MISSION STATEMENT:

Weld Square Primary School is committed to developing, within a caring environment, holistic education for all children enabling them to realise their potential and to become valuable members of the community.
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National Anthem
CONTACT INFORMATION

Address:          Dorking Place, Morley, WA, 6062
Telephone:       9276 5891
Facsimile:       9276 5911
E-mail:          weldsquare.ps@det.wa.edu.au
Website:         www.weldsquareps.wa.edu.au
Department of Education Website: http://www.det.wa.edu.au

SCHOOL HOURS

School Commences: 8.45am
Morning Recess:   10.30am-10.50am
Lunch:           12.20pm-1.00pm
Close*           3.00pm
(*Early closure each Thursday) 2.35pm

School Office Hours:  8.15am-3.15pm

Parents are advised that teachers’ duty of care normally commences at 8.30am each morning and ceases at 3.00pm each afternoon (except Thursday 2.35pm). You are therefore asked to enrol your child in the Morley Out of School Care Centre located on this campus to ensure responsible care and supervision outside these hours or make alternative arrangements.
SCHOOL TERM DATES 2013

<table>
<thead>
<tr>
<th>Term</th>
<th>Students Start</th>
<th>Students Finish</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Monday 4 February</td>
<td>Friday 19 April</td>
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<tr>
<td>Term 2</td>
<td>Tuesday 7 May</td>
<td>Friday 5 July</td>
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<tr>
<td>Term 3</td>
<td>Tuesday 23 July</td>
<td>Friday 27 September</td>
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<td>Term 4</td>
<td>Wednesday 16 October</td>
<td>Thursday 19 December</td>
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PUBLIC HOLIDAYS 2013

- Monday 4 March – Labour Day
- Friday 29 March – Good Friday
- Monday 1 April – Easter Monday
- Tuesday 2 April – Easter Tuesday
- Thursday 25 April – Anzac Day
- Monday 3 June – West Australia Day
- Monday 7 October – Queen’s Birthday

PROFESSIONAL DEVELOPMENT DAYS 2013 (Pupil Free Days)

- Thursday 31 January and Friday 1 February
- Monday 6 May
- Monday 22 July
- Monday 14 October and Tuesday 15 October
- Friday 20 December

ADMINISTRATION DAYS 2014 (Office Re-Opens)

- Tuesday 28 January 2014
MORLEY OUT OF SCHOOL CARE CENTRE

This Centre is conveniently located on the Weld Square Primary School campus.

Supervisor:    Karen
Telephone:    9275 8887
Email:    morosh@bigpond.com

Bookings are essential.

Times of Operation:

Before School Care:    7.00am - 9.00am
After School Care:    3.00pm - 6.00pm
Vacation Care:    8.00am - 6.00pm
Pupil Free Days:    8.00am - 6.00pm

Afternoon tea is provided and cold water is always available.

Centre Policy:

• To provide care for children 4 to 12 years during out of school hours.

• To provide an environment where parents and children feel comfortable.

• To promote respect and consideration of others.

• To value and encourage the involvement of children and parents in the program developments.

• To maintain high levels of health, hygiene and cleanliness.
LETTER TO THE COMMUNITY

Dear Parents and Weld Square Community

Welcome to Weld Square Primary School. As a member of the school community, your involvement in your child’s education is important and valued.

At WSPS we believe that the education of our students must be a partnership between home and school. Parents have both a right and responsibility to actively participate in their child’s education.

We pride ourselves on the positive, caring environment that has been created by our loyal, friendly, generous parents and dedicated and talented staff.

To achieve the school’s mission for all children to realise their potential and to become valuable members of the community, requires an active and dedicated school community. All parents are encouraged to participate. Parental participation is a powerful role model for children and supports the school’s mission.

Weld Square Primary School is a local government school and has a strong community focus. We have a reputation as a caring community with active involvement from parents. It is important that, as parents, you feel comfortable in coming to the school, that you form positive relationships with your child's teachers and other staff members and that you are informed as to events, programs and activities at the school. It is important that parents feel they are listened to and that their input into their child’s education is valued. Our “open door” policy enables cooperation between school and parents and the wider community.

