



APPLECROSS
PRIMARY SCHOOL

Parent Handbook

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WELCOME

MESSAGE FROM OUR PRINCIPAL

Our story below indicates we have a long history of educating children who live within the Applecross locality. Over the course of our 120-year history we have grown and evolved into a school that serves a diverse but empowered community that takes great interest in students both as individuals and as a collective. We have an established reputation as a school where students achieve high academic outcomes whilst at the same time are supported in their social and emotional growth. As a new or continuing member of our community I am confident you will enjoy the experience of being a part of the "Applecross Primary School Family".

This booklet contains information about the general operation of our school. Its primary function is as a quick reference/guide to ascertain how the school operates and what key routine functions are carried out during the school year. Hopefully you will find consistency throughout the handbook as it applies across our school from Kindy to Year 6. It reflects our culture and "The Applecross Way" that has developed over our extensive lifetime of educating children in this location.

The dissemination of information about our school is very important to us and the key to strong school community relations. To support the information in this booklet we also provide detailed information related to specific school functions in our Parent Information Pack available through the school office. Please don't hesitate to ask for one if you are unable to access our other channels of communication such as our school website and school App.

ABOUT OUR SCHOOL

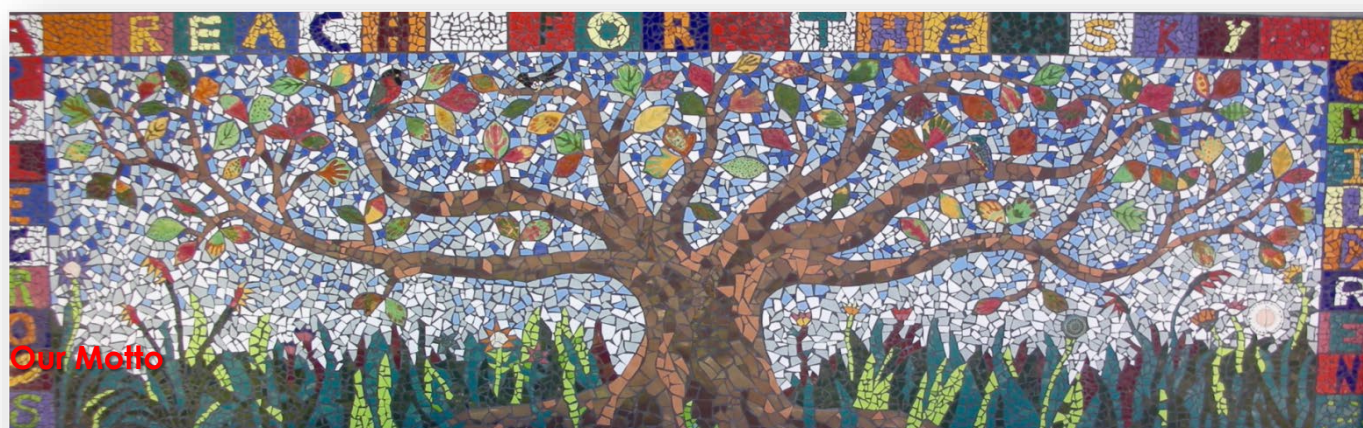
INTEGRITY – ACHIEVEMENT – DIVERSITY – GROWTH

Applecross Primary School is where historical settings meet a contemporary, innovative learning environment. The heritage listed buildings provide a rich background to the students who connect with the days of yesteryear yet embrace the future with 21st Century learning skills.

Established in 1905, Applecross Primary School has evolved as the community has developed. Our school enrolment is drawn from our local intake area for students from Kindergarten to Year 6. We embrace our diversity, with many families coming from overseas and students leading a well-travelled life. Our motto of "Excellence in the Community" means our students aspire to reach their full potential, both within our school and in the community in which they live. Connecting with the rich Aboriginal history of the Applecross area, our school has restored the bushland that surrounds the outside and highlights the scar trees that are within the grounds. In addition, and to enhance our recognition of the local indigenous people's (Whadjuk People) place in our school community, we have a "seasons garden" that highlights plants used by Aboriginal people. Working closely with Aboriginal Elders and academics from surrounding universities, the school acknowledges the strong ties to the land and the significant contribution Aboriginal people have made to the area.

Applecross Primary School has a strong sense of community, where everyone works together to achieve and build success across a range of domains. The caring staff, the friendly students and supportive community all work together to build a powerful learning environment, which is held in high regard across the local and wider community.

We look forward to your involvement with Applecross Primary School and trust that a close and effective working relationship between the school and home can be established to ensure the satisfactory and continual educational development of all children. Regular updates on the school website and Compass will describe any necessary changes and keep parents informed of school activities, its organisation and procedures.



Our school motto is "Excellence in the Community" and it is by this motto that we set our standards.

Our Vision

To provide an innovative learning community of excellence where we work together to help each child achieve full potential.

Our Purpose

We will strive for excellence in all that we do and embrace strategic and visionary thinking. We innovate and apply exemplary practice, research and planning to best support each child's learning experience and achievements.

Our Values

Integrity

We act with respect, honesty, care and compassion.

Diversity

We welcome and celebrate our variety of backgrounds, abilities, needs and talents.

Achievement

We inspire all children to do their best through discovery, opportunity and challenge.

Growth

We nurture our students to become confident, happy, responsible, active citizens capable of making quality decisions now and in the future.

INTEGRITY	DIVERSITY	ACHIEVEMENT	GROWTH
 - Follow school and class rules - Treat others as you would like to be treated - Value yourself and others	 - Accept things you wish were different without complaint - Accept others who look, speak and act differently - Reach out in friendliness	 - Complete tasks to the best of your ability - Set goals and work to achieve them - Be a good friend	 - Take your agreements seriously - Admit mistakes without excuses - Be willing to do your part
 - Be trustworthy and reliable in class and the playground - Be truthful and admit to your mistakes	 - Value each other and appreciate sharing - Be a good listener and follow steps to help others solve problems	 - Focus your attention on tasks - Resist distractions - Ask for help when needed	 - Know you are valued whether you succeed or fail - Be willing to try new things - Trust yourself to handle whatever happens
 - Help others - Give your best effort - Care for our earth and all living things - Reduce, reuse and recycle waste	 - Forgive others and yourself when mistakes are made - Focus attention and think clearly - Consider others and their feelings	 - Display a positive attitude - Give your full effort - Believe in yourself and have confidence in your ability	 - Help and share ideas - Show kindness even when you disagree - Follow the rules
 - Demonstrate kindness to others who may be hurt or troubled - Help others	 - Spend quiet moments to practice being calm - Speak gently and use peaceful words - Be fair to yourself and others to help solve problems	 - Maintain a steady pace and complete tasks - Be a loyal friend in good times and bad - Make good decisions and stick to them	 - Dare to have big dreams that make a difference - Trust that tomorrow can be better than today - Take action to make your dreams come true

THE CULTURE OF OUR SCHOOL

Applecross Primary School strives to encourage children in the development of academic excellence, the main function of schools. The staff and administration are dedicated to the attainment of this goal so far as it is possible in each child, through discipline, through praise for solid achievement, and through that growth in self-esteem which results from the practice of clearly laid down patterns of work.

