

CONTACT DETAILS

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INFORMATION 2020



Welcome to Lake Gwelup Primary School

On behalf of all the staff, students and parents I hope that your family will enjoy being part of our school.

Lake Gwelup Primary School is the heart of a vibrant community catering for distinctive students. Our school is one that values personal excellence and respects diversity – we aim for both high academic performance and emotional and social wellbeing. At Lake Gwelup Primary School we strive to develop resilient individuals that maintain an optimistic outlook on life. We embrace new technologies and aim to provide a contemporary education that caters for all.

Lake Gwelup Primary School is proud of its 106 year history. Recently rebuilt, our school enjoys spacious grounds located amongst a mix of established and new residences.

We work closely with the school community and value *parents as partners* in educating the students in our care. We aim to foster a community of learners – with students, families and staff all actively encouraged to share a lifelong passion for learning.

This Information Booklet is designed to inform parents, guardians and community members of the standard procedures associated with the management and organisation of our school. We encourage parents to contact the school should there be anything that remains unclear.

I sincerely hope you enjoy your time with us at Lake Gwelup Primary School.

Greg Clarke
PRINCIPAL



TERM DATES 2020

| Semester 1 | |
|------------|---|
| Term 1 | Monday 3 February – Thursday 9 April |
| Break | Friday 10 April – Monday 27 April |
| Term 2 | Tuesday 28 April – Friday 3 July |
| Break | Saturday 4 July – Sunday 19 July |
| Semester 2 | |
| Term 3 | Monday 20 July – Friday 25 September |
| Break | Saturday 26 September – Sunday 11 October |
| Term 4 | Monday 12 October – Thursday 17 December |

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Our School Motto: INTEGRITY & EXCELLENCE

Our school motto of 'Integrity & Excellence' encapsulates the positive values and behavioural attributes expected from all members of our school community. It was selected after extensive consultation with students, staff and the School Board.

The best summation of what our motto represents can be found in the words of our students who state that "integrity is when you are good and do the right thing when nobody is watching", whilst excellence is defined as "always working to do your personal best, no matter what it is".

SCHOOL VALUES

Doing Your Best

Honesty and Trustworthiness

Respect

Responsibility

Integrity

Care and Compassion

Fair Go

Freedom

Understanding, Tolerance and Inclusion



THE INDEPENDENT PUBLIC SCHOOL MODEL

Giving Communities More Say In Their Schools

The very best schools are not just 'in' the community but are an essential part 'of' the community.

So rather than all school across the State doing the same thing in the same way, it makes sense to give each school community the power to decide how to meet its own distinctive needs and aspirations. With the school and community working together, the best decisions are made because they know at the local level what they need to do for their students.

Each Independent Public School is harnessing the enthusiasm, skills and expertise of those people who are absolutely committed to the school and, most importantly, to the education of students at the school. More than ever, parents, local community members and school staff are enjoying a new relationship based on a shared vision for the future.

While Independent Public Schools are at the leading edge of educational innovation and reform, as flexibilities steadily extent across the system, all public schools are benefitting from this pioneering work. School autonomy is giving each school the authority to make important decisions about what will work for education in it's community - like who the staff will be, how the resources will be used and what policies will make most sense.

It's about ensuring every child in every school achieves their potential.

Department of Education Western Australia

SCHOOL BOARD

Our Board is the school's peak governing body with members elected by the school community.

The Board is comprised of:

- ♦ School Principal
- ♦ Parent / community representatives
- ♦ School staff representatives



Catrina-Luz Aniere
COMMUNITY REPRESENTATIVE



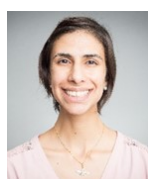
Greg Clarke
PRINCIPAL



Pam Girardi
TEACHER
2010/21



Claire Host
TEACHER
2020/201



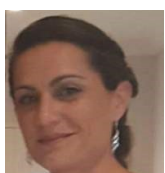
Shalayne Khambatta
PARENT REPRESENTATIVE
2020/21



Gurpreet Kohli
PARENT REPRESENTATIVE
2019/20



Jacqueline Lane
PARENT REPRESENTATIVE
2019/20



Maureen Nguyen
PARENT REPRESENTATIVE and CHAIR
2019/20



Tim Richards
COMMUNITY REPRESENTATIVE



Blair Trew
PARENT REPRESENTATIVE
2020/2021

Board Functions

Boards take part in:

- ♦ establishing and reviewing from time to time, the school's objectives, priorities and general policy directions (*SEA s.128(a)(i)*);
- ♦ the planning of financial arrangements necessary to fund those objectives, priorities and directions (*SEA s.128(a)(ii)*);
- ♦ evaluating the school's performance in achieving them (*SEA s.128(a)(iii)*); and
- ♦ formulating codes of conduct for students at the school (*SEA s.128(c)*).

Boards approve:

- ♦ charges or contributions determined by the Principal for the provision of certain materials, services and facilities (*SEA s.99(4)*);
- ♦ costs determined by the Principal to be paid for participation in an extra cost optional component of the school's educational program (*SEA s.100(3)*);
- ♦ items determined by the Principal to be supplied by a student for the student's personal use in the school's educational program (*SEA s.108(2)*); and
- ♦ agreements or arrangements for advertising or sponsorship in relation to a government school (*SEA s.216(5)*).

Boards determine:

- ♦ in consultation with students, their parents and staff, a dress code for students when they are attending or representing the school (*SEA s.128(d)*).

