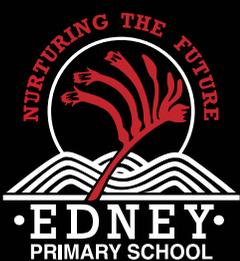


Edney Primary School  
204 Newburn Road  
HIGH WYCOMBE WA 6057  
(08) 6216 4700

[edney.ps@education.wa.edu.au](mailto:edney.ps@education.wa.edu.au)

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

We are **EDNEY**



**EDNEY**  
**2022**

**School Handbook**

## Contact us

Front Office 6216 4700  
School SMS Attendance 0437 807 250  
Edney Primary School Email edney.ps@education.wa.edu.au  
Edney Website www.edneyps.wa.edu.au



Edney Primary Parents 2022

Dental Therapy Centre 9454 4034  
School Watch 1800 177 777  
School Security 9264 4771

## School Leaders 2022

Principal  
Rebecca Coslani

Deputy Principals  
Kate Lynch (Years 3-)  
De-ana Mitchell (Kindy - Year 2)

## Term Dates 2021

### Term 1

Monday 31 January - Friday 8 April

Term Break

Saturday 9 April - Sunday 24 April

### Term 2

Monday 25 April - Friday 1 July

Term Break

Saturday 2 July - Sunday 17 July

### Term 3

Tuesday 19 July - Friday 23 September

Term Break

Saturday 24 September - Sunday 9 October

### Term 4

Tuesday 11 October - Thursday 15 December

### School Development Days

Thursday 27 January	Friday 28 January
Friday 3 June	Monday 18 July
Monday 10 October	Friday 16 December

### Public Holidays

Labour Day	Monday 7 March
Good Friday	Friday 15 April
Easter Monday	Monday 18 April
ANZAC Day	Monday 25 April
Western Australia Day	Monday 6 June
Queen's Birthday	Monday 26 September
Christmas Day Holiday	Monday 26 December
Boxing Day Holiday	Tuesday 27 December

## Our School Day

### Pre-primary - Year 6

Monday - Friday (except Wednesday)  
8:40am to 3:00pm

Wednesday  
8:40am to 2:35pm

Recess	Lunch
10:30am - 10:50am	12:40pm - 1:25pm

### Kindergarten Monday Groups

Monday & Tuesday  
8:40am to 3:00pm

Alternate Wednesday ('Odd' Weeks)  
8:40am to 2:35pm

### Kindergarten Thursday Group

Thursday & Friday  
8:40am to 3:00pm

Alternate Wednesday ('Odd' Weeks)  
8:40am to 2:35pm

heart of our school

# WELCOME TO EDNEY

We are an Independent Public School, serving a diverse, dynamic and empowered community of students, staff and families who work in partnership to deliver the best educational outcomes for children.

This booklet is designed to give important operational information about our school. Please keep and make reference to this booklet throughout the year. Items included are arranged in alphabetical order for ease of reference, with a section at the front for details on our Kindergarten and Pre-primary programs.

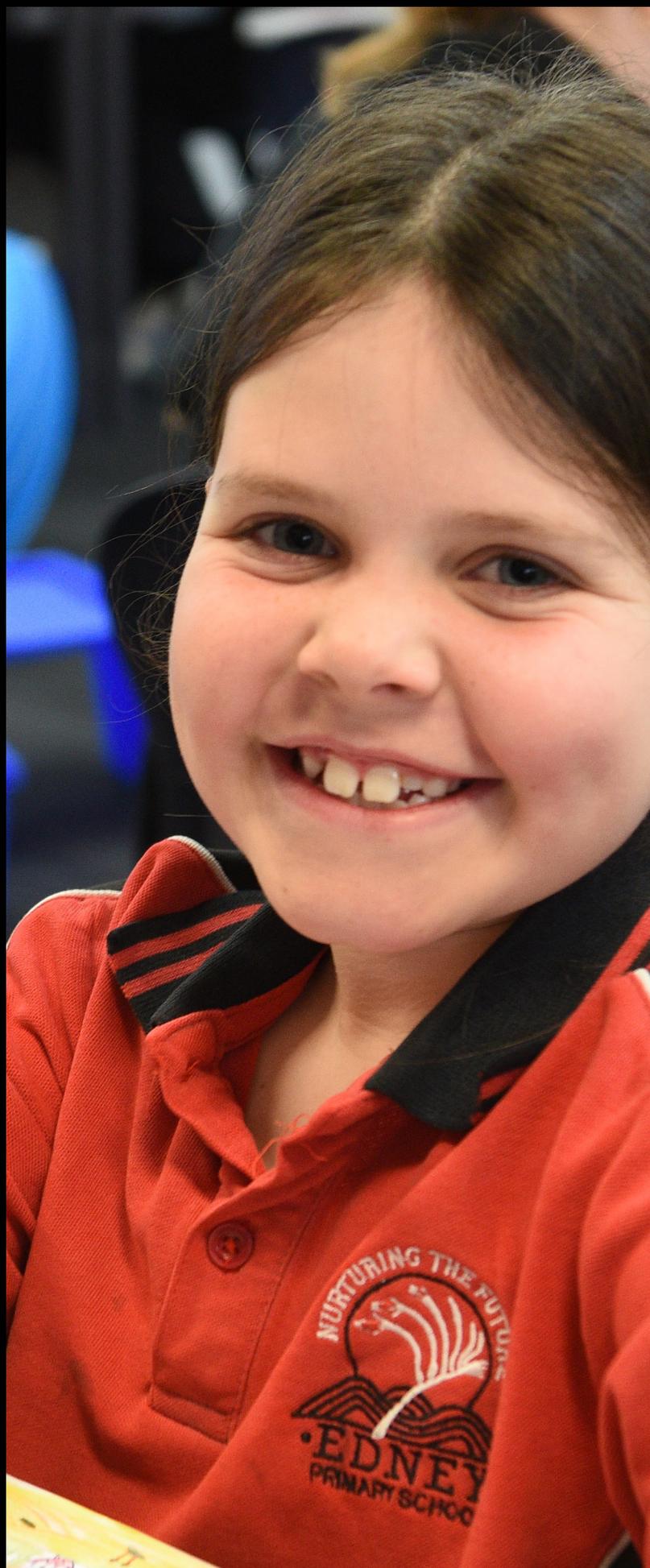
One aspect of our school that is very important is our focus on “*The Edney Way - Respect and Excellence*”.

These are the behaviours that guide our standards and apply in all instances by all within our school community - students, staff and parents/carers.

Dissemination of information about the school is very important to us and we hope that the details provided will help establish strong links between school and home.

We trust you will enjoy reading and learning about our school and in so doing work in partnership with us to assist your child / children.

