



Safety Bay

Primary School

Information Booklet

2017

Website: www.safetybayps.wa.edu.au



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Safety Bay Primary School



How to Contact Us...

Safety Bay Primary School
2 Waimea Road
Safety Bay WA 6169

Phone 08 9528 3680
Fax 08 9592 4789
Web www.safetybayps.wa.edu.au
Email safetybay.ps@education.wa.edu.au

Principal Mr Phil Springett
Deputy Principal Ms Sandra Casey
Deputy Principal Mrs Leanne Allen
Manager Corporate Services Mrs Diana Tindale
School Officers Mrs Kim Elliment
Ms Sam Reynolds



Other Useful Telephone Numbers...

SMS for Absentees 0437 418 753
Canteen 9528 7569
Dental Therapy Centre 9527 6767
Education School Security 1800 177 777



Term Dates 2017

Term 1 Wednesday 1st February – Friday 7th April
Term 2 Monday 24th April – Friday 30th June
Term 3 Monday 17th July – Friday 22nd September
Term 4 Monday 9th October – Thursday 14th December

SCHOOL DEVELOPMENT DAYS

In 2017 there will be 7 School Development Days (**students do not attend**)

- Monday 30th & 31st January (before students start school for 2017)
- Friday 2nd June
- Monday 19th June
- Monday 31st July
- Friday 15th December (after students finish for 2107)

For all other dates including public holidays please refer to the fortnightly newsletter and term planners contained on the school website or go to

<http://www.education.wa.edu.au/home/detcms/portal/>



School Hours

School Commences 8.45am
Lunch 10.55 am – 11.30 am
Recess 1.30 pm – 1.54 pm
Finish 3.00 pm Mon, Tues, Thurs and Fri
Early Finish 2.30pm Wednesday

(Please ensure children are collected from school promptly as delays can cause the children distress)



Safety Bay Primary School

Welcome to Safety Bay Primary School.

Since first opening our doors at the Safety Bay Yacht Club in 1942, Safety Bay Primary School has enjoyed a long and successful partnership with the local community. This strong sense of community has been engendered through the attendance of successive generations of family members at our school. Our reputation for being a friendly, family-oriented school continues to this day.

The school caters for approximately 700 children from Kindergarten through to Year 6. At Safety Bay Primary School we provide a caring, safe and inclusive learning environment. Our staff are committed to providing flexible educational programs in order to meet the diverse needs of our students. Specialist programs are provided in Physical Education, Visual Arts, Music, Dance and Indonesian. In addition to these, we also operate a Learning Support Class.

The school has always had the belief that positive relationships between parents, teachers and the school community will have a beneficial influence on the whole child. It is important that parents understand the need for positive interactions with school staff will have the greatest impact on the growth of their child. It is expected parents will have knowledge of and an understanding of the school's Parent Code of Conduct which is included in this booklet.

In 2017 Safety Bay Primary School became an Independent Public School. This further enhances the capacity to build relationships between the community and the school through the establishment of a School Board. Members of the School Board are provided with tools, learning and resources to build the capacity across a range of areas particularly in relation to influencing the directions of the school.

Being an Independent Public School also enables staff to have access to a range of support in areas such as curriculum, student services and professional learning.

The school's P&C has a history of providing outstanding support and I encourage parents/caregivers to become involved. In addition to this, parent help in classrooms and at various school activities is greatly appreciated.

Thank you for choosing Safety Bay Primary School. I am sure your child/ren will benefit from the excellent learning opportunities we provide. If you have any concerns or queries at any time, please do not hesitate to contact your child/ren's teacher or administration to arrange an interview.

Kindest Regards

Phil Springett

Principal

At Safety Bay Primary School...

We believe:

- All students have the capacity to learn;
- Children learn in different ways;
- Children learn best when teaching and learning opportunities align with their specific developmental needs;
- Teaching and learning opportunities should be tailored to meet the individual and group needs of all student
- Children learn best when they take responsibility for their own learning;
- Goal setting and reflection are an integral part of teaching and learning;
- Children learn best when parents are actively involved in their education and
- Optimum learning takes place when strong partnerships exist within and across the school community.