Boards provide advice to the Principal of the school on:

- ♦ a general policy concerning the use in school activities of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education (*SEA s.70*); and
- ♦ allowing time for the special religious education of students in the school, but the total number of hours so allowed in a school year is not to exceed 40 (*SEA s.69(2)*).
- ♦ Physical and financial resources.

Boards promote:

- ♦ the school in the community (*SEA s.128(b)*).

Additional Functions: IPS Boards take part in:

- ♦ the local selection process of, but not the appointment of, the School Principal or any other member of the teaching staff (*SEA s.129(2)*).

SEA (School Education Act)



SCHOOL ADMINISTRATION AND LEADERSHIP TEAM

The School Administration and Leadership Team guide the school operations. The team is comprised of:

- ◆ Principal, Greg Clarke
- ◆ Deputy Principals, Jodi Piercey and Amanda Druce
- ◆ Manager Corporate Services, Julia Lingard



All final decisions rest with the Principal, who is responsible for:

- ◆ The educational leadership, operation and management of the school;
- ◆ Delivering education programs that meet the needs of students and are in accordance with requirements of the School Curriculum and Standard Authority Act 1997;
- ◆ Ensuring the safety and welfare of students on school premises, and away from the school premises but on school activities, so far as can be done reasonably;
- ◆ Ensuring appropriate standards of academic and non academic achievement;
- ◆ Articulating how the financial and human resources will be used to deliver the educational program;
- ◆ Developing a workforce plan encompassing future needs and;
- ◆ Compliance with all legislation.

PARENT AND CITIZENS ASSOCIATION (P&C)

The Lake Gwelup Primary School Parents and Citizens Association provides parents with an opportunity to learn about the school's policies and programs, organise ways in which parents can share in shaping and developing school policies, bring parents together to share information and views and assist the school in building positive engagement with students.

The objectives of a P&C Association are to promote the interests of the school through:

- ◆ Cooperation between parents, teachers, students and members of the general community;
- ◆ Assisting in the provision of resources, facilities and amenities for the school and;
- ◆ The fostering of community interests in educational matters.

The executive members of the P&C Association are elected by financial members of the Association. The executive roles are:

- ◆ President, Jacqui Cahill
- ◆ Vice President, Victoria Frost
- ◆ Secretary, Silfia Morton
- ◆ Treasurer, Aleisha Kavanagh

The P&C meets on the third Wednesday of each month (during school terms) at 7:00pm in the staffroom. The P&C have a voluntary levy of \$70 per child or \$100 per family (two children or more) to supplement fundraising efforts. To contact the P&C Association, please email: secretarylgpspandc@gmail.com.



SCHOOL STAFF PROFILE

Lake Gwelup Primary School has a variety of staff who provide a range of services across the school. Our team can be classified in the following four areas:

Leadership/Administration Team:

This team includes our Principal, Deputy Principals and Manager Corporate Services.

This team is in charge of key operations of the school.

Teaching Staff:

Our teaching staff are all trained teachers and include both classroom teachers and specialist teachers who provide instruction to students.

Non Teaching Staff:

Our non teaching staff support teachers in their class instruction and assist with varied operational activities at the school. Non-teaching staff members include education assistants; school office administration staff, cleaners, and a gardener.

Support Service Staff:

We have a range of staff that provide various support services across the school, often on a part time or contract basis. These include a School Psychologist, a School Nurse and Information Technology Specialists.

STUDENT COUNCIL

Lake Gwelup Primary School values student leadership. We have various opportunities for our students to be leaders within our school. These include Year 6 Councillors, Faction Captains and BUZ Rangers.

SCHOOL PLAN

Lake Gwelup Primary School has a comprehensive three year Business Plan (2018 - 2020) that is supported by annual School Operational Plans. These plans provide directions the school will follow to ensure ongoing improvement.

SCHOOL ANNUAL REPORT

Each year Lake Gwelup Primary School publishes an Annual Report to provide information to parents and the community on the progress the school has made in achieving its vision.

Key areas of the report include:

- ◆ Annual highlights
- ◆ Enrolment data
- ◆ Attendance data
- ◆ School performance data

A copy of the plan is available via the school website.



ENROLMENT PROCESS

Lake Gwelup offers classes from Kindergarten to Year 6. Students are accepted for enrolment at Western Australian schools if they live within the school's local intake area:

http://www.det.wa.edu.au/schoolsonline/local_intake.do?schoolID=5269&pageID=SP09

General information for parents regarding how public schools prioritise and manage student enrolments is available through the Department of Education's website:

<https://www.education.wa.edu.au/web/our-schools/enrolling-in-school>

All new families are required to complete an Application for Enrolment, which is reviewed by the School Principal. Please provide the following items with the Application:

- ◆ Birth certificate/ passport
- ◆ Visa (if applicable)
- ◆ Australian childhood immunisation register (ACIR) history statement (immunisation record)
Telephone 1800 653 809 or visit <https://www.my.gov.au> to request your child's ACIR statement
- ◆ Proof of address (current utility account which includes your name and address)

Once the Application for Enrolment form is complete with all attached documentation, it is signed off by the Principal. If your application is successful you will then be asked to complete a Student Enrolment Form at the school. This form is included in a separate package of information.

