INGLEWOOD PRIMARY SCHOOL

INFORMATION BOOKLET

2017

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Wednesday 1 February to Friday 7 April</td>
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<tr>
<td>Term 2</td>
<td>Wednesday 26 April to Friday 30 June</td>
</tr>
<tr>
<td>Term 3</td>
<td>Tuesday 18 July to Friday 22 September</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 10 October to Thursday 14 December</td>
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DearParents,

Welcome to Inglewood Primary School. We are pleased to present the School Information Booklet to guide you with important information about our school.

We hope that you and your child/children have a happy and successful association with our school over the coming years. We, at Inglewood, are proud of our school, our achievements and our school community. Your involvement and support will enable us to provide students with an enriched school life.

Our primary school caters for children from Kindergarten to Year 6 over three sites. We offer a varied and challenging curriculum with a strong emphasis on development of the whole child, pastoral care and catering for the needs of all students. Our Kindergarten centres are located on Craven Street Bedford and the Pre-primary centres are on the corner of Seventh Avenue and Hamer Parade.

We invite you to find out more about Inglewood Primary School by visiting our school website [www.inglewood.wa.edu.au](http://www.inglewood.wa.edu.au), our school app which is available through iTunes and Google Play and through the [Department of Education Schools Online website](http://www.det.wa.edu.au).

We look forward to working with you and your child/children for the best educational outcomes at Inglewood Primary School and hope that the following information is useful. If you have any questions or concerns I am always available to meet with you.

Kind regards

Niel Smith
Principal

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**Administration Contact Details**

34 Normanby Road
INGLEWOOD WA 6052

Phone: 9370 2900 Fax: 9370 2611
Email: Inglewood.PS@education.wa.edu.au
Website: www.inglewood.wa.edu.au

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**Siren Times**

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
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<tbody>
<tr>
<td>8.55am - 2.55pm</td>
<td>Kindergarten</td>
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<tr>
<td>8.50am - 2.50pm</td>
<td>Pre-primary</td>
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<tr>
<td>8.50am</td>
<td>Years 1-6</td>
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<tr>
<td>10.45am - 11.05am</td>
<td>Recess (extended recess on Wednesday to 11.25am)</td>
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<tr>
<td>12.45pm - 1.00pm</td>
<td>Lunch (eating time)</td>
</tr>
<tr>
<td>1.00pm - 1.25pm</td>
<td>Lunch (playing time)</td>
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<tr>
<td>3.05pm</td>
<td>School finishes</td>
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**SCHOOL MOTTO**
Caring and sharing
GENERAL INFORMATION

ABSENCES (see also APP for mobile devices)
Department of Education regulations require an explanation and or a dated note or medical certificate to cover a child’s absence from school. All absences due to vacation will be marked as unauthorised and no work packages will be provided for students.

ACCIDENTS AND ILLNESS (See also Medical)
Minor accidents are treated at school. In the case of more serious accidents or illness, you will be contacted at once. If this is not possible, the child will be taken to the hospital by ambulance, if deemed necessary. It is most important that our records are kept up to date regarding your place of employment and an emergency contact. Please inform the school as soon as such information is changed.
- If a teacher sends a child who complains of being ill to the office, parents or the emergency contact will be telephoned for them to be taken home.
- Parents taking children from school for medical or other reasons must sign them out at the office.

AFTER AND BEFORE SCHOOL CARE (6.30-8.55am and 2.50-6.00pm)
A number of options for out of school care exist, but are highly sought after. The City of Stirling provide a service for students, which is located at the Inglewood Recreation Centre. Helping Hands also provide a service located on the main school site, which is inclusive of vacation care. Information regarding both providers can be obtained from the Front Office.

APP FOR MOBILE DEVICES
The school has an app that is available for download on all mobile devices. The app is a convenient way to contact the school, send absence advices, receive messages and download newsletters and term planners. The app can be downloaded from any device; search for The Smartlink and then Inglewood Primary School.

ARRIVAL AT SCHOOL
All children are expected to be at school for the commencement of instruction at 8.50am. It is requested that children are not sent to school before 8.30am as supervision is not provided. Between 8.30 and 8.50am the children should prepare themselves for the school day. Children are not permitted on play equipment before school.