Vision:

Building a strong relationship between the whole school community that empowers students to foster a passion for life-long learning. Our teaching teams will deliver high quality education to develop our students' skills and positive mindset to enable them to contribute to society in a meaningful way.

Our Goal:

Our goal is to develop resilient students who are self-disciplined, hard working and willing to participate at all times.

Our Values:

These values support our school's vision, goals and beliefs:

Respect;

Responsibility;

Resilience;

Reflection and Relationships



Information for Parents/Caregivers

ABSENCES

The School Education Act 1999 requires children of compulsory school age to attend school. When a child is unable to attend, legislation requires that parents/caregivers forward written notification providing a reasonable cause for the absence of their child. Please note that a telephone message beforehand is encouraged.

As part of Safety Bay Primary School's ongoing commitment to develop effective communication between the school, parents and caregivers, SMS messaging of absences is used.

The primary purpose of SMS communication is absence notification to and from parents/caregivers.

Some of the benefits include:

- Knowing your child is safe at school
- Convenient and private - get notification even in a meeting
- Increased attendance may improve your child's grades and chance for success.

This system allows us to contact you by SMS if your child is absent from school or, you may also advise the school via SMS if your child is absent.

To avoid missed SMS messages it is important that we have your current mobile phone number. If you are unsure if we have your correct mobile number, please send an SMS message stating your name and child's name and room number to 0437 418 753.

Please note that this mobile number is for SMS messages only. Please also advise if more than one caregiver needs to receive the information.

When notification is not received within three days of the original day's absence, the class teacher may send a letter requesting an explanation.

APP Updat-ed

The school has implemented a phone app called Updat-ed that makes connecting with you so much more convenient.

To download the app just visit the App Store for iPhones or Google Play for Android's. Search for Updat-ed and from the menu select our school. We'll receive your registration request and will need to approve you before your app is up and running.

ARRIVAL AT SCHOOL

We encourage students to arrive at school after 8.30am. If students arrive prior to 8.30am they are supervised in a central location.



Arrivals after 9.00am will require a late note from the office.

ASSEMBLIES

Assemblies are held in the undercover area. Dates are advertised in the newsletter and on our website. All classes have the opportunity to take part in the organisation of assemblies.

**Assemblies are held on Fridays at 9.00am.
Parents and community members are
always welcome.**

BEHAVIOUR MANAGEMENT

The Safety Bay Primary School community is committed to promoting the common good and meeting individual needs, whilst recognising the rights of others in a safe, caring and positive school environment. In consultation with the community, the school has developed a policy based upon the recognition of the dignity and worth of all individuals.

Please see the link below for our Behaviour Management Policy found on the school website.

<http://www.safetybayps.wa.edu.au/page/102/Behaviour-Management-Policy>

BICYCLES

Students are encouraged to ride their bikes to school. In the interests of safety we have rules for them to follow:

- ❖ Bicycles are not to be ridden on the school grounds.
- ❖ Cyclists must wear suitable safety helmets.
- ❖ Bicycles must be kept in the racks provided.
- ❖ Students must walk their bikes across the road at manned crossings.
- ❖ Bicycles should be fully equipped with bell, brakes, reflectors etc and be in good order.
- ❖ For easy identification, the engraving of a parent's driver's license on the frame is advised by the Police Department.



BOOK CLUB

This school subscribes to the Scholastic Book Club. Book Club catalogues and order forms are issued to students twice a term.

Orders can be made online through the Scholastic Book Club Loop or by using the catalogue order form, and returned to the school library by the due date, with the correct money or cheque. (Cheques are to be made payable to Scholastic). Books usually take 2-3 weeks to arrive. A parent volunteer coordinates this program.

