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|  |  | |  | | --- | |  |   Parent Information Booklet |
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**Phone Numbers**

School Administration: 08 9553 0600

**Other Contact Details**

Address: 25 Breccia Parade, Wellard, W.A. 6170

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

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

**Important Dates for 2018**

* **Term 1**

Wed 31 Jan – Friday 13 Apr

* **Term 2**

Tuesday 1 May – Friday 29 June

* **Term 3**

Tuesday 17 July – Friday 21 Sept

* **Term 4**

Tuesday 9 Oct – Thursday 13 Dec

**Additional Pupil Free Days**

* Monday 30th April
* Monday 16th July
* Monday 8th October
* Monday 19th November



# **Important Information**



### Principals Message

**Wellard Primary School is to be a high performing school that is renowned for its commitment to meeting the educational and individualised needs of its students.**

In partnership with the school community we aim to deliver a high quality diverse learning program in a caring, nurturing and technology rich learning environment that ensures all students have the opportunity to become successful learners, creative and confident individuals and people who make a positive contribution to the world.

**Our Beliefs about Teaching and Learning**

* Every student is entitled to receive a quality education in a nurturing caring environment.
* Every minute of every lesson counts
* Quality teaching produces higher performing students
* Explicit teaching practices contribute to quality teaching and learning
* The school works in partnership with parents and guardians to maximise learning and social outcomes

### Teaching and Learning at Our School

**5 PILLARS OF SCHOOL-WIDE PEDAGOGY**

* Literacy and Numeracy are our core business as they form the foundation of learning in all other Learning Areas
* A focus on the implementation of effective literacy and numeracy strategies in K – 2 will form a solid foundation for future learning.
* Technology will be used to enhance learning and satisfy the curiosity of students.



**Pillar 1**

100% of staff are 100% accountable for 100% of students 100% of the time.

**Pillar 2**

A school wide approach to monitoring progress, achievement and student behaviour.

**Pillar 3**

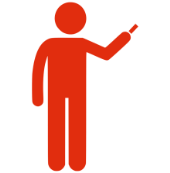
Explicit instruction underpins our classroom practice.

**Pillar 4**

Strong supportive relationships between teachers, parents and students.

**Pillar 5**

Diversity is to be valued and celebrated



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| **6 GIVENS (Non Negotiable) FOR EVERY LEARNING ENVIRONMENT 5** 1.Strong relationships exist between the teacher and every child in their class.2. High expectations of ourselves and of students.3. Excellent classroom management and teaching practice4. Excellent work presentation with daily correction.5. Nurturing, supportive and caring classroom tone.6. Quality feedback to students. |

**3 IMPERATIVE OF STUDENT ENGAGEMENT**

All staff will ensure that:

* Students are safe, are respected and feel valued.
* Students experience success in their learning.
* Students enjoy being at school.



**TEACHING AND LEARNING PROGRAMS**

Wellard Primary School provides a dynamic educational experience for students that enable them to become independent, creative and connected lifelong learners.

Our academic programs are focused on building students’ skills, attitudes and values to ensure they achieve their individual potential.

Literacy and numeracy skills are taught explicitly. In addition to engaging class0room based learning activities, many aspects of our curriculum are delivered by special teachers, including:

* Health and Physical Education
* Music

**INVOLVEMENT OF PARENTS/CARERS IN WELLARD PRIMARY SCHOOL**

Wellard Primary School aims for parents and carers to feel welcome, to be listened to, to be actively involved and supported in their child’s education and to support the school in providing the best possible education for their children.

**NEW ENROLMENTS**

Enrolment forms are available from the administration office and queries for enrolment are welcome. Basic documents that are required for enrolment are:

* Birth Certificate or extract or other identity documents if applicable
* Immunisation Certificate
* copies of Family Court or any other court orders (if applicable)
* Proof of address

**GUIDELINES FOR CLASS SIZES**

* Kindergarten 20 students
* Pre Primary 27 students
* Year 1 – Year 3 24 students
* Year 4 – Year 6 32 students (Split classes – 31 students

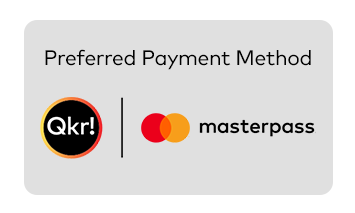
Please see Education Dept. site for details on our local intake area.

