



**EDNEY**  
**2024**  
**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

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

## Term Dates 2024

### Term 1

Wednesday 31 January — Thursday 28 March

Term Break

Friday 29 March — Sunday 14 April

### Term 2

Monday 15 April — Friday 28 June

Term Break

Saturday 29 June — Sunday 14 July

### Term 3

Tuesday 15 July — Friday 20 September

Term Break

Saturday 21 September — Sunday 6 October

### Term 4

Monday 7 October — Thursday 12 December

## Public Holidays

Labour Day Monday 4 March  
Good Friday Friday 29 March  
Easter Monday Monday 1 April  
ANZAC Day Thursday 25 April  
Western Australia Day Monday 3 June  
Kings' Birthday Monday 23 September  
Christmas Day Holiday Wednesday 25 December  
Boxing Day Holiday Thursday 26 December

## School Leaders 2024

**Principal**  
**Rebecca Coslani**

**Deputy Principals**  
**Kellie Gibson (Years 3 - 6)**  
**De-ana Mitchell (Kindy - Year 2)**

## 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 — 1.22pm

### Kindergarten Monday Group

Monday & Tuesday  
8.40am to 3pm

Alternate Wednesday ('Odd' Weeks)  
8.40am to 2.35pm

### Kindergarten Thursday Group

Thursday & Friday  
8.40am to 3.00pm

Alternative Wednesday ('Even' Weeks)  
8.40am to 2.35pm

# **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—standards, 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—best start

Early Childhood learning at Edney Primary School provides an appropriate development 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 interactions 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.

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 generalisation 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.

### 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

### And through this, children are learning:

- ◆ The sounds of English language
- ◆ Pre-writing skills
- ◆ Fine and gross motor skills
- ◆ Narrative sequence
- ◆ Colours, numbers and shapes
- ◆ About the world and their place in it

### 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.

## Early Childhood—General Information

### Birthdays

You are welcome to send small cupcakes to school with your child. Please do not send food that contains nuts products. The school will advise if there are other foods or products that are a risk to the students in our Early Childhood classes. We appreciate your cooperation in being aware of these products and avoiding them being present at school. These will be handed out to students at the end of the day.

### Emergencies

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

### Crunch n Sip

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 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.

### 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

Drop-off and pick-up is by a nominated adult only. **Students are not allowed to play on the equipment before and after school.** Please ensure prompt pick-up as late pick-ups distress children at this age. Gates open 15 minutes prior to school dismissal, and are locked promptly 10 minutes after the conclusion of the school day. Any students remaining after this time may be collected from the school reception. If your child is being picked up by another adult, please notify us as soon as possible.

### 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 for holidays must be in writing to 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.

### 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 Edney Primary P&C will provide a hat to every child enrolled in Kindergarten free of charge in 2023. All other children must purchase the school hat from the office.



# General Information - Kindy - Year 6

## Absences

Regular attendance is as critical factor in the success of your child at school. Attendance for all students from Pre-primary to Year Six is compulsory. In Kindergarten, we strongly encourage regular 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 of 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 that school to have an emergency contact number in case you are not contactable. Children who are obviously ill before school should not attend.

## Arrival and Departure

Students are welcome at school from 8.20am, when gates open. 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. School commences promptly at 8.40am. Students arriving after 8.45am are deemed to be late and must go to or see the front office to receive a late slip.

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

## Absence During Day

Children are the responsibility of teachers throughout the school day. All requests to take children away from school hours must be in writing 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.

## Assemblies

School assemblies are held in the undercover area and are generally held once per fortnight on a Thursday starting at 8.45am. 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 and are invited back to the child's classroom for morning tea on the day they run the assembly.

# Behaviour and Good Standing Policy

## 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 time.

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 Positive Student Engagement 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 any 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 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.

# Edney's Code of Conduct

## At Edney, we show respect.

- We greet people and use our manners.
- We actively listen and follow instructions.
- We respect personal space and belongings.
- We use kind words and appropriate language.
- We take turns and share school equipment.
- We accept differences and include others.



## At Edney, we are responsible for our learning.

- We participate in discussions and activities.
- We focus on our learning and always try our best.
- We ask for help when needed.
- We put our hand up to speak.

