



New Year/New Student Pack

This pack comprises;

PART A – School Information

Containing overview of information about school proceedings.

PART B – School Permission Forms

Range of permission forms to be signed by both parent and child and returned to your child's classroom teacher.

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School Overview

In the following pages you will find information to assist you in learning about the Primary School. Please keep it for future reference. If you have any concern or queries, please feel free to call the school on 9593 5055. Office staff will direct you to the most appropriate person to answer your query.

Port Kennedy Primary School provides quality academic programs for children from Kindergarten to Year Six.

Port Kennedy Primary school is an Independent Public School.

Values

Port Kennedy Primary School upholds core values which form the framework of our learning programs, positive behaviour support (PBS) and pastoral care programs.

Our values are: Be Your Best, Be Responsible, Be Respectful and Be Resilient.

From earliest entry into the school, we teach and encourage students to reflect these values in all areas of their social, emotional, cognitive and physical development.

Motto

Striving for Excellence through high quality education for every child; whatever their ability; whatever their background.

Contact

Telephone Numbers:

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

School Website: www.portkennedy.wa.edu.au

Profile

Port Kennedy Primary School has been open since 1996 and is part of the Education Department's South Metropolitan Region. Over the years, Port Kennedy has seen many changes in both student population and diversity of families.

For 2019, the school is comprised of:

- Administration Block
- 20 Primary classrooms K-6 of which 2 are used for a literacy intervention room and Breakfast Club
- Specialised Science Lab
- Multipurpose STEM room
- Specialised Music Room
- Specialised Art Room
- 5 demountable rooms, currently used for:
 - CHAMPS games room
 - Sensory room
 - Drama & multipurpose room
 - Chaplain & Defence Force Aid room
 - P&C meeting & storage room
- Library
- Canteen

- Sports storage shed & office
- Fully enclosed under-covered area

The grounds of the school are comprised of:

- Oval with cricket pitch, cricket nets, soccer pitch, football goals and long jump pits.
- Multiple grassed and paved play areas for students of all ages.
- Adventure playground (located in the Pre-Primary fenced area).
- 5 large play equipment structures (2 of which are under shelter).
- Vegetable garden (used in Science lessons and for Gardening Club).
- Chicken coop containing our school chickens (also used in Science lessons).

Port Kennedy is surrounded by beautiful bush lands, however, as per department regulations these areas are out of bounds to students. These bushlands do provide us with beautiful wildlife and bird species, some of which students and families need to be aware of during particular seasons, for example; during the hotter weather when snakes are out of hibernation. Therefore, the school does request that parents are vigilant before and after school hours and prevent their children from entering these areas.

Please note: All students/parents and families are prohibited from using the playgrounds before and after school hours.

School Day Organisation

Daily Timetable	Timings	
DOORS OPEN	8:40-8:50	
PERIOD 1	8:50-9:40	CRUNCH & SIP
PERIOD 2	9:40-10:30	
PERIOD 3	10:30-11:20	
LUNCH DUTY	11:20-11:30	
LUNCH PLAY	11:30-11:55	
PERIOD 4	11:55-12:45	
PERIOD 5	12:45-1:35	
RECESS	1:35-2:00	
WHOLE SCHOOL TIME	2:00-2:10	
PERIOD 6	2:10-3:00	

School Times:

- 8:15-8:40am - supervision in under-covered area.
- 8:40am - doors open to classrooms.
- 8:50am - formal lessons commence.
- 3:00pm - classrooms dismissed (end of day).

PLEASE NOTE:

Parents wishing to collect their child from school before 3:00pm MUST complete an "Early Release" form. These forms are available from the Front Office. Forms are to be signed by a member of the school's administration staff and then handed to the class teacher.

Students who arrive at 9am or later, must sign in through the front office, collecting a late pass.

Break Times: In 2019, Port Kennedy is trialling the swap of recess and lunch times. This is being trialled to see the effect a substantial meal has on student behaviour, engagement and concentration upon returning to class.

Communication – Parents in Partnership

SCHOOL COMMUNICATION

Port Kennedy Primary school uses a variety of methods to communicate information to our school community.

