



Albany Primary School

An Independent Public School

Years 1-6 Information 2023



Our Moral Purpose:

*Together our community nurtures diversity and
pursues personal excellence to unlock potential.*

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Enrolment and Settling Into School

Introduction

Welcome to Albany Primary School. We are delighted to be a part of your child's educational journey. We are a school that acknowledges its proud history, whilst looking forward to the best way to meet the needs of our current and future students.

Enrolling Your Child

If you are reading this booklet on-line and know you will be attending our school because you have moved into our zone or catchment, please contact the school office 9844 2860 and we will assist you through the enrolment process. This includes registration and enrolment. Students from Pre-Primary to Year 6 in zone must be accepted by the school.

If you are not in our zone, or are unsure if you are in zone, please contact our friendly office staff to confirm. If you are out of zone you can then decide to apply to attend Albany PS or your local school. If you decide to attend Albany PS you are required to complete the "Application for Enrolment" available from the office. Out of zone applicants are also required to provide the principal with a letter explaining the reasons for application and make an appointment to see in person. The principal is responsible for making the decision about accepting the enrolment based on the information you provided and current school considerations. Part of the enrolment process is completing, as accurately as possible, the enrolment card that records the student and family details. All areas need to be completed. If your child has a medical condition, a serious learning difficulty, has been identified as special needs or there are legal issues please note information further into this booklet. Please note that your child will be allocated a class based on the information we have about your child, class sizes and structure.

Settling Into School

During the enrolment phase the school office staff will give you a package of information (both written and verbally) that will help you settle into the school. This will include this booklet, the school dress code, the school guidelines to behaviour, a term planner, the most recent newsletter, student stationery requirements and a map of the school. We also hope that you will be able to meet the principal and the teacher but this is not always possible.

Whenever possible we will show your child and you around the school before your child attends on their first day pointing out key school features, play areas, the student's classroom, toilets and school facilities. Before your child starts in class we would like you both to meet the class teacher. Early in the school day the teacher will ensure that buddy students are organised to assist your child throughout the day. As a general rule we aim to have you arrive at around 8:30 am on the first day of attendance and ask you to accompany your child to the office and then to the classroom.

Please remember that the wearing of the school uniform on the first day, having a sun-safe hat and all stationery requirements helps decrease student anxiety on that first day. Once settled in over the first weeks we urge you to contact the teacher if your child demonstrates high levels of anxiety or is having difficulty settling in any way.

We look forward to a positive and collaborative relationship during your child's time with us.



Communication between Parents and the School

Office Hours

Our office officially opens at 8:00 am and closes at 4:00 pm. School contact details are on the front page of this booklet.

Wherever possible, please contact the office to make appointments with staff so that we can be assured they are available.



Connect Now

Connect Now is the electronic app we use to communicate with parents and caregivers. Please download the app and enable notifications to ensure you receive all important information from us.



Website

The school website contains information about what is happening in the school as well as important documents which enable parents to become familiar with school policies, procedures and planning.

You can access the website on www.albanyprimary.wa.edu.au

Facebook

Information and updates are regularly placed on the school Facebook page *Albany Primary School WA*. Our P&C also has a Facebook page we encourage you to join, *Albany Primary School P&C*.

Newsletters

Three times a term, the school produces a newsletter that provides information about what is happening in the school and also gives an account of the previous weeks' activities. The parents also have a chance to have input through the P&C section and the School Board will outline what they have been meeting about.

The newsletter is sent home via Connect Now and our Facebook page. Please contact us to organise a hard copy to be sent home, should you prefer this option.

Assemblies

Assemblies are generally held each fortnight on Fridays commencing at 8:50am. They are a great opportunity to see some of the work that has been going on in our school. Classes take turns to host the assembly and present an item to the audience. Awards are made to students. Parents are notified when their child will be receiving an award.

Classroom Parent Meetings Term 1

All class teachers conduct parent meetings at the beginning of the year to outline classroom expectations, timetabling and general classroom processes. The meetings also help the teacher to meet you and begin the process of building a relationship with you. These meetings are conducted after school so as many parents can come as possible. Notification of the date and time of this meeting will be given to the students early in the year.

Contacting the Classrooms

Whilst we want to keep communication lines open, we do not want to detract from the learning program so we ask parents not to contact the classrooms directly. Instead, please contact the school office and our office staff will respond to your needs and pass on messages to the teacher and your child. Some staff will provide you with an email account that you can contact or you may like to communicate in written form.