## At Edney, we care for our environment.

- We keep our classroom and block tidy.
- We put our rubbish in the bin.
- We recycle and use the compost bin.
- We look after our garden beds.



## At Edney, we behave safely.

- When lining up, we sit in 2 quiet lines.
- We walk on hard surfaces.
- We use equipment appropriately.
- We wear our hat outdoors.



## **Classroom Management Strategies to Support Classroom Behaviour**

Staff and students at Edney Primary School use the *Edney Code of Conduct* to guide positive behaviour choices. Students will be explicitly taught the behaviour expectations and given opportunities to practice, reflect and self-correct their behaviour. This will be done through a range of whole school and classroom activities including:

- Providing a positive and engaging learning environment
- Displaying the *Code of Conduct* in every classroom and throughout the school
- Developing clear and explicit classroom expectations
- Being consistent in the behaviour management approach, including the use of the tracking book
- Explicitly teaching positive social behaviours using social-emotional learning programs including Friendly Schools Plus, Zones of Regulation and the Protective Behaviours Program
- Promoting the *Code of Conduct* at Respect Assemblies led by Student Leaders
- Considering student seating and classroom arrangements
- Developing strategies with students to prevent escalation or deescalate behaviour: e.g. cool down area, calming activity
- Supervising students walking to and from specialist classes by walking behind the class

## **Consequences for Inappropriate Behaviour in the Classroom**

Students are given a friendly verbal reminder of the expected behaviour. If the negative behaviour continues the following process is implemented:

1. Student is given a formal warning recorded as W1 in the tracking book.
2. Student is given a second warning (W2) and the teacher clearly states the behaviour that needs to be modified.
3. Student is given a time out in the classroom (W3). Reflection is encouraged. On the student's return a brief restorative conversation takes place.
4. Student is given a time out in a buddy class and asked to complete a written reflection (W4). The teacher initiates a restorative conversation on the student's return to class. Parent contact is made by the teacher and the written reflection (appendix) is sent home to be signed and returned. Class teacher records in SIS 'Behaviour'. Returned forms are filed in the student's classroom file.
5. Student is referred to administration with a red 'Classroom Behaviour Report' (W5). A further consequence (reprimand, detention, loss of privilege, shadow duty teacher or withdrawal) may be issued. The teacher makes parent contact and enters the behaviours into SIS 'Behaviour'.

## **Inclusivity**

The following issues will be considered when implementing the Positive Student Behaviour Policy.

- An awareness of the cultural background of students, in particular social formalities that may be contrary to expected behavioural norms in schools.
- Accommodating for the different starting levels of social skills that students bring to school.
- Recognition of the home experiences that a child may bring to situations.
- Students who have an Individual Behaviour Support plan. These plans are developed in consultation with the teacher, parent, administration, and student, and include targeted goals and a focus on positive reinforcement of the desired outcome.
- Inappropriate behaviour displayed as a manifestation of a student's disability.

## Bullying Prevention Policy

At Edney Primary School we aim to foster a culture of respect and excellence; a culture where everyone feels safe and valued and individual differences are appreciated and understood.

### Defining Bullying

Bullying is an ongoing and deliberate misuse of power in relationships through **repeated** verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders.

***Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.***

*Reference: [bullyingnoway.gov.au](http://bullyingnoway.gov.au)*

Bullying can involve:

Verbal Bullying	The <b>repeated</b> use of words to hurt or humiliate, including put-downs, insulting language, name-calling, swearing, nasty notes and racist or sexist comments.
Emotional Bullying	Includes <b>persistent</b> following, threats or implied threats, threatening gestures, manipulation, emotional blackmail, and threats to an individual's reputation and sense of safety.
Social Bullying	<b>Continually</b> excluding others or encouraging others to do the same, making up or spreading rumours, and sharing or threatening to share personal information.
Physical Bullying	<b>Repeated</b> hitting, kicking, pinching, pushing, tripping, 'ganging up', unwanted touching and damage to personal property.
Cyber-bullying	<b>Repeated</b> use of ICT such as email, text messages, instant messaging, and websites as an alternative means to carry out bullying.