Communication Tool	Information
School Website	www.portkennedyyps.wa.edu.au
Newsletters & Term Planners	Newsletters are available fortnightly and placed onto the School Website and the Skoolbag app. The Newsletter is an important means of communication between the school and families.
Skoolbag App	Skoolbag is a mobile phone App used to communicate directly to parents. It works through both smart phones and smart devices (such as iPads and Android Tablets).
Notes home	Notes home to parents are delivered through the OLDEST child in the family, what we refer to as the family representative.
Notice Boards	The school has numerous notice boards which have posters placed on them advertising upcoming events. Keep your eyes peeled for new information on these boards regularly.

PARENTS WANTING TO COMMUNICATE WITH THE SCHOOL

Strong lines of communication are important in developing strong links between the home and school. Parents are encouraged to discuss with staff any issues of concern they may have; however, an appointment must always be made before meeting with a member of staff.

Appointments can be made to see the classroom or specialist teacher either directly through the teacher or through the Primary School Administration Office on 9593 5055.

Please be aware that at the commencement of the school day (8:40am) and end of the school day (3.00pm) teachers are busy preparing for or concluding their classes and are not able to give you their full attention. This may not be an appropriate time to talk to your child's teacher about a particular concern or issue.

Appointments to see the Principal or Deputy Principals can be made through the Office on 9593 5055.

CHANGE OF DETAILS

Notifying the School of your change of address, phone number or email address is essential in enabling the School to fulfill its Duty of Care to your child in the event of an accident, illness or emergency.

PLEASE NOTE:

Communication between parents, teachers and school staff should be conducted at appropriate times and in an appropriate manner, aligned to the behaviour expectation matrix for the school community. All Port Kennedy staff reserve the right to work in a safe environment, and if required will end communication between parents if deemed inappropriate, threatening or abusive in nature. Parents who continually breach this behaviour expectation may receive official warnings from the school or Department of Education. In severe cases, restrictions to contact school staff or enter school premises may be implemented.

Term Dates

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

Term dates for 2020 are as follows:

Semester 1

Term 1 Monday 3rd February to Thursday 9th April

Term Break Friday 10th April to Monday 27th April

Term 2 Tuesday 28th April to Friday 3rd July

Term Break Saturday 4th July to Sunday 19th July

Semester 2

Term 3 Monday 20th July to Friday 25th September

Term Break Saturday 26th September to Sunday 11th October

Term 4 Tuesday 13th October to Thursday 17th December

Public Holidays

Labour Day - Monday 2nd March

Good Friday - Friday 10th April*

Easter Monday - Monday 13th April*

Easter Tuesday - Tuesday 14th April*

ANZAC Day (holiday) - Monday 27th April*

Western Australia Day - Monday 1st June

Queen's Birthday - Monday 28th September

* During April school holiday period.

Uniform Overview

Port Kennedy Primary School (PKPS) has adopted a uniform dress code for all students. This is in accordance with the Department of Education (DOE) policy and has been ratified by the School Board. This dress code requires all students to wear school uniform whilst at school, on excursions or at any other time whilst representing the school.

NOTE: Acceptance of your child's enrolment at PKPS assumes an agreement that the enrolling student will adhere to the uniform requirements of the school. PKPS is currently undergoing a redesign of our school uniform. This process will be completed in a roll-out process across 2019-2021, requiring ALL students to be in the new uniform at the commencement of 2021.

2019	2020	2021
<ul style="list-style-type: none"> ● School polos ● Faction polos ● Reversible school/faction hats <p>All available for purchase from the uniform shop.</p> <p>School hats are <u>COMPULSORY</u> from this year.</p> <ul style="list-style-type: none"> ● Bucket hat ● School cap ● Wide-brim hat <p>A school hat is required to attend ALL excursions and sporting events.</p>	<ul style="list-style-type: none"> ● Fleece jackets <p>Available for purchase from the uniform shop.</p> <p>Final year that the 'old' school uniform can be worn.</p>	<p>New uniform COMPULSORY from this year.</p> <p>ONLY school bucket hats can be worn from 2021.</p>

CLOTHING: APPROVED ITEMS

Daily uniform compulsory for all students:

- **School Polo** – purchased from the uniform shop
- **Plain black bottoms** that contain no insignia/motifs.
 - Approved school bottoms are:
 - Shorts
 - Skirts
 - Skorts
 - Tracksuit pants
 - Leggings
- **Fleece-lined Micro-Fibre Jacket** – purchased from the uniform shop
- **Plain black jumpers** that contain no insignia/motifs are approved.
- **School hat** – reversible bucket hat available for purchase from uniform shop (see above for phase-in process)

Please Note:

- Shorts, skirts and skorts must be **no shorter** than mid-thigh length.
- Denim or imitation denim is not permitted in any Department of Education school.
- Bike pants and stockings/tights must not be worn unless underneath skirts or skorts.
- 'hoodies' are not permitted at PKPS.
- Scarves are not permitted for safety reasons.

