



PORT KENNEDY PRIMARY SCHOOL

PARENT

INFORMATION

2024

Welcome Message

Welcome to Port Kennedy Primary School. It is a privilege to have your child and family as part of our diverse and inclusive school community. Our positive culture is embedded in our Positive Behaviour Support program and embodies the values of Be Respectful, Be Responsible, Be Resilient and Be Your Best. This has contributed to the positive and friendly tone of our school.

At Port Kennedy Primary School, we believe that ‘every child should be given the opportunities to be their best and achieve personal excellence’. We are committed to the provision of a safe, positive learning environment where all students are engaged and successful. We are driven by our belief that every child can learn, and our moral purpose drives decision making and ensures high expectations of ourselves, our students and our community.

We look forward to working with you to maximise the learning outcomes for your child, to ensure they have an optimal educational journey.

Kind regards

**Rebecca Stewart
Principal**

Our School

On behalf of the staff, students and parents, we welcome you to the Port Kennedy Primary School community.

Port Kennedy School is located on the land of the Whadjuk Noongar Pinjarup people, on whose land we learn and grow each day. We pay our respects to elders past, present and emerging.

Background

Port Kennedy Primary school has been an Independent Public School since 2017 and provides quality education to students from Kindergarten to Year 6. It opened in 1996 and is part of the Education Department's South Metropolitan Region.

The school's facilities are comprised of four teaching classroom blocks, administration block, specialised Science Lab, Multipurpose STEM room, specialised Music room, Community Hub, library and a full enclosed under-covered area.

The school in 2024 is comprised of 382 students and 50 staff members.

Our Motto

Striving for Excellence

Our Vision

Every child is given opportunities to be their best and experience personal excellence



Our Values

Be Respectful: We treat ourselves and our environment with care and consideration.

Be Responsible: We are in control of our behaviour and work hard to set good examples for others.

Be Resilient: We have the strength to learn, grow and develop.

Be Your Best: We pursue excellence in everything we do.

School Map

Port Kennedy is surrounded by beautiful bush lands, however, parents need to be vigilant before and after school hours and prevent their children from entering these areas due to snakes.

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



Our Team

Administration Staff

Principal

Rebecca Stewart

Deputy Principals

Rebecca Fall Rebekah London Leah Baas

Manager Corporate Services

Sue Iskra

School Officers

Tracey Nivison Marie Foster Mel Griffin

School Psychologist

Kate Hanley Karli Budge

Teaching Staff

Year	Teacher	Classroom	Days
ECE TEAM			
K	Lorraine GARBIN	N7 Starfish	Tuesday, Wednesday, Friday <small>Ten's One = Odd Wed DOST</small>
K EA	Leonie FINDEN	N7	
K	Georgia TEW	N8 Clownfish	Tuesday, Wednesday, Friday <small>Ten's One = Odd Wed DOST</small>
K EA	Tulay LYONS	N8	
PP	Kaelee EDWARDS	N5	Monday – Friday <small>Thursday DOST</small>
PP	Eileen COLKIN	N5	Thursday
PP EA	Yvonne WEBBER	N5	Monday - Wednesday
PP EA	Cathy O'BRIEN	N5	Thursday
PP EA	Michelle CALDER	N5	Friday
PP	Marree SCOTT	N4	Wednesday, Thursday, Friday
PP	Lisa DEAN	N4	Monday and Tuesday
PP EA	Di POST	N4	Monday - Wednesday
PP EA	Abby SCARBOROUGH	N4	Thursday & Friday
JUNIOR PRIMARY			
<u>Yr 1</u>	Jeremy LEATHERBARROW	N1	Monday – Friday
<u>Yr 1</u>	Bianca REYNOLDS	N2	Monday – Friday
<u>Yr 1</u>	Vanessa McRAE	N3	Monday – Friday
MIDDLE PRIMARY TEAM			
<u>Yr 2</u>	Linda MOORE	S1	Monday – Friday
<u>Yr 2/3</u>	Shannon TRUSCOTT	S2	Monday – Friday
<u>Yr 3/4</u>	Rhiannon HERSCHELL	S3	Monday - Friday
<u>Yr 3</u>	Rebecca HANSON	S4	Monday – Friday
MIDDLE/UPPER PRIMARY TEAM			
<u>Yr 4</u>	Taryn HANSEN	W2	Monday - Thursday
<u>Yr 4</u>	Kane LUCAS	W2	Friday
<u>Yr 4/5</u>	Lyndee LEACH	W1	Monday – Friday
<u>Yr 5</u>	Karis MAY	W3	Monday – Wednesday
<u>Yr 5</u>	Paula RODRIGUES	W3	Thursday & Friday
<u>Yr 6</u>	Melissa WILLIAMS	W5	Monday – Friday
<u>Yr 6</u>	Chelsey CROWDY	W4	Monday - Friday
SPECIALIST TEAM			
Music	Matt JAKOVICH	Music Room	Monday - Wednesday
LOTE	Greg Clark	E2	Tuesday - Thursday

