



QUINNS ROCKS PRIMARY SCHOOL

Rees Drive, Quinns Rocks, W.A. 6030
Telephone: (08) 9305 1500
Fax: (08) 9305 2500

Web Page: www.quinnsrocksp.s.wa.edu.au

Web page will include all relevant school information.

School Newsletter will be e-mailed every second Wednesday and posted on the school website. If you require a paper copy, please come to reception.

Hours of Attendance (children)

8:45am – 3:00pm Monday to Friday

Recess: 10:50am – 11:10am

Lunch in classroom: 12:10pm - 12:20pm

Lunch break: 12:20pm – 12.55pm

Early arrivals (before 8.15am must come directly to the office). If you have difficulty complying with arrival times (including lateness), please contact the Principal and the issue can be discussed.

First siren at 8.45am should have children in, or at, their classroom ready for the day. The 8.50am siren is the start of the daily program.

Late arrivals will disrupt the start of the day for any class. Please ensure your children are at school before 8.45am.

Any arrival after the 8.50am siren, must report to the office for data entry and a late token. Late arriving children will not be accepted into the room without a late token.

Ideally, we would like children to arrive at school between 8.15am and 8.40am. Teachers will open their classrooms for children at varying times before 8.40am.

Term One Attendance - 2018

Full programs for Kindy to Year Six children will run from Wednesday January 31st

Term Dates – 2018 (Children attend)

Semester 1

Term 1 – Wednesday Jan 31st – Friday April 13th
(Easter 30th March – 3rd April)

Term 2 – Tuesday 1st May – Friday June 29th

Semester 2

Term 3 – Tuesday July 17th – Friday Sept 21st

Term 4 – Tuesday Oct 9th – Thursday Dec 13th

School Development Days – 2018 (Staff Only)

Term 1 – Monday 29th – Tuesday 30th January

Term 2 – Monday April 30th

Term 3 – Monday July 16th

Term 4 – Monday October 8th and Friday 14th December

These days may be subject to change

School Dress Code - Please see attached sheet.

School Uniform

The School Uniform can be purchased from Lowes Shop 16 at Ocean Keys Shopping Centre which is on the corner of Marmion Avenue and Ocean Keys Boulevard, Clarkson. Lowes are open 7 days a week. Phone: 9407 9499 www.lowes.com.au Reversible faction / school hats are available in the office for \$15.00 each.

Canteen

Open Fridays for Recess and Lunch. Lunch Orders must be pre paid / booked before 8.40am Friday. Orders to be placed in Locked Box near Canteen.



Voluntary Contributions

\$60.00 per child and Kindergarten children \$30 per child. This amount can be paid as part of the Personal Items for Student Use (Book Lists) or to the front office. For families with more than one child, a discounted scale will apply. One child \$60.00, Two children \$100.00, Three or more children \$140.00 (EFTPOS available in the office).

Payment Procedures Other Collections:

For excursions, incursions and other incidental amounts, money is collected on Tuesday and Thursday mornings only. Please place money in an envelope (sealed), clearly marked with the child's name, area number, and what the money covers. All monies are collected by teachers in the classroom, written into the Teacher's money book, and then forwarded to the front office for reconciling and banking.

Medications at School

If medications need to be administered to children during school time parents / carers need to contact the school office and discuss their needs with the school administration. There are specific guidelines which need to be followed and forms to be completed regarding prescription medications being given during school time. Teachers will not accept responsibility for administration of prescription medication to your child. Staff are not permitted to allocate or administer over the counter medications.



Head Lice

If your child is suspected of having Head Lice or Nits (eggs), they will be sent to the office where an administrator will check the child's hair. If a child has evidence of Head Lice (or eggs) being present, you will be notified and, as per Health Department regulations, your child will be excluded from contact with other children until they have been treated. We would prefer the child to be picked up, taken home, and treated. If your child is affected, an information letter will accompany the child home.



Infectious Diseases

If your child has an infectious disease, the school must be notified. Medical confirmation should be accessed by the parent and, according to our Health Department Instructions, advice will be given with respect to any exclusion provisions.

If your child has the flu, please keep them home until symptoms have almost disappeared. Continued attendance will create discomfort for your child and potentially, infect other children and staff.

Absences

Please telephone the school when your child *is absent or will be absent*. The office will record the absence and your reason for absence on the school attendance registers. If the school has not been notified, the child will be listed as an unexplained absence. Parents will receive written notification of all unexplained absences at the end of each term, or, if absences are regular. All late arrivals must have a reason listed on our records.