FOOTWEAR

As outlined in the *DOE: dress codes for students in public schools' policy* students should: *have suitable clothing for sport or physical education, including the support of informal and incidental physical activity (3.1 pg. 3)* this requires students to be in suitable footwear at all times.

Approved school footwear at PKPS includes:

- Sneakers/ Joggers
- Closed-toe sandals
- School shoes

Please note the following is NOT permitted at PKPS:

Thongs, boots, scuffs or heeled shoes.

HEADWEAR/HAIR PRESENTATION

- **School hats** must be worn all year round and are available from the uniform shop.
- Boys and Girls with hair longer than shoulder length **MUST** have hair tied back.
- Hair accessories in school colours are permitted.

Please note the following is NOT permitted at PKPS:

- Elaborate or novelty headbands
- Beanies

JEWELLERY

Approved jewellery items are:

- Studs or small sleepers can be worn in the ears.
- Watches

Please note the following is NOT permitted at PKPS:

- Elaborate or dangling earrings
- Make-up
- Coloured nail polish or fake nails

*Any jewellery required to be worn for cultural reasons needs to be exempt via a letter to the Principal.

To obtain a copy of the full policy, please see one of our Administration Staff.

Port Kennedy PS Expectations

At Port Kennedy Primary School, we aim to provide a positive environment in which the community 'Strives for Excellence' which is shown in behaviours that are: Responsible, Respectful, Resilient AND Being Your Best – PK VALUES creates CHAMPs.

BE YOUR BEST	BE RESPECTFUL
<p>WE...</p> <p>Are the best version of our self.</p> <p>Wear our uniform with pride.</p> <p>Come to school and class on time.</p> <p>Make good choices.</p> <p>Keep our work neat and tidy.</p> <p>Fully participate in all activities and learning.</p> <p>Complete tasks to the best of our ability.</p> <p>Read for learning.</p> <p>Demonstrate good sportsmanship.</p> <p>Are kind and considerate.</p> <p>Follow instructions.</p> <p>Use appropriate language.</p> <p>Demonstrate appropriate behaviour.</p> <p>Leave a good impression.</p>	<p>WE....</p> <p>Speak to others politely.</p> <p>Use positive language.</p> <p>Pay attention to the speaker.</p> <p>Let others learn.</p> <p>Take turns.</p> <p>Include others.</p> <p>Take care of school equipment.</p> <p>Play fairly and by agreed rules.</p> <p>Listen respectfully.</p> <p>Are courteous to members of the public and facilitators.</p> <p>Are courteous to teachers, parents and community members.</p> <p>Use our manners.</p> <p>Let others do their work.</p> <p>Appreciate the view/s of others.</p>
BE RESILIENT	BE RESPONSIBLE
<p>WE....</p> <p>Have a go.</p> <p>Use self-regulation.</p> <p>Persevere with challenges.</p> <p>Ignore distractions.</p> <p>Accept differences.</p> <p>Display patience and understanding.</p> <p>Ask for help when needed.</p> <p>Ignore inappropriate comments.</p> <p>Own our own behaviour.</p>	<p>WE...</p> <p>Follow school/class rules.</p> <p>Keep hands and feet to ourself.</p> <p>Use equipment safely.</p> <p>Move around considerately.</p> <p>Stay within school boundaries.</p> <p>Play safely.</p> <p>Put litter in bins.</p> <p>Leave the class tidy.</p> <p>Return permission slips on time.</p> <p>Work cooperatively</p> <p>Wait patiently in the correct area.</p> <p>We walk our bikes and scooters through the school.</p> <p>Leave scooters/bikes in assigned areas.</p> <p>Follow road rules.</p> <p>Report bullying.</p>

Teaching & Learning

Port Kennedy strives for excellence for every student, no matter their background or ability. This is achieved through consistent whole school teaching practices and programs.