Our experienced staff provide quality programs aimed at developing a solid foundation in literacy, numeracy and all the learning areas as prescribed by the government mandated curriculum. Teachers teach values through the Virtues Program and actively enforce the Anti-Bullying Policy. In terms of specific curriculum content, teachers are guided by the school’s Strategic Plan. The Strategic Plan supports teachers to focus on explicit standards and targets. Formal school reports are available at the end of Semester 1 and Semester 2. Teachers conduct parent meetings early in Term 1 and encourage ongoing dialogue related to progress and achievement with all parents. Formal interviews can always be organised by making an appointment through the office.

We are fortunate to have a friendly, hard-working P&C Association generously contributing to the funding of extra teaching resources and facilities around the school. Over recent years the P&C have funded playground equipment, reading books, native gardens, playground equipment and outdoor furniture. I encourage all parents to support their P&C in whatever way they can.
Weld Square Primary School is surrounded by extensive play areas, basketball and netball courts, a large sports oval and a unique strip of natural bushland. We have a strong environmental education focus which has been recognised by the Department of Education. Weld Square Primary School has featured in several publications and television programs and has participated in both state and international conferences.

We work towards providing the students with values that encourage them to uphold our school motto of Friendship, Respect, Excellence and Loyalty. The teaching of values to our children is a shared responsibility between our school and community and parents. At school we teach values through the Virtues and Friendly Schools and Families Programs. Copies of the ‘Virtues’ text books are available from the library. Parents are encouraged to reinforce the Virtues Program at home.

We look forward to working together with you in 2013 and to a very positive and successful year for all.

Yours sincerely

Glen Cookson
School Principal
Glen Cookson and Maria van der Linden are experienced administrators who have both served in a variety of schools across the State. These have included very large to small high schools, primary schools, district high schools and remote community schools located both in the metropolitan and regional Western Australia.

Glen has been an administrator for over 20 years and started his career as an Education Support teacher at Tuart Hill SHS in 1976. He has postgraduate qualifications in Education (Melbourne) and Curriculum (Curtin University). Glen’s first school (Yintarri Remote Community) as Principal was awarded national recognition for its Literacy Program during the International Year of Literacy in 1990.

Glen was nominated as Principal of the Year in 2009.

Maria has over 30 years experience with Department of Education and has a Bachelor of Education and was one of the first teachers in WA to successfully attain a Level 3 Classroom teacher promotion in 1997. Maria’s experience includes over 15 years in administration as both a principal and a deputy principal in a range of schools including remote community schools, district high schools and primary schools. She has been recognised for her achievements at both school and district level.

Jenny lives locally and has extensive experience, having worked in a range of large and small schools. All her children have been educated at local government primary and secondary schools. She has a vast knowledge of school administrative systems and local area resources.

Jenny and Susan are friendly, helpful and resourceful staff members who are often the first contact for parents and new families to our school.
The K-3 years are critical in building a foundation for a child’s education. The teacher’s role is one of great importance and influence in determining a child’s attitude towards and longer term success in education.

| Kindergarten | LA 1 | Teacher: Ms Angela Rechichi  
Education Assistant: Mrs Sandra Wallis |
|--------------|------|-------------------------------|
| Pre Primary  | LA 2 | Teacher: Mrs Alison Bampton  
Ms Angela Rechichi (Tuesday)  
Education Assistants: Mrs Lee Francis and  
Mrs Maria Lomma |
| Year 1       | LA 3 | Teacher: Mrs Sue Prushynsky  
Education Assistant: Mrs Pat Snow |
| Year 2/3     | LA 7/8 | Teacher: Mrs Mrs Dianne Taylor  
Education Assistant: Mrs Kerry Kasatchkow |
| Year 3/4     | LA 5/6 | Teacher: Mrs Sue Brett (Mon & Tues)  
Mrs Sina Andrijich (Wed, Thurs & Fri) |

Our experienced teachers are committed to providing children with the best possible education and continuously update their professionalism skills through continued professional learning, including special needs training as well as many others such as the Diana Rigg Literacy Program, Jolly Phonics, Information, Communication and Technology training, First Steps Literacy, Aboriginal Education, Getting It Right Literacy and Numeracy Programs, Cooperative Learning and specialised Behaviour Management Courses. Special training has occurred in Pastoral Care.