For further information about receiving an Application and enrolling your child at Lake Gwelup, please contact the school by phone (08) 9278 0400 or email lakegwelup.ps@education.wa.edu.au

EARLY YEARS COMMUNITY PARTNERSHIP (EYCP) PROGRAM

We have an Early Years Community Partnership (EYCP) Program for local families of young children who are pre Kindergarten age (3 year old). The program is held on a week day morning between 9:00am and 9:50am.

For further information or to register your interest in this free community initiative, call 9446 2674 or email lakegwelup.ps@education.wa.edu.au

UP TO DATE RECORDS

It is essential that all student information provided is accurate and current. All medical information needs to be correct at time of enrolment to enable the school to create an emergency response plan if one is required.

It is vital that in an emergency, we are able to reach parents immediately. Should parents be unavailable, the emergency contact supplied will be called. Therefore it is important that this contact information is kept updated.

Students' welfare is our highest priority. If there are changes of address, telephone number, emergency contacts or medical details please ensure that the school is notified immediately.

STUDENTS WITH SPECIAL EDUCATION NEEDS

Parents of students with special education needs are asked to contact the school and discuss the needs of their child at enrolment to ensure the most appropriate program is put in place to meet the needs of their child.

ACCESS RIGHTS

Parents and carers are advised that the School Education Act obliges parents to inform schools of any Family Court Orders or other orders which are applicable to their children.

A copy of a Family Court Order must be supplied to the school so staff members are aware of family arrangements, restricted access, etc.

Documentation is required otherwise both parents will have equal rights of access.

CHILD HEALTH INFORMATION

When enrolling your child the school must sight a copy of each student's immunisation record (ACIR history statement) at the time of enrolment.

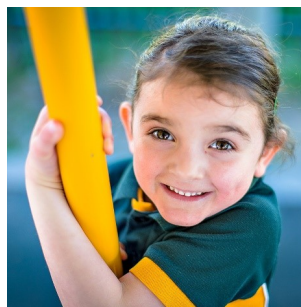
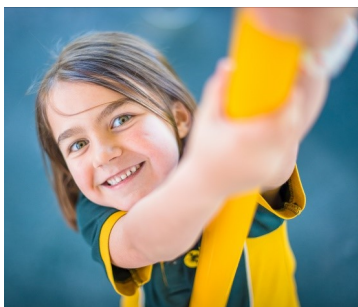
A child's immunisation is expected to be up-to-date upon entry to school. These include Measles, Mumps, Rubella, Polio, Whooping Cough, Diphtheria and Tetanus. Immunisations can be obtained from your local GP or through the local Council Clinic.

When enrolling your child you will be asked to:

- ◆ Provide a copy of your child's immunisation record (ACIR history statement).
Telephone 1800 653 809 or visit <https://www.my.gov.au> to request your child's ACIR statement.
- ◆ Complete a Student Health Care Summary form which provides an overview of your child's health care needs and information for use in an medical emergency.
- ◆ Complete, sign and return one or more specific health care plans if the Health Care Summary indicates your child requires support at school.
- ◆ Ensure that any medication and equipment you provide for your child is up to date and in good working order.

NOTE:

- ◆ You may wish to meet with school staff to discuss your child's health care plan, particularly if staff need to be trained to support your child.
- ◆ Some health care plans for serious conditions require a medical practitioner's signature. It is important to arrange this as soon as possible.



SCHOOL HOURS

8:50am – 10:50am

Recess: 10:50am - 11:10am

11:10am – 12:50pm

Lunch: 12:50pm - 1:30pm

1:30pm – 3:00pm

Students are not expected at school until 15 minutes prior to the first siren at 8:40am. Classes are open at this time for students to prepare for the day.

Students are not permitted to play on playground equipment or participate in games/activities before school. Teachers are only rostered for duty during recess and lunchtime.

Some children become distressed if parents are not at school to pick them up promptly at 3:00pm. Please speak to your child about what they need to do if you are unavoidably delayed at the end of the day. We encourage you to let your child know that if you are not there to pick them up after school, they must go to the office to wait for parents.

ATTENDANCE

Teachers at Lake Gwelup Primary School plan sequenced and tailored programs that build skills, understandings and concepts for each child. Students who attend school regularly and are on time are assured good quality learning experiences.

Research shows that students missing 10% (one day a fortnight) or more of their schooling interrupts their education. These students may become at educational risk.

ABSENTEES

If your child is absent from school we require notification (either verbal, written or by phone). Alternatively, an SMS to **0408 910 865 including your child's name, the reason for absence and the date** can be sent to notify the school of student absences. Please contact the school by 9:30am and notify administration of your child's absence for the day. The absence will be entered onto the school roll to inform the class teacher. Where a child has not arrived at their classroom prior to the teacher marking the morning roll, the child will be marked as Late and an SMS communication will be sent advising that child's parent. Parents are informed by mobile phone SMS each time their child is absent when an explanation has not already been provided to the school.

Parents or carers taking their children out of school prior to the end of the school day are required to go to the school office to sign out prior to collecting their child.

Department of Education policy requires parents to request time off for family vacations from the school Principal. This can be done in person or in writing.

OUT OF SCHOOL CARE

YMCA Lake Gwelup Outside School Hours Care (OSHC) provides before, after school and vacation care, 7:00am - 6:00pm for children aged 4 years and over from Kindergarten to Year 6. The service is located on site at Lake Gwelup Primary School and provides care for up to 39 children every day. Enrolment costs are all inclusive of incursions, excursions, transportation, morning and afternoon tea. We have a team of qualified and passionate educators who are committed to providing a high quality and inclusive environment for all school aged children.