In accordance with the Curriculum Council of Western Australia, Port Kennedy Primary School's teaching and learning programmes operate within the guidelines of the Western Australian Curriculum Framework. The primary school curriculum covers eight major learning areas that include;

- English
- Mathematics
- Humanities and Social Sciences
- Science
- Health & Physical Education
- The Arts
- LOTE (Years 3 and 4 only in 2019)
- Technologies

Port Kennedy Primary School employs specialist teachers in the areas of Music, Science, Physical Education and LOTE. The remainder of core subjects are taught by classroom teachers.

As part of the school's consistent pedagogical approaches, there are numerous whole school programs that take place for curriculum areas. The following programs are those which we encourage parents to become involved in with their child and assist them in the home environment to improve their skills.

Curriculum Area	Program	Information
English	<p>Literacy Pro Reading Program</p> <p>Year 2-6 ONLY</p> <p>Note: This program replaces "take-home readers" that are provided in Pre-Primary and Year 1.</p>	<p><i>Purpose: To improve students' comprehension abilities whilst fostering a love of reading.</i></p> <ul style="list-style-type: none"> ● Students complete an online diagnostic test at the beginning of each term, this provides a result to the classroom teacher, student and librarian. ● When students arrive at library for borrowing time, they are required to select a Literacy Pro book in their Lexile level. This ensures students are reading texts they are able to comprehend fully. ● Once the book is complete, students complete a quiz online about what they have read. A passed quiz earns points. ● The points accumulated and students work towards earning certificates and prizes for their reading achievements. These are presented at fortnightly assemblies.

<p>Core Words Program</p>	<p>Purpose: To improve students' sight word fluency to help reading development.</p> <p>Goal: Students should aim to have completed all sight word reading by the end of Year 2.</p> <ul style="list-style-type: none"> ● Students commence core words in Pre-Primary. These are flip-carded meaning students should recognise the words at a 2 second speed. These are tested regularly in the classroom through individual and whole class activities. ● Students have key-rings that these core words are sent home on and parents/carers should practice these words on a daily basis with their child, to improve retention.
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<p>English</p>	<p>Reading Tutor Program</p>	<p>One of the single most important things we can do to help students is to hear them read every day, for as little as 15-20 minutes, using a set of tutoring strategies known as Reinforced Reading. It is called Reinforced Reading for three reasons:</p> <ul style="list-style-type: none"> ● the reader and the reading is supported or reinforced by trained staff ● the low-progress reader is positively reinforced for good reading by means of highly specific and contingent tutor praise; and ● the learning of sight words and word attack skills is reinforced by the supported reading of real words in real text in context. <p>Reinforced Reading is predicated on the set of tutoring strategies for use with readers known as Pause, Prompt and Praise (PPP), a technique used and researched extensively since the early 1980s. It has been revised in light of current research and the findings of the National Inquiry into the Teaching of Literacy. Research has repeatedly shown that most readers can make major gains when this very simple procedure is employed properly on a regular basis.</p>
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<p>Physical Education</p>	<p>In-Term Swimming</p>	<p>Held in Term 1 of each year. Students complete 2 weeks of Swimming lessons.</p> <p>These lessons are a component of the Physical Education Program.</p>
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Gifted and Talented students will be identified and have access to enrichment and extension programs. For further information about any of these programs, please see your child's classroom teacher.

Reward Programs & Incentives

To ensure we continue to develop and embed a positive school community for all, PKPS offers students the following programs and incentives to promote positive behaviours throughout the school. These behaviours are directly linked to our School Values: Be Responsible, Be Respectful, Be Resilient and Be Your Best.