ASSEMBLIES
Each class takes a turn in running an assembly and presenting an item during the year. Assemblies are held at 8.50am every second Friday in the undercover area. Parents are invited to attend. It is a chance to recognise our Honour Certificate recipients, to hear the principal and deputy principal address the school and to celebrate school achievements. The newsletter and term planner will indicate the performance dates for each class and any changes to times. There may be some special assemblies throughout the year. The Year 6 Graduation event and the Class Award assembly are held in the last week of Term 4.

BIKES / SCOOTERS / SKATEBOARDS
Children who bring or ride bikes, scooters or skateboards to school are not allowed to ride them in the school grounds for safety reasons. All bikes, scooters and skateboards brought to school must be stored in the bike racks. Bike locks are essential. Bike riders are asked to dismount at the Crawford Road entrance. Students riding bikes must wear a helmet.
BOOKCLUB
In terms 1, 2 and 4 a leaflet from Scholastic Australia is sent home with the students from Kindy to Year 6 giving them the opportunity to purchase books. Orders are placed by completing the order form and putting it with the payment in an envelope which is then deposited into the locked box in the library. You can also order and pay online through the Scholastic Book Club Linked Online Payment system for parents. When orders arrive they are sent to the students via their classroom. The school receives points to purchase extra books for the school.

Canteen
Our canteen is named the “Tuck Inn” and is located at the end of the classroom wing on Normanby Road. The canteen is open on Monday, Wednesday, Thursday and Friday. The “Tuck Inn” offers a summer menu in Terms 1 and 4 and a winter menu for Terms 2 and 3.

CHAPLAIN
The Chaplain works with the school in supporting the social and emotional wellbeing of students and their families. Chaplaincy in schools is not a religious based service and Chaplains are not allowed to impress any religious beliefs upon students.

CLASSROOM ORGANISATION
A copy of the classroom timetable is displayed in each classroom and information goes out to parents at the beginning of the year. Teachers will hold a meeting for parents early in first term in order to outline classroom routines.

CONCERNS AND COMPLAINTS
Parents are encouraged to raise any concerns they may have with the school, in order to have these heard and addressed. If concerns are related to the classroom learning environment, they should always be directed to the classroom teacher in the first instance. If concerns or complaints are related to organisational matters within the school, these should be directed to the deputy principal or principal. Whilst times are put aside for parent/teacher meetings in Term 1, parents are able to request a meeting with school staff at any time throughout the year.

CROSSWALK
Crosswalk attendants are on duty at the corner of Beaufort Street and Crawford Road and the corner of Grand Promenade and Craven Street between 8.30am - 9.30am and 2.45pm - 3.45pm, daily.

DRESS CODE
Students are to comply with the Dress Code at all times. Students who are involved in representing the school at official school activities including sports carnivals, social events and excursions are required to wear the appropriate school uniform. Children participating in the school choirs and instrumental music are required to wear the designated music uniform for performances. Inglewood Primary School has a “No Hat, No Play in the Sun” policy so hats are required to be worn all year round for outside activities. For safety reasons, children are not permitted to wear excessive jewellery items whilst at school. A copy of the Dress Code Policy is available from the website or Front Office.
DUTY OF CARE
Our staff will ensure a duty of care is provided for all students whilst at school and during off-site excursions. This ensures that at all times there will be a teacher or teacher assistant working with students, or in a position to observe students. The only exception to this is when students use the toilets, however all students must seek permission during class time. In the playground, duty teachers and education assistants supervise students at recess and lunch, with the library being opened every lunch time. Students are not permitted to use playground equipment before or after school. Younger siblings who play on equipment at the end of the school day are a parent’s responsibility to supervise.

ENTRY TO AND EXIT FROM SCHOOL
a) NORMANBY ROAD - Gate near canteen only.
b) CRAWFORD ROAD - Any gate with the exception of the staff car park and oval gate.
c) STREET PARKING - There is some parking in Robinson Street and Crawford Road. Parents are asked to travel along Crawford Road towards Robinson Street when dropping off or picking up children. Double parking is a danger to children.
d) KISS AND DRIVE DROP OFF ZONE on Normanby Road from 7.30am to 9.00 am. BUS ZONE on Normanby Road is in operation on schools days from 2.30pm to 3.15pm.
e) Please respect local residents’ rights by not parking in driveways or on verges. Local rangers regularly patrol our surrounding streets.

EXCURSIONS, CAMPS AND IN SCHOOL ACTIVITIES
The school organises a range of events for students that enhance the curriculum. As much as possible we try to ensure all students participate in these activities. A schedule of anticipated maximum costs is sent home at the end of each school year for parents. When activities are organised at school, parents will receive detailed information, timelines and permission slips to complete.