A step by step enrolment guide is shown on the YMCA website: <http://www.children.ymcawa.org.au> or you can contact YMCA on 0410 229 137.

SCHOOL DEVELOPMENT DAYS

Each school has school development days when all teachers are involved in professional development activities.

There are six School Development Days, decided by the school, where students do not attend.

Lake Gwelup Primary School, like other schools:

- ◆ Schedules two of these days before the school year starts for students and one day after the school year ends for students.
- ◆ Schedules another three days throughout the year.

School Development Days for 2020 are:

- ◆ Thursday 30 January
- ◆ Friday 31 January
- ◆ Monday 20 July
- ◆ Friday 6 November
- ◆ Monday 9 November
- ◆ Friday 18 December



VALUING COMMUNICATION

The staff at Lake Gwelup Primary School value positive partnerships with parents and the school community. We will continue to provide opportunities for parents to connect and communicate with the school.

A connected network of digital mediums enhanced by various opportunities to engage face to face will enhance the valuable two way communication that is necessary between parents and the school.

We encourage all parents to be strong partners in their child's education and encourage you to be involved in school activities.

Details of specific parent and community engagement events and activities will be communicated via assemblies (Pre Primary to Year 6), notes from teachers, Connect and the Term Planner.

TALKING TO YOUR SCHOOL

Where appropriate, teachers should be your first point of call to discuss most issues concerning your child's learning at school. Often speaking promptly with the classroom teacher greatly assists in working through any issue and a satisfactory outcome is achieved for all. If you have any concerns during the year regarding your child, we would appreciate it if these issues are relayed to your child's teacher or please email lakegwelup.ps@education.wa.edu.au as soon as they arise. You will find that there is often a simple solution. If you are in need of a more detailed discussion, please feel free to make an appointment. Lake Gwelup Primary School has adopted CONNECT (the Department of Education's integrated online environment) as a key communication tool.

CLASS REPRESENTATIVES

Each class has a dedicated parent contact person to assist with welcoming new families and building school/community relationships.

PARENT INFORMATION MEETINGS

At the start of each year all teachers will conduct a Parent Information meeting. The purpose of this meeting is for teachers to share classroom policies and procedures and to explain how parents can best support their child's learning program. Teachers will inform parents of the time for this meeting.

Please note these meeting are not for individual interviews and as they are quite formal in nature, it is requested that children do not attend. There are other times throughout the year when parents attend various events and activities with their children.

It would be appreciated if children were not left unsupervised in the grounds while these meetings are held.

PARENT HELP

Parent assistance in classrooms and with school activities is always very welcome.

Contact your child's classroom teacher or watch for notes via Connect or in the school newsletter asking for assistance with special school events.

Parents working with children in the classroom are required to complete a **Department of Education Confidential Declaration**, which is available from the school office. In some cases there may be a need to obtain a Working With Children (WWC) Check. Information on these requirements is also available from the school office.

REPORTING TO PARENTS

At Lake Gwelup Primary School we believe assessment of learning is integral to the achievement of high quality learning outcomes.

We are committed to providing clear and consistent reporting regimes. Reporting for Years Kindergarten to Year 6 includes:

- ◆ Formal reports on a semester basis.
- ◆ National Assessment Program Literacy and Numeracy (NAPLAN) for students in Years 3 and 5. Reports will be issued in Term 3.
- ◆ Other methods of reporting will be used on a needs basis. They could be:
 1. Telephone discussions between parents and teachers and informal encounters and discussions.
 2. Parent teacher meetings that may include three way conferences in which the children participate.
 3. Information sessions about the teaching and learning program, timed to suit the needs of each child or year group.
 4. Letters and other forms of correspondence from teachers and other school personnel to advise parents about successes or concerns.

CURRICULUM

The Pre Primary to Year 10 Western Australian curriculum provides a coherent and comprehensive set of prescribed content and achievement standards which all Western Australian schools use to plan student learning programs, assess student progress and report to parents.

The Western Australian curriculum currently encompasses English, Mathematics, Science, Humanities and Social Sciences, Health and Physical Education, Technologies and The Arts. The Western Australian syllabuses remain broadly consistent with the Australian curriculum but have been contextualised to make them more suitable for Western Australian students and teachers.

In addition, schools provide a Languages program (Japanese at LGPS) from Year 3 onwards.

SCHOOL PRIORITIES

LITERACY: Kindergarten - Year 6

Literacy Blocks with a key focus on Writing / Guided Reading / Vocabulary

NUMERACY: Kindergarten - Year 6

Numeracy Blocks with a key focus on Number / Place Value / Measurement / Volume and Mass / reading and interpreting graphic data and increasing maths vocabulary

SPECIALIST PROGRAMS

PHYSICAL EDUCATION

All classes from Year 1 to Year 6 receive a minimum of one specialist Physical Education class.

2019 Focus

- ◆ Body management
- ◆ Self management skills
- ◆ Object control
- ◆ Daily Fitness Program

SCIENCE

Year 1 to 6 classes are conducted in a purpose build Science room by a skilled classroom practitioner.

Semester One focuses on Biological Sciences and Earth & Space Sciences and **Semester Two** looks at Chemical and Physical Sciences.

MUSIC (Ms Carolyn Bourke)

Pre Primary to Year 6 classes will receive a minimum of one 45 minute music lesson.