Program	Frequency	Purpose	Incentives
Whole school Assembly	Fortnightly PP-6 Kindy students to join in Term 4.	To provide whole school messages. To award students who display academic achievements. To award students who display positive behaviours.	Merit certificates Literacy Pro certificates CHAMPS award certificate & prize Classroom awards: ● Attendance shield ● library legends award Student uniform prizes Faction free play Attendance incentives
Attendance	Consistent message daily to all students of the importance of great attendance.	To improve whole school attendance with a target of 95% attendance.	Individual student attendance rewards. Class award for highest attendance at each fortnightly assembly. Whole school attendance reward each term.
CHAMPS block assembly	Fortnightly - alternating week to whole school assemblies.	To provide tailored messages to year groups. To award students displaying positive CHAMP qualities.	CHAMPS certificates
Clubs	To the discretion of club coordinator. ● Gardening Club ● Caring Kids Club ● Shakespeare Club ● Coding Club ● Library/Lego	To provide alternative recess and lunch time activities for all students.	Faction points Birthday cards for EVERY student Shakespeare certificates I-pads, robots – technology Gardening club tokens
Student Council Program	Jobs completed daily. New students elected annually.	To provide students the opportunity to expand on leadership qualities.	End of Semester reward End of Year reward excursion Student councillor badge
Junior Council Program	Monthly meetings at City of Rockingham chambers.	To provide the school captains the opportunity to expand their leadership beyond PKPS.	Sponsored by: ● City of Rockingham Parents transport students to and from the junior council meetings.
Faction Captain Program	Jobs completed weekly or to the discretion of the sports teacher.	To provide students the opportunity to expand on leadership qualities.	End of semester reward End of Year reward excursion Faction captain badge

CHAMPS Patrol	Daily - recess and lunch times in Area 4.	To provide more students the opportunity to explore leadership potential through peer programs.	Structured game play activities: <ul style="list-style-type: none"> ● Chess ● Checkers ● Skipping ● Croquet ● Bowls ● Connect 4
Games Room	Daily – open at recess and lunch times	To provide alternative structured recess and lunch time activities for all students. To allow students to expand social skills through game play in a supervised environment.	Assortment of games: <ul style="list-style-type: none"> ● Air hockey table ● Foomball table ● Assorted board games ● Table tennis

Breakfast Club	Monday, Wednesday & Friday In N3 classroom. 8:15-8:40am	To provide food for students who have not had breakfast. To provide a safe and welcoming environment for all student. To provide students a structured environment to refine life skills.	Sponsored by: <ul style="list-style-type: none"> ● Foodbank WA ● IGA Port Kennedy ● Parent/Staff/Community donations
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Structured Playground Program	Daily in all playground areas.	To provide alternative structured recess and lunch time activities for all students. To allow students to practise social skills through game play in a structured environment.	Assortment of physical games: <ul style="list-style-type: none"> ● Connect 4 ● Chess ● Checkers ● Croquet ● Lawn Bowls ● Ten pin bowling ● Cars & Trucks ● Mud kitchen Assortment of painted ground games: <ul style="list-style-type: none"> ● Snakes & Ladders ● 'darts' ● Twister ● Hop-scotch ● Four square
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School Mascot	End of term farewells Special events P&C events Special calendar days	To promote the school's values and CHAMPS message in a child-friendly manner.	
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Student Services & Support

Chaplain

The Chaplaincy Program provides innovative pastoral care programs including counselling services, buddy mentoring and a positive, encouraging school community.

Our Chaplain, Marlice Pretorius, works Tuesday, Thursday and Friday.

To contact Marlice, please speak to the staff in the front office.



Community Health Nurse

Our Community Health nurse visits our school periodically throughout the year. The main focus is on Kindy health checks and hearing testing. For more information on the Community Health Nurse or Immunisation information, please call 9419 2266.

Defence School Transition Aide (DSTA)

The Defence School Transition Aide at Port Kennedy PS is Gill Lofthouse

The program is funded by the Australian Government to “...support schools in minimising the impact of the mobile lifestyle on Defence student’s education, including both the academic and social aspects of their schooling, and to build the capacity of the school to support Defence students particularly during transitions into and out of the school and during parental absences.”



Please ensure you have informed the office upon enrolment if you are a Defence Force family.

Learning Intervention Programs

The School is committed to meeting the needs of all students, including those who may be at risk of failure or underachievement. Students identified as being at risk of failure, will be able to access specialised support programs that focus on Literacy development.

The Literacy Intervention program at Port Kennedy Primary School aims to identify why a student is not achieving certain aspects of their cognitive development in literacy. The Intervention offers proven programs to improve reading accuracy, fluency, comprehension and spelling. The programs are specifically geared to meet the child’s individual needs.