CODE OF CONDUCT

Parent conduct and behaviour has a very influential effect on the wellbeing and learning of our children. An engaged community who share and support our school beliefs and values and who support our endeavours, is critical to help build and maintain an effective school. Appropriate conduct on school grounds by everyone is central to ensuring we achieve this goal. Our staff and students work to a Code of Conduct and this document is intended to provide similar guidelines for parents. Further details are provided on our school website <http://www.safetybayps.wa.edu.au/page/105/Parent-Code-of-Conduct>

COLLECTION OF STUDENTS

During School Hours

In certain circumstances, such as illness, dental appointments, etc, it may be necessary to collect children from school during school hours. Parents are required to complete a Student Release Form at the front office before picking up child/ren from their classroom/s. This is a necessary legal requirement for reasons of safety and duty of care.

After School Hours

At times, parents can be unavoidably late to collect their children from school. In such instances, please ring the office to let us know so that we can inform them and ease the children's anxiety. If any students are not collected within a reasonable time at the end of the school day, they will be taken to the office and left in the care of a member of administration.

COMMUNICATING WITH THE SCHOOL

Our school acknowledges the concerns of parents and welcomes any questions you have. We are committed to responding

promptly to your enquiries. When you do have issues or concerns regarding the school it is vital that you seek resolution as early as possible to avoid stress and anxiety. In the first instance please contact the classroom teacher or other relevant staff members to discuss your concerns. The best way to do this is to arrange an appointment with the relevant person so an appropriate amount of time can be devoted to resolve the problem effectively. Please note that it is inappropriate for parents/caregivers to deal directly with other students or their caregivers as this can lead to unnecessary conflict.

CUSTODY OF CHILDREN

Please provide court orders to the front office at time of enrolment. If in the future there are any changes to the orders it is vital that you inform the office.

DEFENCE SCHOOL TRANSITION AIDE

The Purpose of the Defence School Transition Aide Program is to facilitate the best possible educational outcomes for Children of Australian Defence Force (ADF) members through on-site, direct and flexible assistance to children, parents, teachers and other support services.

The Defence School Transition Aide Program provides support to children of Australian Defence Force (ADF) members and their families, particularly during their transition into and out of a school on posting or during parental absences due to deployment, exercises or courses.

The benefit of the program includes facilitating a supportive educational environment for ADF families during times of change; providing, a communication link between the family, the school and the Australian Defence Force; Providing, information about and referral to other educational or DCO services and programs.

If you seek assistance from the school's defence school transition aide please make contact through your child's teacher or the school office. All information will be treated with confidentiality.

DENTAL THERAPY UNIT

Safety Bay Primary School has an onsite Dental Therapy Unit. Standard Department of Education processes apply giving students access. The Dental Therapy Unit is open Monday to Friday and may be contacted directly on 9527 6767.

DOGS ON THE SCHOOL PREMISES

In the interest of student health and safety, dogs either unrestrained or on a leash **should not** be brought onto the school grounds. Where dogs consistently create a menace, the problem is referred to the Council Ranger.

ENROLLING / LEAVING

Parents are required to complete an enrolment form and other related documentation for our computer records. Office staff must sight a Birth Certificate, or Birth Extract. A copy of Immunisation Records must be provided when enrolling a new student. Up-to-date address and emergency contact details are essential enrolment information. Should any information need altering, please notify the office immediately. This information is sometimes needed in an emergency situation. New students should report to the office on their first day. Parents are requested to notify the school at least one week prior to departure so that transfer documents can be prepared.

LEAVING STUDENTS

When children are about to leave our school and transfer to another school, parents are asked to contact us at least a week or more beforehand. This will provide adequate time to enable the staff to ensure that all records, books, medical cards, reports etc have been completed or checked prior to the child's departure. It also allows us to farewell our students and wish them all the best for their new school.

EXCURSIONS

Children will have the opportunity to participate in excursions from time to time. These excursions reinforce learning done in class. Educational excursions are fabulous learning opportunities and every student is encouraged to attend. The school publishes a costing document each year which provides details for the maximum expenditure that each year level will incur. A time payment plan to help manage these additional charges is available by contacting the school. Various options are available ranging from regular cash / cheque or credit card deductions and direct debit. Please contact Diana Tindale, the Manager Corporate Services for further information.