Simultaneously, within this framework, children's social, emotional and physical development is fostered enthusiastically. We believe we are here to serve both children and parents and we regularly assess our performance against this belief. To help us in our tasks, we are fortunate to have an excellent P&C Association and a most effective School Board.

Our committed, progressive, award winning teachers and support staff will work with you and your child to achieve personal excellence. Our staff has high expectations and adopts a wide range of effective teaching methodologies.

Students who progress through our school will develop into successful learners who are confident and creative individuals.

We accomplish this by:

- ✦ Having well-trained and innovative staff engaging in evidence-based research and planning.
- ✦ Supporting each child's progress towards clear expectations and targets set for each year level.
- ✦ Providing services that are valued and respected.
- ✦ Maintaining a safe, caring and flexible learning environment for all of our students.
- ✦ Monitoring the progress of each child to help them perform at their best.

As a staff we:

- ✦ Will show compassion, be generous, caring, thoughtful, thankful, wise, inquisitive, have a love of life and an interest in learning.
- ✦ Create an environment that encourages the development of the whole child.
- ✦ Will apply best practice to our teaching and learning so students can achieve their maximum potential.

ADMINISTRATION

Principal

Mrs Bea Bouska

Deputy Principals

Miss Judith James

Mr Louis Shepherd

Ms Antionette Soraci

Manager of Corporate Services

Mrs Lisa Mackay

School Officers

Ms Lesley Black

Mrs Sally Spiers

Mrs Danielle McFadden

Telephone Number

08 6274 1850

Office Hours

8:30am – 3:30pm

Email

applecross.ps@education.wa.edu.au

Website

www.applecrossps.wa.edu.au



SCHOOL INFORMATION (A-Z)

ALLERGIES

We are concerned about the safety and wellbeing of all our students. Many of you will know someone who is affected by anaphylaxis, a life-threatening allergic reaction.

Our school does its best to be an allergy aware school. Staff have had training in severe allergy management, and we have implemented lots of strategies to help keep students at risk of anaphylaxis as safe as we can, with key staff trained in First Aid. **Please note that we do not have a school nurse on site.**

We have many students who live with the risk of anaphylaxis to foods (including peanuts, tree nuts, eggs, fish, soy, dairy and sesame) and bee stings. Whilst these children are being taught to care for themselves at an age-appropriate level, we ask that you help us **educate your child on the importance of not sharing food with others, washing their hands after eating, and calling out to an adult if they think their friend with allergies is sick.** With increased awareness and understanding of anaphylaxis, we can all help protect those around us.

Please consider the child with food allergies when packing your child's lunch or when sending in food for any occasion. In particular, tuna and egg sandwiches should be avoided for younger children as they can be messy to eat tidily. Early Learning staff will ask children with foods that are considered a risk to sit together on a mat that can easily be cleaned. All children will be asked to wash their hands after eating.

Students learn about "How to be a Mate" to their schoolmates who have allergies. To learn more about anaphylaxis and food allergies, go to allergyfacts.org.au and allergy.org.au.



ANIMALS ARE NOT PERMITTED ON SCHOOL PREMISES

Parents are advised that the Schools Education Act 1999 indicates that a person cannot bring any animal onto school premises without permission from the Principal. **"Animals, including pets, are not allowed on school grounds unless they are part of an organised school event, or are an authorised assistance animal."**

Parents, please do **NOT** bring your dog onto school grounds when dropping off or picking up your children, whether on a leash or not, nor tie them up to the school gates/entrance ways. Please make every effort to avoid family pets following children to school.



ASSEMBLIES

Student-oriented and conducted assemblies are held in the school's undercover area on scheduled Thursdays. Each class will perform at one assembly during the year, when parents are welcome to attend. Dates of assemblies are published on the school's calendars (website and Compass calendar).

ATTENDANCE

Punctuality and regular attendance assist in individual and class progress. If a child is absent, a brief explanation is required. Notification can be given via Compass, our online school management system used to manage student attendance (the preferred way for parents to notify the school) or by calling the school office (08 6274 1850), with the following information:

- date of absence;
- child's name and class;
- reason for absence.

Please Note: The only acceptable excuse for a child missing school is illness or other unavoidable occurrences.

Attendance SMS

We use **Compass School Manager** to send automated messages to parents about their child's unexplained absence from school.

You will get an SMS with a link if your child is marked absent without an explanation. Do not reply to this message via SMS as the school will not receive it. Use the link in the message to add attendance notes about your child's absence.

Please note that the link will expire after you have clicked it, meaning that it cannot be used to explain unapproved absences in the future. The school will receive your response via the link provided. Ensure your phone is connected to an Internet data plan or has WIFI access to use the hyperlink.

Please note: If your child is late for school and you do not sign them in through the school office, you will receive an unauthorised absence SMS.

Attendance SMS

If your child is marked as absent without prior approval you will receive an SMS message containing a link. When you follow the link, you will have the opportunity to explain the absence.

The link will expire after you have clicked it, meaning that it cannot be used to explain unapproved absences in the future. Instead, you will receive another message containing a new link, allowing you to repeat the process.

Send an absent note

From your Compass home page select the Shortcuts tab from the main menu on the bottom of your screen.

From the popup, select **Submit attendance note**

Full instructions on how to access and use Compass can be found on our website [HERE](https://applecrossps.wa.edu.au/compass) (<https://applecrossps.wa.edu.au/compass>)



Planned Absence

Parents are expected to take family vacations during school holidays. Under the Education Act 1999 parents are required to have children attend school each day of term, unless authorised leave has been approved on compassionate grounds. Absences where families choose to remove students from school for periods of time cause significant disruption to the class and teachers concerned. Family holidays are not a legitimate and sanctioned reason for absence.

Please Note: All instances of vacation that occur inside school terms are classified as 'unauthorised vacation'.

BEFORE AND AFTER SCHOOL CARE

TheirCare is our Outside School Hours Care provider. www.theircare.com.au



TheirCare provides an engaging and safe environment for all children.

Children develop life skills, friendships, confidence and creativity through play-based programs. The program is available for all children at Applecross Primary School from 6:30am until 8:45am in the morning and from 2:50pm until 6:00pm each school day.

On Tuesdays, Applecross Primary's Early Close Day, the After School Care program will operate from 2:35pm until 6:00pm to cater for the early finish. On our annual Parent Teacher Interview half day, the service will operate from 11:30am until 6:00pm.

To learn more about the services provided by **TheirCare**, and enrolling your child, please visit the website: www.theircare.com.au. Families are eligible for a government rebate called the Child Care Subsidy which can reduce the cost per session by up to 90%. For more information, contact TheirCare Support Team on 1300 072 410.

BICYCLES

Please note that the National Safety Council recommend children not ride a bike or scooter to school until they are nine (9) or ten (10) years of age. Until this age, children have not developed sufficient peripheral vision for road safety. This excludes eScooters (which by law may not be driven by anyone under the age of 16). Children who ride bikes are required by law to wear safety helmets.

Bicycles MUST be WALKED in and out of the school grounds. There are two secure bike sheds for children who ride to school. Children must park their bicycles neatly in the bike racks provided inside the bike sheds (behind the Library off Kishorn Road entrance, and next to the staff carpark off Kintail Road entrance at the front of the school). The bike sheds are locked at 9am and unlocked again at the end of the school day. No responsibility can be taken by the school for removal of, or damage to, bikes.