**SCHOOL TIMES**

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| --- | --- |
| 8.30am | Students enter classrooms  *(“Before School Reading Program” to be implemented later in the year)* |
| 8.40am | 1st Bell - Students to enter classrooms |
| 8.50am | 2nd Bell - School begins |
| 10.50am | Beginning of Recess |
| 11.10am | End of recess |
| 12.40pm | Beginning of lunch |
| 1.17pm | Time for students to go to the toilet and have a drink |
| 1.20pm | End of lunch |
| 3.00pm | End of school day |

**SCHOOL VOLUNTARY CONTRIBUTIONS *(Please refer to information in your package)***

Voluntary Contributions have been set at $60.00 per child. Funds raised through these contributions are used to purchase resources etc. to complement the educational programs we run throughout the school. For your own information the school has purchased in excess of $80 for every child to receive a range of literacy and numeracy text books. If you are unable to pay at this time please speak to the office and we can arrange a payment plan for you. As a school we are always conscious of the costs we seek from parents in relation to educational activities.



Our preferred way of payment is by using our Qkr App, please refer to information in your package for details.

School contributions can also be paid:

* Using the Qkr app
* At the office or
* By direct deposit

Account Name: Wellard Primary School

(Please use the student’s surname as reference)

BSB: 066 040 Account Number 19901412

**BOOKLISTS**

Parents should provide items for personal use by the children. Our supplier for the students Booklists is Ziggies Educational Supplies. At the end of every school year students are provided with a booklist that give details of the necessary items for the following school year. Forms are sent home with students. Collection of these packs will be conducted prior to the commencement of the school year.



**ARRIVAL AT SCHOOL**

Children should not arrive at school before 8.30 am. Before this time, teachers have a responsibility for classroom preparation, and the supervision of children is therefore difficult. Any student arriving before 8.30am must sit on the benches outside the Administration Block until 8.30am and then move to their classroom.

**VALUABLE ITEMS**

Personal and valuable items are not to be brought to school. No responsibility can be taken by the school for damage, loss or theft of any non-school item, such as jewellery, mobile phones, toys, sport equipment etc. brought to the school by the children.If children are bringing money for collection at school please place it in an envelope marked with the child's name, the amount enclosed and the purpose of payment (eg. school swimming, amenities contribution).

Students with mobile phones are to leave them in the Office and collect them at the end of the day.

**ABSENCES**

SMS messages are sent out automatically to parents at 10:00am if a child is absent from school. Parents are advised to please respond either by return SMS or by phoning the school with an explanation on child’s absence.

It is a requirement by law if your child is absent from school that you contact the school, forward an explanatory note to the class teacher or telephone the school office.

**PARKING AT THE SCHOOL**

The following procedures have been adopted in the interests of student safety.

* Do not make U-turns in the streets surrounding the school.
* Do not mount the kerb on any roads.
* If collecting or delivering children in person walk on pathways or grass verges only – not through the car park.

**SCHOOL HOUSES**

The Staff have been considering options for some weeks now about the setting up of our school factions. It has been decided that we will refer to each faction as a “House” as was probably the case when you attended high school. We just think the word “House” promotes collaboration and togetherness more so than the term “Faction”. Names of our Houses will be released soon.

**CURRICULUM – AUSLAN**

In 2018 it is mandatory for all schools to deliver and report on a Language Other Than English beginning in Year 3. It was the suggestion of the Steering Committee for Wellard Primary School to deliver Auslan, the language of the deaf community in Australia. Learning Auslan will help students to communicate with the deaf community and each other, particularly when using English is a barrier. Auslan will also complement our Talk 4 Writing program.

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**BEHAVIOUR MANAGEMENT SYSTEM *(Please refer to information in your package)***

The main purpose of our Behaviour Management System is to encourage students to take responsibility for their behaviour and to accept the consequences of their own actions. To achieve this we have two main components to our plan:

1. A Reward System

2. A Consequence System

**PASTORAL CARE**

Central to everything we do is the safety and wellbeing of all students academically, socially and emotionally. We aim to develop and implement processes that enable us to identify and cater for the individual needs of all students.

As part of this we will be introducing the “Bounce Back!” Program which was designed to support schools and teachers in their efforts to promote positive mental health. It is a whole-school Social and Emotional Learning program that aims to develop the optimal learning environments that help children experience joy in learning and develop positive teacher-student and peer relationships.

**TECHNOLOGY**

Wellard Primary School provides a well-resourced learning environment for students. The school has set up its technology platform exposing students in Years K – 3 to an Apple platform (iPads) and students in Years 3 – 6 to and Apple (iPads) and Windows (Laptops) platform.

We have leased 30 Student iPads (120 in total) in every teaching block and 30 Student Laptops (60 in total) in Teaching Blocks 3 & 4.

I would like to make the following points:

* Wellard PS will have a focus on only using technology where it will enhance student learning.
* We want to use technology to develop curiosity within each child and provide them with the opportunity to become self-reflective expert learners.
* Our core business is focussed on improving literacy and numeracy in the context of a well -rounded education.
* The school will need to develop a solid “reason for change” before engaging with the school community about initiating a BYOD Program.