Principal and Staff  
Edney Primary School



# Early Childhood @ Edney - the best start

Early Childhood learning at Edney Primary School provides an appropriate developmental program which attends to the individual emotional, intellectual and physical needs of the children. All children are encouraged to develop their own feelings, thoughts, opinions and ideas and to express themselves comfortably and freely.

Our Kindergarten program is based on play activities through a planned environment determined by the needs of the children.

Our Pre-primary program balances play with more structured teaching and learning. At the heart of our Early Childhood approach is each individual child. Children have the opportunity to learn through discovery in as many ways as possible, and the right to grow and develop with a positive self-image.

Children are encouraged to settle any differences verbally, and are guided into having positive social interaction with peers and adults, whilst respecting everyone's feelings and rights.

Children are entitled to good physical care and intellectual stimulation, in a safe, clean, happy environment with careful supervision.

Each child will progress at their own pace. Children will be encouraged to have pride in who they are, and in what they achieve.



## What to expect in Kindergarten and Pre-primary at Edney:

Play is not a “free for all”. At Edney, we have a highly skilled and talented staff who know how to draw the learning out of play, to plan for, support, guide and ensure success in learning that is free from anxiety.

You'll see and hear:

- songs, rhymes and stories
- painting, drawing, cutting and ‘writing’
- obstacle courses, games, puzzles
- blocks, construction, dress-ups

Play is not what we do when we're taking a break from learning, *play is learning.*

# Learning through play



## And through this, children are learning:

- the sounds of English language
- pre-writing skills
- fine and gross motor skills
- narrative sequence
- colours, numbers, shapes
- about the world and their place in it

Your child is naturally curious.

They want to know about the world around them. Right from birth, children are learning. They do this by watching and listening, moving, talking, feeling, exploring and questioning; by interacting with people, other children, animals, objects and spaces indoors and outdoors, around the home, and when you're out and about. In other words, your child learns through play.

Edney Primary School is a fantastic place for children to learn through play. Dedicated play spaces assist children to learn how to solve problems, persevere, compromise and cooperate with others. Through play they practise and apply the skills they are taught in the classroom.

We understand that play-based learning is an important part of a balanced approach, and, alongside more explicit teaching and instruction, it helps keep every child productive and engaged.

Our play-based learning environment encourages talking, reading, thinking and writing. Through this, your child sees literacy and numeracy as part of their everyday experiences. They see themselves as communicators, readers, writers and thinkers. They make predictions and generalisations about their world, use patterns and symbols, and experiment to find out why things happen. They make connections between experiences, concepts and processes.

Play-based learning involves careful decisions and support from teachers, so your child grows to accept responsibility for their learning while still receiving purposeful guidance and feedback. It promotes important opportunities for your child to understand how to learn, develop critical thinking skills, adapt to change, and work independently as well as with others.

# Early Childhood - General Information

## Birthdays

You are welcome to send a birthday cake to school with your child. Small cupcakes are preferable. Please do not send food that contains nut products. The school will advise if there are other foods or products that are a risk to students in our Early Childhood classes. We appreciate your cooperation in being aware of these products and avoiding them being present at school.

## Clothing

Please supply your child with a spare change of clothing in case of accidents. Please name all items. Each child needs a school bag that they can open with ease and is big enough to take home their masterpieces.

## Emergencies

If your child becomes ill or suffers an accident, the parent / guardian will be contacted immediately. Please notify the school office and / or teacher of any change of address or phone number.

## Fruit / Snack Time

We are a 'Crunch n Sip' school. Students have their own snacks including fruit for morning tea. Cheese, sultanas, fruit in season, dry biscuits, plain popcorn, etc, are some suggestions for snack time. Please send one piece of fruit and one other healthy snack each day. Please avoid chips and similar items and please do not send food that contains nut products as we have several students who experience severe anaphylactic reactions to peanuts.

## Immunisation Records

A copy of your 4 year-olds' immunisation record is required by the School Nurse and should be provided to the office when vaccination has occurred.

## Parent Roster

Parent contact is an important element in Kindergarten and Pre-primary. Your interest greatly encourages your child. A roster chart may be developed by class teachers to facilitate parent assistance and involvement that is suited to the needs of the children and the classroom.

Prior to commencing on the parent roster, parent helpers will be required to complete an induction session and confidential declaration to prepare

how to support the children's learning, and to maintain child protection and confidentiality requirements.

## Parking

Wycombe Road is largely a no-parking zone. We advise against parking on this road in order to maintain student safety and avoid fines. The main carparks for pick-up, drop-off and parking are located at the High Wycombe Recreation Centre on Newburn Road and the Edney Road Kiss and Ride. At all times, obey all signs, directions and local government laws.

## Drop-off and Pick-up

School gates open at 8.20am on school days. All Kindergarten students must be accompanied by and remain supervised by an adult until they enter the classroom from 8.30am. Pre-primary students must either be accompanied by an adult, or may be walked to the door of the classroom by an older sibling from 8.30am if the children have been dropped off in the Kiss and Ride zone.

With these exceptions, drop-off and pick up is by nominated adult only. **Students are not allowed to play on the equipment before or after school.** Please ensure prompt pickup as late pickups distress children at this age. Gates open 15 minutes prior to school dismissal, and close and are locked promptly 10 minutes after the conclusion of the school day. If your child is being picked up by another adult please notify us as soon as possible.

## Religion

Please advise the teacher if your family does not celebrate special occasions such as birthdays, Christmas, etc.

## Slip, Slop, Slap

Please apply sunscreen to your child before leaving home. Our policy is "NO SCHOOL HAT, play in the shade" for all students. The wearing of the Edney Primary School hat is compulsory. The Edney Primary P&C will provide a hat to every child enrolled in Kindergarten free of charge in 2022. All other children must purchase the school hat from the office.



NURTURING THE FUTURE  
EDNEY  
PRIMARY SCHOOL

OfficeMax

# General information - all year levels

## Absences

Regular attendance is a critical factor in the success of your child at school. Attendance for all students from Pre-primary to Year Six is compulsory. In Kindergarten, although not compulsory, we expect regular and consistent attendance. The school follows up all unexplained absences, including in Kindergarten. Please note that all instances of vacation that occur inside school terms are classified as unauthorised absences. The school policy is to not provide work for students to complete during their family holidays as this sends the message that the school condones such absences.

## Absentee Notification

If something unforeseen happens to your child on the way to school, you would most likely not become aware of anything being wrong until after home time. The school would presume that the child was away because of illness. In order to prevent this misunderstanding, the school uses an SMS notification system for student attendance. This system will send a text message for any unexplained absence. This generally occurs by 9.30am each school day, but may be delayed due to technical difficulties. If your child will not be at school please advise us by telephone or SMS prior to 9.00am. You can SMS the school at any time on 0437 807 250 or phone 6216 4700.