Caring For Student Welfare and Safety

The wellbeing of students is of paramount importance throughout their days at school. The school implements many processes, procedures and policies to protect students and keep them safe. For more detailed information please visit our website and look through the appropriate policies and procedures.

Medical Matters

Students with Known Medical Conditions

When enrolling, please ensure that the school is made aware of any medical conditions that may affect the wellbeing of your child. It is very important that we know if your child has any allergies or suffers from asthma or any other ongoing medical condition, how this is to be treated and how to support you.

Document these on the enrolment form.

- ♦ Complete medical forms so that students can be supported during excursions.
- ♦ Complete health care forms that outline the provision of medication.
- ♦ Develop a health care plan in consultation with health agencies and the school if warranted by the severity of the condition and the likelihood of a serious or life threatening situation developing.

Supporting Students with Allergies

Several students enrolled in the school have mild to severe life threatening anaphylactic reactions to different foods. We understand that families who have students who do react like this need to help their child make appropriate adjustments and protections but we know we can all assist. Foods particularly likely to cause such reactions include nuts, eggs, food colouring, sugar and some animal products (eg milk).

To support these students we ask that:

- ♦ Parents be mindful of others and avoid providing students with lunches that include nuts and eggs.
- ♦ Parents expect their child not to share their lunch or snacks with others.
- ♦ Parents share their knowledge and communicate with the staff about any issues that may arise.
- ♦ Parents of the students who do suffer allergic responses ensure they complete a care plan and work with the staff to develop an emergency response plan.

Managing Infectious Diseases

- ♦ Immunisation records must be provided and updated when required. The school keeps a record of student immunisation so that it can work with the Health Department if, and when, we have serious cases of infectious diseases.
- ♦ The school works with the Health Department in deciding what is to occur when we have been notified that we have an outbreak of an infectious disease. This may include students who are not immunised being asked to remain at home until a return to school is safe.

Managing Ill or Injured Students at School:

The school administration reviews the condition of a child if they report to the office as either ill or injured during the school day and respond based on their assessment of the child. Minor abrasions and bumps are treated by office staff or the administration. A decision is then made as to whether parent contact is made and further action is required. In severe cases the ambulance may be called, or parents notified to collect and head to the hospital/doctor as soon as possible.



Mental and Emotional Health

There are many reasons why a student may be suffering from mental and emotional distress. It is important to work with the school when you, the teacher or an administrator identify that your child needs support for his/her mental health. The school can assist by:

- ◆ Providing you with an opportunity to meet with the us to discuss the cause of the distress and help resolve it if it is school related or about learning or classroom performance. This includes the possibility of social isolation and bullying. Our allied professionals may be able to assist you and your child by providing some guidance or suggested strategies. Referral to these personnel is through the administration team at the school.
- ◆ Referring you onto other agencies and health professionals that can support your family. Please note that all personal matters are confidential.

Managing Head Lice

Our school endeavours to manage head lice by:

- ◆ Contacting the parent of the child who has head lice and supporting them to have the head lice treated.
- ◆ Contacting all parents of the class where a case of head lice has been detected so that parents can check their child's head for any signs of nits and lice.
- ◆ Routinely providing all parents with accurate information about head lice and their treatment through the newsletter and website.
- ◆ Requiring all students with long hair to have it tied up and back to minimise the chances of hair to hair contact.

Managing Scabies

Scabies is spread by close physical contact and is common in school-aged children. The mites and their eggs may live on clothes or bed linen for one to two days. If left untreated, scabies will usually spread to all members of the family, and anyone who has close contact with an infected person should be treated. Treatment available – refer to chemist. Bed linen, towels and clothing used in the previous 5 days should be washed in hot water.

Sun Safety

To ensure all students are as sun-safe as possible we:

- ◆ Require all students to wear an approved sun-safe hat that enables students to play safely but be protected from the sun. The school uniform shop sells hats in school colours. This is the preferred hat.
- ◆ The physical education teacher and classroom teachers have sunscreen available for students to access during the day.
- ◆ Staff are mindful as to the time of day they have students participate in instructional activities outside.



Healthy Food Consumption

While we understand parents have the responsibility to provide meals for their children we do ask you to support us in our endeavours to have our students consume healthy foods during their time at school.

