

# GREENMOUNT PRIMARY SCHOOL

*Independent Public School*



## INFORMATION BOOK 2018

*Learning side by side*



## **INTRODUCTION**

Welcome to the Greenmount Primary School community. We trust that your association with the school will be a positive and happy one.

At Greenmount Primary School we strive to empower students to achieve their full potential. We provide an inclusive, safe and supportive learning environment and engage students in quality teaching and learning programs. Our aim is to equip them with the essential skills to be lifelong learners.

We place a high priority on developing each child and believe that strong partnerships with home are essential to achieving this. We encourage parents and carers to work together with the school.

## **ATTENDANCE**

Greenmount Primary School has consistently achieved a higher than state average for attendance for all students. This is achieved with parents and school working together to ensure that students attend daily to participate in the learning programs provided by our teachers.

Parents are asked to contact the school before 9.00am if their child will be absent for the day. An SMS text message on 0438 944 516 must be sent or a written note provided to the class teacher to explain all absences.

Class teachers and the Administration Team monitor attendance and lateness, and should frequent absences occur, parents will be contacted to discuss any issues.

School begins	8.40am
Morning Recess	10.40am to 11.00am
Lunch	12.40pm to 1.20pm
School finishes	3.00pm (2.30pm Tuesdays)

On Tuesdays we have *Early Close*, and school finishes at 2.30pm. Students unable to be collected at 2.30pm on Tuesdays are supervised in the Library until 3.00pm.

All students arriving at school before 8.15am are to assemble in the Undercover Assembly area where they will be supervised prior to classrooms being opened at 8.30am. Parents are asked to sit with their child in the Assembly area if they wish to take their child to their classrooms when open. Students arriving after the siren need to get a late note from the front office before going to class.

## **ASSEMBLIES**

Assemblies are held every fortnight (even numbered weeks of the school term). Each class will present an Assembly item once per year. Dates when classes are hosting their assemblies are advised in Term Planners on the school website. Parents and family members are welcome to attend our fortnightly assemblies which showcase and highlight the achievement of our students.

## **CANTEEN**

The canteen is an independently run business and not operated by the School's P&C. The operator is required to follow the Department of Education's Healthy Eating guidelines. Menus and prices are available on the school's website.

## **CONTRIBUTIONS AND CHARGES**

The School Board have endorsed the following Voluntary Contributions for 2018:

\$60 for one child

\$100 for two children

\$120 for three children or more

Voluntary Contributions are used to support key learning activities throughout the year and are an important source of revenue for the school.

Parents will be provided with information regarding estimated additional charges with school booklists. These additional charges cover activities such as swimming, camp, incursions or excursions, and are requested during the school year when participations by students is confirmed.

## **DOGS**

As some students may have allergies to dogs or may be easily frightened by them, we ask that parents do not bring dogs onto the school grounds.

## **DUTY OF CARE**

Kindergarten or Pre Primary students are not released from class unaccompanied, or with a person other than their parent or carer, unless written permission from their parent or carer is provided. If older siblings are required to collect a brother or sister, please arrange this through the Administration Team.

Parents who need to pick their child up during the day for medical or other appointments are required to go through the front office and complete the "*Register of Children Leaving the School Grounds*".

## **EXCURSIONS**

Throughout the year individual classes may arrange an excursion as part of their educational program or class reward system. On occasions, the whole school may participate in an excursion arranged for special days or events. Parents will be notified of each individual event via a note home. The note will contain information of the excursion or excursion and related cost.

In addition to this, the Year 6 students have the opportunity to attend a camp during the year.

## **EMERGENCY CONTACT**

Parents are requested to make sure that the emergency address and phone number registered on their child's admission card is kept up to date. Working parents are also requested to keep the school informed of changes to their employment address/contact. Home addresses should also be kept current. Please ensure you advise the front office of any changes to contact details and medical information.

## **FACTIONS**

Our school is divided into three factions:

**Prichard - Red      Chipper - Blue      Passmore - Gold**

All children, Kindergarten to Year 6, have been placed into a faction and all members of the one family are usually placed in the same faction. Faction competitions will run throughout the year. For Year 1-6 students, Faction polo shirts can be worn on nominated class sport days and on carnival days.

## **HEALTH**

Greenmount Primary aims to develop 'allergy awareness' amongst our students, staff and families. This is to support students who have severe allergic reactions which may cause anaphylaxis (potentially life threatening). It is important for the school to be informed of any allergies that your child may have, and it is a requirement that Medical Plans are in place.