School Psychologist

Our School Psychologist at Port Kennedy is Kate Hanley. All referrals for our School Psychologist come through Janette Hindmarsh, the head of our SAER (Students at Educational Risk) team.

How to Get Involved?

Volunteers & Parent Help

At Port Kennedy Primary School, we recognise that parents play the most significant part in their child's journey to life-long learning. The values and attitudes that parents hold towards school and learning will strongly influence the values and attitudes that their children hold. This, in turn, will impact on each child's learning. To this end, we encourage and welcome parent involvement. There are many ways that you can be involved in your child's schooling e.g.

- ◇ rostered help in the classroom
- ◇ assisting with literacy support
- ◇ special events and sports carnivals
- ◇ excursions
- ◇ P&C involvement
- ◇ School Board

Volunteers are always needed to assist in any of these areas. If you have skills that you are willing to share with students, or if you have access to resources that would enhance our learning programs, we would love to hear from you!

If you are able to help, please fill out the Parent Hub note at the back of this pack.

Parent Hub

Parent Hub is a new concept being introduced in 2019. It is designed to be a place that allows parents to come and assist the school, whilst also being a place for information sessions and community catch-ups.

You can sign up to the parent hub using the form at the back of this pack.

School Board

The School Board 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.

Parent and Citizens' Association (P&C)

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.

Canteen

The canteen is volunteer-run through our P&C. Volunteers are always needed during opening times. If you are able to assist the canteen this year, please complete the "Parent Hub – Volunteer sign-up sheet" located in the Permission and Consent Form section of this booklet.

Below is the 2019 canteen opening procedures.

Monday	Tuesday	Wednesday	Thursday	Friday
NO CANTEEN SERVICES AVAILABLE TODAY	NO CANTEEN SERVICES AVAILABLE TODAY	<p>Recess Items available for purchase over the counter.</p> <p>Lunch <i>Bizzee Breeze (company)</i> Order via: "munch monitor" online. Pre - order lunch special available from canteen</p>	<p>Recess Items available for purchase over the counter.</p> <p>Lunch <i>Bizzee Breeze (company)</i> Order via: "munch monitor" online. Pre - order lunch special available from canteen</p>	<p>Recess Items available for purchase over the counter.</p> <p>Lunch Pre - order lunch special available from canteen</p>

Uniform Shop

The Uniform Shop is run by P&C volunteers and opens on the following days:

Monday 2.30pm—3.15pm

Friday 8.45am— 9.30am

Sizes range from size 2 to size 16 and include:

Polo shirt \$25.00	Faction shirt \$25.00
Microfibre Jacket \$40.00	Unisex short \$15.00
Black skort \$25.00	
Faction hat \$10.00	

Please note the Uniform Shop can receive Cash or Direct Deposit (DD) payments. The Port Kennedy P&C account details for direct deposit are as follows :

DIRECT DEPOSIT DETAILS - Port Kennedy P&C BSB **306072** ACC **0308520**

Items paid for by Direct Deposit will be delivered to the child's class.

OSH Club

Located on site at Port Kennedy Primary School providing Outside School Hours Care.

Service contact details:

Phone 0427 802 072

Email portkennedy@oshclub.com.au

General Information & Policies

Absences & Illness from School

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 notification in person to the teacher, or by telephoning the school, is also acceptable.

Assemblies

WHO: They include Pre-Primary to Year 6, with our Kindy students joining us on special events and in Term 4 during transition into Pre Primary. All of our parent community are welcome to attend these assemblies.

WHAT: Each fortnight a class will present an item to the school. Parents will be notified by the classroom teacher of the date they have selected.

WHEN: Assemblies are run fortnightly, **starting at 9am**, unless special or whole school events require this to be re-scheduled. Most up-to-date information about assemblies can be accessed through the school website or on the Term planners handed out at the commencement of each term.

WHERE: Under-covered area.

WHY: Whole school assemblies are important for messages to be relayed to all students (and attending parents) at one time. It also provides the opportunity to congratulate students on academic achievements.

Each class teacher will have selected students to receive merit certificates, (parents will be notified by the classroom teacher when their child is receiving a certificate).

Literacy Pro reading certificates are also presented during this time.