FACTIONS

The students from Year 1 to 6 at this school are grouped into four factions, *Blue, Red, Green and Gold*. In Term 3 each year a Junior and Senior Faction Athletics Carnival is held.



FEES, CONTRIBUTIONS & CHARGES

Contributions and charges are reviewed by the School Board each year and made available to parents/caregivers prior to the end of each school year to help with financial planning for the following year.

Financial support provided by parents has always played a significant part in enabling the provision of resources that extend the school's capacity to add value to the education of students. Your continued support is important and highly valued.

Parents/caregivers have the opportunity to pay charges for excursions and in-school activities upfront at the beginning of the year. This is intended to make it convenient for parents and streamline administrative procedures.

Your child will continue to receive notes home seeking permission to attend, as and when these activities are scheduled throughout the school year. The school will allocate the monies to your child's account as activities arise.

Payments for Voluntary Contributions, Interschool transport, swimming lessons, camps and graduation are in addition to the Charges/ Excursions/ In-School Activities charge.

If there is credit remaining at the end of the school year on your child's account you will be issued with a statement showing the credit amount which will roll into the following year.

Refunds will only be issued by EFT if your child leaves Safety Bay Primary School.

A payment plan may be organised for families by contacting the Manager Corporate Services, Diana Tindale. The school also has EFTPOS facilities available at the administration office and arrangements may be made via direct debit (see '**Monies Sent or Brought to School**') to assist parents with payments.

FUNDRAISING

We have a very active fundraising committee and various activities are organised by the P&C to raise funds for the purchase of additional resources, teaching aids etc. Your cooperation, participation and assistance is welcome.

HAIR

For health and safety reasons, all students are encouraged to tie hair back if it is shoulder length or longer.

HATS

All students are required to wear blue school hats whilst out in the sun. Students will only be allowed to play in the sun if wearing hats and those students without a hat will be kept in the shade. This includes before school, recess, lunch, Phys Ed, outside class activities etc. Students are encouraged to wear wide brimmed school hats for extra protection from the sun. Hats are available for purchase from the Uniform Shop or school office.



HELMETS

Students travelling to school on bicycles, scooters or skateboards legally must wear helmets.

HOMEWORK

Students should be encouraged to complete homework activities. This can include home reading, completion of unfinished work or separate homework activities. Homework develops organisational skills in students, provides additional practice when needed and enables parents to share with their child's learning experiences. The school has a homework policy, available on our school website, which outlines the expectations for each phase of schooling.



ILLNESS AND FIRST AID

In the event of a child being sick, school staff will make every effort to contact a parent. All parents are asked to ensure that the school has an up to date contact phone number, address and emergency contact details, so contact can be made without delay.

Staff expertise and regulations limits provision of assistance to students beyond basic first aid. The general procedure is to assist a child to become comfortable, treat the injury and where possible return to class. Following the practice of erring on the side of caution, if the injury is deemed to be beyond minor first aid, parents' emergency contacts will be contacted. It is important that parents ensure that **EMERGENCY CONTACT NUMBERS** are kept up to date and that they have someone available to collect their child from school.

Following information provided by the school and observation of the child, decisions on

medical treatment for the child is left with the parent. In extreme situations, it may be necessary to access emergency services to provide immediate treatment for a child.

INFECTIOUS DISEASES

Below is a list of the more common ailments contracted by children and details regarding exclusion from school.



Chicken Pox

Not notifiable.

Exclude from school at least one week after first eruption, or while scabs are moist.

Impetigo

(School Sores) Not notifiable.

Exclude from school until effective treatment has been instituted. Lesions must be covered with a waterproof dressing whilst at school.

Conjunctivitis:

Exclude from school until cured. Contacts not excluded.

Very contagious.

Head Lice

(Nits) Small white egg sacks, which will look like whitish specks, can be observed stuck to hair, especially behind the ear and back of neck. If you find head lice, a recommended treatment is required. Child may return to school after effective treatment has been carried out to destroy all live head lice and the majority of the eggs.

A brochure detailing 'How to treat head lice' is available from the school office.

Influenza-Like Illnesses

Not notifiable.

