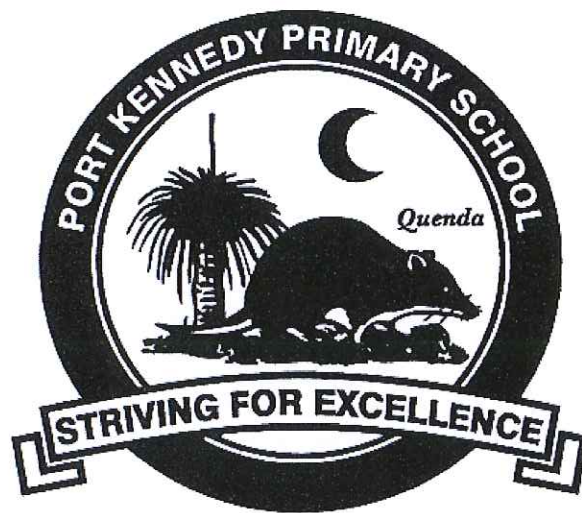


# Port Kennedy Primary School



2017

Information Booklet

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## **Profile**

Port Kennedy Primary School opened in 1996 and is part of the Education Department's South Metropolitan Region. Located in a residential area to the south of the City of Rockingham, the school serves a community of social and economic diversity. The school population grew rapidly from its opening in 1996. In 2015, the year 7 students move to high school. This has a significant impact on our student population with current student enrolment of 500 in 2017.

The school's permanent facilities include:

- Administration Block
- 17 Primary classrooms and STEM room
- 5 Demountable classrooms (CHAMPS game room/Sensory/room/Drama/Chaplains room/P&C)
- 2 Transportable Early Childhood classrooms
- Computer Room
- Art Room
- Music Room
- Science Room
- Library
- Canteen
- Sports Store
- Undercover area

Grounds facilities include a fenced multipurpose hard court area, an oval with cricket pitch, cricket nets, soccer pitch and football goals. There are grassed and paved play areas and adventure play equipment with sand pits. We have a Vegetable garden for use during Science lessons and lunchtime clubs.

The school is staffed by the Department of Education WA.

Port Kennedy Primary is a part of the South Metropolitan Education Region.

2017 is an exciting year for Port Kennedy Primary School as it is our first year as an Independent Public School. Changes to the Western Australian Curriculum include full implementation of Humanities and Social Sciences, Health and Physical Education and version 8.1 of English, Mathematics and Science.

## Telephone Numbers:

Administration .....	9593 5055
Fax .....	9593 5504
Email.....	portkennedy.ps@education.wa.edu.au
Kindergarten (N8 Clownfish & Dory).....	9593 6518
Kindergarten (N7 Jellyfish & Starfish).....	9593 7238
Pre-Primary N4 & N5 .....	9593 6481
Canteen .....	9593 5507

## School Website:

[www.portkennedyps.wa.edu.au](http://www.portkennedyps.wa.edu.au)

## Term Dates

The Term dates for each year are published in the first and final newsletter.

Term dates for 2017 are as follows:

### Semester 1

Term 1	Wednesday 1 <sup>st</sup> February	to	Friday 7 <sup>th</sup> April
Term Break	Saturday 8 <sup>th</sup> April	to	Tuesday 25 <sup>th</sup> April

Term 2	Wednesday 26 <sup>th</sup> April	to	Friday 30 <sup>th</sup> June
Term Break	Saturday 1 <sup>st</sup> July	to	Monday 17 <sup>th</sup> July

### Semester 2

Term 3	Tuesday 18 <sup>th</sup> July	to	Friday 22 <sup>nd</sup> September
Term Break	Saturday 23 <sup>rd</sup> September	to	Monday 9 <sup>th</sup> October

Term 4	Tuesday 10 <sup>th</sup> October	to	Thursday 14 <sup>th</sup> December
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## Public Holidays

Labour Day	- Monday 6 <sup>th</sup> March
Good Friday	- Friday 14 <sup>th</sup> April
Easter Monday	- Monday 17 <sup>th</sup> April
ANZAC Day (holiday)	- Tuesday 25 <sup>th</sup> April
Western Australia Day	- Monday 5 <sup>th</sup> June
Queen's Birthday	- Monday 25 <sup>th</sup> September

## **Organisation**

### **School Times**

8:35am - Formal playground supervision finishes.

8:50am - Morning session commences

11.00am – 11.25am RECESS

12.55pm – 1.30pm LUNCH

3:00pm Afternoon dismissal

- School hours are from 8:50am sharp to 3:00pm. Children are to remain within the school grounds during these times.
- **Formal playground supervision commences at 8:35am. Children are encouraged not to arrive at school prior to this time. If children do arrive before 8:35am they are to go to the undercover area where they are supervised.**
- Parents wishing to collect their child from school before 3:00pm are asked to complete an “Early Release” form. These forms are available from the Administration Office. Forms are to be signed by a member of the school’s administration staff and then handed to the class teacher.