## Accident or Illness

Minor accidents are treated at school. In cases of more serious accidents or illness, we will contact you at once. Please ensure that we have up-to-date contact information. It is important for the school to have an emergency contact number in case you are not contactable. Children who are obviously ill before school should not attend.

## Arrival

Students are welcome at school from 8.20am, when gates open. Students, even those with family members, arriving prior to 8.30am must go to the undercover area where there is supervision provided by school staff.

Students will be released from the undercover area at 8.30am to go to classrooms to prepare for the day. Students are not to be on the school grounds prior to 8.20am unless for a school organised activity. School commences promptly at 8.40am. Students arriving after 8.45am are deemed to be late and must see the front office to receive a late slip.

## Assemblies

School assemblies are held in the undercover area and are generally held once per fortnight on a Thursday starting at 8.45am. Assemblies are advertised in our school newsletter. The assemblies are run by different classes in rotation and generally include a class item, announcements and the presentation of honour certificates. You will be notified if your child is receiving an honour certificate. Parents and friends are, of course, welcome to attend.



# Behaviour

Behaviour in all instances is based on The Edney Way - **RESPECT AND EXCELLENCE**.

At Edney Primary School we focus on teaching and supporting students to display appropriate behaviours, as exemplified by our Code of Conduct.

Our primary focus is on the vast majority of students, who display positive behaviour at all times.

Students are regularly recognised, rewarded and supported through faction points, Respect Assembly, and our Golden Book, as well as individual classroom incentives and teacher-developed recognition systems.

In responding to unexpected behaviours or those which do not comply with our Code of Conduct, we have a rigorous system of support and intervention, which includes consequences and a pathway to restoration.

Full details of the Managing Student Behaviour policy and procedures are available from the school website at [edneyps.wa.edu.au](http://edneyps.wa.edu.au). A brief overview is contained in this information booklet for your reference.

## Good Standing Policy

All students commence each school term with Good Standing. It is the responsibility of each student to make positive choices for their behaviour and maintain their good standing. Students who lose their Good Standing will lose the privilege to participate in extra-curricular, reward and incentive activities and programs, interschool sporting events, and, where a suitable curriculum substitute is available, will be excluded from attending incursions and excursions.

To maintain Good standing students must:

- Comply with Edney Primary School's Managing Student Behaviour Policy
- Demonstrate Edney Primary School expected behaviours.

### Loss of Good Standing

A student will lose their Good Standing for any form of violence, usually resulting in suspension.

Parents will be contacted by the classroom teacher if students lose their Good Standing

### Severe Clause

Students will lose the privilege to participate in activities where the safety of other students is a concern. Any form of violence will result in a loss of good standing. Students who are involved in a one-off severe behaviour incident may lose Good Standing, at the discretion of the principal.

### Restoration of Good Standing Pp - Year 6

To reinstate Good Standing, students must have 5 consecutive school weeks without further suspension.

If a Student Leader or Faction Captain loses their Good Standing they will lose their badge and their right to represent the school for the five week period.

The Good Standing Policy is provided to maintain consistency in our decision making processes. It is important to note that these are guidelines and if there are extenuating circumstances that have resulted in the negative behaviours these factors may be taken into account and any decision to withdraw or maintain 'Good Standing' will be at the discretion of the principal or their delegate

# Behaviour - Our Code of Conduct



## At Edney, we treat each other with respect

- We use our manners: we say please, thank you, excuse me
- We use 'active listening' when listening to others
- We take turns and share
- We respect others' personal space
- We respect other people's belongings
- We use appropriate language
- We use kind words
- We help others when they need it

## At Edney, we behave safely

- We walk on hard surfaces
- We stay inside the school grounds
- We use equipment appropriately
- We wear our school hat outdoors

## At Edney, we follow staff instructions

- We follow instructions straight away
- We put our hand up to speak

## At Edney, we care for our school environment

- We put rubbish in the bin
- We keep our classroom tidy
- We keep areas outside our classrooms tidy

# Supporting Student Behaviour

## Classroom STEP 1

### Recording student misbehaviour

- Student recorded in tracking book as first formal warning.
- This is done after giving student verbal warnings and rule reminders.

## Classroom STEP 2

### Misbehaviour continues

- Teacher records in tracking book as second formal warning.
- Student is allowed time to accept before teacher speaks to them about their behaviour.

## Classroom STEP 3

### Continued misbehaviour

- Student receives reflection time in class. This is recorded in classroom tracking book.

## Classroom STEP 4

### Continued misbehaviour

- Student goes to a buddy room/class to complete Behaviour Reflection Sheet and any work.
- Class teacher to record in SIS and in tracking book.
- Parent interview/phone call will be arranged by classroom teacher.

## Classroom STEP 5

### If continued misbehaviour a student may be sent for withdrawal to the office.

- A peer will take the student up to the office with a 'Red Slip' from the teacher.
- Parents will be contacted by Admin staff or teacher.
- Recorded in tracking book and in SIS.

### Consequences at Step 5 may include:

- Recess/lunch - students are removed from the playground.
- Student to sit at isolation desk in office and complete work independently (to be set by classroom teacher).
- Out of school suspension - student does not come on school grounds during period of suspension - student and parents meet with principal or deputy principal on return to school to discuss behaviour planning and Good Standing reinstatement.

### Behaviours which need correction but which occur because of over enthusiasm or misunderstanding rather than willful behaviour

**Examples:** running on hard surfaces, littering, one-off name calling, boisterous behaviour, rough play etc.

**Action:** Teacher resolves conflict through discussion or separating children.

## Playground STEP 1

### Behaviours/actions which are breaches of the Edney Code of Conduct.

**Examples:** playfighting, swearing, dangerous play, not following staff instructions.

**Action:** Teacher resolves conflict. Consequences given depending on severity and/or frequency of behaviour.

## Playground STEP 2

### Behaviours/actions which are serious breaches of the Edney Code of Conduct

**Examples:** bullying, fighting, violence  
**Action:** student to be referred to the school administration immediately with a 'Green Slip', where a school leader will investigate the incident and apply appropriate consequences.

## Playground STEP 3



Serious misdemeanours may be fast-tracked directly to school administration

# Anti-Bullying Policy

Bullying is when someone **deliberately and repeatedly** tries to make a person upset, angry, embarrassed or afraid. Bullying is a behaviour used by a person or group to someone who has difficulty stopping the situation.

## STUDENTS

### THINK - What is going on?

- What is happening?
- How do I feel?
- Is this situation really bothering me?
- Am I in danger?