Exclude from school and re-admit on recovery.

Measles

Notifiable.

Exclude from school. Re-admit on medical certificate or at least seven days from the appearance of a rash. Contacts not excluded.

Non-immunised students should be excluded for 14 days after the appearance of a rash in the last case identified at the school, unless contact was immunised within 72 hours of first exposure.

Mumps

Not notifiable. Exclude from school.

Re-admit on medical certificate or 14 days after onset if well. Contacts not excluded.

Ringworm

Not notifiable.

Exclude from school. Re-admit on medical certificate stating that the child is no longer likely to convey the infection. Contacts not excluded.

Hepatitis

Notifiable.

Exclude from school. Re-admit on medical certificate stating that the child is no longer likely to convey infection.

Rubella

(German Measles) Not notifiable.

Exclude from school. Re-admit on recovery or five days after onset of rash.

Please note that children who are ill with an infectious disease should not attend school and should not return until they are fully recovered.

INFORMATION PRIVACY AND SECURITY

Department of Education policy requires written permission before photos of your child/ren can be used on printed material such as newsletters, newspapers, television, video and/or Internet. Enrolment cards request parent authorisation/ permission.

INSURANCE

The Department of Education, excursion venues/operators and transport providers have public liability insurances that cover their liability where it is legally proven that accidents/injuries have been caused through defects in property, equipment or playgrounds, or through negligence on the part of an employee of the Department or the private provider.

Specific personal accident and injury insurance for students whilst at school or on an excursion, camp, visits, etc. is not provided. School children's accident insurance cover, the premium which is paid by the parent, is available from a range of insurance providers.

Insurance is not available to replace the loss or damage to personal property belonging to parents or students.

INTERNET POLICY

All students access and use the internet under supervision whilst at school. When enrolling your child you will be required to sign a



permission form granting rights to access the internet whilst at school.

KIDSMATTER

KidsMatter is an Australian mental health and well-being initiative set in primary schools and early childhood education and care services (like preschools, kindergartens and day care centres). It's a framework that helps these places take care of children's mental health needs by:

- creating positive school and early childhood communities
- teaching children skills for good social and emotional development
- working together with families
- recognising and getting help for children with mental health problems.

KidsMatter was developed by mental health professionals and education and childcare staff in response to the high rates of school-age children with mental health difficulties and the problems they face getting help. It is a partnership between education and health sectors and is funded by the [Australian Government](#) and [beyondblue](#).

<https://www.kidsmatter.edu.au/families>

KINDERGARTEN

The Kindy program is provided for children who turn four before 30th June. If you are unsure when your child should start Kindy please ask at the school office.



Students currently attend two full days one week and three days the next week. Kindy students attend school for the full day and have access to a range of school activities.

An orientation session is held on the first day of school. Parents are asked to stay with their child for this session.

We greatly appreciate the contributions parents make to the learning program and therefore we encourage parents to put their name/s on the parent help roster.

Parents are asked to include in their child's bag:

- A lunchbox containing a healthy snack such as fruit, sandwiches, carrots, sultanas, cheese and yoghurt.
- A clean set of clothes to change into if necessary.

For reasons of safety and care, it is essential that siblings do not play on the equipment while kindy children are being dropped off or collected. We also ask parents to stay with

their children until the doors are opened and staff assume responsibility.

Kindergarten children are encouraged to wear school uniform. Uniforms may be ordered from the uniform shop.

LABELLING

All books, school belongings, clothes, school bag and other items should be clearly labelled with your child's name. This includes sports clothing, towels and hats.



LIBRARY

The school has an automated central library/resource centre.