Procedure for Children leaving the school during the school day

We have a protocol in place for releasing your child from school. It is called The Standardised Leave Pass for Government Schools.

Parents are required to come into the school front office before collecting their children from the classroom. Fill in a Leave Pass, then take a yellow copy of this Leave Pass to the classroom teacher. Parents are also given a copy to keep with them for the day. No child will be released from school without this Leave Pass. A note from parents is now not sufficient.

Children will only be released to an adult listed on your child's emergency contacts. Please keep these current (as well as your contact details). This system ensures your children's safety.

Visitors During School Day

All visitors (including parents) to school during the day must report to reception in the first instance. Dropping off lunches, swimming gear, homework, etc, must be done at reception and not directly to the child in class during school hours.

Illness / Accidents

We provide your child with a Duty of Care – please help us by maintaining correct and current contact information on your child's enrolment form. This especially applies to parents' home, work and mobile telephone numbers and the name of a person or persons, to contact in an emergency. When an emergency arises requiring immediate action, an ambulance will be called. Every endeavour will be made to contact parents or emergency contacts before this happens.

Students with a Severe Nut, Honey and other Significant Allergies

Some students at Quinns Rocks Primary School have a significant Nut Allergy and some have a significant Honey Allergy. Any contact with Nuts or Honey or products containing Nuts or Honey has the potential to be fatal for these children.



We will be adopting strategies to minimise the risk to these students and I am sure you, as responsible parents of other students, will support our strategy with respect to contact with Nuts or Nut Products and/or Honey or products containing Honey. We are unable to insist your children do not bring Nut / Honey Products to school, but we are able to bring this extremely important issue to your attention. Thank you for your attention to this very sensitive and important issue.

Each child must have a current Medical Information sheet on file (pink form). Any Medical Condition must be authenticated by a Medical Practitioner (including Asthma)

Staff Parking Areas



For safety reasons the Staff Car Parks may not be used by parents except when parents are volunteer assistants, coming to a meeting or enrolling a child or picking up a sick child. In other circumstances, please observe all parking signage, especially during drop off and pick up times. Children have been instructed to use footpaths when entering and leaving school grounds.

Parent Parking (see Parking Brochure)

- Parking is available at Gumblossom Community Hall off Tapping Way (180 bays)
- Oval Car Park off Quinns Road (35 bays)
- Marked parking bays on Rees Drive.
- White Road is used as a "Drop Off" (Kiss and Ride) zone and signage must be observed. Parents must not leave their vehicles in this area.

Class Lists 2018 – Displayed

From 1:00pm on Tuesday 30th January, class lists for 2018 will be displayed outside the front office and on the south facing Staff Room window.

Bicycles

- Children may bring bikes to school as long as they wear an approved helmet.
- Every bike must be properly secured in the bike racks with a lock of some description.
- Children are not to ride bikes in the school grounds at any time before, during or after school.
- It is recommended that only children 10 years of age or older, ride to school.
- Scooters and Skateboards are not to be brought to school.



Dogs

We would prefer school grounds to be Dog Free. When bringing your dog while picking up or dropping off children, please tie them to fence by the gate you are accessing.

School Volunteers

We welcome your participation in your child's classes for specific activities. Teachers will let you know when such opportunities arise. Our junior reading programs require assistance each morning.

Parents and Citizens Associations

An active Parent group operates to support the learning outcomes at the school. For information about meeting dates and times please read our fortnightly newsletter. Your participation is most welcome. All P&C notices sent home are on Yellow paper. P&C Fundraising money goes into the Locked Box in the Performing Arts Area.

School Board

The School Board operates under its own constitution and works with the school to ensure learning outcomes and school operations are representative of the school community. The Board meet once a term and membership is by election. Members serve three year terms with options to extend this tenure via re-election.

The Board's structure is such, that parents / community members must be greater in number than school staff.

Behaviour Management

The school has a comprehensive policy to promote positive and appropriate behaviour.

A restorative justice approach is utilised where (after an incident), children meet and the respective aspects of all involved parties is canvassed.

Bullying, is defined as an ongoing harassment, and comes in a variety of modes. We encourage the reporting of any untoward behaviour by children to teachers on duty, classroom teachers, education assistants or to school administrators. We will always endeavour to bring involved parties together as per restorative justice model.