### PLAN - What can I do?

- Try to stand up for myself in a positive way.
- Get help from someone in my support group.
- Ignore the situation and keep playing or working.

- Walk away and remove myself from the situation completely.
- Try to talk to the person I am having a problem with.
- Try not to fight back, it could make the situation worse.

### TALK - Who can I talk to?

- Who is the best person to talk to?
- What do I want from my support person?
- How could I talk about it?

## STAFF ACTIONS

When students approach staff asking for help we use the following script:

- What do you need my help with?
- What have you done to try to work out the problem?
- (If not solved) It sounds like you need some help.
- What can I do to help you?

### Choices and Consequences

- Every choice we make has a consequence. Bullying behaviours are a choice the individual makes and therefore will result in consequences.
- When responding to bullying behaviours, staff members take into consideration the severity of the behaviours; the duration, frequency and type of bullying behaviour.

Least severe behaviours are managed by all staff, should be recorded and could be dealt with through informal discussions:

- Reminder of school rules
- Empathy for the feelings of the person being bullied
- Reteach the expected behaviour (eg. At Edney Primary School, we use kind words)
- Revise with the child how to deal with difficult situations

Severe behaviours can sometimes be over a period of time and can be cruel and threatening, causing the person being bullied to be severely distressed. These cases would be referred to administration and managed according to the behaviour support plan. Severe bullying behaviours usually occur when 'less severe' bullying behaviours are not reported straight away, therefore it is important that students problem solve and seek help when needed.

## WHAT CAN STUDENTS DO IF THEY ARE A WITNESS TO BULLYING?

Students will be encouraged to be active in their support for targets of bullying. Bystanders have a role to play in incidents of bullying. Simply standing around and watching a bully intimidate and hurt another child is not acceptable at Edney Primary School.

Bystanders are expected to do the following:

- Tell the bully to stop in a firm and respectful voice  
*'..don't do that to him/her'.  
'...leave them alone'.*

OR

- Tell a teacher

OR

- Be a friend

*'...you can come and play with us...'  
'...you are our friend, come with us.'*

**JUST KIDDING is never an acceptable excuse!**

## HOW PARENTS CAN HELP

If your child tells you they are being bullied at school you can follow these steps:

- Listen calmly and get the full story.
- Ask your child if they reported it to a staff member at school - what was the outcome?
- Ask your child what they want to do about it and how you can help.
- Contact your child's teacher and book a time to discuss the situation.
- Check in regularly with your child.

Reference - Friendly Schools Plus



# General information

## Bikes & Scooters

Students riding bikes and scooters to school are required by law to wear bike helmets. Bikes, scooters and skates are not to be ridden on the school pathways or anywhere in the school grounds. No responsibility will be taken for bicycles left behind after school. It is highly recommended that children under the age of 10 do not ride bikes unless supervised by an adult. A locked enclosure is provided near our oval entrance gate but locks and chains are recommended to secure bikes to the racks.

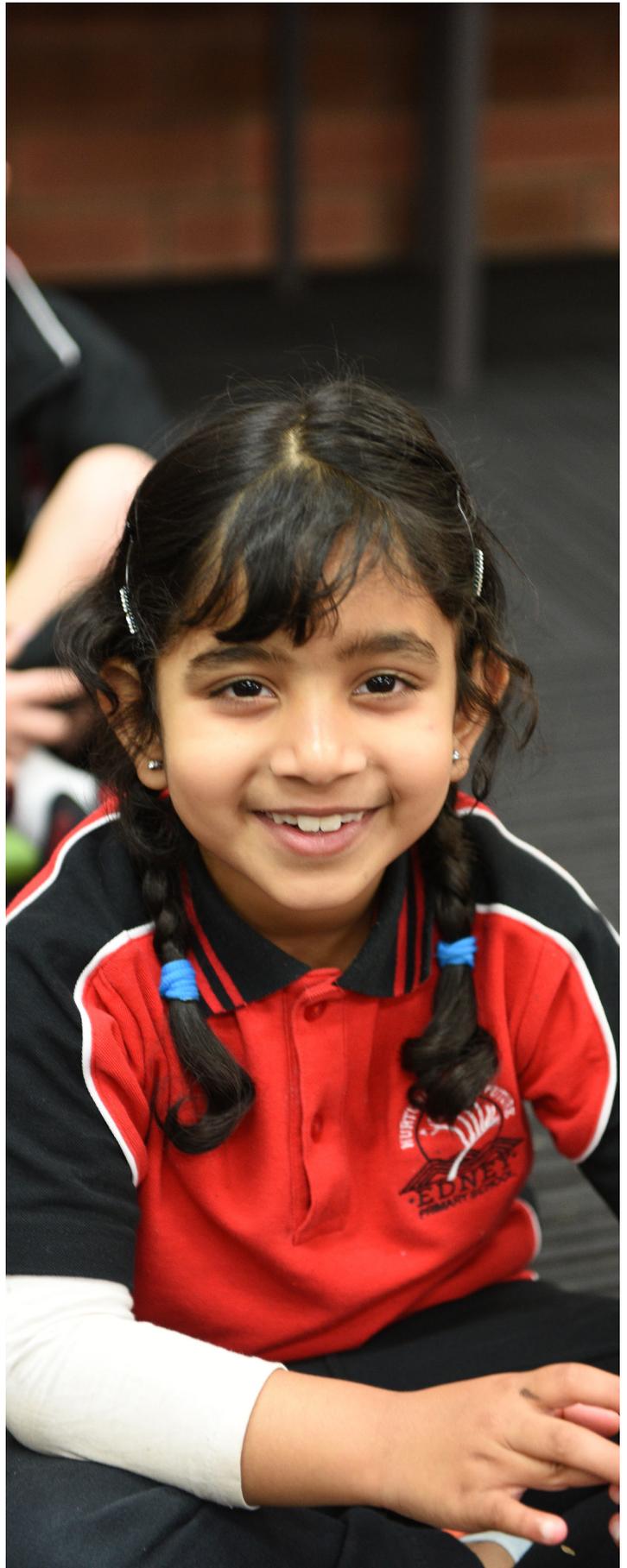
## Children's Belongings

Parents are requested to see that all clothing and belongings are marked clearly with the child's full name. It is impossible to trace unnamed lost property. Teachers will assist children in caring for and looking after belongings but ultimately it is the child's responsibility to take care of their own things.

## Collecting Children from School

Ensure your child knows how to get home if you are not collecting them from school. If at any time you are unexpectedly caught out and cannot meet your child, please make alternative arrangements and notify either the office or the teacher. This avoids a tearful end to the day. Kindergarten and Pre-primary students must be collected by a parent or known nominated responsible adult. Pre-primary students may be collected from class by an older sibling only if all children are being picked-up by an adult from one of the pick-up / drop-off zones.