BUSES

Transperth buses travel from Kintail Road via Matheson Road to Canning Highway. When coming to school please do not send children on buses before 8.00am as their safety crossing Kintail Road cannot be guaranteed by the presence of the Crosswalk Attendant. The fare is that of a normal bus for children.

BUSINESS PLAN

Applecross Primary School is a happy and productive place where students, staff and the community work closely together to maintain a vibrant place of learning. We have a strong tradition of high achievement that is actively pursued by all who are involved in the school. The indigenous heritage of the area on which the school stands is recognised and honoured. The school community acknowledges the strong ties to the land and the significant contribution Aboriginal people have made to the area.

Our strategic direction and intent is driven by our underlying culture of **Excellence in the Community**. Our Motto, Purpose and Values reflect our efforts to provide outstanding educational opportunities for the children and families that choose to become part of the Applecross Community. Our Business Plan documents our strong commitment to delivering these opportunities. A copy of our three-year Business Plan can be downloaded from our website [HERE](#).

CALENDAR (See COMMUNICATION FROM THE SCHOOL)

CAMPS

School camps are run at the discretion of teachers, and parents are informed well in advance so that families can budget for any costs involved in the camps. We feel camps are beneficial to both the educational and social development of all students.



CHAPLAIN

Applecross Primary School has a School Chaplain who supports our students and families two days per week, on a Wednesday and Thursday. The School Chaplain, Bec Thomas, can be contacted through the school office or through your child's class teacher. Support from our Chaplain includes:

- Social:** Offers strategic support and training to develop leadership and citizenship skills for groups of students.
- Emotional:** Provides pastoral care through conversations with individuals and groups experiencing personal or social difficulties, enabling them to work through their difficulties and adjust to change.
- Spiritual:** Helps students to formulate their own beliefs and value systems, and work with staff to incorporate aspects of the core values into the school's programs.
- Mental:** Offers self-esteem and social skill enhancing programs for specific groups of students, enabling them to participate more confidently and effectively.

Our Chaplain also works in classes, attends camps and organises lunchtime activities for students.

CHARGES AND VOLUNTARY CONTRIBUTIONS

Each year, the School Board reviews our school charges and voluntary contributions. The maximum amount parents and carers are asked to pay for voluntary contributions is set in the *School Education Regulations 2000*. Money collected will be used to supplement school expenditure for the core curriculum areas.

While contributions are voluntary, the quality of our teaching and learning programs will be maximised when each family makes its contribution to supplement funding gained from other sources, including the State and Commonwealth Governments. Our School Charges and Voluntary Contributions Schedule is available on our [website](#) and is sent home in Term 4 each year, or on enrolment. This schedule indicates a breakdown of the **estimated charges** for your child's participation in anticipated class and school activities during the year.

Your financial support will be greatly appreciated, and we are hopeful for an excellent response from all families.

Parents can choose to **pay as you go** for charges as itemised in Table 3 on the Schedule (payment on request from school per event) **OR** can opt to pay the total maximum estimated costs for the year per child per year level.

Payment can be made by:

Direct deposit via bank transfer (bank account details below); credit card (over the phone or in the School Office); or cash.

Bank Account Details

Please call the school office on 08 6274 1850 for the school's bank account details.

When paying by DIRECT TRANSFER, please include your FAMILY NAME and ROOM NUMBER as reference, and then email the details of what the payment is for to applecross.ps@education.wa.edu.au.

Refunds of Extra Cost Optional Components

In the event of your child being sick or absent on the day of an event and payment has been made, a refund will be credited to your child's unallocated credit on our RM Billing system. This can then be used towards another event, or you can request a refund at any time. **Charges for bus hire on excursions are non-refundable** and this portion will be deducted per event from your total charge.

Balance of Unallocated Credit

Payments are processed and receipted for each individual student on our RM Billing system as events occur throughout the year. Students often have a credit balance that is unallocated or surplus. When your child leaves the school, this surplus can be transferred to a sibling, donated to the school or the school's Building Fund (for a tax-deductible receipt for \$2 or more), or refunded by EFT into your nominated bank account. Any unused portion of your child's school voluntary contribution can be transferred to another State Public School upon request.

Please visit the School Office or email the school at applecross.ps@education.wa.edu.au to request a refund. All refunds will be paid via electronic funds transfer (EFT) to your nominated bank account.

CLASSROOM PLACEMENTS

Class placement is a confidential and professional process undertaken by teachers to make the best possible decision for the children in their care.

Applecross Primary School has a highly professional and experienced staff who access a broad range of appropriate learning programs to address the curriculum and social needs of all students. As such, class placements are primarily based on the professional judgment of the child's educational needs. Issues of gender balance, a range of ability, behaviour and student numbers are also factors considered in the final composition of classes. Classes are not streamed. No class should have a disproportionate share of high or low-achieving children or children with performance-related issues. Where children obviously do not get on together, separation is considered. The child's social network will be considered if, in the teacher's opinion, academic performance may be affected.

Parent input regarding their child's educational needs will be considered; however, this will not include requests in relation to the choice of teacher. Parents have the opportunity to make the school aware of their child's educational needs that teachers may consider. Parents wishing to make such requests are advised to put them in writing to the school Principal when the process is underway. The Principal has the discretion to place children where most appropriate.

COMMUNICATION FROM THE SCHOOL

We use COMPASS, an online school management system, to manage student attendance and wellbeing and communicate important school information through our classrooms and for whole school communications from us.

Further information and guidelines on using Compass can be found via the links below:

[The Kaartdijin Solution for Parents and Carers](#)

[Compass Parent Portal Guide](#)

[Compass Login Guide for Parents](#)

COMPASS



**School Manager
Compass**

The Kaartdijin Solution
for parents/guardians

Connect to your school's
Compass portal and stay
updated with your child's
progress and important
school news.

How to access Compass

Download the 'Compass School Manager' app for iOS and Android from your app store for **mobile devices**;
OR
Enter 'schools.compass.education' in a web browser for desktop **computers**.
To **login** to Compass use the username and temporary password provided by your school.

Attendance SMS

If your child is marked as absent without prior approval you will receive an SMS message containing a link. When you follow the link, you will have the opportunity to explain the absence.

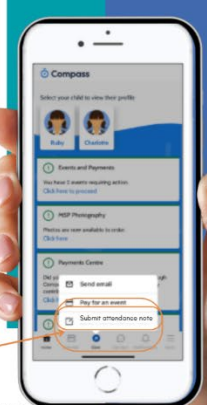
The link will expire after you have clicked it, meaning that it cannot be used to explain unapproved absences in the future. Instead, you will receive another message containing a new link, allowing you to repeat the process.

Send an absent note

From your Compass home page select the Shortcuts tab from the main menu on the bottom of your screen.

From the popup, select **Submit attendance note**

Full instructions on how to access and use Compass can be found on our website [HERE](https://applecrossps.wa.edu.au/compass)
(<https://applecrossps.wa.edu.au/compass>)



What's in the Compass parent portal?