2019 Focus

Pre Primary – Yr 6:

- ◆ Music appreciation
- ◆ Singing
- ◆ Moving and responding to music
- ◆ Creating and playing music

Years 3 - 4:

- ◆ Playing music using the recorder

Years 5 - 6:

- ◆ Playing music using a ukulele

LOTE - Languages other than English - Japanese (Ms Sue Edwards)

Years 3 to 6 receive one 45 minute Japanese lesson.



PRIMARY EXTENSION AND CHALLENGE (PEAC)

PEAC offers a supplementary program for gifted and talented students and provides them with the opportunity to extend, challenge and develop their thinking skills. Statewide testing is conducted with Year 4 students for the identification to the PEAC program in Years 5 and 6. Selection is based on results from assessment tests completed in Year 4 and other relevant information.

PEAC students are given the opportunity to learn alongside their intellectual peers at PEAC, usually one morning or afternoon each week, during school time.

NOTE: While PEAC is a supplementary program for gifted and talented students, staff at Lake Gwelup Primary School are confident and competent in providing in-school opportunities for the extension, challenge and development of critical thinking skills.



EXCURSIONS

Excursions and outings to enhance the educational program are planned by teachers throughout the year. Advanced notice of such events (including details and costs) is provided to parents and permission for children to attend must be signed by parents.

The school has the right (and accountability) to exclude students where required. Parents will be notified of alternate supervision in this case.

Teachers will call for parent volunteers to assist with excursions and to comply with appropriate adult/student ratios. We would appreciate your support where possible if volunteers are called for.

SCHOOL OF INSTRUMENTAL MUSIC (SIM)

The School of Instrumental Music is a service from the Department of Education that caters for students wishing to learn a musical instrument. Students in Year 4 are invited to participate in a screening assessment for eligibility. At present, Lake Gwelup Primary School has three visiting teachers tutoring in Brass, Clarinet and Flute to Year 5 and 6 students.

CANTEEN AND LUNCHES

The canteen operates each Wednesday, Thursday and Friday for Pre Primary to Year 6 students. Orders can be made either online at www.quickcliq.com.au or by placing correct money in a lunch bag with student's name, class and order written on the front. Lunch bags can be purchased from the canteen and extra menus are available from the school office. For enquiries contact the canteen manager, Penny Fraser at lgpscanteen@gmail.com. The success and viability of our Canteen is dependent on parent volunteers.

ZERO WASTE LUNCHES

Help us save money to use on your child's education instead of waste disposal. Please organise your child's lunch box, following the Zero Waste Lunch guidelines:

- Bring your food **NUDE**
- Bring your food in a **CONTAINER**
- COMPOST** your food scraps
- REUSE** a drink bottle.



Please provide 'Nude Food!' Waste management is expensive so 'nude food' means there is no packaging in the lunch box.

It is necessary to continually communicate with your child so that they eat all the food you supply, with no wastage or rubbish. Communicate weekly, as your child's tastes will change. Instruct them to bring home in their lunch box any unfinished items so you can review the situation. Energetic, playful children often take two bites out of a large apple and then throw it away. Discuss 'small' fruit selections with your child.



CRUNCH & SIP

We are a Crunch & Sip school, meaning that we approve the students snacking on veges/fruit and sipping water during lesson time. The timing of each class Crunch & Sip is determined by the classroom teacher in conjunction with their own timetable.

Please note that Crunch & Sip does not include crackers, popcorn, nuts or juice.



ASSEMBLIES

School assemblies are held regularly, usually every second Friday. Merit Certificates and other awards are presented at each assembly. Assemblies commence at 9:00am in the Undercover Area. Parents and extended family are invited to attend.

LIBRARY

The facility is well resourced and staffed by a Library Officer Monday, Tuesday, Thursday and Friday. Students are able to borrow books each week. The use of library bags is strongly recommended. Where books are lost or damaged, parents are responsible to provide the cost of replacement. A Book Fair is held in Term 3.



PARKING

The areas for delivering and collecting children are; the school car park off Porter Street and Eyrean Way, the bays on Porter Street and the bays on the eastern side of the school oval in Eyrean Way. Some parking is also available on the grassed verges north of the school on North Beach Road.

The Staff Car Park, off North Beach Road, is **NOT** to be used by parents. Six Kiss'n'Drive bays are available on Porter Street. These bays are for set down and pick up only. **Drivers are not permitted to park or wait there for children to arrive.**

LOST PROPERTY

Parents are requested to ensure that all school clothing, drink bottles, bags etc. are clearly labeled with their child's name. Named items will be returned to the owner while any unmarked items are placed in the lost property container which is located outside the medical room in the Administration block.

SCHOOL BANKING

Lake Gwelup Primary School operates a school banking service to help students learn to save and manage their money.

School Banking operates weekly in the school canteen on a week day morning from 8:30am to 8:50am.

To get started, you can visit any Commonwealth branch and ask to open an account for School Banking.

To start this simple process you'll need to present your child's birth certificate, and your driver's licence. Your child will receive a Dollarmites wallet and deposit book on the spot.

Your child will be able to start banking the next business day and collecting tokens and rewards.

If you as a parent or guardian are a Commonwealth Bank customer with NetBank you also have the option to open the account online as well.