Our Team

Specialist Teachers & Other Staff Members

Music	Matt JAKOVICH	Music Room	Monday - Wednesday
LOTE	Greg Clark	E2	Tuesday - Thursday
Science	Gary McRAE	Science Room	Tuesday - Friday
Phys Ed	Kane LUCAS	Phys Ed	Monday - Thursday
Jnr Science	Leah BAAS	Jnr Classes	Thursday & Friday

SN EA	Chrissie JONES		Monday - Friday
SN EA	Lennie DUZEVICH		Monday - Friday
SN EA	Gloria DUNKLEY		Monday - Friday
INT EA	Carmen CREW		Tuesday-Friday
INT EA	Cathy OBRIEN		Monday, Tues, Wed, Friday

2024 School Calendar

Term Dates		
Term One	Wednesday 31 January	Thursday 28 March
Break	Friday 29 March	Sunday 14 April
Term Two	Monday 15 April	Friday 28th June
Break	Saturday 29 June	Sunday 14 April
Term Three	Monday 15 July	Friday 20 September
Break	Saturday 21 September	Sunday 6 October
Term Four	Monday 7 October	Thursday 12 December

Public Holidays—2024	
Labour Day	Monday 4 March
Good Friday	Friday 29 March
ANZAC Day Holiday	Thursday 25 April
WA Day	Monday 3 June
King's Birthday	Monday 23 September (To be confirmed)

School Day

	Timings	Notes	
Gates Open	8.15	Students seated and supervised in the undercover area	
DOORS OPEN	8.40 — 8.50	Preparation for Learning	
Morning Session	8.50—9.25	CRUNCH & SIP	Year 2 - 6 Spelling Mastery
PERIOD 1	9.25—10.00		
PERIOD 2	10.20—11.15		
LUNCH PLAY	11.15—11.35		
LUNCH EATING	11.35—11.45	Supervised by teachers	
PERIOD 3	11.45—12.40		
PERIOD 4	12.40—1.35		
RECESS	1.35—1.55		
PERIOD 5	1.55—2.50		

Arrival to School

Supervision of students commences at 8:15am. Students should not be arriving to school before this time. Once gates are opened, students are required to move to the under-cover area and be seated until the second bell at 8:40am unless they are accessing our Breakfast Club.

Students arriving **after 8:50am** need to sign-in through the front office for a late pass.

Early Collection from School

Parents wishing to collect their child from school **before 2:50pm** 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.

Please note: ALL Kindy and Pre-Primary students must be dropped off and collected from their classroom by an adult at all times. Students will not be released to siblings.

Kindergarten Groups

Kindy students attend school two full days one week, and three full days the following week. The timetable is as follows:

Clownfish	Monday	Tuesday	Wednesday alternate	Thursday	Friday
Starfish	Monday	Tuesday	Wednesday alternate	Thursday	Friday

Communication

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

Communication Tool	Information
School Website	www.portkennedyps.wa.edu.au
Connect	Newsletters and term planners will be sent via email through Connect. The Newsletter is an important means to communicate between the school and families. Teachers will communicate formal classroom information via Connect.
Notes home	Notes home to parents are delivered through the OLDEST child in the family.
Class Dojo—App	Teachers will communicate informal classroom messages through Class Dojo to parents. Teachers are only required to check Class Dojo during school hours and are not required to respond to messages after hours.