The school administrators supervise a Detention Area "Blue Room" together with Year One Play during recreational breaks, (outside the Deputy Principal's Office). Children who are not behaving appropriately in the playground are sent to this area where they are counselled and may remain for the duration of the break.

A note is sent home when we consider the parent should be aware of the incident leading to detention. Children not complying with the No Hat / No Play Policy, are sent to the detention area where they are counselled and every endeavour is made to ensure a reoccurrence does not take place.

Please remain open minded (objective) when listening to information brought home by your child (especially with respect to behaviours). We encourage you to contact us as soon as possible if you require clarification of any incident involving your child.

Teacher Contact

Teachers are willing and happy to talk about individual student progress at appropriately arranged times. Parents are requested to arrange a time when all parties can confidentially discuss issues without disruption. We prefer an appointment be arranged with the teacher.

Incidental conversations at the beginning, during or at the end of the day should be brief as teachers have other responsibilities during this time and may not be able to fully discuss your issue.

Reporting to Parents

End of Term 2: Written report on identified learning area outcomes and personal development.



End of Term 4: Written report on identified learning area outcomes and personal development.

The school will conduct an Open Night early in Term Four (usually the second Wednesday evening but will be later due to swimming).

School Programs

The following Specialist Programs will operate across the school for 2018;

Visual Art / Craft, Physical Education / Health, Primary Connections Science, Specialist Instrumental Music (Years 6), PEAC (selected students attend off site programs with parent transport), a cultural study each semester, One hour of a Language Other Than English for Year Three children (language still to be determined), ORIGO Maths, Year 6 excursion to Sydney / Canberra (September), School Musical Drama, Living Laboratory, Clubs Years 4-6 and specialist dance in the junior school.

A choir will be formed to meet the needs of Anzac Day and sing to our senior citizens on Remembrance Day.

All classes/teachers work collaboratively with attention to grouping children in Literacy and Numeracy in order that individual needs can be better addressed.

Teachers will conduct class meetings with parents early in term one and at other times during the year on a needs basis.

Family Links

The school conducts a Family Links program on Tuesdays from 9.00am to 10.30am. Parents/Caregivers are invited to bring pre-school children to experience a school environment and meet new starters parents. The host room may vary from year to year.

Information and Technology

The school has current technology available to all children (and staff). Leased computers ensure half of our computers are replaced with current models every 18 months.

Each classroom has a current Interactive Smart Board which staff (and children) use to enhance all learning opportunities.

Children are not required to purchase tablets or I-Pads as the school will supply these on a case by case basis. They will not be used as 'go home' tools.



Teachers / Staff 2018

Teacher and other staff appointments with their respective roles should be finalised by the commencement of 2018.

Community Service

Each term, the school will raise funds for a nominated charitable cause (preferably with local content). Children can dress outside the Dress Code (if the nominated day calls for this) and children should make a gold coin contribution for the right.

School Assemblies

During the course of the year, each class will present one assembly. At each class assembly an item will be presented amid our regular Merit Awards, School Councillors Report and other important announcements.

You will receive early notification of the Assembly Roster which we endeavour to follow. Assemblies usually last about 45 minutes and are held first thing Friday mornings.

Parents of students receiving Merit Awards are notified during the week leading to the assembly. Because our assemblies are technology driven, doors will be locked and remain closed to avoid unnecessary light interference. Latecomers may be excluded.

BEAMERS

Behaviour Excellence Attitude Manners Effort Responsibility and Striving. (Rewarding Achievement).

Children can strive to gain a BEAMERS Certificate by having Ten Notable Achievements stamped on their individual yellow form. BEAMERS is ongoing and efforts can be transported from term to term and year to year.

Most teachers in Junior Grades use this positive incentive scheme along with DOJOs.

Library – Overdue and Lost Books

At the end of each term the Library officer will send home a notice of any books which are overdue. The notice will list the Book title, the due date and replacement cost.

If you are unable to find the book after 3 months, we will ask you to make a payment to cover the replacement cost of the book, at the school office.

Photo Consent

Rather than send home another form for parents to sign, I am seeking your consent to have your child's / children's photograph taken at school with the possibility of publishing a copy on our web page or in local publications. Individual identification of students will not occur on our web page. Please contact the office if you have an objection to your child's photo being published.



School Website

The school website is not interactive and provides static information about the school (which is updated on a needs basis). The school Facebook page is dynamic and current and is attended to frequently to provide commentary and supplementing the School newsletter.

