities as possible, including assemblies, sport and physical education before 10am and after 3pm. When this is not possible, activities should be scheduled as far away from 12 noon as is possible or use the hall or under cover area.
- Ensure that adequate shade for all children and staff is provided at sporting carnivals and outdoor events.
- Children are to eat lunch in the under cover area or year 6s to eat under shady trees and umbrellas.

Evaluation

The Nedlands Primary School Staff will review the effectiveness of this policy each year.

They will:-

1. Review the SunSmart behaviour of students, staff, parents, and visitors and make recommendations for improvement.
2. Assess shade provision and usage and make recommendations for increases in shade provision.
3. Update and promote curriculum material relevant to SunSmart activities.

Endorsed by School Council
April 2004
Reviewed
August 2011
An important issue at Nedlands Primary School is the number of students enrolled, who have a severe allergy to nuts, and particularly peanuts. The WA Department of Health warns that the occurrence of nut allergy is rising and is of concern within the general community.

Our duty of care at this stage is focused upon the students within our care and who exhibit a variety of symptoms from minor to extremely severe on the slightest contact with nut based products.

In conjunction with the parents of the individual students and their teachers, action plans and awareness have been developed and are in place within the school. The students themselves are aware of their allergies and can avoid the products when obvious.

The difficulty is that in several instances the smallest and casual contact with nuts, nut dust and nut based spreads including peanut paste and hazelnut spread can cause a severe reaction.

As a result of discussions with the Department of Health and parents we are asking that parents of all students avoid all nuts and the use of nut based spreads in the provision of snacks and lunches to students at the school. This means avoiding peanut paste, hazelnut spread and bags of nuts. It does not include muesli bars.

Understandably this is a difficult issue in terms of eating habits of children, but all parents would appreciate the need for Nedlands Primary School and its community to ensure the safety of all students at our school and thank you for your co-operation.

Parents who wish to discuss the issue further are asked to contact the school office.
This policy is based on the premise that students should be at school, free from distractions and external contact, unless in emergency or unavoidable circumstances.

Contacting a Student

The protocol for parents/carers needing to urgently contact a student is:

The parent/carers contacts administration. Phone: 9386 2278
The parent/carers telephone number will be recorded
Office staff will contact the teacher who will send the student to administration or pass on the message (if appropriate)
If staff is not able to contact the student, the parent/carer will be contacted
Please refrain from contacting students during class time as this disrupts the teaching and learning process

Mobile Phones

We acknowledge that some parents allow students to bring mobile phones to school.

Mobile phones must be turned off during the day. This includes recess and lunch breaks and the use of associated cameras or recording devices whilst on school grounds before and after school.

If mobile phones are on or used during the school day they will be confiscated from the student for the remainder of the day.

The school cannot accept any responsibility for any loss or damage to a student’s mobile phone or SIM card. Any damage or losses are the responsibility of the parent/carer. Students bring mobile phones to school at their own risk, however they may ask a teacher to store the phone in a secure location during school hours.

Electronic Devices

We acknowledge that electronic devices can support student learning. Eg i-Pads, Kindles, i-Readers, tablets etc. If students bring a personal electronic device to school the following applies:

Student must have permission from the teacher to use an electronic device at school. The school cannot accept any responsibility for any loss or damage to an electronic device. Any damage or losses are the responsibility of the parent/carer. Students bring electronic devices to school at their own risk. Inappropriate use of an electronic device will result in confiscation.

Policy amended and reviewed 2014.