To Parents

Parents are welcome to request a meeting directly with their child's classroom teacher at any time during the year. Parents are invited to a Parent-Teacher meeting in Term 2 of each year. Parents are required to make a booking using an online booking system. Each meeting is approximately 10 minutes in length. Parents who require additional time should seek to book an alternative meeting time with the classroom teacher.

Reports are sent out to parents twice yearly. The first in Semester 1 reports on how your child is progressing against the End of Year achievement standards. The second report is the End of Year report, provided to parents in Week 10, Term 4.

Student reports are sent out electronically to parents via Connect. The reports can be found under the My Children tab on CONNECT. Once you have entered this section you then click on the Reports tab, and you can select the report you want to read or download for printing. Your child's report will remain valid on CONNECT until they leave the Government schooling system. If you are experiencing problems with CONNECT, please contact the front office.

If for any reason you require a hard copy of your report, please see your child's classroom teacher or the front office staff.

From Parents

Strong lines of communication are important in developing links between the home and school. Parents are encouraged to discuss with staff any issues of concern they may have. Whilst staff will always endeavour to meet with you at the time of need, it may be necessary to make an appointment for a lengthier discussion.

Appointments can be made to see the classroom or specialist teacher either directly through the teacher or through the Office on 9553 0950.

Please be aware that at the commencement of the school day (8:40am) and end of the school day (2.50pm) 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 9553 0950.

Communication...

Expectations

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.



COMMUNITY EXPECTATIONS

At Port Kennedy Primary School our community plays an important part in creating an environment in which every child is given opportunities to be their best and experience personal excellence. The relationship between home and school is crucial in shaping a child's attitude towards learning. We are proud to be members of the Port Kennedy Primary School community and have high expectations for the school, our children and ourselves.

As parents and community members of Port Kennedy Primary School we will demonstrate the expected behaviours outlined in the matrix below.

Be Responsible

Be a Role Model

- Dress neatly and appropriately (including footwear for safety).
- Speak using a calm voice, using appropriate language.
- Participate in school community events.

Be Respectful

Positive Discussions Promote Positive Outcomes

- Listen to the views of others.
- Acknowledge the cultural practices of others.
- Remind ourselves of the efforts and commitment of staff to our children's education and well-being.
- Solve problems or conflict with others honestly, calmly, and with our children's best interests in mind.

Be Resilient

See Challenges as Opportunities

- Ask for help when needed.
- Be open to constructive feedback.
- Seek opportunities for self-improvement as teachers, parents, and members of the school community.

Be Your Best

The Good Choices are the Best Choices

- Take ownership of our actions and language.
- Seek information at the school about our children's learning and school events.
- Make efforts to know and comply with school policies and procedures.
- Encourage others to meet the expectations of our school community.

Uniform

Port Kennedy Primary School has a uniform dress code for all students. This is in accordance with the Department of Education policy and has been ratified by the School Board.

Port Kennedy is in agreeance with the Department of Education that states *“Dress codes are tangible evidence of the standards expected of students and play an important role in promoting positive images of schools. A school's dress code supports all students to participate fully in school life. Dress codes can help create a sense of identity and a school culture in which every student experiences a sense of belonging”* (DOE- Dress Codes for Students in Public Schools Policy).

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

Acceptance of your child's enrolment at PKPS assumes an agreement that the enrolling student and parent will adhere to this policy.

A full description of the dress code is as follows:

Clothing: Compulsory Daily Wear - Available at the school uniform shop



Unisex WHOLE SCHOOL Polo



Unisex school/faction bucket hat



Unisex WHOLE SCHOOL fleece jacket



Unisex FACTION polo



Uniform...

Clothing: Compulsory Daily Wear – NOT available at the school uniform shop

Plain black bottoms that contain no insignia/motifs.

Approved school bottoms are:

- o Shorts
- o Skirts
- o Skorts
- o Tracksuit pants
- o Leggings

- **Plain black jumpers** that contain no insignia/motifs are approved.

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 supporting informal and incidental physical activity* this also requires students to be in suitable footwear at all times.

Approved school footwear at PKPS includes:

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

Please note the following is NOT permitted at PKPS:

- Thongs, boots, crocs, open-toed sandals, or high-heeled shoes/boots.