EXTENSION PROGRAMS
The school is committed to extending students in every class through differentiating the curriculum and providing enrichment programs. The North Metropolitan Regional Office offers extension programs for primary students at various centres in the district.

EYE Early Years Extension program for students in years 1-3. Selection is based on a range of assessments, including Pre-primary On Entry testing.

PEAC Primary Extension and Challenge Courses are offered to students in years 5-6. All students are tested in year 4.

FACTIONS
There are four factions: Red Blue Green and Gold
- Pre-primary to Year 6 students are allocated a faction by the office on enrolment.
- Siblings are placed in the same faction.
- Two Year 6 Faction Captains are elected for each faction and support the Phys Ed teacher throughout the year in a range of organisational and leadership matters.

HONOUR CERTIFICATES
At the fortnightly assembly each class teacher gives out two honour certificates. The school officer contacts parents prior to the assembly if their child/children are receiving a certificate to enable them to attend.
LEARNING SUPPORT TEAM
The Learning Support Team plays a pivotal role in supporting teachers and students by using best practice collaborative strategies in the implementation of support programs which cater for individual needs. The team, which meets weekly, consists of the Learning Support Coordinator (LSC), deputy principal, principal, chaplain and the school psychologist. Concerned teachers initially complete a ‘Consultation Request’ form which the team discusses at its weekly meeting. This may be for learning, behavioural, cultural, emotional or social reasons. Some students have identified disabilities. Cases are discussed and actions planned for a range of strategies from a phone call, curriculum advice, professional learning to a case conference and an individual education plan with parents and other stakeholders involved, eg. therapists, education assistants and teachers. Comprehensive minutes of all meetings are taken and reports are filed. We work closely with Central Office in seeking additional resources for students with disabilities.

You will be informed and your consent sought prior to the school psychologist being involved with your child. All information relating to any particular child is filed with that child’s school records in the secure office storeroom so teachers can access this information.

LIBRARY RESOURCE CENTRE
The Library is open every day at lunchtime for students to use. The Library resources, including audio-visual resources, are available. Students should look after them as they would family property. Each child is required to have a large material bag in which to carry library books. Parent help is welcome in the Library, so please see the library officer if you can assist.

LOST PROPERTY
We recommend that all garments, school bags, lunch boxes, shoes and hats are clearly named. As biro ink and felt pen ink washes off in time, we recommend name tapes for garments. If you purchase second hand items, remember to label these as well.

The P & C Uniform Committee takes responsibility for lost property within the school. Any items found that are clearly named will be returned to the student. Lost property is kept in the Front Office and parents are welcome to inspect this at any time.

MEDICAL
If students have asthma or severe allergies, parents are required to fill out a form giving information about their child’s condition. If the asthma or allergy is severe a doctor must sign the form and an emergency action plan must be put in place. This particularly applies to students who have an anaphylactic reaction to a trigger and require an epipen. Action plans and medication for these students are kept in the medical room.

All medical forms need to be updated and reviewed every twelve months and parents are responsible for ensuring that any medication kept at the school for their child has not passed its expiry date.

Students who have short term medication requirements are required to have this administered through the Front Office, with the necessary paperwork to be completed by a parent. The school has basic first aid requirements, such as ice packs and Band-aids, however does not supply pain killers such as Panadol to students.
COMMUNICABLE DISEASE GUIDELINES

Parents should notify the school of any infectious disease. It is recommended that children are immunised against the serious infectious diseases as listed by the Department of Health. Your child’s immunisation record will be required for school enrolment.

For your information the following are the exclusion periods of common infectious diseases.

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>EXCLUSION</th>
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<tbody>
<tr>
<td>Chicken pox</td>
<td>Exclude until all vesicles have crusted.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Exclude until vesicles have crusted.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping.</td>
</tr>
<tr>
<td>Herpes simplex “Cold Sores”</td>
<td>Exclude until day after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Exclude until 14 days after onset of illness or 7 days after jaundice appears.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for 4 days after the onset of rash.</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until treatment has been completed.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days after onset of symptoms.</td>
</tr>
<tr>
<td>Parvovirus (B19 erythema infectious, fifth disease)</td>
<td>Exclusion not necessary.</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (lice)</td>
<td>Exclude for 24 hours after treatment has commenced.</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude for 4 days after onset of rash.</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude for 24 hours after antibiotic treatment has commenced.</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude for 21 days from the onset of cough or for 5 days after starting antibiotic treatment.</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude until diarrhoea has ceased.</td>
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(Department of Health/Government of Western Australia) Prevention and Control Program

MOBILE PHONES

Mobile phones are becoming increasingly popular with students at a younger age. Whilst all parents have different reasons for their child to have a phone, the school insists that these are not kept in classrooms or school bags during the school day. All phones are collected and kept safely at the Front Office, to be returned at the end of the day. This policy ensures the phones’ safety and prevents their misuse by students.