Parents and Caregivers are asked to ensure that books are returned on time and in good condition. If a student loses a book they can continue to borrow. The following steps will be followed:



1. Overdue book list is sent to the Manager Corporate Services and the classroom teacher.
2. The classroom teacher will regularly remind students about returning overdue books as listed on the overdue list.
3. After two weeks, a courtesy phone call will be made by front office staff to the parents/caregiver.
4. Two weeks following the phone call a polite generic letter will be sent to parents/caregivers to advise them of an overdue book.
5. If the book has still not been found a judgement about payment will be made depending upon the family's situation. This decision will be made in collaboration with the School Library Officer, Classroom Teacher, Manager Corporate Services and Principal. The maximum charge for a lost book will be \$15.
6. The final decision will be made by the Principal.
7. A book amnesty applies in the last two weeks of each term. This is a time when students can return overdue library books with no questions asked. The books can be returned to the school office or library.
8. If books are not returned, the student may continue to borrow, however the book must stay in the classroom. The following term the student may begin to borrow again as normal.

LOST PROPERTY

Large plastic boxes and a rack containing larger items of lost property such as clothing may be found under the verandah outside the Staffroom during school hours.

This should always be checked before making enquiries. Smaller items are located in the school office.



We ask for your assistance by ensuring that all personal belongings are clearly labelled with your child's name to assist us to be able to return items misplaced by children within the school grounds.

LUNCHES / CANTEEN

The school canteen is run by the P&C. For current details about operating days please refer to the administration office. Orders can be placed before school at the canteen and may also be made online. Refer to the school website for further information. Please ensure that orders show the child's name, room number and contain the correct money.



A menu and lunch order bags are available from the canteen.

MEDICATION

Medication (eg antibiotics, analgesics) is not to be kept in students' school bags.

Prescribed medication must be brought to the front office where a medical form must be completed by parents or caregivers. Under no circumstances will medication be administered without full written instructions from parents.



This is in line with Department of Education policy. Medical forms are available at the front office upon request.

MOBILE PHONES

The school has a current Mobile Phone Policy that clearly outlines students are not encouraged to bring mobile phones to school (as per the valuable items policy).

However, where parents insist that their child does need to have a mobile phone it must be switched off and kept in their school bag or collected by the teacher. Mobile phones are not permitted to be used during school hours under any circumstances.



Parents needing to make emergency contact with their children during school hours will be required to do so through the school office.

The school nor the Department of Education will accept any responsibility if mobile phones are lost, damaged or stolen.

MONEY

Students should not bring money to school unless it is for a specific purpose such as to buy lunch. All monies for camp payments, book club, etc must be in a sealed envelope and labelled with name, amount and purpose and placed directly into the Excursion/Incurtion Collection box located at the school office.



MONIES SENT OR BROUGHT TO SCHOOL

Parents are asked to assist the school by ensuring that they (or their child) always have correct money for any payments being made.

Cheques should be made payable to Safety Bay Primary School and crossed "Not Negotiable".

Payments to the school may also be made by EFTPOS at the administration office and additionally may be directly deposited to the school's bank account by electronic bank transfer. Bank details are below:

Account Name	Safety Bay Primary School
Bank	NAB
BSB	086 918
Account No	02949 1771
Reference	STUDENT NAME

Please email details of your deposit to the Manager Corporate Services, Diana Tindale at:

diana.tindale@education.wa.edu.au

This will help us ensure your payment is correctly identified and promptly receipted.

NEWSLETTERS

Our newsletter is uploaded to our website each fortnight. The school newsletter is an important means of communication to parents. They contain Principal's notes, information on school policy, general school notices and coming events. It can be accessed at: www.safetybayps.wa.edu.au.

To receive an alert when the newsletter is uploaded please subscribe to the above link. A term planner is attached to the first newsletter of each term and is also available on our website.

Our newsletter is kindly sponsored by local community-minded businesses. If you wish to sponsor our newsletter, please contact the Manager Corporate Services for details.

OFFICE HOURS

School clerical staff are on duty from 8.00am till 4.00pm daily. Enrolments and other school related matters should be dealt with within these times wherever possible.



PARKING

Parking for Parents/caregivers is available in car parks located off Waimea Road, Rae Road and in the Royal Road Reserve Car Park. Parents are requested **not to use the staff car park on Waimea Road** as it presents a safety risk to students entering and leaving the school. Additionally, please note parking along Waimea Road on the opposite side to the school is **strictly prohibited**. While the issuing of any fine would be a last resort, the School Education Regulation 2000 state, in relation to parking, that there can be a penalty of \$200 for failing to comply with a sign, notice or marking.