Our school has implemented two important policies that have been developed to increase the likelihood of healthy eating practices within the school. These are outlined briefly below:

Healthy Food Policy:

- ◆ We ask parents to provide healthy food in lunches and snacks during breaks in the day.
- ◆ Students are expected to refrain from purchasing food for each other and sharing snacks during recess and lunch time. We believe parents should know what their children are consuming during the day.
- ◆ Staff are required not to provide food of any kind as daily rewards for students.
- ◆ On special occasions (eg discos and end of year celebrations) staff and parents will allow students to have food available from the red zone in the traffic light system.
- ◆ Parents are not to supply cakes for birthdays as there are students who must be very careful about what they eat and we do not want students excluded because of this.
- ◆ Students who are coming to school without breakfast or forget their lunch will be supported by the school to find something healthy to eat.
- ◆ Students must be seated whenever they are drinking from a container or eating.

Crunch and Sip Policy:

- ◆ Students are able to have a small food break during class time which must be only fresh fruit, fresh vegetables or dried fruits.
- ◆ Students may have a drink of water during instruction time to remain hydrated. No other drinks may be consumed in class time.

Legal Matters

Parents are urged to discuss with the principal or deputies any legal or pending legal issues or agreements that may impact on the student attending school. Court orders, custodial agreements and Violence Restraining Orders are to be provided and copies kept on file at the school.

A parent who needs the school to know about agreements that have been struck by separated parents without legal bounds should also let the principal, the office staff and class teacher know. This may include pick up and drop off rights and responsibilities. Please keep the school administration aware of any changes to legal and living arrangements of your child/ren.

Playground Safety

Throughout recess and lunch breaks staff members are on duty supervising students.

Students are expected to play within rules and guidelines. We have certain areas where students can play a variety of games without interfering with others, while other areas are zones where students are expected to walk or sit. Our school playground equipment must be used appropriately and we expect students not to pull each other down from climbing frames or play chasing games through these areas. The school does provide sporting equipment to be used during break times.

Students injured during break times are supported by the duty teacher who may treat minor bumps and abrasions while the administration attend the site of an accident to make an assessment about actions to take if the injury appears serious.



Before and After School Play on School Grounds

The staff of the school owe the students a “duty of care” once they are on the school grounds and the principal is responsible for managing those people who are on the grounds and using them outside of instruction time. **Students should not be at school before 8.30am.**

In the afternoons parents are responsible for their children and therefore their wellbeing and safety.

However, all students must follow school requirements regarding play equipment and may be required to leave the premises. The principal has the right to ask anybody on the school grounds to depart the premises immediately. We ask all parents to ensure that students play appropriately and leave as soon as possible.

School Parking Safety

Our car parks are in heavy use during morning drop off (between 8:15 am and 8:45 am) and afternoon pick up (2:45 pm to 3:20 pm) times. Both car parks off Suffolk Street are used as drop off/pick up zones and parking, which can lead to some issues. We have addressed some of these by asking that:

- ◆ Cars circulate and not stay standing in driving areas. They only stop to drop off or collect and move on immediately.
- ◆ Parents park in designated bays and not staff bays or areas close to crosswalks, entrances or footpaths.
- ◆ Parents encourage children to walk or ride or take advantage of the “Walking School Bus” or the town buses.
- ◆ Parents don’t call their children to them through moving and parked vehicles. We all show patience and understanding. There are also pickup/drop off points and parking places on Campbell Rd and on Suffolk Street.

Road Safety

There are attended crosswalks on Middleton Rd near Dog Rock Shopping Centre and the Campbell Road/Middleton Road intersection and on Campbell Rd near our basketball courts and in between the High School and our school. Please expect your children to use them.

Students are required to wear helmets if riding or scooting to school and must walk their bikes and scooters through the school grounds before moving on.



School Attendance

Attendance is compulsory for all students from Pre-Primary to Year 12. Although Kindergarten is a non-compulsory year of schooling, once a child is enrolled in a Kindy program, there is an expectation they will attend. Therefore, the Attendance Policy and Procedures applies to Kindy students as well.

Student absences need to be for appropriate reasons:

- ♦ Illness or injury that is severe enough to warrant home/hospital care, rest and recuperation.
- ♦ Unavoidable family business and activities that affect child supervision and family organisation.
- ♦ Specialist medical or dental appointments. If these can be made after school or during the holidays that is advisable but it is understood that this may not be feasible.