For further information please email secretarylgpspandc@gmail.com

Lake Gwelup Primary School 2020 VOLUNTARY CONTRIBUTIONS & CHARGES

The Department of Education Contributions, Charges and Fees Policy (updated October 2017) has set the maximum contribution by parents at \$60 per child from Kindergarten to Year 6.

The Lake Gwelup Primary School Board has approved the Voluntary Contribution for 2020 as \$60 per child (equates to \$15 per term, \$1.50 per week).

Money collected will be used to supplement school expenditure on students learning experiences in the classroom. The quality of our teaching and learning program will be maximised when each family makes its contribution by supplementing funding gained from other sources, including the State and Commonwealth governments.

Families experiencing financial hardship are invited to make an appointment with the Principal to negotiate a payment plan.

The Parents and Citizens Association (P&C) has set the 2020 P&C Levy at \$70 for one child and \$100 for families of more than one child to supplement fundraising efforts. For more information, contact the P&C Association: secretarylgpspandc@gmail.com.

CHARGES: ACTIVITIES THAT MOST STUDENTS WILL ACCESS:

| Description | K | P | 1 | 2 | 3 | 4 | 5 | 6 |
|--|------|-------|-------|-------|-------|-------|-------|-------|
| In-term Swimming | | 70 | 70 | 70 | 70 | 70 | 70 | 70 |
| Excursions & Incursions (Special whole school celebration incursions eg Book Week, Maths week, Science week, LOTE events, Bike Safety) | 90 | 90 | 90 | 90 | 90 | 90 | 90 | 120 |
| Dance 2020 | | 30 | 30 | 30 | 30 | 30 | 30 | 30 |
| Yr 6 Camp | | | | | | | | 300 |
| Music/choir events | | | | | 30 | 30 | 30 | 30 |
| Sporting excursions and events (eg interschool) | | | 20 | 50 | 50 | 50 | 50 | 50 |
| - | \$90 | \$190 | \$210 | \$240 | \$270 | \$270 | \$270 | \$600 |

ADDITIONAL ACTIVITIES THAT ONLY SOME STUDENTS WILL ACCESS:

| | | | | | | | | |
|---|--|--|----|----|----|----|-----|-----|
| Instrumental Music (Yr 5, 6 only) | | | | | | | 110 | 110 |
| Extension program activities (including ICAS testing) | | | | 60 | 60 | 60 | 60 | 60 |
| Year 6 graduation items shirt | | | | | | | | 50 |
| PEAC Activities (Yr 5-6 can be up to \$300) / EYE Extension | | | 10 | 10 | 10 | | 260 | 300 |

MAXIMUM I CAN EXPECT TO BE CHARGED FOR MY CHILDREN TO PARTICIPATE IN PLANNED ACTIVITIES?

| | | | | | | | | |
|----------------|------|-------|-------|-------|-------|-------|-------|--------|
| Maximum Charge | \$90 | \$190 | \$220 | \$310 | \$340 | \$330 | \$700 | \$1120 |
|----------------|------|-------|-------|-------|-------|-------|-------|--------|

| | | | | | | | | |
|--|-------|-------|-------|-------|-------|-------|-------|--------|
| Voluntary Contribution | 60 | 60 | 60 | 60 | 60 | 60 | 60 | 60 |
| P & C Levy (\$70 per child, \$100 per family two children or more) | 70 | 70 | 70 | 70 | 70 | 70 | 70 | 70 |
| Charges | 90 | 190 | 220 | 310 | 340 | 330 | 700 | 1070 |
| Maximum total costs payable | \$220 | \$320 | \$350 | \$420 | \$470 | \$460 | \$830 | \$1250 |

NOTES

- Students only incur a cost when they are involved in a particular activity.
- The estimated amounts indicated for each year level (K-6) represent the maximum amount that a parent / carer should anticipate being charged for activities if the student were to participate in all activities likely to be planned for that year level.
- The amounts collected for charges vary from year level to year level depending on the nature and range of activities undertaken.
- The School's preferred methods of payment are Qkr or EFTPOS.** Parents have the option to pay their charges in the following ways:
 - Payment of charges may be made via EFTPOS, **Qkr App**, cash, cheque, or by direct debit into the school bank account, Lake Gwelup PS, BSB 066 040, Acct Number 19904525. Please put your child's name against the entry and email Julia.Lingard@education.wa.edu.au to advise of the bank deposit.
 - Charges can be paid in advance, in full or part paid into your child's billing account. As you give permission for your child to attend an activity, the cost of that activity will be withdrawn from their account by the Manager Corporate Services. Statements are sent home regularly or you can call or email for a balance update. The account can also be topped up throughout the year as needed. Where pre-payment is elected, funds remaining unspent at the end of the school year can be rolled over into your child's account or a sibling's account for the following year; refunded or donated to the school.
- The costs detailed above are largely based on the amounts paid by parents and receipted by the school over the last several years.

SCHOOL DRESS CODE

The school expects every student to be in school uniform. Parents, staff and students support Lake Gwelup Primary School's Dress Code. A school's Dress Code can play an important role in promoting a positive image of the school and creating a sense of identity.

Enrolment at the school is on the understanding that Lake Gwelup Primary School's Dress Code will be adhered to.

All uniform items are available to purchase from Lowes in Joondalup.