Your child's profile

- View attendance and behaviour/wellbeing records
- Email your child's teachers
- Submit absent or late notes

Important reminders

- For attendance notes
- Consent for excursions

Latest school news

- Receive news updates relevant to you, such as newsletters or details of upcoming events

Calendar

- View your child's upcoming excursions and school events

YOUR CHILD'S SCHOOL PROFILE **SUBMIT ABSENT NOTES**

IMPORTANT REMINDERS **SCHOOL UPDATES** **NEWSLETTERS** **EVENTS**

CALENDAR **CONSENT TO INCURSIONS AND EXCURSIONS** **EMAILS**

CONNECT



Connect Now

CONNECT is a free integrated online environment developed by the Department of Education WA for staff, students and parents in public schools and, because it is provided by the Department of Education, very safe. As well as being able to log in to Connect on any internet-enabled device, you may also receive notices from Connect that will be sent to you as either an email or a notification on your phone.

Parents are given their own secure login to Connect. If you have multiple children you only need one login - even if your children attend different public schools. Connect is used by teachers to create online classes and groups to distribute classroom notices and news to students and parents. Students use their school login and are shown how to use Connect safely in class.

Pre-Primary to Year 6 semester reports are distributed via this secure online platform.
If both parents would like to have access to student reports, please provide a separate email for each parent.



Wherever you are... **ConnectNow**

WEBSITE www.applecrossps.wa.edu.au

COMMUNICATING WITH THE SCHOOL

An essential component of our school culture is the fostering of sound home/school relationships. In some cases, parents discuss what they feel are problems with other parents and choose not to notify the school. No problem can be solved if the school is not aware of it.

Meetings to discuss student progress or problems can be instigated by parents or teachers and are best organised in advance, for before or after school, or in teachers *Duties Other Than Teaching* (DOTT) time. Contact with your child's

teacher can be made via Connect. If the concern is not resolved, parents or community members may choose to raise their concern formally through the process outlined in our "Raising a Concern with Us" Policy and Procedure document available from the '[Parent Info](#)' – '[School Policies](#)' tab on our website.

COMMUNITY USE OF SCHOOL FACILITIES (see Policies)

Applecross Primary School prides itself on being an integral part of the Applecross community. As such there are legitimate occasions where community groups will require a suitable venue in which to offer their services to members of the school community and also the wider Applecross community. It is reasonable to assume that the facilities of Applecross Primary School may suit the requirements of such groups and that it is incumbent on the leadership of the school to consider any requests for the use of specific facilities that suit their requirements.

It is government policy that school facilities and resources are made available for community use. Applications must be approved by the Principal and formalised by an agreement signed by the Principal and a representative of the user group – Community Use of School Facilities and resources in Public Schools, November 2008

In the case of Applecross Primary School, the Principal may choose to seek the advice of the School Board where an application could result in community concern. In these cases, the Principal is not bound by the Board's advice but should take this into account when making a decision on an application for the use of school facilities.

Our '[Community Use of School Facilities](#)' Policy can be found on our Website under the '[Parent Info](#)' – '[School Policies](#)' tab on our website.

COMMUNITY HEALTH NURSE (DEPARTMENT OF HEALTH)

A Community Health Nurse will visit our school to carry out periodic medical checks on children in Kindergarten and Year 6 throughout the school year. If your child has any problem, you will be notified. We can contact the nurse on your behalf to obtain information regarding child development, as provided by Community Nurse Services, for children aged 0-4 years.

CURRICULUM

Educational programs are designed and delivered to meet the needs of our students. Teachers plan lessons to teach the content and skills of The Western Australian Curriculum. Pre Primary to Year 6 has eight learning areas, seven general capabilities and three cross-curricular priorities. Kindergarten has curriculum guidelines in line with the Early Years Learning Framework.

At Applecross Primary we have a whole school approach to the delivery of the Curriculum. This is achieved through the use of documentation provided by the School Curriculum and Standards Authority; the Authority's materials and resources support our teachers in their work. We have developed our own Scope and Sequence documents to assist us with this whole school approach to implementing the Western Australian Curriculum. We aim to establish a culture focussed on inquiry and cooperative learning that provides experiences for children to develop skills including resilience, problem solving, creative and critical thinking skills. Students have the opportunity to extend and enrich their learning through a range of extra and cross-curricular programs. The school's long and short-term targets, initiatives and priorities are defined in more detail in the school's business and operational planning documentation. Teachers differentiate content and learning strategies for students at educational risk.

Specialist Programs

Applecross Primary School offers specialist programs in **Art, Music, Science (Years 1-6), Physical Education (K-Year 6), and French (Years 3-6)**.

DENTAL HEALTH SERVICE

The School Dental Service (SDS) provides free dental care to students from the age of 5 (to 16) who attend a Department of Education recognised school. The **Mount Henry Dental Clinic** in Como is the SDS for Applecross Primary School. There are no charges for inspection and simple level of operations, however we must have a consent form from parents before children can participate. Parents are responsible for transporting children to and from the clinic.

All enquiries should be directed to the Dental Clinic on **08 9313 0552**.

EMAIL (see COMMUNICATION)

The school's email address, for all official communication with the school, including contact with individual teachers (will be forwarded to the relevant staff member) is applecross.ps@education.wa.edu.au;

To email the School Principal directly: Principal.Applecross.PS@education.wa.edu.au;

To contact the School Board Chair: Applecross.PS.BoardChair@education.wa.edu.au

(Emails will come to the school for forwarding to the current School Board Chair).

EMERGENCIES

Whole school emergency alerts will be sent out on Compass and/or SMS, where possible. Every attempt will be made to contact parents in the event of an emergency regarding their child, however parents are requested to ensure that parent contact details, including address and mobile numbers registered with the school are kept up-to-date. If this is done, unnecessary delays for medical attention can be averted. Working parents are requested to keep the school informed of their employment address and contact number.

It can become necessary for the school to call for an ambulance to attend to your child in an emergency. Please ensure that you have sufficient cover for this.

ENROLMENT

All enrolments are carried out in the school office. Applications are not complete until proof of residential address (signed lease agreement or current utilities bill), Birth Certificate or Extract of Birth Entry, Passport and Visa (if applicable) and Australian Immunisation Register (AIR) Immunisation History Statement have been provided. Children must be enrolled under their legal surname (ie the name on their birth certificate) or, if changed, the deed poll must be sighted. Further information and Application for Enrolment Forms can be found under the '[ENROLMENT](#)' tab on our website.

Applecross Primary School has been gazetted as a local intake school. This means that places are available for Pre Primary to Year 6 children residing [within our gazetted boundaries](#). For further information, don't hesitate to get in touch with the school office on **08 6274 1850**.

Kindy students must have an AIR Immunisation History Statement from the AIR that is 'up to date' and not more than two months old when applying to enrol your child; or an AIR Immunisation History Form that shows a catch-up schedule and is not more than six months old; or a valid immunisation certificate issued by the Chief Health Officer.

Immunisations are expected to be 'up to date' upon entry to Pre-Primary and above. These include measles, mumps, rubella, polio, whooping cough, diphtheria and tetanus. Further information on obtaining the necessary Immunisation History Statement can be found under '[IMMUNISATION](#)' in this Handbook.