Please see parking plan at the end of this booklet.

PEAC (Primary Extension & Challenge)

Government schools offer a range of special programs for gifted and talented students. At primary school level the special programs are known as Primary Extension and Challenge (PEAC). Year 4 students at Safety Bay Primary School sit a test to qualify for PEAC.

P&C ASSOCIATION

The P&C Association plays a vital role in supporting the school. Meetings are held in the staffroom on Thursday in week 4 and week 8 of each term. Your attendance is most welcome. All parents are urged to support Safety Bay Primary School.



PERMISSION TO LEAVE SCHOOL GROUNDS

If students need to be picked up from school during the day, parents and caregivers must sign them out by filling in an authorisation form in the school office.

PERSONAL ITEMS LIST

A personal items list (Book List) is distributed toward the end of each year for the following year. Children are highly recommended to have all items on the



list. Pre-ordering these items through the process organised by the school ensures your children have everything they require at the start of the school year.

PHOTOGRAPHS

The school makes arrangements with professional photographers to take class, family, individual, and other group photos during the year. Purchase of these photos is optional.

PRE - PRIMARY

Our Pre-Primary program caters for children who turn five before June 30. If you are unsure when your child should start Pre-primary, please ask at the school office. Children attend five full-day sessions per week.

We greatly appreciate the contributions parents make to the learning program and therefore we encourage parents to put their name/s on the parent help roster.

Parents are asked to include in their child's bag:

- A lunchbox containing a healthy snack such as fruit, sandwiches, carrots, sultanas, cheese and yoghurt
- A clean set of clothes to change into if necessary

For reasons of safety and care, it is essential that siblings do not play on the equipment while Pre-primary children are being dropped off or collected. We also ask parents to stay with their children until the doors are opened and the staff assume responsibility.

Pre-primary children are encouraged to wear school uniform. Uniforms may be ordered from the uniform shop.

DEPARTMENT OF EDUCATION POLICIES



The policies, procedures and guidelines which set the parameters within which the staff perform their

work can be accessed by parents and other interested community members.

<http://www.det.wa.edu.au/policies/detcms/portal>

Look in the "About Us -Policies" section.

<http://www.safetybayps.wa.edu.au/>

REPORTS

Reports are distributed each semester. Teacher – Parent information meetings are held in Term 1.

If parents have any concerns about student reports or work samples, please make an appointment with the class teacher.

STUDENTS AT EDUCATIONAL RISK

At Safety Bay Primary School we have processes in place to identify students at educational risk and then support them to achieve their individual potential. This is done through a collaborative approach involving the development, implementation and monitoring of individual plans addressing each student's specific needs.

SCHOOL BOARD

The School Board meets once each term. It is made up of parents/caregivers, community members, two staff members and the Principal. These members are elected to office for a term of two years.

The School Board provides the school with direction and support to achieve its long term goals and promotes the school in the local and wider community.

SCHOOL HEALTH NURSE

A school Health Nurse visits the school regularly. If you wish to discuss your child's health with her, please contact the school for an appointment.



SCHOOL PSYCHOLOGIST

The school psychologist works with the Principal, Deputy Principals, Learning Support Coordinator and class teachers to support the academic and behavioural progress of identified students.

SCHOOL RULES

Our school rules reflect our school values; Respect, Responsibility, Relationships, Reflection and Resilience.

- Follow all teachers' instructions
- Respect yourself and others
- Play and work safely
- Care for our school

SWIMMING LESSONS

All children from Pre-Primary to Year 6 are encouraged to attend swimming lessons during the year. Lessons are conducted by qualified instructors. These lessons are part of the Physical Education Program and children must attend unless a note is provided. In 2017:



Years 4 – 6 have their lessons in Term 1
PP – 3 have their lessons in Term 4

UNIFORM – STUDENT DRESS CODE

The wearing of the school uniform assists in the development of pride in the school; raises our profile in the community and assists with maintaining a positive tone. We encourage all students to wear the uniform at all times in order to be part of the team at Safety Bay Primary School

Our uniform has been developed through consultation with teachers, parents and students. Our uniform shop is operated by volunteers. Check with office staff as to when the Uniform Shop is open. The Uniform Shop also stocks a small number of second-hand items.