School gates open 15 minutes prior to the end of the school day and are closed 10 minutes after dismissal time. Any students remaining after this time may be collected from the school reception.



# Communication

Our success hinges on the quality of our partnership with students, parents, families and our community. We believe in “no surprises” (except for good ones)! Edney Primary School uses a variety of platforms to provide information to our school community.

## School Website

Our website contains all the information that you need to know. It houses our policies, plans and news of upcoming events.

Visit us at [www.edneyps.wa.edu.au](http://www.edneyps.wa.edu.au)

## Facebook

Our school has a ‘closed’ Facebook group called Edney Primary Parents 2022. Membership is limited to current parents of students at our school. All posts are moderated, in accordance with the page guidelines.

This group brings the P&C and school together, as a place to have questions answered, share information and inform the community of upcoming fundraisers and school events. To join the group, send a request via Facebook and ensure you answer the membership questions.

## Telephone

The school office is open from 8.00am - 3.30pm on school days. Our telephone contact number is **6216 4700**. It is best to call the school to schedule an appointment to see particular members of staff so that we are able to ensure their availability.

## Interviews

It is hoped that parents and teachers will have contact regularly on an informal basis. Scheduled interviews are our preferred method to discuss issues that require time and attention, to ensure that meetings are productive for all concerned.

This is often not possible to accommodate in the rush just before and just after school, when teachers, parents and students are busily preparing and attending to the multitude of tasks that take place.

To arrange an interview, please send a note or email to the teacher directly.

The Deputy Principals and the Principal are also available to see parents by appointment.

# Compliments and complaints

We genuinely value your feedback, as it assists us in our mission to constantly improve, after all, Excellence is one of our key values.

Your child will never be just a number at Edney, however, for perspective, at any one time, we are concerned with the education and support of almost 500 students, more than 50 staff and over 300 families.

This means that we are not always able to respond to or resolve your queries instantly, but we most definitely will provide a response and assistance, within the following guidelines.

## **The school will manage school-related issues**

The school and Principal has the legitimate authority to manage the premises, students and staff. Should any aspect of school operations, student or staff behaviour cause concern, please report your concern directly to the school.

Under no circumstance should parents or adults approach Edney students to verbally or physically intervene in school-managed situations. Adults who threaten, intimidate or otherwise disrupt our students and school will be subject to prohibition orders.

## **Complaints Management Policy**

Please find the process to lodge complaints in our Complaints Management Policy on our website:

<https://www.edneyps.wa.edu.au/complaints-management-policy/>

## **Compliments are gratefully received**

We appreciate that we are not perfect, and there may be occasional issues that arise, however, the majority of the time, the school operates brilliantly, with the support of our community, fantastic staff and students. It is great to take the time to acknowledge the individuals, team and school that make the difference for your child. If something is going well, be sure to let us and everyone know! Don't forget the Edney Primary School Board Awards are open year-round. Nomination and awards details are on the school website.

### **Custody**

If one parent has majority care of children please inform the Principal if there are access provisions for the other parent. Similarly, should there be other legally binding directives that impact on the school please advise office staff and provide copies of all relevant documents. The school can only act upon legally enforceable orders.

### **Dental Therapy Centre**

The school has a Dental Therapy Centre attached to it, which provides a free on-going dental service for children attending school from Pre-primary onwards. The aim of the service is to improve the oral health of children through education and instruction about teeth, gums and good dietary habits.

Treatment provided may include permanent or temporary fillings, fluoride treatment, fissure sealants, x-rays, extractions and cleaning of teeth. Any specialist treatment required is not covered by this service; in these instances referrals will be issued.

All new students will be issued with enrolment forms. These forms need to be completed and returned promptly to the school or directly to the Dental Therapy Clinic.



**Dogs, etc.**

Parents are asked to make an effort to avoid family pets following children to school where they tend to become nuisances and a danger. The school will have no hesitation in calling the City of Kalamunda Ranger in the case of persistent offenders. ***Parents must NOT bring dogs to school when picking up their children***, whether on a leash or not.

**Duty**

There are always sufficient teachers on duty in all areas of the playground and oval before school, during recess and lunch breaks to adequately attend to playground issues. Students should, in the first instance, refer to a duty teacher if issues arise that cannot be resolved.

**Edney Eats (Canteen)**

Edney's canteen promotes health and welfare of children through offering nutritious and affordable lunches, providing a convenient service for our school community, and contributing any profits back to the school. It is open every day and offers a wide variety of choices for both lunches and recess snacks. The current menu and price list is available on the school website.

Edney Eats is an independent business, owned and managed by IGA High Wycombe under arrangement with Edney Primary School. Edney Eats complies with the healthy food and drink policy of the Department of Education.

All students are able to order recess and lunch, every day of the school week. The order cut-off time is strictly 9.00am.

**Excursions**

Some educational excursions will be arranged for each class. Written advice is sent to parents for every excursion. It is desirable that all class members participate in planned excursions which are part of the teaching program. Money for class excursions should be sent in a sealed envelope with your child's permission slip to the class teacher or paid electronically into the school bank account using your child's name as a reference. EFTPOS is available in the front office for payments from

Cheque, Savings or Credit accounts. You can also pay over the phone with Credit Cards only. In the event of financial difficulty, please contact the office.

Student participation in excursions is contingent on maintaining appropriate standards of behaviour at school, and the return of all forms and payment where requested.

**Exemption from Physical Education and Sport**

Children are expected to take part in these lessons. Children will be exempt only if a note or medical certificate is forwarded to the class teacher.

**Factions**

All children are placed in to a faction on enrolment at the school. These factions are Blue, Gold, Green and Red. Family members are kept in the same faction.

**Hat Policy - No School Hat, Play in the Shade**

The school has a policy that children are to wear the approved, compulsory Edney Primary School hat when doing physical education and when outside at play. The wearing of the school bucket hat is compulsory, all year round. Please ensure your child's name is marked on their hat.

School hats are available to purchase from the front office for \$14 each. It is expected that each child wears the school-endorsed hat for all outdoor play, sport and activities including excursions and that lost, misplaced or outgrown hats are replaced as soon as possible.

**Help in the Classroom**

We welcome assistance in the classroom. Prior to commencing within a classroom, parent helpers will be required to complete an induction session and confidential declaration to prepare you for the expectations of the school setting, how to support the children's learning, and to maintain child protection and confidentiality requirements.

Please note all volunteers other than parents are required to obtain a Working with Children Check and present the current clearance or to the school administration, as well as completing the school induction program prior to commencing volunteer work.