Minor playground injuries during the day are normally attended to at school. The school does have basic sick room facilities, but when a child is ill or injured every effort is made to contact a parent or carer so that the sick child can be collected from school. In extreme emergencies the child may be taken to a doctor or hospital. Greenmount Primary has two staff members who are fully trained in First Aid and have current First Aid certificates.

In the event of a serious outbreak (i.e. notifiable disease) the Health Department take control of the disease and dissemination of information. A medical certificate needs to be provided to the school to indicate the child is free from infection and well enough to return to normal school activities.

Children with special health needs (eg: asthma, anaphylaxis, allergies) must make an appointment with the Associate Principal as specific paperwork must be completed on an annual basis.

## **HOMEWORK**

Homework is a teaching or revision strategy for each teacher to use as they consider necessary. We remind parents that for Years 4 - 6 students homework is the responsibility of the student as it is part of developing organisational and self-managing skills. If there are any difficulties or issues associated with the homework schedule, parents are asked to discuss this with the classroom teacher.

It is expected that all students in Years 1-3 will read a levelled home reading text for approximately 15 minutes each night (depending on age). The aim is for students to become regular readers and for reading to be an enjoyable activity. The reading text is supplied by the classroom teacher.

Kindy and Pre Primary students commence home reading at their teacher's discretion. Parents can be involved in home reading by asking about the characters, having children retell the story, asking them to predict what will happen next. We strongly encourage parents to model reading to the children, and to make the sharing of text a positive and enjoyable routine time.

## **MOBILE PHONES**

While the staff and school community recognise that some parents and carers provide their children with mobile phones for safety or security reasons, it is important to remember that in cases of emergency the school office remains the appropriate point of contact. To ensure that mobile phones do not cause disruptions or distractions during the school day, students bringing mobile phones to school are required to hand them to the class teacher at the start of the school day and retrieve them at the end of the day.

Mobile phones are brought to school at the owner's risk. The school accepts no responsibility for the loss, theft or damage of mobile phones. Students are strictly prohibited from using mobile phones to photograph, video or record on school grounds.

## **NEWSLETTERS**

Newsletters are distributed fortnightly. For families requesting a paper copy, one will be given to the oldest child to take home. Newsletters are available on our website.

## **P&C (Parents and Citizens Association)**

The school is fortunate to have a supportive group of parent representatives who meet twice each term to share information and ideas, raise funds to purchase additional resources and work alongside the school on educational matters. The P&C also run the Uniform Shop, Scholastic Book Club and Safety House program.

Information and updates are regularly communicated via a noticeboard outside classrooms, newsletters on the school's website <http://greenmountps.wa.edu.au/> and the P&C Facebook page. <https://www.facebook.com/pages/Greenmount-Primary-School-WA-PC/138104063028929>

Meetings are held on Tuesday nights of the 4<sup>th</sup> and 8<sup>th</sup> week each term. New members are always welcome.

## **PARENT HELPERS**

Assistance from parent helpers varies from class to class and is greatly appreciated. Parents who regularly assist in classrooms or with excursions need to sign a "Confidential Declaration" form if they do not have a current *Working With Children Check*. We ask that all helpers enter through the Admin area to sign in prior to going to classrooms.

## **PARKING**

For the safety of students access to the school drive ways are limited to staff and service vehicles only. No parent should drive into the school grounds to set down or pick-up children. The 'Kiss and Drive' provides a safe area for set down or pick up of students. There are two marked ACROD bays in the staff car park and one in the parking area adjacent to the 'Kiss and Drive'.

## **PEAC**

All students in Year 4 are tested annually for the Primary Extension and Challenge (PEAC) program. Placement in the program is dependent on the number of students in the North Metropolitan Education Region successful in the testing. Students in the Junior Primary (Year 1-3) are occasionally nominated by teachers to be involved in the PEAC *Early Extension Program*. Both programs are run outside of school and through the North Metropolitan Education Regional Office.

## **REPORTING TO PARENTS**

Our aim is to inform parents both formally and informally regarding their child's progress, and particular if there are any concerns or issues related to their academic, social or behavioural development. Parents are encouraged to discuss the progress of their child by contacting the child's class teacher to make an appointment for a mutually agreeable time.