Our whole of school curriculum focus is on Literacy, Numeracy and Science. We have an ‘open’ class policy and parents are encouraged to be part of our class learning environment. We appreciate parent help in a range of ways and we know children enjoy their parents taking part in their education.
A child’s learning is enhanced through a positive partnership between school, home and the community.

**SENIOR SCHOOL TEAM – Years 5 to 7**
The Senior School Team carry on from the groundwork provided in early primary, building on Literacy and Numeracy and preparing children for high school.

<table>
<thead>
<tr>
<th>Years 5/6</th>
<th>LA 7/8</th>
<th>Teacher: Mr Rick Payne</th>
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<tr>
<td>Years 6/7</td>
<td>LA 10</td>
<td>Teacher: Dr Elijah Nathan</td>
</tr>
<tr>
<td>LOTE (Mandarin)</td>
<td>LA 4</td>
<td>Teacher: Mrs Linda Williams (Tues &amp; Thurs)</td>
</tr>
<tr>
<td>Phys Ed/Health</td>
<td>LA 11</td>
<td>Mrs Kathryn McRoberts (Tues pm, Thurs &amp; Fri)</td>
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<tr>
<td>IT</td>
<td>Library</td>
<td>Mrs Maria van der Linden</td>
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The Senior School Team continue to build on the foundations provided in the early primary years, developing and refining literacy and numeracy skills and understandings across all learning areas as well as preparing students for high school. Ongoing professional learning keeps our teachers up to date with ‘best practice’ teaching methods and curriculum requirements.

**Support Staff**

<table>
<thead>
<tr>
<th>Chaplain</th>
<th>Ms Sandy Clifton (Tues &amp; Fri)</th>
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<tr>
<td>School Psychologist</td>
<td>Ms Luciana Carelli</td>
</tr>
<tr>
<td>Library Officer</td>
<td>Mrs Bev Giraud (Mon &amp; Wed)</td>
</tr>
<tr>
<td>Education Assistants</td>
<td>Mrs Sandra Wallis, Mrs Lee Francis, Mrs Maria Lomma, Mrs Pat Snow and Mrs Kerry Kasatchkow</td>
</tr>
<tr>
<td>Education Assistants (Special Needs)</td>
<td>Mrs Annette Lovering, Mr Emile van der Linden, Mrs Cathy Scafidi, Mrs Kerry Kasatchkow and Ms Debbie Gibbs</td>
</tr>
<tr>
<td>Gardener/Handyperson</td>
<td>Mr Barry Beardman</td>
</tr>
<tr>
<td>Cleaning Staff</td>
<td>Mr Mendel Greenberg, Mr Patrick Stacey and Mrs Zivka Stojkovska</td>
</tr>
<tr>
<td>Special Virtues Project</td>
<td>Quentin Going (‘Q’) (Assembly Fri &amp; Wed am)</td>
</tr>
<tr>
<td>Blueearth</td>
<td>Ms Katie Butterworth (Wed)</td>
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[Images of staff members]
VALUES THROUGH VIRTUES AND POSITIVE REINFORCEMENT

Values are the standards or principles we care about and consider important in life. They can be different things to different people. We may value getting rich and famous, we may value being the best criminal the world has ever seen, we may value power over others, but that doesn’t mean we will have good character. Also, values are culture-specific. What some families or cultures value, others don’t. Virtues are much more elemental than values. While values are culture-specific, virtues are universally valued by all cultures.

Teachers teach and reinforce one virtue each fortnight. The virtues are selected from “The Virtues Project” by Linda Kavelin Popov. The students are also taught structured lessons from ‘The Friendly Schools and Friendly Classes’ Program. These are whole school strategies designed to complement the classroom reward schemes set up by individual teachers. Children receive Virtue Vouchers if they display a virtue in the class or around the school. This is recorded on a chart located in the Library and counts for 5 faction points.