HEADWEAR/HAIR PRESENTATION

- o **School hats** must be worn all year round and are available from the uniform shop.
- o Hair that is longer than shoulder length must be tied back.
- o Hair accessories in school colours are permitted.

Please note the following is NOT permitted at PKPS:

- Elaborate or novelty headbands.
- Beanies.

Uniform

JEWELLERY

Approved jewellery items are:

- Studs or small sleepers can be worn in the ears.
- Watches
- Any jewellery required to be worn for cultural or religious reasons needs to be approved via a letter to the Principal.

- Please note the following is NOT permitted at PKPS:
- Elaborate or dangling earrings (safety reasons).
- Make up.
- Coloured nail polish or fake nails.

SCHOOL SUPPORTS FOR UNIFORM

Port Kennedy staff understand that on the rare occasion school uniform is not washed or dry or there were issues at home with uniform. Any child who is not in the approved school uniform (as stated above), require a letter from a parent informing the class teacher of the reason behind the non-compliance.

Our school P&C have also created the opportunity for older uniforms to be donated to the Uniform Shop and these items can be accessed through consultation with the P&C Uniform Team.

Parents/Carers or families who are having issues with supplying uniform for their child/ren, should come and speak with a member of the Administration team so that the concerns can be resolved where possible.

P&C Uniform Shop

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

Tuesday 2.30pm - 3.00pm

It is located in the Community Hub. Orders can also be placed via www.quickcliq.com.au
Sizes range from size 2 to size 16 and include:

Polo shirts \$30.00

Microfibre Jackets \$45.00

Faction shirts \$30.00

Adult Polos \$35.00

Hats \$15.00

Please note the Uniform Shop can receive Cash or Direct Deposit (DD) payments.
No EFTPOS facilities are available.

The Port Kennedy P&C account details for direct deposit are as follows:

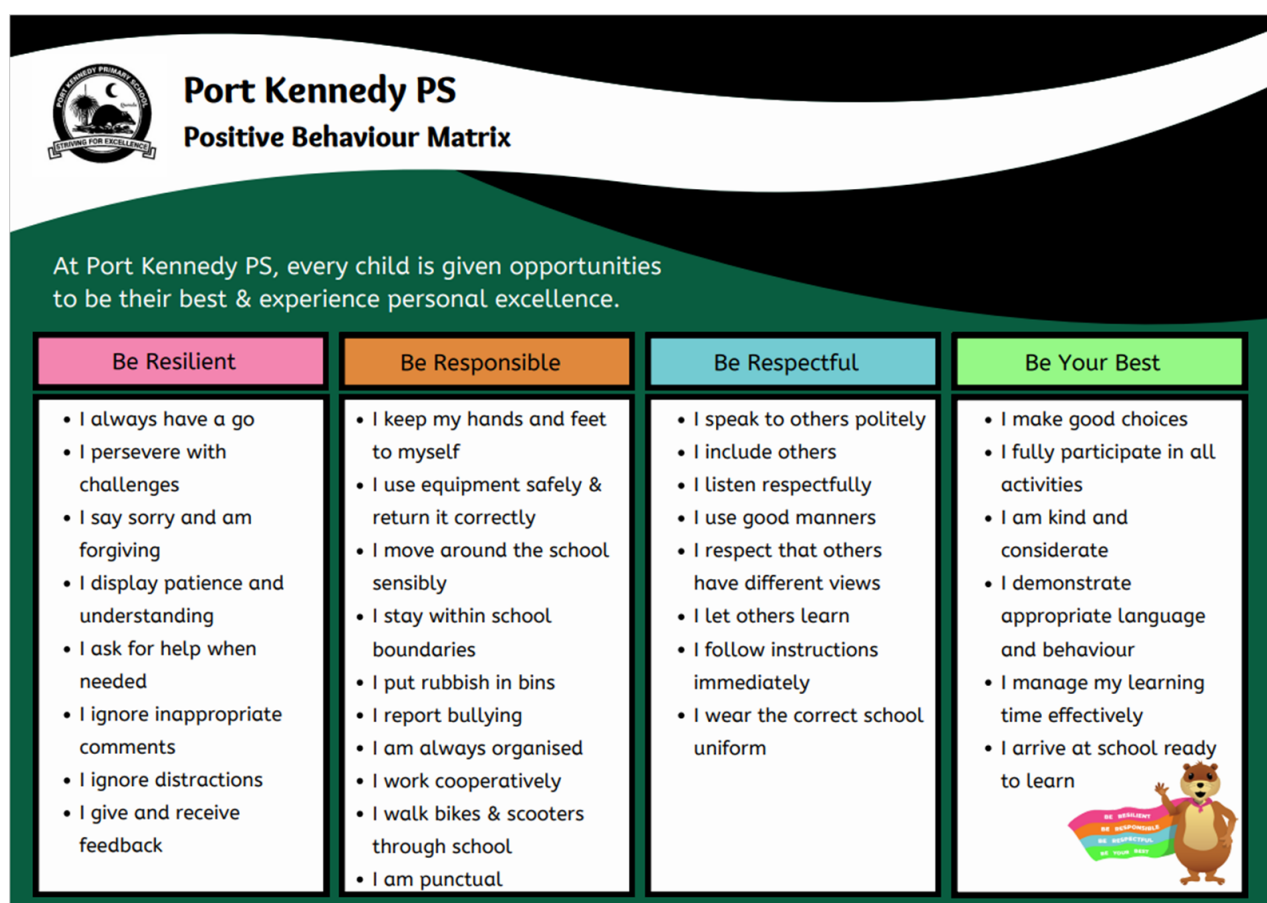
Port Kennedy PC **BSB** 036094 **ACC** 204497