All articles of clothing should be clearly marked with the student's name.

- Students are required to wear the Safety Bay school uniform in an appropriate manner.
- Students are required to wear Safety Bay Primary School hat or a royal/navy blue equivalent. Skate, surf hats or labelled hats are not appropriate.
- Students are required to wear enclosed, supportive and secure footwear eg. Sneakers or sandals are good examples, no thongs, slides or fashion boots.
- The following jewellery and accessories can be worn: for pierced ears, studs or sleepers, cloth or plastic school coloured headbands and a watch. All other jewellery and accessories should be saved for weekends. Jewellery that supports religious beliefs should be discussed and negotiated with your class teacher.
- Once at school students should remove excess clothing such as coats and rain jackets. These can be used to travel to and from school.
- Students with shoulder length hair or longer hair should tie their hair back.
- Make up and nail polish is not appropriate to wear to school unless part of an assembly item or school production.

VALUABLES

Students should not bring items of value to school. This includes any jewellery (other than sleepers or stud earrings), toys, electronic games,



mobile phones, and sports equipment (tennis balls and the like are acceptable). Valuable items, if lost or stolen, are not covered by the Department of Education's insurance policies and therefore the school cannot accept responsibility for any loss.

VALUES

Safety Bay Primary School promotes the values embedded in the West Australian Curriculum Framework. To simplify these values they have been grouped under the "5R's" – Respect, Responsibility, Resilience, Reflection and Relationships.

VISITORS TO SCHOOL

Parents and other community members are always welcome at our school. For reasons of security it is necessary for all visitors to report to the school office on arrival to sign the Visitors' Book and obtain a "Visitor" label.

VOLUNTARY CONTRIBUTIONS

To assist with the running of school programs and to supplement the grant provided by the Department of Education, parents are asked to support the school by paying a voluntary contribution of \$40 Kindy and \$60 PP- Year 6 per student. Payments would be appreciated at the beginning of each year and may be made through the personal items list.

A time payment plan may be organised for families by contacting the Manager Corporate Services, Mrs Diana Tindale. The school has EFTPOS facilities available at the administration office and the option to directly transfer funds via the internet to the Safety Bay Primary School Bank Account (see 'Monies sent or brought to school').

Voluntary Contributions are used for purchasing resources to be used in the classroom and supplementary materials for art and craft, science and physical education.

WET WEATHER

When the weather is inclement, we suggest that children walking or riding to school either wear waterproof clothing over their uniform or bring a change of clothes. Children will be supervised in their classrooms at recess and lunch times if the weather is unsuitable for outside play.



School Parking.

Please be aware of the following offences under the City of Rockingham, Parking Local Laws 2004.

7.9 Stopping on verge.

A person shall not stop a vehicle so that any portion of it is on a verge, unless you are the owner or occupier of the adjacent premises, or have authorisation from the occupier to stop on the verge.

4.1(3)(b) Parking contrary to signs or limitations.

A person shall not park a vehicle in a parking area, except in accordance with both the signs associated with the parking area and the provisions of this local law.

4.5(2)(a) Double parking.

A person shall not park a vehicle so that any portion of the vehicle is between any other stationary vehicles and the centre of the carriageway.

4.5(2)(f) Parking on footpath or pedestrian crossing.

A person shall not park a vehicle so that any portion of the vehicle is, on any footpath or pedestrian crossing.

7.15 Stopping in disabled parking area.

A driver shall not stop in a parking area for people with disabilities unless the driver's vehicle displays an ACROD sticker.

Rangers are patrolling schools on a daily basis to assist in implementing the School Road Safety and Parking Awareness Program. Please ensure you abide by the parking signs and local laws surrounding your school.

Parking Infringements will be issued to offending vehicles.

Maximum Penalty \$5000.