Vacations within the term, birthdays and visits from family members do not constitute feasible reasons for absenteeism.

Parents are required to notify the teacher either verbally or in writing why a student will be or has been absent. Parents will be requested to provide reasons for absences when they remain unexplained.

Parents/carers are responsible for ensuring their child:

- ♦ Attends school regularly
- ♦ Arrives at school on time each day
- ♦ Is well rested and ready to learn
- ♦ Is picked up from school on time or knows how they are getting home
- ♦ Wears school uniform
- ♦ Is only absent with reasonable cause and the school is informed on each occasion.

Albany Primary School takes school attendance and punctuality very seriously. Ensuring your child attends school regularly, punctually and is collected on time is an important part of our home/school partnership. Attendance is recorded in half days. The school attendance register is marked at the beginning of each school session both morning and afternoon. Reasons for absences are recorded. Unexplained absences are followed up with a letter to parents to find out the reason for the absence. Parents/carers are contacted if their child is frequently late.

Maintaining Punctuality

Please note the following:

- ♦ Aim to have students arrive at school between **8:30 am and 8:40 am** each day. This enables class members to prepare for the day. Arriving before 8:30 am is not recommended or desirable.
- ♦ Collect students promptly after school. No one should be collected any later than **3:15 pm**.
- ♦ Arrive punctually at school at designated times if the teacher is conducting an assembly, excursion, special classroom activity or there is a special school sporting activity they are attending.
- ♦ Always be on time to collect your child from a school disco or after school event. When you are punctual you help the school conduct activities effectively and decrease the anxiety and frustration levels of your child/ren.

Leaving the School Grounds during School Time

If possible, please notify the teacher and the office that you plan to collect your child from school during the day and give the reason why. Also ensure your child knows that they will be collected during the day if you can. We realise that on occasions this is not possible.

When collecting a child from school during instruction time please come through the office and complete written formalities before collecting the child from the classroom. Please note that only an authorised person with parental consent may collect the child/ren. If returning to school before instruction is concluded for the day please return through the office.

Students will not be permitted to leave the school grounds without an authorised adult.

School Dress Code

The school has a dress code which will be provided to you or can be viewed on the website. This has been endorsed by our School Board.

The school uniform takes the pressure off students worrying about what they wear and how their clothes appear to others. The dress code enables students to wear their house shirt as well as the school shirt on any day, while Year 6 also have available a Leavers shirt that is worn throughout their final year of schooling.

Please note there are particular items that have been identified within the dress code that students must not wear whilst on school grounds. For example denim clothing, thongs/slip-on sandals without backs or straps/platform shoes/high shoes, singlets/tank tops etc.

Students enjoy wearing their hair in a variety of styles that are acceptable. We do however need to ensure that students hair is not affecting their safety when playing or during physical activity, or the health of their sight while working in class in workbooks or on screen. We therefore expect all students to ensure that hair is tied back or clipped up away from their faces if it falls into their line of vision during any of the above activities. Teachers and administrators will consult with parents on this matter if needed.

Sun-safe hats are required to be worn in the playground at all times.

The School Board is responsible for establishing and reviewing the dress code after consultation with the principal, parents, students and staff.



Stationery Items

The school provides all parents with a list of stationery requirements for each student. They are available through the office. Children who are well equipped feel secure in their daily work and do not disrupt class processes by having to borrow items to complete work.

The booklists are available at most stationery suppliers in Albany with our school's preferred supplier being Albany Office Products Depot. If you use the school supplier the P&C receive a commission so your support would be appreciated.

Please remember that from time to time throughout the year you will need to replace or replenish some items.



Paying School Fees/Voluntary Contributions

Timely payment of school fees enables the school to purchase items that directly support the classroom. School fees are voluntary but very necessary for building up effective resources. The Voluntary Contribution is \$50 per child for the year, with an additional \$15 for the P&C.

School fees can be paid directly to the office or as part of the stationery order for your child.