### **Absences**

Department of Education Regulations require all absences to be explained. Parents are requested to send a note to school detailing the reason for their child’s absence. Verbal advice in person to the teacher or by telephoning the school is also acceptable.

### **Accidents and Illness**

The school is equipped to attend to minor injuries or illness only. In most circumstances, the child will return to class. If a child’s injury or illness requires further attention, parents or caregiver will be contacted. In an emergency, the school will call an ambulance or seek medical assistance at the local hospital. A parent will then be advised. Parents are responsible for costs or charges in these circumstances.

### **Assemblies**

School assemblies are held each Thursday in the undercover area beginning at 9am

Junior (PP to Yr 2) are scheduled for Weeks; 1, 3, 5, 7 & 9

Senior (Yr 3 to Yr 6) are scheduled for Weeks; 2, 4, 6, 8 & 10

## **Book Club**

The Book Club operates out of the Library. Children bring the correct money and their order form in a sealed envelope and put the envelope into the Brown box near the book returns desk, located in the Library. Book orders will be delivered to the child's classroom.

## **Canteen**

The school canteen is a P&C service and operates every day from 8.20am to 2pm.

Menus and price lists are distributed each term. Lunch orders are placed in the class lunch basket which is sent to the canteen each morning. Lunch order bags may be purchased from the canteen.

Our Online Canteen is an online ordering system that is a safe and convenient way to order school meals.

Volunteer helpers are always welcome. If you would like to assist in any way, please contact the canteen on 9593 5507.

## **Classroom Helpers / Parent and Community Volunteers**

The school encourages parents to be involved in various ways in their child's education. A parent taking an active part in the learning process has many positive outcomes. Teachers may arrange parents to help with reading book exchange, oral reading support, sports or physical education, in-class helpers, excursion assistants, cooking, art and craft etc. Parents are asked to complete the Confidential Declaration Form before volunteering in class.

## **Code of Conduct**

1. Follow all instructions of all school staff.
2. Stay in the school grounds unless you have parent and Principal permission to leave.
3. Stay out of buildings unless a teacher is present.
4. Treat everyone at school with respect and good manners.
5. Sit down in your area while eating and drinking.
6. All rubbish must be put in bins.
7. No hat, no play (unless in a shaded area).
8. Walk around buildings and on paved areas.
9. Play games in the proper areas.
10. Don't bring personal sports equipment/games to school without teacher permission.
11. Bikes, scooters, skateboards and roller blades must be wheeled/carried within school grounds and parked/stored in the designated areas.
12. Keep hands, feet and objects to yourself.
13. Personal electronic devices are not to be used at school.
- 14.

## **Enrolments**

The enrolment card completed when a child is enrolled at the school provides information for the school data base. The school must be kept informed of any changes to enrolment information. Notification of changes in family circumstances and of emergency contacts is also required.

*ALL DETAILS ARE HELD IN STRICTEST CONFIDENCE.*

## **Excursions/Incursions**

Excursions and Incursions can provide vital support to teaching programs. The school endeavours to provide a balance of activities to complement these programs.

Parents are advised of any forthcoming excursion/incursion. Information and requirements for these are outlined in newsletters and notes, well in advance of the event. Whilst every care is taken to keep the cost to a minimum, these events require funding by parents. Charges are outlined in a "Summary of Charges" schedule which is ratified by the School Board and is available at the Administration Office.

## **Factions**

On enrolment at the school, children are placed in one of four factions. These are:

Collins	- Blue
Rankin	- Red
Sheean	- Gold
Waller	- White

Children earn points for their factions by participating in various activities and events during the year. Points are tallied and rewards are presented to the winning faction at the end of each term. Sporting trophies are also presented.

## **Health**

Children's health needs are supported by a team of qualified professionals. These include:

- A registered nurse attached to the Health Department who makes weekly visits to the school to conduct health checks.
- A school psychologist attached to the South Metropolitan Regional Office who provides a range of services to children, parents and teachers.
- A School Chaplain who visits two days per week.

Parents wishing to have their child referred to the school psychologist should contact the classroom teacher.

Teachers wishing to refer a child will contact the parent prior to a referral.

## **Administration of Medication – Policy & Procedures**

The school does not provide any medicines for children. If the Principal is to approve school staff administering or supervising the administration of medication to students then the following requirements must be met:

### ***Self-Administration***

- If a student is required to carry and self-administer prescribed medicine whilst at school, parents must advise the principal of all relevant details.
- Parents must complete a “Student Medication Request / Record” form which is available from the Administration Office.
- For short term conditions where minor analgesics are self-administered by the student, a note from parents is necessary to inform the teacher.
- The school does not provide this type of medication and will not accept responsibility for its use by students.