Lowes School Uniforms

Lakeside Joondalup Shopping Centre (near Kmart)
10/420 Joondalup Drive
Joondalup WA 6027
W: www.lowes.com.au
T: 9301 4016
F: 9301 1964

| | |
|-----------|------------------|
| Monday | 9:00am – 5:30pm |
| Tuesday | 9:00am – 5:30pm |
| Wednesday | 9:00am – 5:30pm |
| Thursday | 9:00am – 9:00pm |
| Friday | 9:00am – 5:30pm |
| Saturday | 9:00am – 5:00pm |
| Sunday | 11:00am – 5:00pm |

Hats

It is school policy that all children are to wear the reversible school hat for all organised physical education activities and while playing outside at recess and lunchtime. This hat policy is fully supported by the Cancer Foundation as an effective means of protecting students from the harmful effects of over exposure to UV rays. We have a 'no hat no play' policy throughout the year.

Hair

Students must ensure that their hair does not create a health or safety risk. Regardless of gender, students with long hair are required to tie their hair back. Long hair must be 'tied back' as a preventative measure in avoiding/containing the spread of head lice (nits). Hair ties and headbands must be plain and flat (no embellishments). No brightly coloured hair dye to be used, except on sports days and assembly items.

Jewellery

Children who have their ears pierced are required to wear only sleepers or studs whilst at school. Facial piercings are not permitted at school.

Cosmetics

The wearing of cosmetics is not permitted. This includes the displaying of temporary tattoos.

Special Groups

Cultural dress can be incorporated into Lake Gwelup Primary School's Dress Code by negotiation with the Principal.

Footwear

Students are required to wear sensible, closed-in footwear to school, or sandals with back straps.

PRE LOVED UNIFORM SHOP

The Pre-Loved Uniform Shop is open weekly on Thursday, 8:20 am to 8:40 am in the undercover area. For enquiries contact the school office. All items cost \$5 payable by cash.

MEDICAL CONDITIONS

It is important to inform the school if your child has a medical condition which may affect their daily health and wellbeing, e.g. allergy to bee stings, asthma, diabetes, etc.

Minor injuries or illness during the school day are usually attended to at the school. Our general procedure is to assist the child to become more comfortable, to administer first aid if necessary and then return them to the classroom. The school medical room is not designed for the extended supervision of unwell students. If students are ill, parents or guardians will be contacted and requested to collect their child. We believe that prevention is better than cure so if your child is not well before school, please keep them at home.

In the case of a head injury, parents will be required to take their child home or to the doctor for further appraisal or treatment. In extreme emergencies the child may be taken to a doctor or hospital by the school.

School staff are NOT permitted to administer medication to students without parent/guardian permission. If your child is on regular medication or on a short course of medication and requires a dose during school time, parents are asked to complete the appropriate documentation available from Administration.

All medication on the school premises MUST be handed to the class teacher or Administration for general student safety.

ALLERGIES

Please inform the Administration of any allergies in order for the school to create an emergency plan or a daily plan if this is required. Forms can be collected from the front office and need to be updated if any situation changes.

ANAPHYLAXIS

Anaphylaxis is the most severe form of allergic reaction and this is potentially life threatening. This occurs after exposure to an allergen (e.g. peanuts, nut products and bee stings are most common). In the interests of health and safety of all children, we encourage you to follow the directions that the school and/or class teacher provides and support a 'nut aware' environment.

PEDICULOSIS (HEADLICE / NITS)

Children with head lice are excluded from school. They are permitted to return following treatment and when all lice/nits have been removed. All family members should be treated. For more information on treatment please contact the School, Community Health Centre, local pharmacy or visit www.health.wa.gov.au.



COMMUNICABLE DISEASES

Medical Certificates are required before children who have suffered from certain diseases may be re admitted to the school. In some cases a fixed period of absence is necessary.

Information on the exclusion periods for communicable diseases are provided by the Department of Health. Parents are asked to notify the school immediately if their doctor has confirmed a diagnosis of the following diseases:

- ◆ **Chicken Pox:** return to school once all blisters have crusted, usually about 10 days.
- ◆ **Conjunctivitis:** return to school after discharge has stopped or 3 days after treatment has commenced.
- ◆ **Measles:** return to school no less than 7 days after appearance of rash. Non immunised students are to be excluded for 13 days following contact with infected students in their class, unless they are vaccinated within 72 hours of contact.
- ◆ **Mumps:** return to school no less than 9 days after onset of symptoms.
- ◆ **School Sores (Impetigo):** return to school once effective treatment has commenced and sores are covered.
- ◆ **Rubella (German Measles):** return to school once symptoms have subsided, usually at least 4 days after start of rash.
- ◆ **Whooping Cough (Pertussis):** return to school after 14 days from onset of illness or 5 days after starting antibiotic treatment.
- ◆ **Glandular Fever:** return to school after symptoms have subsided.

DENTAL CLINIC

In Western Australia, the Department of Health provides dental care for students Pre Primary to Year 11. A Dental Clinic operates within the school grounds at North Beach Primary School, 75 North Beach Road, North Beach, Telephone 9448 4566.

Parents can register their children by completing the registration form sent home to all Pre Primary students. Once registered, appointments are posted home and parents are encouraged to attend with their children. If you are unable to attend with your child please phone the clinic on 9448 4566 to reschedule an appointment.

All consultations are by appointment only. An appointment can be made during opening hours by telephoning the clinic on the above number.

All children who are registered are checked and parents are advised when treatment is necessary. The clinic carries out all normal dental work.



HEALTH CARE PLAN

Where appropriate the school will work with you to develop an appropriate Health Care Plan for any medical conditions your child may have.