Virtues our school has chosen to teach and reinforce are:

- Loyalty
- Caring
- Assertiveness
- Consideration
- Confidence
- Cooperation
- Courage
- Courtesy
- Creativity
- Diligence
- Enthusiasm
- Excellence
- Friendliness
- Helpfulness
- Honesty
- Honour
- Kindness
- Modesty
- Patience
- Peacefulness
- Respect
- Responsibility
- Self-Discipline
- Tolerance
- Trust
- Truthfulness
- Tact
- Understanding

The children also receive Honour Certificates and Faction Tokens.
PARENTAL PARTICIPATION
Every effort is made to interact with the school community to:
• report individual student performance.
• encourage parents to express their views about performance and operation of the school.
• be involved in decision making about issues related to their children and the school.
• ensure that parents and staff value their respective roles as partners in the education process.

To achieve this, the following organisations and processes are in place.

Parents & Citizens Association
P&C Associations are an officially recognised forum where anyone interested in the welfare of students attending government schools can meet to discuss educational issues.

“The objectives of the association are to promote the interests of the school or group of schools for which it is formed through:
a) cooperation between parents, teachers, students and members of the general community;
b) assisting in the provision of resources, facilities and amenities for the school or schools; and
c) the fostering of community interest in educational matters.”
(School Education Act 1999, part 3, division 8, subdivision 2, section 143(1)).

Weld Square has an active P&C Association, which provides many facilities and gives great support to the school. New members are very welcome at meetings, which are held on the third Tuesday of each month at 7.30pm. Meeting dates are always pre-advertised via the school newsletter, term planners and website calendar.

P&C Association Office Bearers for 2013
Executive Committee:
President: Helen Bolin
Vice President: Michelle Hughes
Secretary: Kym Dabrowski
Treasurer: Marion Hartmann
Uniform Coordinator: Nikki Taylor

Fundraising Committee
Purpose: To raise funds to enrich and support the educational programs. Last year the committee was responsible for raising a significant amount of funds which directly benefited the students through improved resources and facilities.
Uniform Committee
Purpose: Enables parents to purchase uniforms at a reasonable price. Second hand clothes are also available.

P&C Voluntary Contribution
Parents may choose to make a yearly contribution of $60 per family to support the fund raising efforts of the P&C. This option was put forward by the P&C and approved by the School Council. It is separate from the School Contributions and Charges made to the school and as listed on the school booklist. Where one or both parents work, it is understandable that some families would prefer to make a voluntary contribution ($60 or whatever is affordable) in lieu of personal involvement in fundraising activities. We understand that making the necessary time commitments is difficult for busy families.

ENVIRONMENTAL EDUCATION COMMITTEE
An extensive environmental education program runs across the school curriculum and includes projects such as recycling cans and paper, ring-tops to build wheelchairs, a frog pond and many other efforts to raise environmental awareness. This also extends to the care of the bushland area surrounding the school and a program that gives children the skills to grow plants and care for native plants. Support and approval from the City of Bayswater Council will ensure that the program remains active throughout the year in caring for the bushland surrounding our school. In 2013 the school will become involved in rehabilitating the waterways that feed into the Swan River through a major initiative funded the City of Bayswater and the Swan River Trust (Ribbons of Blue). Students from the John Forest Senior College Bushrangers group also are involved in conserving our bushlands. The newly formed school based student KAPOW group (Kids About Protecting Our World) will also be actively working on preserving the surrounding bushland. In 2012 members of KAPOW attended and presented at a national conference in Melbourne during the year. The theme of the conference was: Water.

As well as regular environmental incursions, students from Weld Square have represented our State at the International River Health Conference in Canberra (2007) and the Youth Environment Conference in Perth (2008). Weld Square Primary School is a regular participant at the Ribbons of Blue Water Catchment Activity Days. Furthermore, the school was invited by FOTE (Friends of the Environment) to display their environmental program/project(s) at the Perth Royal Show in 2010 and 2011.

School contact staff: Mr Glen Cookson (Principal) and Ms Angela Rechichi (Kindy/Pre Primary Teacher).
SCHOOL COUNCIL

The School Council is formed with the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interests of the students and that will enhance the education provided by the school.