**SCHOOL UNIFORM *(Please refer to information in your package)***

All students of Wellard Primary School must wear full school uniform. The policy includes the wearing of a hat throughout the year. Our uniform consists of school polo, jackets and black bottom - shorts, skirts, skorts and tracksuits. In order to avoid injuries to feet, suitable footwear is required. The wearing of thongs is unacceptable. Runners, sandals or other covered, shoes are required to be worn at all times. Our policy of ***"no hat - no play"*** will continue throughout the whole year. To avoid the loss and inconvenience **all clothing should be labelled.**

Uniforms are available for purchase online on the Willetton Uniforms website: [www.willetonuniforms.com.au](http://www.willetonuniforms.com.au)

* Polo Shirt - Short sleeve polo with piping and embroided logo.
* Jacket - Micro fibre zip-up, with piping and embroided logo.
* Hat - Micro fibre bucket hat with printed logo.
* Bottoms - Shorts, Skorts and Track Pants are plain black.

**LEAVING SCHOOL GROUNDS**

Parents collecting students before the end of a school day must complete a Department of Education Standardised Leave Pass available from the school office.

**LATE ARRIVALS**

Parents delivering children late to school must collect a Late Note from school office which is taken to class by student.

**HOMEWORK**

At Wellard Primary School we believe homework should be a meaningful and worthwhile experience for students. We acknowledge the need to achieve balance between work and play. Homework activities may include:

* Reading
* Completing unfinished work/tasks
* Research work- questioning/interviewing/investigating/creating/surveying tasks

The amount of time to be spent doing homework should typically not exceed the following guidelines:

* PP – Year 1 15 Minutes 5 nights per week – Literacy (100%)
* Year 2 – 3 20 minutes 4 nights per week – Literacy (75%) and Numeracy (25%)
* Year 4 – 5 30 minutes 4 nights per week – Literacy (50%) and Numeracy (50%)
* Year 6 45 minutes 4 nights per week - Literacy (25%), Numeracy (25%),Other (50%) (e.g. Research)

**TRANSFERS**

Where it is known that a child is going to transfer schools, early advice to the school office will ensure that the administrative requirements associated with such transfers are completed in time to accompany the child's move.

**PARENT INTERVIEWS**

We encourage you to keep in close contact with your child’s teacher to discuss your child’s progress by arranging an interview. All interviews will be conducted in the administration block.

**SCHOOL NEWSLETTERS**

School Newsletters will be issued via Connect on a regular basis, giving details of school activities and other matters of interest to parents.

**LIBRARY**

The school has a central library from which children may borrow books for up to one week at a time. ***Library bags are required for borrowing of books***. Parent help is asked to ensure library books are treated with respect and returned when due.

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**BOOK CLUB**

The school participates in Scholastic Book Club. Twice per term, brochures are distributed to students. There is no obligation for students to purchase books. When ordering books please follow online instructions found on the back of the brochure. Delivery is approximately four weeks after ordering.

**SCHOOL PSYCHOLOGIST**

The School Psychologist, Marie Hackett visits the school on a regular basis for the purpose of assisting teachers in the planning of programs for children with educational needs. Parental permission will be sought before any work is carried out with the School Psychologist.

**SCHOOL NURSE**

The school Health Nurse visits the school regularly. Full medical checks are no longer part of the program. All Kindergarten children are screened now and new students are checked in Pre Primary.

**CHILDREN WHO BECOME SICK AT SCHOOL**

The school is unable to look after children who become sick during the day. Where such an instance occurs or where a child is injured during the day, parents will be contacted and arrangements made for children to go home.

***It is important that the office has details of the family's current***

***EMERGENCY CONTACT numbers.***

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**HEAD LICE**

Where there is an outbreak of head lice within a classroom a note will be sent home to all parents with children in that class. It is expected that all parents will monitor and treat children accordingly. Please be vigilant with this as it can cause families distress.

**VISITORS ON SCHOOL GROUNDS**

All visitors on School Grounds which includes Parents and Care Givers must sign in at the School Office on arrival and sign out as they leave. This will exclude visits for assemblies and sports carnivals.

**VOLUNTEERS**

All volunteers in classrooms or on excursions must sign a Confidentiality Declaration Form through the Classroom Teacher or provide a Working with Children Card.

**DENTAL THERAPY CENTRE**

The Dental Clinic may be contacted at:

Wellard Dental Therapy Centre

Phone: 9553 0610

Email: wellarddtc@dental.health.wa.gov.au

Opening Hours: 8.30am to 4.00pm weekdays