Excursions and Incursions

Excursions and Incursions provide vital support to teaching 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 sent out at the end of each school year in preparation for the upcoming year. Alternatively, they are also available at the Administration Office.

Finances: Payments to the School

At times, throughout the year, parents are required to make payments to the school for incursions/excursions or special events. These costs are outlined in the “Summary of Charges” document, which is approved through the School Board. When parents make payments to the school, there are two methods which are acceptable:

- **Yellow Envelope (money deposit)** – students are sent home with this envelope when bringing home permission forms. Parents can deposit the money into this envelope and return it to school with their child.

- **Direct Deposit – (bank transfer)** parents can complete through their online banking using these details:

BSB: 016 441

ACCOUNT: 340878389

Email details of the direct deposit to: portkennedy.ps@education.wa.edu.au

Factions

Upon Port Kennedy opening, the school was granted special permission to name our factions after the submarines based at HMAS Stirling. On enrolment at the school, children are placed in one of four factions. These are:

Collins - Blue

Rankin - Red

Sheean - Gold

Waller - White (Waller is currently being transitioned to a Purple faction)

Children earn faction point tokens by participating in various activities and events during the year. The faction bins are located in the library. Points are tallied fortnightly and the winning faction receives extra free play after recess or lunch times.

The three major events on the faction calendar are the;

1. Faction Swimming Carnival (held in Term 1)
2. Faction Cross Country (held in Term 3)
3. Faction Athletics Carnival (held in Term 4)

All of these events see students compete to receive points for their factions and points for individual achievements where Champion and Runner-up boys' and girls' trophies are awarded to senior students in the school.

Health: Accidents & Illness at School

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 the costs or charges in emergency circumstances.

Health: Administration of Medication at School

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:

PLEASE NOTE: NO PRESCRIPTION MEDICATION CAN BE KEPT IN STUDENTS BAGS. IT MUST BE GIVEN TO THE FRONT OFFICE FOR SECURE STORAGE.

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 Doctor” 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 ONLY administer or supervise administration of prescribed medication in accordance with the instructions or advice of a 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.

Health: Communicable Disease

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 should inform the school immediately if their child is suspected of having any of the following. This will allow the school to take required precautions and notify the community.

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:

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

The school will be contacted by Department of Health employees if a student has tested positive to a notifiable disease.

Further information may be obtained by contacting the Department of Health on 9339 1362 or Web address

<http://www.public.health.wa.gov.au/>

Communication to Parents

In most instances of the above communicable diseases, parents will be notified via letter. The school will notify only the classroom/year level the disease is pertinent to, unless there is reason to inform the wider school population.

In-Term Family Vacations

According to the School Education Act 1999, students are required to attend school whenever the school is open for instruction or to otherwise participate in an educational program of the school whether at the school or elsewhere. The Act also determines that students can only be kept home for medical reasons or for a 'reasonable cause.' Unfortunately, a 'family vacation' is not determined to be a reasonable cause.

Lost Property

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

At the end of each term, all items are laid out for parents and students to check if there are any of their lost belongings. Leftover items are washed and re-sold as second-hand goods at the uniform shop or donated to charity.

More valuable items such as: glasses, watches etc. are handed in at the front office for safe-keeping. If your child has lost an item of value, please ensure you contact the school and notify the Administration Office.

Mobile Phones

Mobile phones are to be

1. Turned off once on school premises.
2. Placed in student's bag (out of sight)

For urgent messages to your child, please contact the front office and these messages can be relayed to your child.

For the full mobile phone policy, please see the Administration Office.

NAPLAN

All students in Years 3, 5, 7 and 9 in schools across Australia undertake the same tests on the same days. Students have their skills assessed in Reading, Writing, Language Conventions (Spelling, Punctuation and Grammar), and Numeracy.

National test results provide information on how students are progressing and support improvements in teaching and learning. Parents and carers can best assist students by making them feel comfortable about the nature and purpose of the tests. The children can be assured that the assessments will give them an opportunity to show what they have learned in class.

The purpose of the National Assessment Program – Literacy and Numeracy (NAPLAN) is to assess the literacy and numeracy learning of students in all Australian schools.

The results of these tests provides useful information for teachers and parents. In particular, they will help inform teachers in their ongoing efforts to address the literacy and numeracy needs of their students.