The functions of every School Council in a government school are to take part in:

a) establishing and reviewing the school's objectives, priorities and general policy directions;
   • financial planning to support the above;
   • evaluating the school's performance in achieving these;
   • formulating codes of conduct for students.

b) promote the school in the community.

c) provide advice on policy for religious education and implementation of special religious education.

d) determine, in consultation, a dress code for students.

e) approve:
   • charges, contributions and fees;
   • extra cost for optional components of the school's educational program;
   • items for personal use in the educational program;
   • advertising and sponsorship arrangements.

The School Council has been structured according to the Department of Education Regulations. The Committee's purpose is to ensure that the school's mission statement is implemented effectively. Membership consists of the Principal, a P&C Association nominee, two elected parents and two teachers elected by the staff of the school. All members are elected for a period of not more than three years and may be reappointed more than once. Meetings are held at regular intervals, usually once a term.

Members 2013
Mrs Melinda Mavromatidis, Mrs Michelle Hughes, Mrs Helen Bolin (parent representatives and P&C Association nominee) Mrs Alison Bampton, Mrs Maria van der Linden (staff representatives) and Mr Glen Cookson (Principal). Any vacancies will be advertised through the school newsletter.

Code of Conduct for School Council Members
1. To perform roles and responsibilities to the best of one’s abilities, within the framework of the law, the limits of authority and available resources.
2. To respect the uniqueness and dignity of individuals and act in a fair, courteous and sensitive manner.
3. To accept the responsibilities arising from the trust placed in members of the Council by staff, students and the community.
4. To perform all duties with integrity, honesty and impartiality.
5. To declare conflicts of interest which may result in personal and official information.
6. To maintain appropriate confidentiality of personal and official information.
7. To be accountable for efficient and effective use of resources with which Council members are provided.
8. To undertake not to hinder the implementation of Council decisions.

**VOLUNTARY HELP**

There are a variety of ways in which you can assist in the education process. As a general rule you are reminded that one of the very best ways to support your child at school is to be seen by your child assisting in the day to day workings of the school. A bonus in this, of course, is that the whole process of schooling is made so much clearer to those parents who come up and help and you build relationships with teachers and staff. Some areas in which you can help are as follows:

**Library**

Mrs Bev Giraud is the Library Officer and works Mondays and Wednesdays. Mrs Giraud is grateful for any offers of parental assistance, particularly help offered on a regular basis.

Duties entail checking out books using our computerised system, general shelving of books and repairs. Help before school is especially useful. None of these duties are overly taxing and again, the fact that you are around the school and assisting can be a big bonus for your child.

**Sport**

The school has a well organised sports program and regularly participates in interschool competitions, including cricket, football, basketball, netball, cross country and athletics. Skills are developed during physical education lessons with Mrs McRoberts, our dedicated health and physical education teacher. However parents with expertise in the sports we play are always welcome to come along and assist. You can be of value as a coach or an umpire.

**Classroom Assistance**

There are a number of areas in which you can assist in the classroom. This could be listening to children read and exchanging reading books, hands on activities in mathematics, writing activities, class computing activities and many more. You will receive details of the assistance required from your child’s class teacher at the beginning of the year.

In addition, there are a number of whole school activities where your assistance would be appreciated. These may include lapathons, sports carnivals and science tabloids.
SCHOOL EXCURSIONS AND INCURSIONS

Excursions
Excursions are an integral part of the school’s program. It is desirable that all students participate in them. While enjoyable these events are not just a “fun activity”. Before and after each excursion there are related classroom activities. If a child does not attend an excursion the classroom work is less meaningful.

The School Education Act 1999 requires principals and teachers to ensure the safety of students in their care. Careful planning reduces the level of risk and the principal is responsible for ensuring that plans for educational excursions address the risk factors that may exist for both staff and students.

Weld Square has developed an Excursion Policy in line with procedures and guidelines of the Department of Education. Our Excursion Policy includes the following:

Parental Information
This will show full details including date, time, venue, transport arrangements, cost, clothing and food requirements.