# Head Lice

The scourge of schools everywhere, head lice are preventable if everyone plays their part.

## It is parents' responsibility:

- to comply with the school's head lice policy
- to check their child's hair for head lice infestation regularly
- to read the Department of Health's Head Lice pamphlet
- to treat their child's hair immediately if the child has head lice
- to inform the school if their child has a head lice infestation.

## The Community (School) Nurse

The community Nurse's role is to provide information, advice and education to parents and the school community about head lice management.

## The School's role is:

- to develop, implement and maintain a head lice management policy
- to provide a copy of the Department of Health Head Lice pamphlet at enrolment and on request.

## The Department of Health's Head Lice Fact Sheet will be:

- included in the enrolment package
- sent home to parents of a child with head lice
- promoted in the fortnightly school newsletter and by other advertising means.

## Other head lice education strategies:

- head lice information will be included in class activities, *where appropriate*, e.g. personal development (how to identify head lice and comb out), science (life cycle of the head louse) and drama (short humorous play)
- Parents who need further advice or who experience difficulty with treatment may be referred to the Community (School) Nurse for assistance.



# Homework

## Rationale / Beliefs

Homework for primary school children should be minimal, so that a balance of play, rest and exercise can be achieved. In the early years homework should largely be informal and non-compulsory. As children move towards the upper primary years they should progressively be exposed to more structured homework requirements in order to facilitate a smooth transition to secondary school through the development of good study habits. Homework should always be seen as a vehicle to enhance student learning outcomes and foster positive school/home partnerships.

## Policy statements

These statements are to provide for a uniform approach to homework at Edney Primary School. They articulate a clear position to parents and teachers about expectations and have been developed in consultation with all parties.

## Time allocations

### Years 1 -2

No formal homework set but daily home reading is strongly encouraged for 10-20 minutes. This should involve children reading to parents, parents reading to and with children and children reading independently.

### Years 3-4

No formal homework set but daily home reading is strongly encouraged for 10-20 minutes. This should involve children reading to parents, parents reading to and with children and children reading independently with the addition of occasional incidental homework to support classroom activities.

### Years 5-6

Up to 20 minutes of independent reading is strongly encouraged. Parents are still encouraged to read to and with children. Monday - Thursday students work towards an established routine of up to 30 minutes of set homework daily.

## Nature of homework

### Years 1 - 2

- home reading - parents, students, parents & students
- voluntary searches for information and artefacts to support classroom themes and/or activities.

### Years 3 - 4

- home reading - shared and independent
- voluntary searches for information and artefacts to support classroom themes and/or activities
- voluntary practise of basic number facts.

### Years 5 - 6

- independent home reading
- voluntary searches for information and artefacts to support classroom themes and/or activities
- specific tasks to support classroom learning progress
- practise of basic number facts
- targeted strategies to reinforce new concepts.

## Students requiring additional support

Some students have particular learning needs due to a learning difficulty or developmental delay. On occasions it can be useful to support such students with targeted specific activities designed to reinforce or develop a concept. Teachers & parents can work together to negotiate such activities always based on the premise of encouraging and supporting the child - not pushing them beyond their limits.

## Alternatives to homework parents can use to support student learning

### All Years

- board games, card games, dice games
- reading stories at bedtime
- cooking
- outdoor games and activities
- play charades and other drama type activities
- watch TV together and talk about the issues
- do crosswords, puzzles and jigsaws
- use a computer to search for interesting educational internet sites.

# Home Reading

## Reading -the foundation for success

Reading is the fundamental skill for all learning, and primary school is where children jump on the reading superhighway. In just a few short years, most children go from singing the ABC song to mastering books. To help your children become skilled readers, try these suggestions:

### Read to them

Reading to your children is the single most important thing you can do to help children develop a love of books and reading. While bedtime is traditionally story time, don't limit yourself. Keep books in your car, in your bag, by the couch, and even by the bathtub. That way, reading can easily be made part of the day. Also, keep books on low shelves, on the floor, in toy boxes, or anywhere else your children can reach them.

### Have plenty of material

Books aren't the only thing children can read. Posters, maps, magazines, recipes and newspapers are great reading material. Computer games and Apps that emphasise reading skills may also be useful for your school-age children.

### Listen to them read

From the day your children begin sounding out letters, concentrate on how they're doing. Try to include some 'read aloud' time - where they're reading to you - in your everyday routine. You can offer them praise and catch any early problems before they have time to become habits.



## Model good reading habits and limit screen time

Your children need to see that reading is a lifelong skill and a form of entertainment. Take them to the library to choose books, and choose some for yourself too. If you can, when reading newspapers, magazines or online articles, discuss what you read with your children. This shows children that reading isn't only schoolwork - it's something that's an integral part of everyone's life. Also, limit the amount of time spent watching screens

### Let them choose

Within reason, allow your children to choose their own reading material. If they choose what to read, they'll be more likely to actually spend time reading. Sign your children up at the local library and entrust them with keeping their books in good shape and returning them on time.

### Ask the teacher

Ask your child's teacher if your child has areas in which he or she may need extra help. Also, make sure to let the teacher know if you've noticed any reading problems at home. Working with the teacher and school will ensure your child's continued reading success.

### Get excited

Give your child lots of praise and encouragement when it comes to reading. Show you're excited about what they are reading and learning.

### More important than ever

Just 15 minutes of reading per day can change your child's life. It is a skill that comes only with practise, and, like any form of exercise, the more, the better. It is an investment in a lifelong skill that unlocks all knowledge, and it will become more important as the amount of information available constantly expands.

### Illness and Personal Hygiene

The school maintains high levels of cleaning and encourages all in our school community to regularly wash their hands, cover coughs and use sanitiser where necessary. To avoid the spread of infection, students must not attend school if they feel unwell, have a persistent cough or fever.

### Infectious Diseases

The following diseases require exclusion from school:

Chicken pox, head lice, influenza, measles, mumps, ringworm, rubella, school sores and trachoma.

Check with the front office for the length of exclusion in each case. If in doubt consult your doctor. Parents will be asked to collect their children if they are suspected of having an infectious disease, and for a measles outbreak if the school has no evidence of immunisation.

Always notify the school immediately a diagnosis is confirmed by a doctor.

### Lost Property

All clothing items found are put on a lost property rack in the library, and children and parents are welcome to look in it at any time if items have been lost. Items not claimed at the end of each term may be given to charity or sold second hand. Please make sure that all clothing is clearly marked with your child's name.