EMERGENCY / EVACUATION PLANS

School Emergency and Critical Incident Management Plans are regularly updated to ensure that procedures for a speedy evacuation or lockdown of the buildings in the event of a critical threat, fire or similar emergency situation are in place and effective.

EXTREME WEATHER

On occasion, it is necessary to implement a school-wide extreme weather policy to protect against inclement weather before school, during recess, and at lunch. Extreme weather may include (but is not limited to) heavy rain, wind, temperature, cyclone, earthquake, etc. The nature of an extreme weather event will require extra adjustment and vigilance from what is part of the school's normal understandings and operations. During an extreme weather occasion, the school's normal operations may be suspended due to a range of unpredictable and potentially unsafe conditions, resulting in the children having to remain inside classrooms for an extended period.

HEAD LICE

Unfortunately, we do have outbreaks of head lice in the school. Parents are urged to carefully check their children's hair for lice at least weekly. If lice are found, parents can obtain appropriate treatment from the chemist and are asked to advise the school immediately. Children may return to school after appropriate treatment. **Long hair should be tied back.** A useful fact sheet from the Health Department can be found at [HERE](#).

HEALTH CARE PLANS

Parents are required to notify the school **as early as possible**, when a child has a medical condition eg allergies (from mild to anaphylaxis), diabetes, epilepsy, asthma, seizures etc, to ensure that your child receives the appropriate medical attention and support should the need arise. Please:

- complete and return any health care forms the school may require **as soon as possible**.
- provide us with any individualised Action Plan eg Anaphylaxis Plan, Minor to Moderate Allergy Plan, Asthma Plan, Other, as well as any preventative strategies that can be put in place, and supply the necessary medication, eg epipen, antihistamines, asthma medication etc, ensuring it is clearly labelled. (Carer Support information can be accessed through the ASCIA (Australian Society of Clinical Immunology and Allergy) website [HERE](#)).
- be clear about which foods, insect bites, stings or other allergens trigger an allergic reaction in your child.
- check and record expiry dates of all medications and replace prior to expiry.
- provide the child with a lunchbox of safe food that is clearly labelled and remind them not to swap/ share food with friends.

Further information on the administration of medication at school can be found under [Medication](#).

HOMEWORK

The setting of homework for primary students is the responsibility of the classroom teacher who is aware of the individual needs of the children in their charge. Parents are advised to contact the classroom teacher early in the year if homework is causing concern. Our [Homework Policy](#), developed by the school and endorsed by the School Board, is available on our website and discussed at parent meetings.

ICT

At Applecross Primary we recognise that student and staff access to the internet is a valuable resource in the location and manipulation of information. Access to the internet is provided at school to support student learning and is governed by our student (iPROMISE) Code of Conduct which we are pleased to report students respect and understand. The Code is an essential tool for guiding behaviours and understandings of appropriate online conduct.

The school's Years 4-6 BYOD (iPad) Program is consistent with our Business Plan; students are exposed to an inquiry-based approach that encourages them to investigate, design, produce, evaluate and collaborate across curricular areas through the use of iPads.

Critical to the success of our BYOD Program is the pedagogy used to support an environment that accommodates diverse student needs. We acknowledge that the successful implementation of any technology program is reliant on quality professional learning linked to the Australian Professional Standards for Teachers. We continue to ensure that the implementation of BYOD iPads prioritises pedagogy first, technology second. Information on the BYOD program can be found on our website under the '[CURRICULUM](#)' – '[TECHNOLOGIES](#)'

IMMUNISATION

Children enrolling in Kindergarten must be up to date with all scheduled immunisations for their age to attend school. You will need to provide your child's Australian Immunisation Register (AIR) Immunisation History Statement as proof of immunisation.

Immunisations are expected to be 'up to date' upon entry to Pre-Primary and above. These include measles, mumps, rubella, polio, whooping cough, diphtheria and tetanus. To ensure the immunisation record presented to the school is up to date, parents should obtain a current copy of the Immunisation History Statement prior to enrolment. Parents can request an Immunisation History Statement at any time by:

- Phoning the AIR enquiries line on 1800 653 809 (free call from landline);
- Accessing their Medicare online account through myGov (<https://my.gov.au/>);
- Using the Express Plus Medicare mobile app: (www.humanservices.gov.au/customer/services/express-plus-mobile-apps#medicare); or
- Visiting their local community health centre.

INFECTIOUS DISEASES – Exclusion from School

Many childhood infectious diseases require students/staff to be excluded from school for a recommended period of time. A list of communicable diseases indicating whether or not exclusion is required and, if so, the periods of exclusion for contacts and cases with infectious diseases, can be found on the Australian Government agency's NHMRC's website [HERE](#), or by calling the school office.

INSURANCE

The Department of Education carries no insurance for students both at school and when participating in educational activities away from the school site (except for excursions involving an overnight stay). It is the responsibility of parents to ensure that their children are adequately covered by insurance for accidents that are not caused through defects or negligence on the part of an employee of the Department.

KISS AND DRIVE (see Parking)

LATE ARRIVAL

If your child is late for school, please report to the school office to sign them in using the Compass Kiosk, which directly links to Compass online. They will receive a printout with their name, date and time of arrival to hand to their classroom or specialist teacher. **If you do not sign your child in late through the school office, you will receive an unauthorised absence SMS.**

LEAVE PASS DURING SCHOOL HOURS

Permission to leave the school grounds will not generally be granted unless written advice has been received from a parent. In the event of illness or accidents at school, parents will be contacted to care for their child.

Parents taking students to appointments during the day must visit the school office, sign their child out, and then present the official leave pass to their child's teacher. When returning children to school, parents then sign their child back in at the office. Teachers will not release students during lesson times unless they receive official notification from the school office. **This cannot be done in advance.**

LIBRARY

Please encourage your child to become a regular library user as this will have a big influence on the child's all-round educational development. Books borrowed may be kept for two weeks but children should change them as soon as they have read them to support the development of regular reading habits.

To protect their library books, all children are required to carry them to and from school in a waterproof bag. These are available for a small charge from Uniform Concepts (see [UNIFORM](#)).

Please give your child a protective carry bag until a waterproof library bag is obtained so that books are protected from drinks, fruit etc that may be carried in school bags. Parents can assist the school by checking on the books brought home and ensuring their prompt return in good order. Damaged or lost books will have to be replaced at the parents' expense. Please ensure that all books are returned before a child leaves the school. Parents are welcome if they wish to drop in to the Library and anyone interested in volunteering for Library duty should contact the Library Officer via the office on **08 6274 1850**. Help is always needed and much appreciated.



LOCAL INTAKE AREA

Applecross Primary School has been gazetted as a local intake school. This means that places are available for Pre Primary to Year 6 children residing [within our gazetted boundaries](#). Of course, should there be vacancies, consideration will be given to enrolling out of area students. Each case will be considered on its merits. For further information, please contact the school office on **08 6274 1850**.

LOST PROPERTY and Marking of ALL Personal Property

A collection of lost property items can be found in the breezeway between Rooms 14 and 15. Much time is lost in attempts to trace owners of lost property. Please regularly check to see if any of these items belong to your child/children, and ensure that ALL uniform items (including lunch boxes, drink bottles etc) are clearly labelled with both your child's first and last name so that these can be returned to your child.