### ***Assisted or Supervised Administration***

If a student is unable to self-administer prescribed medication, a discussion between the principal, school staff and parent/guardian is necessary to attend to the following details:

- Parent/guardian must complete a “Student Medication Request”.
- A “Medication Instructions from Prescribing Doctors” form must be completed by the Medical Practitioner. This form must contain details of the circumstances for the appropriate use and/or application of the medication. Forms are available from the Administration Office.
- Drugs for administration should be delivered to the care of the designated staff member.
- All medication must be presented in a clearly labeled container showing the name of the medication, the name of the student and the appropriate dose and frequency.

Medication will only be accepted when parents/guardians adhere to the policy.

School staff will administer or supervise administration of prescribed medication in accordance with the instructions or advice of the medical authority.

### **Parents Responsibilities**

- Parents/guardians must advise the school in writing, should there be any change in details of medication prescribed. Amendments must be made to the appropriate forms.
- Parents/guardians of children requiring an “Emergency Action Plan” should consult with the Principal.



## **Communicable Diseases**

It is possible that at some time during a child's school years, he or she may contract one of the common diseases of childhood.

Parents are asked to note the exclusion periods for particular diseases to limit the spread of infection, not only before but whilst the child is suffering from early symptoms and whilst the virus or bacteria remains active in the body.

The following exclusion period details as provided by the Health Department are set out below for your information:

<i>Chicken Pox:</i>	Child may return to school (if well) after all blisters have crusted – usually about ten days from onset.
<i>Conjunctivitis:</i>	Child may return to school when discharge has stopped.
<i>Influenza:</i>	Child may return to school when symptoms have subsided.
<i>School Sores:</i> <i>(Impetigo)</i>	Child may return to school if under treatment and sores are covered.
<i>Measles:</i>	Child may return to school no less than seven days from appearance of rash. <i>(Notifiable)</i>
<i>Mumps:</i>	Child may return to school <i>(if well)</i> no less than fourteen days from onset. <i>(Notifiable)</i>
<i>Head Lice / Nits:</i>	Child may return to school after effective treatment has been administered to destroy all live head lice and the majority of the eggs.
<i>Ringworm:</i>	Child may return to school if they are no longer likely to convey the infection. At least one day after effective treatment has commenced.
<i>Rubella:</i> <i>(German Measles)</i>	Child may return to school when symptoms have subsided – at least four days after onset of rash.

### ***Notifiable Diseases***

*Notifiable diseases are those which must be reported by a medical practitioner to the Health Department of Western Australia*

Further information may be obtained by contacting the Department of Health on 9339 1362 or Web address <http://www.public.health.wa.gov.au/>

## **Kindergarten/Pre-Primary**

Port Kennedy Primary School offers a Kindergarten program for 4-year-old children and a Pre-Primary program for 5-year-old children. Information Booklets on these are available from the Administration Office and on the school website.

## **Library**

Port Kennedy School has a fully automated library. A wide range of books and resources are available for both students and staff. Students have access to the library during nominated library times.

All students and staff are issued with a borrowing card, which remains in the library.

Children wishing to borrow a book must provide a library bag. These may be purchased from the Library.

Books and resources may be borrowed for up to seven days and may be renewed after that time. Parents are asked to pay the replacement cost for any lost or damaged items.

## **Lost Property**

All lost property is kept at the Sports Office, located in West Block (close to the library). Items of lost property may be collected from the lost property box before school each day. Children should ensure that all school clothing and items of property brought to school are clearly marked with their name.

## **Mobile Phones**

Mobile phones are to be handed to classroom teacher to be locked away during the school day. Telephone messages to children will be passed on in URGENT circumstances.

## **Money and Valuables**

Children are not encouraged to bring valuables to school. This includes mobile phones (except for emergencies). Money and phones brought to school may be handed to class teachers for safekeeping. Please ensure all payments sent to school via children are sealed in an authorised payment envelope with the child's name, class and purpose of payment details completed.

## **Newsletter**

A school newsletter is published fortnightly. The newsletter provides information regarding school activities and events. An electronic version is available on the school's website. A paper version is available on request via the school office.

## **Parents & Citizens' Association**

Parents support the school through the P&C Association. The P&C has a number of active committees which help provide additional resources for the benefit of the children and the school. These committees include:

- Canteen
- Fundraising
- School Banking
- Uniform Shop
- Safety House
- Early Childhood
- Social Media – PKPS P&C Facebook page

The P&C meets on the second Wednesday of each month in the School staff room at 7.00pm. Parents are most welcome to attend. Children are also welcome.