The school's *Reporting to Parents* policy includes:

- ◆ A classroom information session early in Term 1
- ◆ Summative report at the end of Term 2
- ◆ A formal summative report at the end of Term 4
- ◆ NAPLAN for Years 3 and 5
- ◆ On Entry assessment for Pre – Primary to Year 2
- ◆ SOCS screening for Kindergarten students

## **SCHOOL BOARD**

The School Board is a group of representative from staff, parents, P&C and community. Representatives are elected and hold their positions for three years. School Board meetings are held at least once every term to review and discuss: \*school objectives, priorities and policies \*financial planning \*contributions and charges \*student performance and achievements \*codes of conduct, dress codes \*promoting the school in the community.

The function of the School Board is to provide a spectrum of advice in these areas and support the school in its planning and policy development.

## **SCHOOL PSYCHOLOGIST**

As part of our commitment to ensuring all students achieve to their potential, teachers can access the services of the School Psychologist to discuss concerns related to student progress and development.

The classroom teacher will normally discuss concerns with parents regarding the progress of their child. Referrals to the School Psychologist are made following discussion with the Associate Principal responsible for student services. Referrals made by teachers require informed parental consent before any intervention or testing programme can be started.

### **SCHOOL DEVELOPMENT DAYS**

In 2018 there are six school development days during the year where students do not attend. On these days, staff work together on key school targets and engage in important professional learning. The six days are set by the school and may vary from days nominated by other local primary schools or High Schools. Dates will be confirmed at the beginning of each year.

Term Dates for 2018 are:

Term 1: Wednesday 31 January—Friday 13 April

Term 2: Monday 30 April—Friday 29 June

Term 3: Monday 16 July—Friday 21 September

Term 4: Monday 8 October – Thursday 13 December

### **SAFETY HOUSE**

The Safety House subcommittee is run by members of the P&C. Information is available on the school website with updates being included in school newsletters.

### **SMOKING**

No smoking is permitted within any government school grounds or buildings as outlined in the Occupational Health, Safety and Welfare Act, 1987, and Government directions for a smoke-free work environment.

### **SPECIALIST PROGRAMS**

Three specialist programs are offered at the school – Art, Japanese, Physical Education and Music. These programs enrich the learning and development of our students. Due to timetabling not all classes access all specialist programs and there may be variations within year levels.

### **STUDENT LEADERSHIP**

Each term, all Years 4-6 classes elect a student to represent them on the school's Student Council. There are several opportunities for student to take on a leadership roles within the school. All positions are well contested, with students being elected by their peers. Each term, Year 4-6 students elect four Year 6 students as Prefects and all Year 4-6 classes elect a Student Councillor from each class. Faction Captains and Vice Captains are elected at the beginning of each year for the duration of the year.

### **SUPPORTING POSITIVE BEHAVIOURS**

Greenmount Primary School uses incentive programs to encourage and acknowledge positive behaviours in the classroom and playground. This is complemented by the intentional teaching of social skills and conflict resolution strategies throughout the school. We use a strategy called "Staying on Track" to provide a clear set of consequences for inappropriate behaviours. Students are supported to reflect on, and accept responsibility for their own behaviours.

### **VALUABLE ITEMS**

Parents are encouraged not to permit children to bring personal items to school. The school will not take responsibility for damage or loss of items such as iPods, mobile phones, electronic games and expensive toys. Students are also requested not to bring their own sporting equipment to school.

### **UNIFORM**

Great pride is taken in the wearing of full correct uniform. The school uniform consists of green polo shirts with school logo, tops and green shorts/skirts/pants. For safety reasons appropriate footwear should be worn at all times. Students are required to wear a Greenmount Primary school hat all year round as part of our 'No Hat, No Sun' policy. Only wide brimmed hats will be permitted.

The school uniform shop is open on Wednesday mornings 8.30am to 9.15am and Thursday afternoons from 2.30pm to 3.15pm. It is located on the main verandah near Room 8. Orders can be filled in at the office or printed from website. Payments can be made at the Uniform Shop and via Flexi Schools.

### **WEBSITE**

Information about school plans, events, and classroom activities is available on our school website at <http://greenmountps.wa.edu.au/>





## **Our School Song**

**Settled in the bushland high above the city  
A lone pine stands on Blackboy Hill planted in our history**

**Soldiers trained upon the ground where we now work and play  
Their bravery and valour we aspire to today**

***Our emblem is our badge of honour worn with pride  
At Greenmount Primary we are learning side by side***

**We respect each person's differences whilst working as a team  
Through friendship, fun and hard work  
We can realise our dreams**