LUNCHES

A healthy packed lunchbox provides children with the sustenance to concentrate and engage in a busy day at school. Fruit is recommended for a quick snack for morning recess. There are many websites with ideas for healthy lunchbox ideas. An icepack in the lunchbox during warmer weather is a good idea. Please be aware of our **Nut and Soy Minimisation Guidelines** and **Healthy Food and Drink Policy** (available on the school's website).

Eating recess and lunch at school is a social occasion, sitting with friends. It is also an opportunity to consider how we manage waste – what can be recycled, what can be reused, can we reduce waste? Ensure any containers are manageable by the child and clearly labelled with their name.

Our P&C organise Canteen orders for PP to Year 6 students on Mondays, Wednesdays and Fridays. Menu options and orders are placed online at <https://school-lunch.lunchboxhub.com.au>. **Lunch Box Hub** offers a wide range of nutritious hot and cold foods, snacks, and drinks that adhere to the School Traffic Light System. All items on the school lunch menu are nut-free. However, please note that they operate in a kitchen that contains nuts for their retail sector, so they cannot guarantee that there will be no traces of nuts. They follow strict measures to prevent cross-contamination where possible. The same applies to items labelled as 'Low Gluten' and 'Low Dairy.'

This service can only run with support from parent volunteers. If you can volunteer please let us know by emailing canteenapplecross@gmail.com. Further information can be found on the school's website and through your P&C Representative.

MEDIA CONSENT

The Department of Education's Information Privacy and Security Policy requires schools to gain parental/guardian permission before using visual images of students, such as photographs, outside the school environment. Images of students are published online on our school App, school website, in school brochures/handbooks, to recognise student work, inform parents, and to publicise events. From time to time we may also be asked to contribute to Department of Education materials such as educational videos. Permission for the use of images is sought at the time of enrolment.

MEDICATION

Parents are obliged to advise the school when their child has a medical condition. Students are NOT to have or administer medication themselves. All medications need to be stored and administered from the Medical Room in the school office.

ALL pharmacy medications (**prescription** and **over-the-counter medications**) that a student may require during school hours, in response to short-term or ongoing condition/s, are in a personal medical folder. As well as ensuring duty of care of **ALL** students, having a supply of a student's medication together with their care plan ensures that all staff (including specialist teachers and admin staff) can access this immediately and that it is available whether your child is on or off-site (excursions etc). Students typically do not carry their school bags with them when going on excursions.

Long-term medication and/or support:

If your child has a medical condition requiring support and/or medication during school hours eg allergies (from mild to anaphylaxis), diabetes, epilepsy, asthma, seizures, celiac etc you are required to complete the necessary medical forms for your child (**updated annually**) and provide their medication (if required). Based on the information given, processes will be established for recording care and the safe storage and administration of medication (if required). This information is used to ensure your child receives the appropriate medical attention should the need arise. A list of students with specific medical needs is available to all staff, and medication and emergency care plans are taken on excursions in the event of a medical emergency away from the school.

Parents are to ensure that medication stored at school is up-to-date. This is the parent or guardian's responsibility.

Short-term medication:

Some students may require medication during school hours following an illness or injury. Schools require medical authorisation to administer any medication to students (**including over-the-counter medications such as antihistamines, paracetamol or alternative medicines**). If this is required, kindly complete the appropriate Administration of Medication Plan, which can be obtained from the school office or downloaded from our website [HERE](#). It is the responsibility of the parent to collect medicines at the end of the day.

Please note that we do not have a school nurse on site, and administration of medication is administered by office staff.

MOBILE PHONES

All public schools are required to ban the use of mobile phones for students from the time they arrive at school until the end of the school day – including before school and at break times. **The ban restricts the use of mobile phones, smart watches, earpods, tablets and headphones unless students are under the instruction of a staff member.** Students from Kindergarten to Year 6 are not permitted to have mobile phones in their possession during the school day. Exemptions to the policy will be made for students with special circumstances, for example where a student needs to monitor a health condition, when under the direct instruction of a teacher for educational purposes, or with teacher permission for a specified purpose.

PARENTS, PLEASE DO NOT COMMUNICATE WITH YOUR CHILDREN ON THEIR PERSONAL DEVICES DURING SCHOOL HOURS.

If you need to communicate with your child during school hours, please contact the school office to get a message relayed to your child.

MUSIC TUITION

The school is fortunate to have the services of four teachers from the Department of Education's Instrumental Music School Services (IMSS). Clarinet and guitar are taught to students in Years 5 and 6. Students are selected in Year 4 based on musical aptitude, attitude and suitability for the instrument.

This is a two-year program conducted by IMSS which should lead to the playing of music in high school. Clarinets are hired in the first year but must be purchased in the second year. This is a brilliant program with marvellous opportunities and results for those who practise. Consequently, it should be undertaken only if the student is prepared to put music first and occasionally miss other school events.

An additional IMSS string ensemble program is also offered to students commencing in Year 3 (violin) and Year 4 (cello). Again, this is based on an aptitude test conducted in Year 2 and Year 3. Tuition continues through to the end of Year 6. Once a student has begun tuition in any instrument, there is no possibility of a student being able to change instruments, eg if violin is taken in Year 3 the student cannot change to another instrument in Year 6. It is also expected that students will perform in the appropriate ensemble for their instrument.



P&C (PARENTS AND CITIZENS ASSOCIATION)

The P&C is a properly constituted and incorporated association with a constitution based on the model recommended by WACSSO (Western Australian Council of State School Associations) with whom all P&C Associations are affiliated.

In the long history of the school, the vast majority of major developments have been brought about by parents working with staff for the benefit of the school, whether in relation to facilities or opportunities for students. In fact, the school was formed in 1905 only after agitation by local parents for the establishment of a primary school in Applecross.

Membership of the Association is open to all parents for the princely sum of \$1.00 per year. Meetings are held in the evenings once a term at the school and are well published in all school materials. Even if you are not a financial member you are welcome to come to any meeting.

The Association supports many interests and associated groups of the school including the Canteen and Fundraising Committees. Your assistance in joining any of these groups is appreciated and results in a great deal of personal satisfaction, providing a positive contribution to the time your children spend at Applecross Primary School.



As the group that coordinates fundraising activities for the school, these activities usually consist of a range of events and promotions throughout the school year. In our experience, involvement in all these activities is extremely rewarding personally and produces a friendly environment for all of our children. As in the past, the development of the school, both in terms of the construction of facilities and the provision of an education to our children, which is equal to any in Western Australia, is greatly assisted by the contributions of interested and energetic parents and a vital P&C Association.

The Association looks forward to welcoming all parents to its meetings and invites you to participate in its activities. Contact details of current committee members and classroom parent representatives are published on the school's [Website](#). Information about social and fundraising events are also published on the school's Calendars and the P&C Association's own [Facebook](#) page.

Applecross Primary School P&C Association email: pandcapplecross@gmail.com.

PARENT CLASS REPRESENTATIVES

Parent Reps help us maintain our wonderful sense of community at Applecross Primary School.