**Edney Primary School discourages bullying through the following strategies:**

#### Prevention

- A variety of resources, including *Friendly Schools Plus* and *Restorative Conversations*, are implemented to develop students personal and social capabilities
- Anti-bullying and preventative measures are promoted through brochures, assemblies, school website
- Staff are provided with support and training to manage bullying situations and prevent escalations

## Positive Student Engagement Policy

- Explicit teaching of what bullying is and the difference between 'dobbing' and 'telling'
- Explicit teaching of appropriate *bystander* behaviours

### Positive Learning Environments

- Clear classroom and playground expectations: *Edney Code of Conduct*
- Positive reinforcement of appropriate behaviour
- Clear and consistent processes for students to report inappropriate behaviour
- Intervention practices that resolve conflicts, restore relationships, and promote tolerance and social problem solving are used for responding to bullying incidents

### **Dealing with Bullying Incidents**

Bullying is to be dealt with by the class teacher and may involve administration and parents.

- Meet individually with the suspected bullies and target.
- Discuss with parents/student together if appropriate.
- Implement strategies/interventions to support the students bullying to make a positive change.
- Check in with the students bullying and the target to see what progress is being made.
- If no resolution or improvement in bullying behaviours occurs meet with parents. An Individual Behaviour Support Plan may be warranted.
- Students displaying ongoing bullying behaviours may have a withdrawal, suspension or exclusion at the discretion of the Principal. On return to school, the parents and student will attend a meeting with Principal or their delegate regarding agreed behaviours and outcomes. An Individual Behaviour Support Plan will be developed/reviewed.

### **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.
- Decide if it is bullying or inappropriate behaviour and explain the difference to your child.
- 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.

### **Victim Support**

Support will be provided for students who are victims or witnesses of bullying and harassment. Support will be provided by one or more of the following:

- Classroom teacher
- Administration
- Parents contacted
- School Psychologist – Outside Agency support
- School Chaplain engagement

*All members of our school community are committed to ensuring a safe and supportive environment where all members have the right to be respected and have a responsibility to respect each other. The Bullying Policy will be implemented, as appropriate, with reference to and recognition of, the appropriate developmental sequence of learning and development in the early years.*

# 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.

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.edney.wa.edu.au](http://www.edney.wa.edu.au)

## Facebook

Our school has a 'closed' Facebook group called Edney Parents and Community Page. 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.

## Complaints

Please refer to the complaints Management Policy on our website. <https://www.edneyps.wa.edu.au/wp-content/uploads/COMPLAINTS-MANAGEMENT-POLICY.pdf>

## General Information

### 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.

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

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.

### Excursions

Educational excursions, may be arranged by classes. 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 into a faction on enrolment at the school. These factions are Blue, Gold, Green, and Red. Family members are kept in the same faction.

### Hats 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 should be replaced as soon as possible.

### **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, influenza, measles, mumps, ringworm, rubella, school sores and trachoma.

Check with the Principal 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 if a diagnosis is confirmed by a doctor.

### **Lost property**

All clothing items found are put in a lost property trolley in the library, and children and parents are welcome to look in it any time if items have been lost. Items not claimed at the end of each term may be given to charity or 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 be 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.

### **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 requirement 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.

## 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 minimum time necessary.

***The staff parking area is not be used for picking up or setting down children before or after school.***

This is Department of 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, disabled or loading bays. There is a large number of cars around the school especially after school and indiscriminate parking creates a safety hazard for the children.

## Reporting to Parents

In 2024 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 student attitude, behaviour and efforts 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. Parents 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 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.



## **Reading– the foundations for success Reading**

Reading is the fundamental skill for all learning, and primary school is where children jump on the reading super highway. 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 help children develop a love of books and reading. While bedtime is traditionally story time, 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.

### **Home Reading**

Model good reading habits and limit screentime. Your children need to see that reading is as 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.