School Premises

The school has a perimeter fence. However, parents are requested to ensure that students remain away from the school ground after school hours. Security patrols and Police will stop and question people on the school site after hours. If you see or hear anything unusual please call School Watch on 9264 4771.

Further Information

Our exceptional office staff can provide any additional information should this be required.

The Principal enjoys meeting with you, and an appointment will ensure an effective meeting.



DRESS CODE POLICY 2018

INTRODUCTION

The School Board of Quinns Rocks Primary School has established a dress code for all students attending the school in the belief that a dress code:

- Fosters and enhances the public image of the school;
- Assists in building school and team spirit;
- Ensures students are safely dressed and groomed appropriately for specific school activities;
- Encourages equity among students;
- Prepares students for work, as many work places have dress and safety codes;
- Makes supervision of students on excursions more effective;
- Provides protection against skin damage from the sun.

DRESS CODE REQUIREMENTS

Parent groups are constantly reviewing the uniform for possible improvements.

HEAD WEAR

Royal blue broad rimmed slouch hat or Royal Blue reversible faction colour hat. It is to be worn all year round. Parents should encourage children to wear the hat to and from school.

SHIRTS

Red Polo Shirt with/without School Logo or Faction polo shirt for sport activities and carnivals.

YEAR 6 GRADUATING YEAR – Royal Blue Polo with Red Logo

CARGO SHORTS/PANTS – ROYAL BLUE (BOYS)

Mid-thigh length shorts. (No football shorts, brief shorts or board shorts).
Track pants. Microfiber Royal Blue Sports Jackets, Track Pants / Zip Cuff.

SHORTS/PANTS/DRESSES – ROYAL BLUE (GIRLS)

Mid-thigh length shorts in royal blue. (No football shorts, brief shorts or board shorts).
Skorts. Track pants in royal blue. Microfiber Royal Blue Sports Jackets, Track Pants / Zip Cuff.
Bike pants/bloomers/leggings (black only) – only as under garments.
Skirts – sports type (without split) or dress. Senior girls must observe suitable standards of modesty.
Dresses - Cotton check in designated school colour (for younger years)

TOPS/WINDCHEATERS

School wind-cheaters, or any royal blue wind-cheaters/jumpers. (Plain colours only – no hoods). Long Sleeve Polo Shirt (Red).

FOOTWEAR

Closed shoes are necessary for safety reasons. Lace up shoes or velcro joggers only.
*Slip on shoes (e.g. skate Shoes/ slip ons) are not permitted for Physical Education activities and are not recognised as approved footwear for school.

SUNSCREEN / SUNGLASSES

Sunscreen is recommended for outdoor activities. Sunglasses can be worn but all safety issues must be observed during any physical outdoor activity.

GENERAL GROOMING

- Hair needs to be held back from the eyes (Girls and Boys)
- Shoulder length hair needs to be tied back (Girls and Boys)
- Watches, Studs and sleepers (in pierced ears) are the only jewellery permitted.
- Boys wearing studs must remove these for sporting activities involving any contact with others.
- Dangling earrings, necklaces or wrist bands can be dangerous and are not permitted. Valuable mementos or presents can also be broken or lost.
- Make up, nail polish, glitter or stick on tattoos, are not permitted.
- Hair dyes / sprays are not permitted except on specially designated days.

MODIFICATIONS TO THE DRESS CODE

Students who, for religious, cultural or health reasons need to modify the school dress code, are required to make an appointment with the Principal. Staff will be informed of any student granted a modification to the dress code.

SANCTIONS (non compliance Dress Code)

- Opportunity to rectify the situation of own accord.
- Assistance/support in obtaining suitable clothing.
- Communication to the student and parents of non-compliance via Letter requesting compliance with School Dress Code and copy of Code attached.
- Restriction from attending official school activities, such as, musical performances, excursions, incursions and sporting events.

The Principal reserves the right to exclude a child from representing the school at any excursion or incursion.

Inappropriate footwear during PE/Sport activities may result in exclusion from activity due to safety considerations.

AVAILABILITY OF DRESS CODE ITEMS

- Designated school uniforms can be purchased from Lowes at Ocean Keyes Shopping Centre in Clarkson – 9407 9499.
- Items in the designated school colours may be purchased from any clothing or department store.
- Sports uniforms and tracksuits may be ordered through Lowes at Ocean Keyes Shopping Centre.
- Students whose families may experience difficulties with uniforms should contact the Principal to discuss possible alternate arrangements. A range of pre-loved uniforms is available.