Items paid for by Direct Deposit will be delivered to your child's classroom.

Behaviour

School Values

Our School is aligned to the Positive Behaviour Schools program. Our school has clearly articulated school values that are understood by all students. These values are explicitly taught at both class and school level and consistently reinforced through PBS block meetings and at whole school assemblies.



The poster is titled "Port Kennedy PS Positive Behaviour Matrix". It features the school's logo on the left. Below the title, a green banner contains the text: "At Port Kennedy PS, every child is given opportunities to be their best & experience personal excellence." The matrix is organized into four columns, each with a colored header and a list of behavioral expectations:

Be Resilient	Be Responsible	Be Respectful	Be Your Best
<ul style="list-style-type: none">• I always have a go• I persevere with challenges• I say sorry and am forgiving• I display patience and understanding• I ask for help when needed• I ignore inappropriate comments• I ignore distractions• I give and receive feedback	<ul style="list-style-type: none">• I keep my hands and feet to myself• I use equipment safely & return it correctly• I move around the school sensibly• I stay within school boundaries• I put rubbish in bins• I report bullying• I am always organised• I work cooperatively• I walk bikes & scooters through school• I am punctual	<ul style="list-style-type: none">• I speak to others politely• I include others• I listen respectfully• I use good manners• I respect that others have different views• I let others learn• I follow instructions immediately• I wear the correct school uniform	<ul style="list-style-type: none">• I make good choices• I fully participate in all activities• I am kind and considerate• I demonstrate appropriate language and behaviour• I manage my learning time effectively• I arrive at school ready to learn

In the bottom right corner of the "Be Your Best" column, there is a cartoon illustration of a brown koala holding a sign that reads: "BE RESILIENT, BE RESPONSIBLE, BE RESPECTFUL, BE YOUR BEST".

Behaviour Management

Our School has a clearly articulated Behaviour Management Policy and there is a focus on Positive Behaviour Management and restorative practices.

Protective Behaviours

Port Kennedy Primary School has a focus on Health and Wellbeing. Mental Health and social and emotional well-being, together with physical health they are very important aspects of our Health curriculum.

We explicitly teach social/emotional skills and every year students are taught 'Protective Behaviours'.

We look forward to parents supporting us as we provide a safe and supportive environment, instilling positive behaviours and equipping our students to become confident, resilient young people.

Rewards & Incentives



PORT KENNEDY PRIMARY SCHOOL


PBS School Rewards & Incentives

To ensure we continue to develop and embed a positive school community for all and;

- To provide a positive and inclusive school environment which encourages behaviours that are responsible, respectful, resilient and their best.
- To engage the school community in promoting the school PBS Matrix and values, to encourage a sense of belonging.