### Medication

Some students require medication at school on a regular basis. If this is the case, you should complete the appropriate Health Care Plan which can be obtained from the front office. Based on information given, processes will be established for safe storage, recording and administration of the medication. Please note, self administration is a preferred option depending on the child's age. Parents need to ensure that medication forwarded to the school has not exceeded the expiry date. This is the parent or guardian's responsibility.

### Medical Needs Register

If your child suffers from a serious or life threatening condition, eg peanut allergy, diabetes, epilepsy, you are required to complete a Health Care Plan for your child and provide medication if it is required. The information is confidential and is only used to ensure your child receives the appropriate medical attention should the need arise. Only staff have access to this information.

### Mobile Phones and Personal Devices

At all Public Schools in WA, students are not permitted to have or use mobile phones or personal electronic devices whilst at school. Devices must remain switched off and handed to the class teacher for storage. Students found in possession of mobile phones during the school day will have the device confiscated, to be collected by parents. Further information is available in our Mobile Phone Policy.

### Money, Valuables and Toys

All money should be sent to school in a secure manner, preferably in a sealed envelope, labelled with name, amount and purpose of money. For ease of handling, the correct amount should be enclosed. If it is necessary for a child to have a sum of money at the school, the child should place it in the care of the class teacher for security. **Valuables and toys are not to be brought to school**, as the school cannot accept responsibility for these.

### Parents & Citizens Association

The Parents and Citizens Association meet regularly throughout the year in the library. Office bearers are elected at the Annual General Meeting, which is held in the first term of each year. At this meeting the various committees are formed. Regular meetings take place twice each school term on a Tuesday night. Dates and times are on the term planner.

### Parking

There is ample parking adjacent to the High Wycombe Recreation Centre and we recommend parents use this area whenever possible. Parents are asked to stay for the minimum time necessary.

*The staff parking area is not to be used for picking up or setting down children before or after school.* This is Department or Education Policy and is in the interest of safety. Parents are asked not to park on the school lawns, in the gardens or on the footpaths. There is a large number of cars around the school especially after school and indiscriminate parking creates a safety hazard for the children.

### **Peanut and Allergy Aware School**

Could all parents please pack nut free food in children's lunch boxes. We have students attending school who have peanut allergies which means severe reactions can occur if they are in contact with peanut products. Thank you in anticipation of your support.

### **Personal Requirements Lists**

Parents are expected to provide items required for the personal use of students such as pens, pencils, rulers, erasers, coloured pencils, felt pens, calculators, workbooks, etc. A list of these requirements is sent home in Term Four each year and parents can choose to purchase supplies from any supplier, although the school encourages you to use our preferred supplier and to shop locally.

### **Reading and Library Books**

We are lucky at Edney to have a well-equipped Library. All children are expected to have a library bag. Library bags protect library books when the children take them out. A library bag and careful handling of library and reading books by children will help to extend their useful life.

### **Reporting to Parents**

In 2022 formal reporting will occur at the end of Semesters 1 and 2. Reports are available via Connect to the person recorded as the primary caregiver in our school records - please ensure that you keep the school updated with your latest email address. Formal reports detail your child's progress and achievement in key learning areas, indications of his/her attitude, behaviour and effort as well as detailed comments and an opportunity to request parent interviews. Parents are encouraged to contact class teachers throughout the year to discuss your child's progress.

### **School Board**

The purpose of our School Board is to provide opportunity for parents and the wider community to take part in the shaping and monitoring of the school's objectives, and general policy directions. Parent and community members form the majority of the Board. The whole parent population will be advised when nominations are invited to fill Board vacancies. The Board meets twice per term and other times as deemed necessary. All meetings are open to the public.

### **School Grounds and Property**

It is Government policy that school facilities and resources are made available for use by the community. Written applications must be submitted for use of school grounds and property and must be approved by the Principal. Anyone seeing anything untoward or people acting suspiciously on school property are asked to telephone School Security on 9264 4771 or School Watch on 1800 177 777.

### **Swimming (In-Term)**

The school organises a series of swimming lessons for children from Pre-primary to Year Six. There is a cost to parents made up of a charge for pool entrance and bus fare. Parents are asked to pay for the series of lessons in advance so that the cost of hiring the bus is covered. Swimming Lessons are scheduled for Term Four in 2022.

### **Withdrawal of students from school**

Children are the responsibility of teachers throughout the school day. All requests to take children away from school during school hours must be in writing to the class teacher or directly to the Principal. Parents collecting students early must come to the front office and complete the required documentation prior to collecting their child/children. Students are not to leave the school grounds without permission.

# School Uniform

Our school dress and presentation requirements are tangible evidence of the high standards expected of and achieved by the Edney Primary School Community. The benefits of our school dress code include: promoting a positive image of our school and creating a sense of identity among students; promoting safety of students through easy identification; keeping costs of clothing within reasonable limits for parents; and assisting students to learn the importance of appropriate presentation.

Acceptance of your enrolment at Edney is taken as agreement to abide by our dress code.

Edney Primary School Uniform is available from Lowes at Midland Gate Shopping Centre, or online at [www.lowes.com.au](http://www.lowes.com.au)

## EDNEY DRESS CODE

### Shirts

- Red school polo shirt with logo or approved Year 6 Leaver's Shirt
- Faction polo shirt (red, blue, gold or green) for wear on Fridays and designated events only

### Jackets / Jumpers

- Black fleece jacket with school logo
- Black microfibre jacket with school logo
- Approved Leaver's Jumper

### Pants / Skirts / Shorts

- Black shorts, pants, skorts, sports skorts, skirt or trackpants
- Check dress with school logo
- Leggings may be worn, but a skirt, skort, shorts or dress must be worn over the top

### Hats

Edney Primary School bucket hat with school logo is **compulsory** for outdoor play and physical education, all year round. The School Hat is available to purchase from the School Office for \$14.00.

### Footwear

- Sturdy, and preferably enclosed footwear must be worn at all times
- Appropriate footwear is required for sport

### Accessories

Students are encouraged to wear hair accessories, scarves, skivvies (under school uniform) consistent with the school colours of red and black.

The following do not meet our Dress Code and **must not** be worn to school:

- Any item of denim clothing
- Make-up, including nail polish
- Jewellery (sleepers and studs are permissible)
- Torn, ripped or dirty clothing
- Thongs or flimsy footwear
- Coloured hair
- Loose long hair - all hair shoulder length and beyond to be tied back, for both boys and girls.



# Final word - the importance of play

Play is a child's "job." Unfortunately, between television, computers, and scheduled activities, children are left with very little time in which to do their job. Play provides great learning opportunities and also gives children some much needed time to simply be children. Play also helps children develop their imaginations and build motor and social skills.