Each class or year level asks one or two parents to volunteer for this role at the beginning of the year. Parent Reps offer support to other parents navigating school life, including learning school procedures and building relationships.

The school runs information sessions for Parent Reps to keep them informed on how things work at school and who's who so Parent Reps can feel confident to answer or redirect queries.

PARENT CONTACT INFORMATION

PLEASE ENSURE THAT THE SCHOOL IS KEPT INFORMED OF ANY CHANGE OF ADDRESS, PARENT EMAIL ADDRESS, TELEPHONE NUMBERS, FAMILY DOCTOR, EMERGENCY CONTACTS, PLACE OF EMPLOYMENT, CHILDREN'S ALLERGIES ETC.

Over the course of a student's enrolment at Applecross Primary School, changes may well occur to the information originally placed on enrolment forms. It is important that you **advise the school as soon as possible of any changes of address, telephone number, emergency contacts or medical details**. There have been a number of instances in past years when urgent contact with parents could not be made due to incorrect or out-dated information on our school records. Your continued cooperation and consideration in this area will help to ensure that your child's welfare will receive the highest priority, especially in times of emergency.

PARENT INVOLVEMENT

Your involvement in the school means a lot to your child. Parents are encouraged to help in class when teachers request help with various activities, and across the school with P&C and whole school events. Requests for help are circulated via classroom Connect pages, Compass, and/or by Class Parent Representatives.

All family members (eg grandparents, aunts, uncles) are welcome to help out. A **Confidential Declaration** must be completed. The **Confidential Declaration Form** is for individuals who are not Department of Education employees but require access to a school and will be with or near students, including parents and volunteers assisting with students at schools or on excursions. A **Confidential Declaration Form** can be obtained from the school office, the school [website](#), or your child's teacher.

PARKING and KISS AND DRIVE

A Kiss and Drive is provided in Glenelg Street for the purpose of setting down and picking up children only. This is clearly signposted. It is anticipated that parents will respect the school's request to encourage vehicle parking around the school on the school boundary side only. Parents may also park in the St George's Church car park.

Parents/carers using the Kiss and Drive are to complete an anticlockwise lap of the school if their child is not waiting to be collected when they reach the head of the Kiss and Drive queue. This will keep the cars flowing and ensures the Kiss and Drive is a "quick drive through". The anticlockwise flow of traffic around the school for pick up and set down will enhance student safety. **Under no circumstances should double or triple row parking be attempted, or parking in or blocking private driveways.**

The staff car park is for the use of STAFF ONLY. Parents, please take our School Traffic Management instructions seriously - they are literally a **matter of life and death for children!** **Please note that vehicles are not to be driven into the school grounds unless for after-hours meetings.**



PLEASE NOTE: The traffic policy of 40km/h around schools between 7:30am to 9:00am and 2:30pm to 4:00pm complements the rules that have been outlined above. The school driveway and staff parking area are out of bounds for anybody who is not employed by the Department of Education. **Parents are requested not to turn into the drive as this creates a safety hazard which could lead to a serious accident.**

Angled Parking in Kishorn Road

The Kindergarten and Pre Primary operate from Kishorn Road. There are angled car bays along the verge in Kishorn Road and we ask Kindy and Pre-Primary parents to use these bays, walk children into the Early Childhood Centre and pass the duty of care to the teacher. Motorists using the Kishorn Road parking bays are to please note the following requests:

- Travel in an anticlockwise direction around the school.
- **Return promptly to your car once you have dropped your child off, so that others can use the car bay after you.**
- Avoid parking in the "disabled bay".
- Only use the designated car parks.
- Do not park in the school's gated driveways.

These simple steps will greatly increase the safety for all cyclists and motorists in this part of the school. Thank you for your cooperation.

PEAC - PRIMARY EXTENSION AND CHALLENGE

Primary Extension and Challenge (PEAC) is a centrally supported supplementary part-time program for public school children in Year 5 and Year 6. Children are tested in Year 4 for eligibility, although classroom teachers have the final say as to whether children attend PEAC. The school does offer enrichment classes in various learning areas from time to time. It must be stated that teachers do, and always have, extended children as part of their normal class instruction. To do otherwise is to treat the class as a bland median group rather than as individuals.

However, to cater for the top 3% - 5% of talented children revealed by specific Language, Maths and Problem Solving tests, there is a District PEAC Centre at Bull Creek Primary School, Hardy Street, Bull Creek (Phone 9310 8553). Children are withdrawn from regular class to attend PEAC programs and transportation must be organised by the parent.

PHYSICAL EDUCATION

Physical Education is a compulsory subject. Under Department of Education Policy, all students are to have a minimum of two hours per week of physical activity. At Applecross Primary this typically includes morning fitness, one skill lesson and sport (from Years 3 to 6). A wide range of sporting activities are programmed during the course of the year. All students are expected to participate in Physical Education skill lessons and faction sport, where relevant. The school has a 'no sun safe hat, no play' policy, endorsed by the School Board. During Physical Education activities students are to wear appropriate clothing, including a sun-safe hat.

Generally, children who are too sick to take part in Physical Education are too sick to be at school. Children who wish to be excused from Physical Education must bring a note signed by a parent or guardian. A medical certificate must accompany any request for permanent or long term exclusion. Upon enrolment children are placed in one of our four factions:



Freeman House: BLUE

Named after 400m Olympic gold medallist Cathy Freeman



Strickland House: RED

Named after champion sprinter Shirley Strickland



Elliott House: GOLD

Named after 1500m Olympic gold medal runner Herb Elliott



Fearnley House: GREEN

Named after Paralympic champion Kurt Fearnley

Children new to the school will be advised of their faction house shortly after arrival. Students remain in the same faction house from year to year. All members of a family are placed in the same faction.

PICK-UP AND DROP-OFF (see KISS AND DRIVE)

If you are meeting your child after school, please make sure you clearly establish exactly where you will pick your child up, and please always be on time. Kindy and Pre-Primary children must be dropped off and picked up with an adult handing care over to a teacher. Children who do not have a plan to walk or ride home must be picked up immediately after school, attend our Outside of School Care program, or go to the school office and ask staff to contact their parents/carers. Please read the information under the 'Parking and Kiss and Drive' section in this Handbook for further information on our traffic management procedures. See 'School Hours' for open/close/early close/lunch/recess times.

POLICIES

School Policies can be found on our Website under the ['PARENT INFO'](#) – ['SCHOOL POLICIES'](#) tab:

PROTECTIVE BEHAVIOURS

By teaching protective behaviours with our children, we will be helping to develop lifelong skills of assertiveness, self-confidence, problem solving, communication, resilience and seeking help.

The protective behaviours program is based on two themes:

- **We all have the right to feel safe at all times.**
- **We can talk with someone about anything, no matter what it is.**

Protective Behaviours is a life skills program which teaches students to:

- **Identify and deal with potentially unsafe situations.**
- **Develop practical skills to help keep themselves feeling safe.**
- **Recognise their own personal early warning signs when they are not feeling safe.**
- **Develop a close network of people with whom they can talk to when not feeling safe.**
- **Develop assertiveness together with communication, relations and problem-solving skills.**

Information will be shared at parent information sessions and electronically with parents.