PKPS offers students the following programs and incentives to promote positive behaviours throughout the school. These behaviours are directly linked to our school values: Responsible, Respectful, Resilient and Be Your Best.



Program Reward	Purpose	Frequency & Who is Responsible?	Process	Resources Used Where to locate
Faction Points	To award students who display positive sporting behaviours during school representation or during class sport lessons.	As often as possible – provided by the duty teachers and physical education specialist . Student Leaders also hand out 5 faction points at the commencement of assemblies for student's demonstrating good assembly behaviours and for all award recipients on assembly days.	Students place earned faction points in the boxes in the library. Faction Captains count and tally these and add the count to the whole school faction point total board. Winning faction for the fortnight is announced at the assembly. Faction points add to the overall total for the winning faction at the end of the year.	Faction Points – 1 point Faction Points – 5 points Faction Points are returned to Sports Office.
PK Praise certificates	PK PRAISE certificates are to be presented to students who are deserving of some PK PRAISE. The Port Kennedy Way is simply being the best they can be, with examples such as being kind and being a good friend, to name a few.	The rationale behind these is that they are special certificates for students to take home and show their parents that <u>their</u> prosocial behaviour is being recognised at school. Allied Professionals (e.g. Education Assistants, office staff etc) can let a teacher know if they feel a student is worthy of some PK PRAISE.	Ideally these certificates are presented on the spot, in front of the class and the student is applauded.	In the office corridor there will be a special photo wall for PK PRAISE recipients that were awarded their certificate by an Admin member. 
PBS Values Tokens	To award students who are consistently demonstrating the PBS values during school time.	Each teacher is provided 20 tokens a fortnight. Each EA and other school support staff are given 10 tokens a fortnight.	Students place their value tokens with their names on them in the sparkly box in the front office.	Value tokens Placed in pigeonholes every Monday by Admin.

Rewards & Incentives

		<i>All staff are required to have handed out these tokens before the next whole school assembly.</i>	<i>At assembly 4 students are drawn to come spin the prize wheel to win.</i>	<i>Prize wheel stored in office. Sparkly box at the front desk.</i>
Whole school Assembly	<p><i>To reinforce whole school messages around PBS regularly.</i></p> <p><i>To award students for academic achievement and demonstration of whole school values.</i></p>	<p><i>Thursday afternoons 2pm.</i> <i>Fortnightly PP-6</i></p> <p><i>Kindy students to join in Term 4</i></p>	<p><i>Students & teachers attend the under covered area for assembly fortnightly.</i></p> <p><i>Teachers designate an assembly item day at the commencement of Term 1.</i></p>	<p><u>Classroom Awards</u> <i>Merit certificates</i> <i>Literacy Pro certificates</i></p> <p><u>Student Leader Awards</u> <i>Student uniform raffle</i> <i>Student Library Legends raffle</i></p> <p><u>PBS/Admin Awards</u> <i>Values Token Prize Wheel</i></p>
Secret Assembly Spy	<i>To reinforce the correct PBS and positive behaviours during assemblies.</i>	<p><i>Thursday afternoons 2pm.</i> <i>Fortnightly PP-6</i></p> <p><i>Admin will nominate a person before assembly who will be the secret spy.</i></p>	<p><u>Admin</u> <i>nominate a person to be the secret spy.</i></p> <p><i>Secret spy announces the winners at the assembly when called upon.</i></p>	<p><i>1x Junior Assembly Trophy</i> <i>Quenda Mascot</i></p> <p><i>1x Senior Assembly Trophy</i> <i>Quenda Mascot</i></p>
Values Block Assembly	<p><i>To provide tailored messages to year groups.</i></p> <p><i>Reminders about behaviour concerns raised through SIS data.</i></p> <p><i>To award students displaying PBS behaviours.</i></p>	<p><i>Negotiated between block teachers at the commencement of the year.</i></p> <p><i>Fortnightly – alternating week to assemblies.</i></p> <p><i>Timings passed on to the Line Manager.</i></p>	<i>Block meets at their regular fortnightly time.</i>	<i>Values certificates</i>



Teaching & Learning

What we do

At Port Kennedy Primary school every child is given the opportunities to be their best and experience personal excellence. 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. The primary school curriculum covers eight major learning areas that include;

- English
- Mathematics
- Humanities and Social Sciences
- Science
- Health & Physical Education
- The Arts
- Indonesian (LOTE) (Years 3, 4, 5 & 6)
- Technologies (Digital and Design)



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

NAPLAN

All students in Years 3 and 5 in primary schools across Australia undertake the same tests on the same days. Students have their skills assessed in Reading, Writing, Language Conventions (Spelling, Punctuation & 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 learning of students in all Australian schools. The results of these tests provide 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.