## **Parent / Teacher Meetings**

Teachers hold a parent meeting early in Term 1 to introduce themselves, broadly outline goals, expectations, routines, homework etc. Throughout the year teachers may arrange parent interviews regarding children's academic, social, behavioural or general progress at a time convenient to both parent and teacher. Please make an appointment to meet with your child's teacher if necessary.

## **Physical Education**

The school has a Physical Education specialist teacher who provides all students with a comprehensive program. General sports fitness and games skills are taught throughout the school. Interschool carnivals and sporting events supplement "in-school" faction activities.

Physical fitness is undertaken by all students on a regular basis. Children are encouraged to be suitably attired for all Physical Education activities. This includes wearing suitable footwear.

An exemption note is required by students not participating in any Physical Education class.

## **Reporting**

Reports on children's progress are issued at the end of each semester. Assessment of children's work is carried out throughout the year. A school open night is held in Term 3.

## **School Board**

The School Council comprises representatives from staff and parents. The board meets twice each term to address various items relevant to the school. These items include:

- \* Assisting with setting the school's priority areas of development.
- \* Approving plans developed to meet priorities.
- \* Monitoring and reviewing progress made towards achieving those plans.

## **School Premises**

Children are not permitted on school grounds out of hours unless under the direct supervision of a teacher or another adult. Approval must be obtained from the principal. The oval may be used for out-of-hours play.

## **Stationery Requirements**

Class requirement lists are distributed towards the end of each year. Orders can be placed online and delivered to your home. Alternatively, parents are free to purchase the items from other sources.

Government funds provide most resources used by students. However, personal items of stationery remain the responsibility of parents and should be replaced as needed.

## **Swimming**

Children from Pre Primary to Year 6 participate in swimming lessons held over a two-week period each year. Lessons are held during the school day. No tuition fees are charged, however bus transport and pool admission costs must be met by parents. Costs are outlined in the "Summary of Charges" schedule, which is available at the Administration Office and on the school website. Children are to ensure that all items of swimming gear are clearly labelled with their name.

## **Transfers**

Parents are requested to notify the school when their children are transferring to another school. All outstanding resources (inc. library books) belonging to the school are to be returned prior to transfer.

## **Uniforms / Dress Code**

Port Kennedy School has adopted a uniform dress code for all students. This is in accordance with the Department of Education policy and has been ratified by the School Council. Acceptance of enrolment at the school assumes an agreement that the enrolling student will dress within the guidelines of the dress code.

The dress code requires all students to wear school uniform whilst at school, on excursions or at any other time whilst representing the school.

A full description of the dress code is as follows:

### **Clothing**

- Jade green collared T-shirt, polo shirt or surf shirt
- Faction T-shirt
- Jade green windcheater, pullover, jumper or cardigan. No hooded jumpers permitted
- Only Black or Jade Green Jumpers are permitted.
- Black unisex shorts
- Black pants or tracksuit pants
- Microfibre jackets
- Green checked school dress
- Black Watch tartan or black skirt
- Black skort
- Black Watch tartan or black sports skirt with black sports briefs or black bike pants

*School clothing may be badged (available from the Uniform Shop) or non-badged (from general clothing outlets or home made).*

Please note: Dresses, Skirts, Shorts, Skorts must be no shorter than mid thigh length.  
Jumpers, jackets, windcheaters with hoods must not be worn.  
Leggings, bike pants must not be worn unless these are underneath dresses, skirts, shorts or skorts.  
Denim or imitation Denim of any colour is not permitted.  
Beanies are not to be worn at school.

### **Footwear**

- Sneakers or joggers
- School sandals
- School shoes

*(Thongs, reef sandals, massage sandals, heeled dress sandals and scuffs are not permitted).*

### **Hats**

- School hats must be worn all year and are available for purchase from the Uniform Shop.

## **Hair**

- Hair longer than shoulder length must be plaited or tied back

## **Jewellery**

- Studs or small sleeper earrings – to be worn only in the ears.
- Watches are permitted
- Makeup and coloured nail polish is not permitted

## **Uniform Shop**

The uniform shop is a P&C service. Parents wishing to purchase uniforms may do so through the school's uniform shop. This shop currently operates Monday 2.30pm – 3.15pm, Friday 8:45am - 9.30am and is located between classrooms D1 and D2. A uniform ordering service is available. Second-hand uniforms and a trade-in system are also offered.

## **Vandalism**

Parents witnessing any suspicious behaviour in or around the school are requested to contact one of the following numbers:

Rockingham Police	– 9528 8000
Police General Enquiries	– 131444
Education Security	– 9264 4771 or 9264 4632
	- Freecall 1800 177 777

## **Voluntary Contributions**

Government Schools can request a voluntary contribution from parents each year. The amount of the contribution, along with costs for optional components of educational programs, is outlined in a “Summary of Charges” available at the Administration Office and the school website. These costs have been ratified by the School Council.