REPORTING TO PARENTS

The reporting methods for the school will be as follows:

TERM 1 Class Meeting or individual Parent-Teacher Meet and Greet

TERM 2 Day allocated to Individual Parent-Teacher Meetings

End of Semester Report available via Connect

TERM 4 End of Year Report available via Connect

Parents are welcome to make an appointment with their child's teacher to discuss any issue.

SCHOOL BOARD

The purpose of our School Board is to provide parents and the wider community an opportunity to take part in the shaping and monitoring of the school's objectives, priorities and general policy directions. Parent Representative Members form the majority of the Board. All parents will be advised when nominations are invited to fill Board vacancies. The Board meets once a term and other times as deemed necessary. A fortnight's notice is given of the School Board Annual Open Meeting which generally occurs in the second term. Information on the Board and your [School Board Representatives](#) can be found on the website and the App.

In essence, the role of The School Board is one of setting the long term future for the school and maintaining oversight (not management) of the school's operation. It is about providing additional expertise to help the school achieve the best outcomes for the students.

SCHOOL HOURS

Year 1 to Year 6 Students

Staff are busy about the school before the first siren sounds at 8:45am. Prior to that time, adequate supervision of children cannot be reasonably guaranteed, so parents are asked to be aware of this and not allow children to arrive at school prior to 8:30am. The playground is out of bounds and sport equipment is not to be used before school.

School Hours	MONDAY, WEDNESDAY, THURSDAY, FRIDAY	TUESDAY (EARLY CLOSE)
KINDY	8:45am – 2:50pm	8:30am – 2:35pm
PRE PRIMARY to YEAR 6	8:45am – 3:05pm	8:45am – 2:35pm
Classrooms Open	8:30am	8:30am
Classes Commence	8:45am	8:45am
Morning Recess	10:45am – 11:05am	10:45am – 11:05am
Lunch	12:35pm – 1:15pm	12:35pm – 1:15pm
Dismissed	3:05pm	2:35pm

Kindergarten and Pre-Primary Students

Kindergarten and Pre-Primary children are not to be left unattended before school commences and must be collected promptly at the conclusion of each day. No child will be permitted to leave unaccompanied or with a person other than the legal guardian unless written permission is given, or the teacher is notified accordingly. Kindergarten groups attend a five day fortnight. Further information specific to Kindy and Pre Primary students can be found in the Kindy and Pre Primary Information Booklet under the '[Parent Info](#)' tab on our website applecrossps.wa.edu.au.

SCHOOL PSYCHOLOGIST

A School Psychologist is available to the school. Referrals are usually made through the Principal or Deputy Principal following discussions with class teachers and/or parents. Parental permission is always required prior to Psychologist contact with students or the commencement of any individual testing procedures.

SCHOOL RULES AND EXPECTATIONS

We believe that the students, staff and parents have the right to work together in a safe and caring environment, showing courtesy, cooperation and consideration towards others. Our positive student behaviour procedures are framed around the belief that student behaviour is predominantly positive, self-regulatory and that good behaviour needs to be reinforced and acknowledged. We believe that behaviour management is a joint responsibility of all members of our school community.

We also believe that in the context of positive student behaviour, inclusivity principles will ultimately require us to consider the specific and individual needs of some members of our student population. Our school values underlay everything that we do and are an integral part of our efforts to model positive behaviour. These values promote inclusivity of all of our students. Our 'Developing Positive Student Behaviour' Policy can be found on our Website under the 'Parent Info' – 'School Policies' tab.

SCHOOL SECURITY

The school is connected to the Department of Education's central security system. This ensures that all the internal areas of the building are under surveillance at all times when it is not occupied. We have a beautiful school that can be kept that way if it is not vandalised. Please do your bit to protect and look after our school. **If you see any form of vandalism taking place, please report it by calling Ed Security on 9264 4632 or 9264 4771.**

SMOKE FREE ZONE

Parents are advised that no smoking is permitted within any Government school grounds or Department of Education building. This directive from the Department of Education recognises its obligations under the Occupational Health, Safety and Welfare Act, 1987. We thank parents for their continued cooperation with this health issue.

SUN SMART POLICY

Applecross Primary School has a Sun Smart Policy that requires all students to wear sun protective clothing when outdoors. There are large containers of sunscreen available in all classrooms, however it is a good idea to send your child to school with sunscreen already applied.

It is essential that children wear hats when they are playing outside. The school policy is 'no sun-safe hat' then 'no playground' and children will be asked to play in the undercover area or on the veranda of the school. Hats are worn throughout the entire school year.



SWIMMING LESSONS

The Department of Education conducts swimming lessons during school time for students in Pre-Primary to Year 6. There are no charges for instruction; however, bus transport and pool admission must be paid for by the children. All eligible children are expected to participate.

TOYS AND PERSONAL EFFECTS

Students are **not** encouraged to bring toys, jewellery or valuables to school.

TRANSFER TO OTHER SCHOOLS

When children leave Applecross Primary, the school office should be advised in writing beforehand to ensure that all belongings are taken by the child and all school items are returned eg library books.

Please notify the school office as soon as possible of the date on which your child will leave. This can also be done by completing the *Student not returning to Applecross Primary Advice Notice* form [HERE](#).

Early notification allows all outstanding matters to be dealt with, eg:

- Payment of outstanding contributions.
- Return of borrowed items.
- The collection of personal workbooks and effects.
- Refund of any unallocated credit.

The child's new school (if in WA) will notify us as soon as enrolment is completed.

UNIFORM AND DRESS CODE

The school has a dress code endorsed by the School Board that requires all children to wear the school uniform or to seek an exemption through the Principal. Sanctions can be applied when students regularly choose not to wear full school uniform. Please ensure that ALL uniform items are clearly labelled (see Lost Property).

All uniform items (including school bags, library bags, hats etc) can be purchased from the **Uniform Concepts School Uniform Super Store** located at 30 Kembla Way, Willetton (Telephone **9270 4669**). Uniform items can also be ordered online via their website nellgray.com.au.

Further information about the dress code can be found in our Uniform Policy online at applecrossps.wa.edu.au/uniformshop.



WALKING TO AND FROM SCHOOL

If your child is to walk to school, or home from school, please ensure that they know the precise route to take. It is helpful if the parent and child walk the route several times together, as this helps to reassure the child and provides opportunities to stress safety rules and road crossing requirements.

Unless notified (via Compass) a Crosswalk Attendant is on duty before and after school (8:00am to 9:00am and 2:55pm to 3:55pm; 2:20pm to 3:20pm on Tuesdays) to assist children in crossing Kintail Road.

- Children must obey crossing instructions.
- Children riding bikes, scooters etc **must dismount before crossing under the Crosswalk Attendant's control.**
- Children riding bikes, scooters etc **must dismount when on school grounds.**

We are a member of the [Your Move Schools](#) program.

Your Move is a Department of Transport program that encourages students and their families to get active by walking, scooting and riding to school, or catching public transport, more often.

Simply by changing how your son or daughter travels to school a few times each week can deliver lifelong benefits. Increasing active transport to school has been proven to lower childhood obesity, establish healthy habits and improve concentration and academic performance. Reducing the number of cars around the school at drop off and pick up times also helps improve safety and reduces pollution.