NAPLAN testing window for 2024 will be: 13th to 25th March - Week 7 and 8

If you have any concerns or questions about your child completing NAPLAN please speak to your child's classroom teacher.

Student Services & Support

Chaplain

The Chaplaincy Program provides pastoral care programs including counselling services, buddy mentoring and a positive, encouraging school community. Our Chaplain, Marlize Pretorius, works two days a week.

To contact Marlize, 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 Force Mentor



The Defence School Transition Aide at Port Kennedy PS is Suzanne Waddell.

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.

Student Services & Support...

AIEO (Aboriginal and Islander Education Officer)

Our AIEO Conner Lord provides students and families with a variety of support including breakfast club, attendance, links with community support programs, student well-being and learning.

Please speak to the front office if you would like to contact Conner.

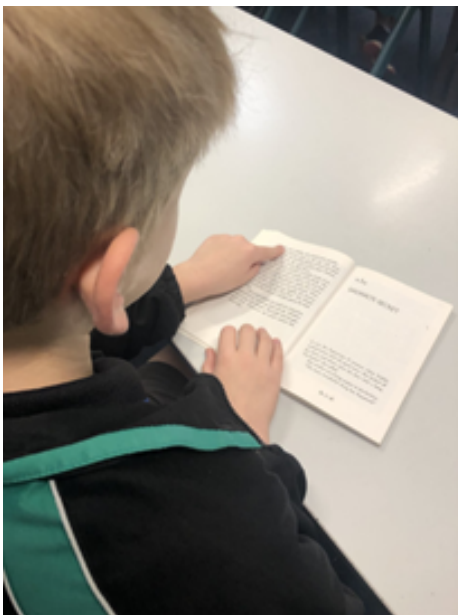


School Psychologist

Our School Psychologists at Port Kennedy are Kate Hanley and Karli Budge.

All referrals for our School Psychologist come through Deputy Principal Rebecca Fall, who leads our SAER (Students at Educational Risk) team.

Learning Intervention Programs



The School is committed to meeting the needs of all students, including those who may be at risk of underachievement.

Students identified as being at risk, 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 in certain aspects of their cognitive development in literacy.

The Intervention offers evidence-based programs to improve reading accuracy, fluency, comprehension and spelling. The programs are specifically geared to meet the child's individual needs.

General Information

Absences from School

Department of Education Regulations require all absences to be explained. These absences can be explained by sending a note to the school, emailing the school or teacher, phoning the office or by verbally notifying the office or teacher.

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.' Therefore, a 'family vacation' is not determined to be a reasonable cause.

Assemblies

WHO: Pre-Primary to Year 6. All our families and community are welcome to attend assemblies.

WHAT: Each assembly 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 approx. 3 times a term on a Friday, starting at 9am, unless a 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 their 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).

Excursions & Incursions

Excursions and Incursions provide vital support to teaching programs.

Parents will be advised of any forthcoming excursion/incursion and permission must be given for your child to attend. 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 "Contributions and 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.

General Information...

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 "Contributions and Charges" document, which is approved through the School Board. When parents make payments to the school, there are two methods which are acceptable:

- **Yellow or white envelopes (for cash payments)** – 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.
- **EFTPOS** – Available at Administration during office hours, 8am-4pm Monday to Friday
- **Direct Deposit – (bank transfer)** parents can complete through their online banking using these details:

BSB: 016 441
ACCOUNT: 340878389

Parents using the Direct Deposit system should email details of the direct deposit to: portkennedy.ps@education.wa.edu.au

Factions

When Port Kennedy opened, 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 - Yellow**
- **Waller - Purple**

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 two major events on the faction calendar are;

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

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

Mobile Phones

Students are not permitted to use their mobile phones during the school day. They will need to be handed in at the office where they will be labelled and kept in a locked box for the day. Phones can be collected after school. If you need to contact your child during the day, please ring the front office.