Play is a skill for life, for all ages. It is not limited solely to early childhood. Here are some great tips to get your children playing, no matter their age:

## Limit screen time

Children spend too much time in front of screens. Limiting access will encourage them to engage in other activities. If they need or enjoy the background noise, turn on the radio or streaming service. Music will entice your children to sing, dance and use their imaginations.

## Don't rush

Just like adults, children need time to unwind and time for their imaginations to start working. Try to provide daily time for unstructured and unscheduled play; time when your children can decide what, when and how to play.

## Be creative

Children don't need the latest and greatest toys and devices. All you really need are a few basic essentials such as crayons, dress-up clothes, books and balls. Keep "open-ended" materials around - things that children can use for more than one type of play, from modelling clay to old sheets to wooden blocks to cardboard boxes.

## Don't believe the hype

Many educational toys tout benefits you will likely never see. Before you spend a lot of money on educational toys or devices, ask your child's teacher for recommendations. While an electronic device might look great and have a lot of features, puzzles or a craft

kit might better serve your child's needs. Involve your child in the discussion and purchase of toys. You want to make sure you choose toys with which they will actually play.

## Get outdoors and run around

Regardless of whether or not your child plays organised sports, make time several days a week for them to run around and exercise. From swinging a bat to swinging on a swing set, physical activity helps children grow strong and release some energy.

## Play games

When children play games, they learn important social lessons. Team games help teach skills such as how to work together, how to handle conflict, and how to strategize. Board games teach skills such as sharing, taking turns, and the art of compromise. Playing games also teaches children how to be graceful winners and good losers. While parents and caregivers can be game "partners", it's more important to have children interact with siblings or peers.

## Expect play

After-school and holiday childcare programs can be wonderful opportunities for children to play - or they can be play-busters. When looking at these programs, ask how much time your child will have to play. Choose a program or provider you feel allows your child enough time to play and use his or her imagination.

**The most important thing is to allow your children to be children and learn through play.**

# School Map

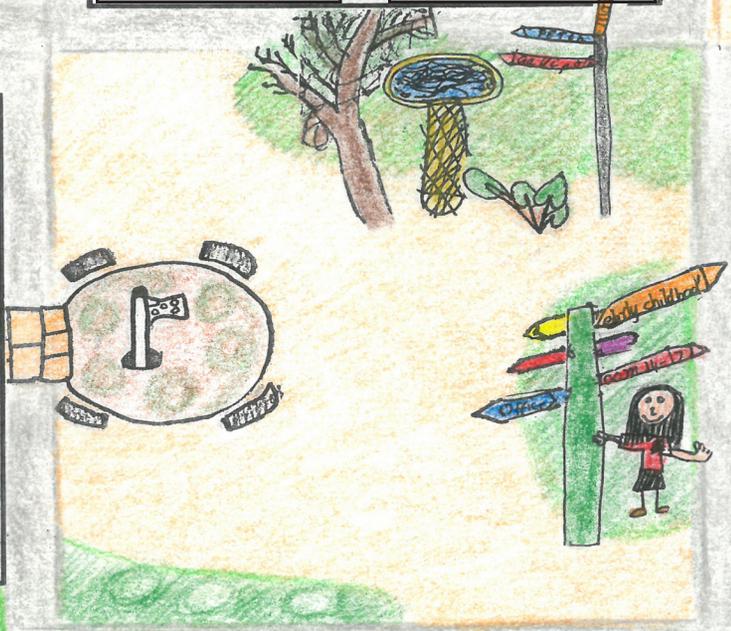
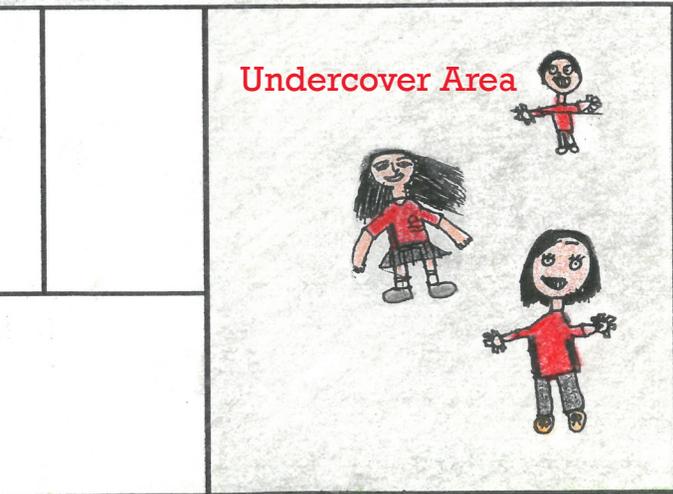


**Room 7**  
Student  
Services

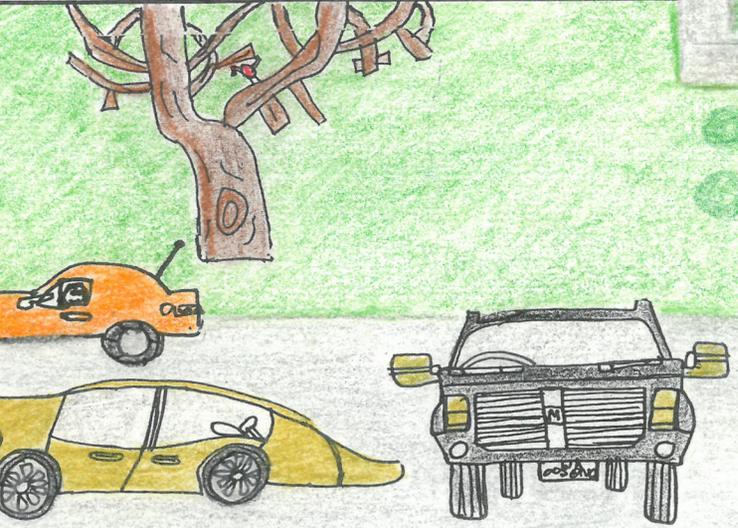
**Room**  
Science



<b>Room 3</b> Year 6	<b>Room 4</b> Year 6
<b>BLOCK 1</b>	
<b>Room 2</b> Year 5	<b>Room 1</b> Year 5



**Library**



**School Administration**



Room 8

Kindy

Room 9

Kindy

EC3

K/Pp

EC4

Pp

EC5

Pp

**BLOCK 2**

Room 6

Dance Lab

Room 5

Italian

**EARLY CHILDHOOD BLOCK**

EC2

Year 1

EC1

Year 1



Room 12

Year 2

Room 13

Year 1/2

**BLOCK 3**

Room 11

Year 2/3

Room 10

Year 2



Art Room

Music Room

Dental



Room 16

Year 4

Room 17

Year 3/4

**BLOCK 4**

Room 15

Year 3

Room 14

Year 3