MONEY

If your child needs to bring money to school for excursions or other school activities please put it in an envelope with the permission slip marked with the child’s name and room number and hand it to the class teacher in the morning. Alternatively you could direct deposit into our school bank account (BSB 066 111 A/C No. 00900025) with your child’s name and room as the reference. The P&C holds various fundraisers throughout the year. If you are participating and money is required to be sent to school, use an envelope marked with your child’s name and room number and put it in the locked green P&C box located in the office foyer.
P&C COMMITTEE
The P&C Committee meets on the second Tuesday of the month and is responsible for fundraising and the canteen. All parents are welcome to come along to the meetings. There are a number of sub-committees that operate within the P&C, including a K/PP sub-committee. The P&C AGM is held in February.

PARENT SCHOOL COMMUNICATION
- A numbered fortnightly newsletter is emailed to parents every second Thursday. It is also available on the school’s app, webpage www.inglewood.wa.edu.au and a few copies are in the school office.
- Teachers and admin will email parents. Please ensure that email addresses, telephone numbers and emergency contact numbers held by the school are always up-to-date.
- Parent / Teacher Interviews – Please speak to the teachers directly to organise an interview. Teachers have non-contact time during the week for such meetings.

PERMISSION TO LEAVE THE SCHOOL GROUNDS
No child is to leave the school grounds during school time for any reason unless permission is given and they are accompanied by a parent or carer. Parents, please note when picking up children during school hours, you must sign them out in the book at the front office. You will then be given a pass which must be presented to the class teacher, before collecting your child. During a recess or lunch break, please give the pass to a duty teacher. Students who are left waiting at the end of the school day must go directly to the office so that parents can be contacted.

PERSONAL ITEMS LIST (Booklist)
Each year the staff will determine what items students require for the following year. Staff ensure that all items on the list are deemed to be essential and will be used throughout the school year. Quite often there are items on the lists that can be used across multiple years eg. Recorders or USB sticks and parents aren’t always required to purchase everything on the list.

POLICIES
The majority of policies implemented at our school are set out by the Department of Education and are mandated. The school does however have a number of key policies that are specific to the school and ensure the smooth running of operations. These include Behaviour Management, Dress Code, Wet Weather, Mobile Phones and so on. These policies are available through the website or Front Office. These policies are reviewed on a regular basis by the School Board and staff.

REPORTING TO PARENTS
The school has a number of ways in which it reports to parents. These include an Interim Report, Summative Report for Semester 1 and 2, portfolios in early childhood and parent interviews as needed throughout the year. There are a number of reports that students might also receive as a result of system based assessments including ‘On-entry’ assessments for Pre-primary-Year 2 students and NAPLAN assessments for Years 3 and 5 students.

RESPONSIBLE BEHAVIOUR POLICY AND ANTI BULLYING
The school’s Responsible Behaviour Policy promotes the rewarding of positive behaviour, whilst a set process for consequences applies to in class and playground incidents. A copy of this policy is available on our website, or through the Front Office.

Inglewood Primary School does not tolerate bullying or harassment. All teachers are firmly committed to putting an end to acts of bullying. Victims of bullying will be supported, as no one deserves to be bullied. Strategies that focus on peer relations and changing problematic student behaviour will be emphasised rather than dwelling on punitive measures. Inappropriate ‘bystander behaviour’ is unacceptable. A specific Anti-Bullying Policy exists and a copy of this policy is available on our website, or through the Front Office.
SCHOOL BOARD
The purpose of the School Board is to enable the school, staff and parents to work together in setting the educational direction of the school, through the school development planning process. By sharing responsibility for decision making in the school, parents, staff and other community members can work together towards shared goals. These plans and goals are set out in the Business Plan. Parents can be confident that their views and expectations are represented in the setting of the school’s educational objectives, and teachers benefit from knowing the school community supports their efforts.