General Information...

Lost Property

All lost property is kept in the lost property trolley, located outside the staff room. 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.

We strongly encourage all students who ride to school, to secure these with a lock and chain.

SERVICES: Canteen: PK Cafe

The canteen is open on Wednesdays, Thursdays and Fridays from 8.30am until 2.00pm.

Canteen orders can be placed via email: portkennedycafe@gmail.com or www.quickcliq.com.au.

Orders need to be placed by 9am

The canteen is volunteer run through our P&C. Volunteers are always needed during opening times and for various events throughout the year. If you are able to assist the canteen this year, please see the canteen staff or email them directly at:

portkennedycafe@gmail.com

SERVICES: OSH Club - Before & After School Care

OSH Club provide before and after school care for our students. They are located on site at Port Kennedy Primary School in the demountable building next to STEM/Science rooms at the South block end.

OSH club can only be accessed before and after school hours through the South Block gate.

If you would like further information regarding before and after school care, OSH Club can be contacted on:

Phone 0427 802 072

Email portkennedy@oshclub.com.au

Health & Wellbeing

HEALTH: Communicable Diseases

It is possible that at some time during a child's school years, students 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 diseases listed below. This will allow the school to take required precautions and notify the community (with confidentiality always being maintained).

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:

COVID: Follow directions and guidelines supplied by the WA Government.

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.

HEALTH: 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 the Department of Health 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 affected classroom/year level the disease is pertinent to, unless there is reason to inform the wider school population. Confidentiality will be maintained.

Health & Wellbeing...

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.

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:

Self-Administration

- 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 office.
- The school does not provide this type of medication and will not accept responsibility for its use by students.

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

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 office and will be signed in.
- 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 & Wellbeing...

HEALTH: Food Allergies

Port Kennedy Primary School is a **Nut Aware** school, meaning we have students in our school who suffer from severe anaphylaxis to common food products.

Students may need to be more conscious of what food they are bringing to school depending on if they have classmate with an anaphylaxis allergy. Parents will be notified of these allergies at the commencement of a school year and notification may be placed on the classroom door.

HEALTH: Asthma

Any students who have diagnosed asthma, must have a certified asthma plan completed through the front office. This plan will need to be updated yearly. Please see our front office staff to complete these plans.

Asthma puffers and spacers must be kept in the classroom or at the front office. Students are not allowed to administer asthma puffers by themselves, and they are not to be kept in school bags.

Mental Health & Services

Port Kennedy takes Mental Health seriously. Mental Health is the way children think or feel about themselves and the world around them. It's related to how children cope with life's challenges and stresses.

If you have any concerns around your child's mental health, please organise a meeting with a member of our Administration Team by contacting the school office on 9553 0950.



How to get involved

Volunteers & Parent Helpers

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, for example:

- Parent help rosters in the classroom.
- Special and whole school events.
- Sporting carnivals
- Excursions
- P&C and School Board membership

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!

Community Hub

The Community Hub was introduced in 2020. Throughout the course of 2024, there will be parent workshops and opportunities for parents and community members to be involved in the school, through this space.

The Community Hub is located next to the music room and is also used for our Breakfast Club program and Uniform Shop.

School Board

The School Board comprises representatives from staff, parents and the community. 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.

New members are always welcome. Contact the school Principal - Bec Stewart for more information.

Parent and Citizens' Association

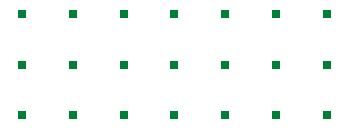
Parents support the school through the P&C Association. The P&C has a number of active committees which help provide additional resources for the benefit of the children and the school. These committees include:

- Canteen
- Fundraising
- Uniform Shop
- Safety House
- Early Childhood

The P&C meets twice a term in the Community Hub. Parents are most welcome to attend.

For more information collect a P&C information pamphlet at the front desk.

Contact Information



☎ (08) 9553 0950

✉ portkennedy.ps@education.wa.edu.au

🏠 1 LaManche Avenue, Port Kennedy 6172

🌐 www.portkennedyps.wa.edu.au



We look forward to welcoming you soon!