## School Uniform

Our school dress and presentation requirements are tangible evidence of high standards expected of and achieved by the Edney Primary School Community. The benefits of our school dress 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's 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 microfiber jacket with school logo
- Approved Leaver's Jumper

#### Pants / Skirts/ Shorts

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

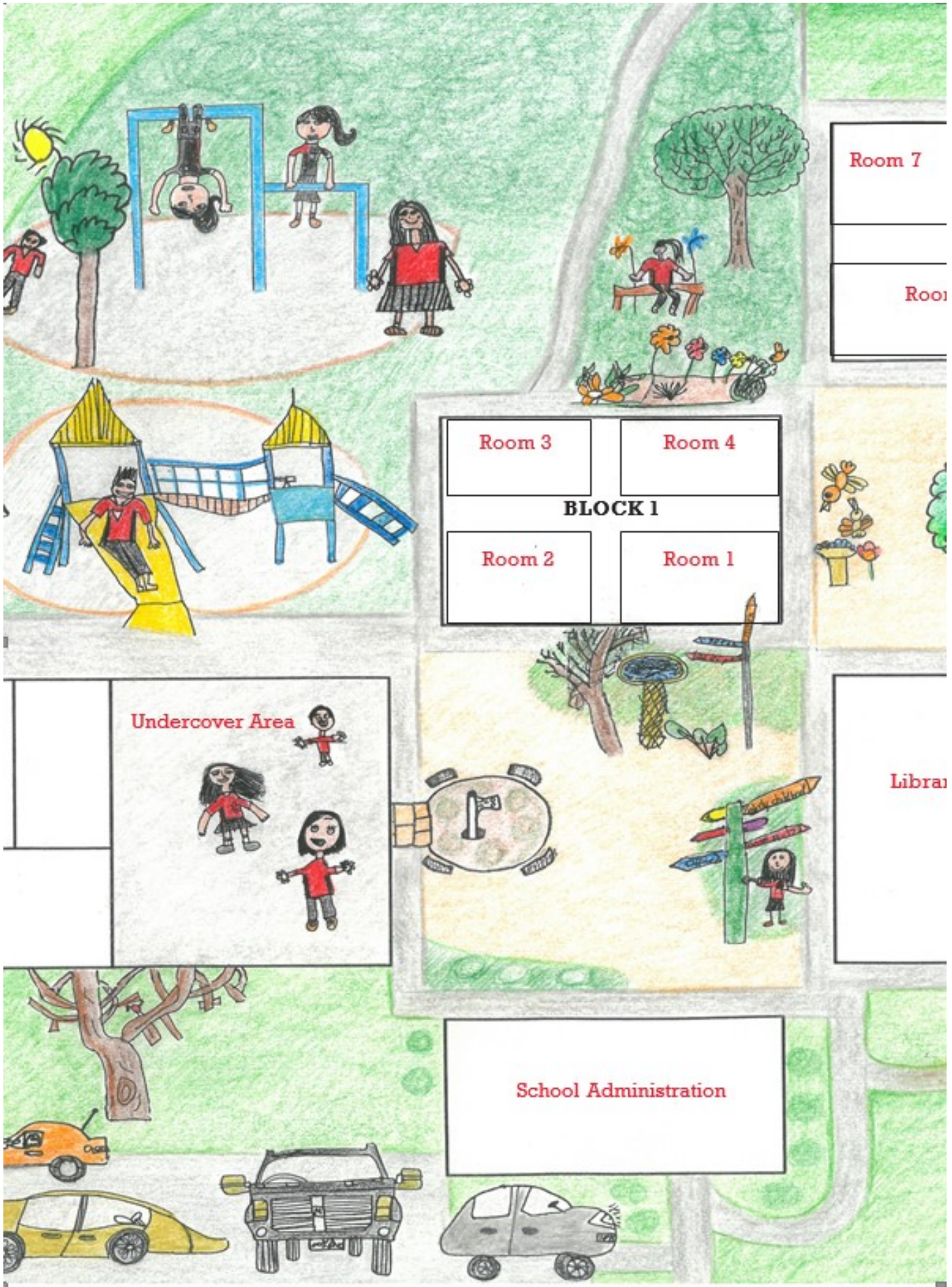
#### Accessories

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 jewellery (sleepers and studs are permissible)
- Torn, ripped or dirty clothing
- Thongs or flimsy footwear
- Coloured hair
- Loose long hair—all hair shoulder length to be tied back, for all students