The School Board can have a maximum of 15 members, comprising of the principal, staff, parents and local business or community members. Members of the School Board who do not work at the school must always outnumber those who do work at the school. The parent and staff representatives are nominated and elected by ballot, for a term of 3 years. Decisions reached by the group are communicated through regular reports to the P & C, staff meetings and newsletters. The School Board welcomes feedback at their yearly open meeting, or parents can provide feedback by contacting their representatives.

SCHOOL DENTAL SERVICE
The School Dental Service provides a free and continuing dental service for each enrolled school child extending to year 12. Each Dental Therapy Centre is staffed by dental therapists and supervised by a dentist with the School Dental Service. Enrolment forms from the Health Department for the School Dental Service will be sent home with your child. Inglewood Primary School students attend the Dental Therapy Unit at Hillcrest Primary School, corner of Coode Street and Bayview Street, Bayswater. The telephone number is 9271 7184. Parents are required to provide transportation to appointments at the Dental Therapy Unit.

Specialist services are not available, but parents are informed if such treatment is considered advisable, and an appropriate referral is made. Parents are responsible for the costs of such treatment.

SCHOOL DEVELOPMENT DAYS
Each year the school will have six days on which students do not attend. These days are usually two at the start of the year and one at the beginning of terms 2, 3 and 4 and one at the end of the year. As an Independent Public School we are free to set these dates in consultation with the community, so it is vital that parents check the School Newsletter for accurate dates and not the Department of Education website.

SCHOOL HEALTH SERVICE (Community Health Nurse)
The services of a Community Health Nurse are available to the school and regular medical checks are conducted for students in Kindergarten and Pre-primary. If any parents are concerned about health related problems, please contact the school office on 9370 2900.

Planned medical checks

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<thead>
<tr>
<th>Kindergarten</th>
<th>Vision and Hearing checks</th>
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<tbody>
<tr>
<td>Year 6</td>
<td>Scoliosis brochures and colour blindness brochures</td>
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SCHOOL PSYCHOLOGIST
The services of a school psychologist are available to the school on a regular basis, approximately one day per week. Referrals with consent and permission are made through the Learning Support Team. School Psychologist involvement is generated by the school and not by parent request.
SPECIALIST AREAS

Music
Inglewood Primary School has a comprehensive music program provided by a music specialist and staff from the Department’s School of Instrumental Music (SIM). The specialist music teacher runs a junior and senior choir. Instrumental music lessons are conducted onsite by SIM teachers, one of whom also runs the String Ensemble which meets before school.

Languages.
Inglewood has a Language program in Indonesian for years 1 – 6. Students are exposed to reading, writing and speaking activities.

Physical Education
All year 1-6 classes have one PE period each week with a trained physical education teacher. Sport for years 3 - 6 is organised each week with fitness for years 1 to 2 twice a week. A skipping squad practises before school, and there is usually a weekly school fitness group. Parents organise netball training sessions after school.

Health
All students from years 1-6 will receive a period of health each week. This covers topics on social, emotional and physical health habits.

History and Social Sciences (HASS)
All students from years 1-6 will receive a period of HASS each week. This learning area covers content associated with History and Geography.

STUDENT COUNCILLORS
Councillors and a Head Boy and Girl from Year 6 are elected at the end of the previous year and remain in those positions for the whole of the following year.
- Councillors meet with an admin team member each week.
- Councillors take an active part in running assemblies.
- Councillors are expected to set an example and coordinate various functions/activities throughout the year eg. the Talent Quest, Anzac Day service.

VALUABLES AND TOYS
We recommend that valuables and toys are not brought to school as staff cannot accept responsibility for them.

VISITORS
All visitors on school grounds must sign in through the office and obtain a Visitor’s Sticker. This includes parents on canteen rosters, parent help rosters or even if you are just dropping off a lunch for your child. This is part of our Risk Management Policy.

VOLUNTEERS
You are welcome to work together with us at our school. If you would like to volunteer your services, please see your child’s class teacher or staff in the canteen or library. The Department of Education requires that all volunteers fill out a Confidential Declaration Form and volunteers who are not parents also need to have a Working With Children card.

VOLUNTARY CONTRIBUTIONS
The school requests a voluntary payment of $60.00 per child each year. This money is used to provide extra amenities for children’s use and provides an allowance for each class. Payment can be made directly to the school office using cash or cheque or by direct deposit with your child’s surname and room number as reference. (BS 066 111 A/C 00900025). Please refer to the separate school contributions and charges booklet provided at the beginning of the year.
INGLEWOOD PRIMARY
CARING AND SHARING