Ways to Assist Your Child/ren at School

1. Check that they return library books on time. There is a two week turn around for borrowing.
2. Attend the beginning of the year parent meeting held by each teacher.
3. Meet with the teacher to keep in touch with your child's performance.
4. Complete home reading diaries and check that they have completed any classroom requirements.
5. Volunteer to assist at sporting carnivals and classroom activities.
6. Help out during P&C activities and fundraisers.
7. Cover student workbooks at the beginning of the year. First and surname on everything.
8. Follow up with the teacher and then the principal if your child is trying to avoid attending school regularly.

There are many other ways you can keep your child participating effectively in the learning program. Keep an open mind and be as supportive as you can.



The Learning Program

Introduction

The learning program within the school reflects the requirements set out by the School Curriculum and Standards Authority in each of the curriculum areas. All content, skills, knowledge and understandings are based on curriculum and syllabus documents that are produced by this body. Assessment and reporting is also based on standards that reflect the required content for each year level.

The school has established a Business Plan that reflects overall priorities. This is complimented by Operational Plans that articulate strategies for us to focus upon.

Should you be concerned about your child's academic progress and achievement we encourage you to make an appointment with your child's teacher to discuss it.

Specialist Programs

The classroom programs are complimented by the use of specialists in Years One to Six for:

- ◆ Physical Education
- ◆ Music
- ◆ Science
- ◆ Languages - Indonesian
- ◆ Digital Technologies

Primary Extension and Challenge: This caters for students in the top 2.5% of the state.

Participating students usually are involved in programs off site.

Selection processes include standardised testing performance in Year 4.

Instrumental Music: This is for students in Years 3 to 6 who demonstrate a significant aptitude for music and have appropriate support from home. Assessments are carried out during Term 3 and students are invited to participate based on student performance and school recommendations.

School Choir: Students may volunteer to be part of the choir that performs at school functions and community events.

Interschool Sports: The school participates in a range of interschool sports including carnivals for various team games, athletics and swimming. Students are selected through willingness to participate, age levels and, in some instances, level of ability.

Assessment and Reporting

Parents and caregivers receive a formal written report at the end of each semester. Additionally, there are opportunities for parents to receive feedback on their child's learning in Terms 1 and 3. Examples of these are Learning Journeys, open classrooms and parent/teacher interviews.

A schedule of events is sent out at the beginning of each year and in our newsletters.



Parent involvement in The School

Participation in the Learning Program

Parent support in the classroom is encouraged by most teachers and can be very effective. Your involvement is through liaising with the class teacher who has the responsibility to arrange parent support and engagement

Parents may be requested to:

- ♦ Assist in class during the learning programs.
- ♦ Attend excursions to help with supervision.
- ♦ Assist class preparation in special activities that celebrate occasions such as NAIDOC Week, Book Week or Assemblies.
- ♦ Visit the classroom to view student work and activities.
- ♦ Read to or do puzzles with their child and others in the morning.
- ♦ Hear students read in the morning
- ♦ Attend assemblies and other special school events.
- ♦ Work with small groups under teacher guidance and direction.
- ♦ Assist with art activities that require their specialist skills.

The Parent and Citizen Association

The P&C is the organisation that enables parents to participate in working with other parents to support the school.

A key focus of the P&C is to raise funds that are used in the school to enhance to resources available to the children. The P&C works with the principal to allocate these funds to needy areas.

P&C meetings are held twice per term. Dates are published on term calendars. Parent and staff participation is encouraged. The P&C meetings are the best forum for parents to have input into a number of school processes that directly affect parents. The school has a Facebook page that promotes key activities.



The School Board

The School Board is made up of six parents, four staff members who are elected to the positions by their constituents for a two year term. The principal is a required member of the Board.

The School Board's role is to:

- ♦ Assist in the developing school planning and policies.
- ♦ Assist in budgeting to meet the needs of the plan and students.
- ♦ Actively engage in developing key documents such as Dress Code and Homework Policy.

If you are interested in being on the School Board then you may discuss this with the Board Chair. The management of the school and the development of the learning program is the responsibility of the principal. Information is on our website regarding School Board business.

Uniform Shop

Volunteer parents run a Uniform Shop on site for the P&C. New and second hand uniforms are available from our Uniform Shop.

Opening hours are:

Tuesday 2.45pm - 3.30pm

Thursday 8.30am - 9.15am

Times and days may vary across the year depending on our volunteers.

Communication will be made via Connect and Facebook.

Email: Rebecca at: apsuniformcoordinator@outlook.com

Online Services: <https://albany-primary-school-pc-uniform-shop.square.site>