Room 7

Room

Room 3

Room 4

BLOCK 1

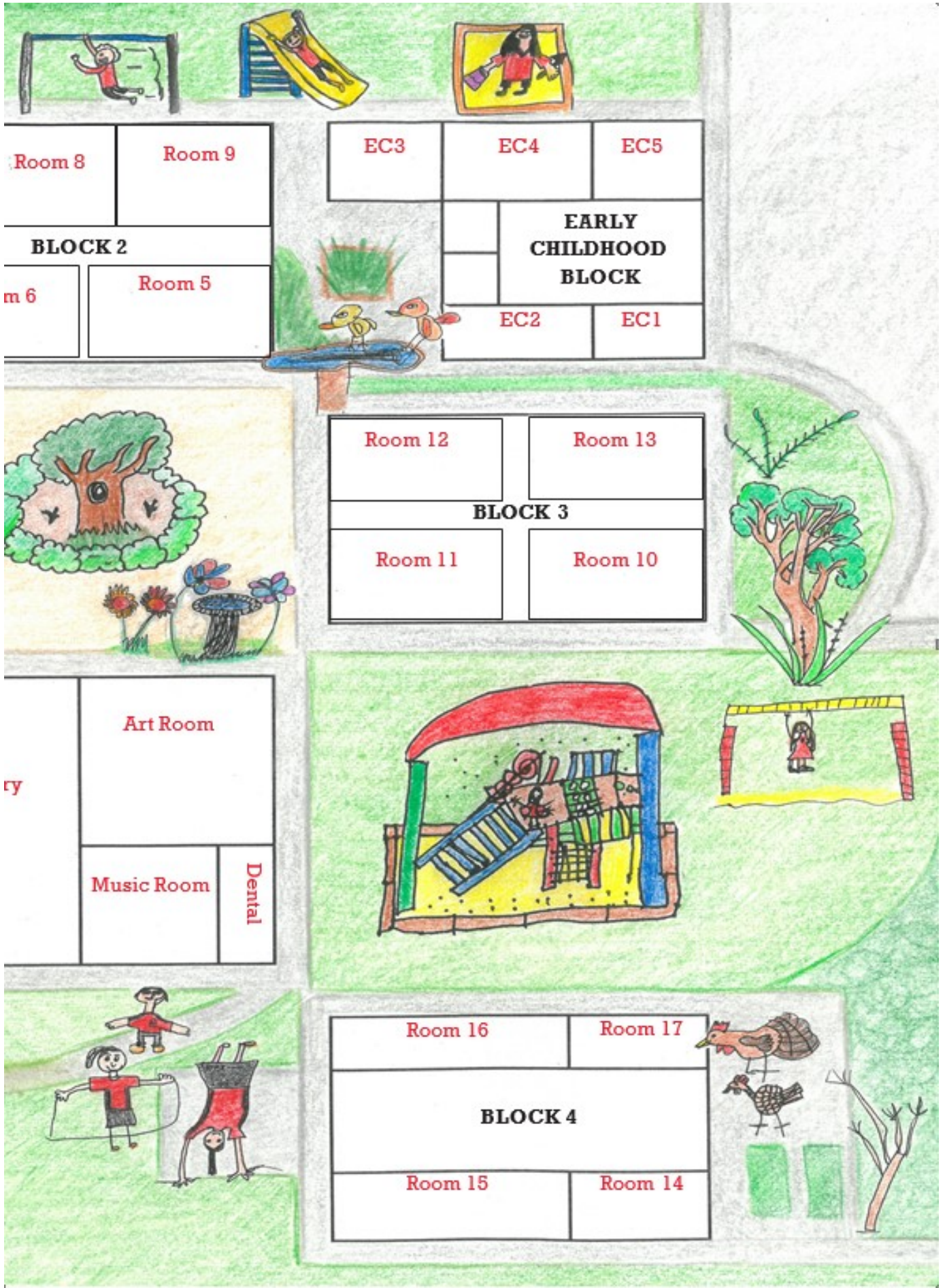
Room 2

Room 1

Undercover Area

Libran

School Administration



Room 8	Room 9
<b>BLOCK 2</b>	
Room 6	Room 5

EC3	EC4	EC5
<b>EARLY CHILDHOOD BLOCK</b>		
	EC2	EC1



Room 12	Room 13
<b>BLOCK 3</b>	
Room 11	Room 10



Art Room	
Music Room	Dental



Room 16	Room 17
<b>BLOCK 4</b>	
Room 15	Room 14





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**We are EDNEY**