You will need to first develop a proposed plan for the school to review. Once you have returned the plan the Principal / Deputy Principal will:

- ◆ Review the plan(s) to ensure the school is able to provide the necessary support;
- ◆ Arrange staff training if required to support your child;
- ◆ Ensure plans are implemented, monitored and reviewed annually;
- ◆ Manage the confidentiality of your child's health care information; and
- ◆ Provide appropriate storage for medication and health equipment.

Health Care Plan Forms

Forms are available for common conditions. For other conditions the generic health care form or a plan provided by a medical practitioner can be used.

The following plans are available:

- ◆ Severe allergy/anaphylaxis;
- ◆ Minor and moderate allergies;
- ◆ Diabetes;
- ◆ Seizure;
- ◆ Asthma;
- ◆ Activity of daily living;
- ◆ Administration of medication;
- ◆ Emergency response plan for students with special needs; and
- ◆ Generic health care plan (for all other conditions).

Forms can be obtained from the school office.

Minimising Risk

We ask that parents DO NOT provide food for their children at school that contain nuts, as for some children this can be a matter of life or death.

Our school has a policy outlining important practices that are required to be implemented by all parents and staff. A copy of the *Healthy Food and drink Guidelines* can be accessed on CONNECT school space.

Some important points to note from the policy are:

- ◆ Lake Gwelup Primary School promotes the message “allergy aware” rather than “nut free”.
- ◆ Teachers will convey to parents whether there are any students in the class that are anaphylactic and will communicate relevant safe food practices.
- ◆ Parents will ensure labelling of ingredients is included with food prepared at home for student consumption, i.e. birthday cakes, multicultural lunches.

As a school, we minimise the risk by ensuring that:

- ◆ Students do not share food, utensils or food containers.
- ◆ Students with allergies only eat food that is prepared at home.
- ◆ All food and drink containers are clearly labelled with students' names to avoid confusion of ownership.
- ◆ Avoiding food that contains nuts and/or traces of nuts where possible.

The *Healthy Food and Drink Guidelines* also includes some website links for further information.

ANCILLARY SUPPORT STAFF

School Nurse

Teachers may refer a child to the nurse if there appears to be an issue and parents are welcome to do likewise.

A trained school nurse visits the school and parents will be advised if a child is likely to require further attention.

School Psychologist

The School Psychologist attends the school for one day each week. The School Psychologist is available to assist students identified by the class teacher.

INSURANCE COVER AND CHILDREN

The Department of Education does not insure children against injury at school. This is considered to be the responsibility of the parent.

The Department of Education has a public liability insurance cover that covers their liability in cases of accidents caused through defects in school buildings, equipment or playgrounds, or through negligence on the part of an employee of the Department.

On school excursions, students are covered while travelling by normal third party insurance cover, the premium for which is part of both car and bus registration fees. Some bus companies do carry an additional public liability policy, but again it would only cover negligence on the part of the company.

SCHOOL VISITORS

All visitors and volunteers must come to the front office to sign in, which will enable them to state their purpose for being on the school grounds and receive a self stick visitor's label. On completion of the visit it is requested that visitors sign out and exit from the main office. The school perimeter gates are locked from approximately 9:30am to 2:30pm daily.



BEHAVIOUR MANAGEMENT

Lake Gwelup Primary School strongly supports the right of both students and staff to work and learn in a safe environment without being impeded by disruptive behaviour. To support this, our staff adopt a fair and consistent approach to eliminating disruptions to the learning environment. Staff employ a range of preventative strategies which are age appropriate and will reduce the likelihood of inappropriate behaviour occurring.

The students will be involved in the development of classroom and playground rules, standards of behaviour and consequences of inappropriate behaviour.

PLACEMENT OF INDIVIDUAL STUDENTS IN CLASSES

Rationale

Individual class placements can have significant effects on students' attainments and must primarily be based on professional judgements of the child's educational needs, circumstances and interests.

Process

During the early part of Term 4, teachers will meet to establish classes for the following school year. Teachers of the current year level will place students taking into consideration the criteria listed below.

- ◆ Special needs students are accommodated and transitioned
- ◆ Classes should be similar with respect to gender, behaviour or academic ability.
- ◆ Where children obviously do not get on together separation should be considered.
- ◆ The child's social network should be considered where academic performance might be affected.
- ◆ Parents will be consulted where siblings / twins may be allocated to the same class.
- ◆ Draft lists will be submitted to the Principal for final ratification.
- ◆ The Principal has the discretion to place children where it is most appropriate.

Information on Composite Classes

The total enrolment of a school determines the Department of Education allocation of teachers to that school.

- ◆ Where year groups are unevenly distributed, reasonable class sizes can only be achieved by the formation of a certain number of composite classes such as Years 5/6, K/P or 2/3. This should not be a cause for concern to parents, as even in straight year levels, teachers create groups within their classes to better meet individual students needs.
- ◆ No class, composite or straight, should be viewed as one that is better than another. Children are placed into classes after due consideration and review of their development in the eight Learning Areas.
- ◆ Composite classes are a traditional feature of Western Australian Primary Schools. Informed parents realise there can be social and academic advantages to be gained from this situation. Improved cooperative behaviour patterns and independent study skills are examples of these advantages.
- ◆ Educational research indicates that general cooperation, self regulatory behaviour and participation levels all tend to improve in students placed in composite classes.