Student Health Form
As a precautionary measure, we require information about your child’s health before each excursion. In preference to completing a form for each excursion, we require parents to complete a Student Health form at the beginning of the year. Parents need to notify the school if there are any changes or updates.

Confidential Declaration
This must be completed by anyone who is not an employee of the Department of Education and is participating in the excursion.

A Management Plan
This will allow the teacher in charge to assess any foreseeable risks. These will be in reference to communication and supervision requirements, an emergency response plan, insurance and liability. If you should have any concerns about a particular excursion, please contact the school. In order to minimise costs to you, classes are only permitted one excursion per term. Excursions are carefully costed and as such it is not always possible to refund money if your child is absent on the day.

Incursions
Incursions are learning activities conducted at the school. Every effort is made to ensure that these are at no cost to the students. However theatrical groups, individual performers and some guest speakers charge a fee and the children are expected to pay for these costs. In the main, they are significantly cheaper than excursions as they don’t have travel costs factored in. As with excursions, classes are usually permitted to conduct only one incursion per term.
Activity Days
During the year activity days and/or camps may be organised for our Year 5-7 students. A blend of educational and social events makes these activities memorable for our senior students.

Activities during these days may include archery, Fremantle excursion, Adventure World, The Great Escape and Dark Zone visits. As you can appreciate, the activity days are quite expensive. Parents are, however, informed early in the year as to approximate costs. This should assist with your saving plan.

SPECIAL PROGRAMS

In-Term Swimming
These will be held at the Bayswater Waves over a period of two weeks (10 lessons) in weeks 3/4 of Term 2 for children from Pre Primary to Year 7. Parents will be required to pay the cost of bus and pool entry. Lessons are provided at no cost by the Department of Education.

The cost is approximately $45.00 per student. Exact prices are given to parents towards the end of Term 1 depending on pool entry and bus hire prices.

LOTE (Mandarin) Classes
All children in Years 1 to 7 learn Mandarin as a second language. Classes are conducted by a teacher from the Department of Education. Mrs Linda Williams is the teacher in charge of the program. Weld Square Primary School is a member of a federally funded language hub, which includes Morley Senior High School, Morley Primary School and Noranda Primary School. The hub has special relationships with schools in China and 2013 will see formal ‘sister’ school relationships cemented.

Library Resource Centre/Computing Centre
The fully automated Library Resource Centre is the hub of our school. It provides search facilities, information and access to the Internet. It is open from 8.30am Mondays and Wednesdays for children to borrow, return, renew and reserve books. During morning and afternoon school hours, class teachers may bring their class or smaller groups to use the resources. Nominated lunchtime library sessions commence at 12.30pm and continue until 12.50pm offering games and other activities.
• Years 1-3 may borrow one book for up to one week and one cassette for overnight only.
• Years 4-7 may borrow two books for up to one week (renewing as necessary), pamphlets for up to one week, and one cassette for overnight only.
• Teachers may also take out bulk loans for their class use.

In order to protect our stock from damage, all children are expected to have a library bag. (These are available for purchase from the school office.)

The Arts
Instrumental music (brass/clarinet) is offered by a secondary music teacher from one of the high schools we feed into to a few especially talented students from Years 6 and 7. Students are identified through an aptitude test at the end of Year 5.
During 2013 a specialist music teacher from John Forrest Secondary College (JFSC) will be conducting “Voice” tuitions at Weld Square Primary School for selected students. Other selected students who play instruments attend lessons at JFSC.
Dance and drama may also feature in the Arts program. In Term 3 students will be participating in a 9 week Edu-Dance program. At the conclusion of the program a performance evening for parents will allow the students to showcase their talents.

Sport & Physical Education
In keeping with national trends, a comprehensive Sport, Physical Education and Fitness program is offered at our school. The students play all major sports in their season and a time is allocated to this in the timetable. Fitness also plays an important part in the lives of the children at the school. All children take part in these activities. If a child is unable to participate due to illness, please inform the teacher by note.
Permanent or long-term exemption from these activities is not given unless there is a satisfactory reason and evidenced usually by way of a medical certificate.

Since 2011 Weld Square participates in interschool sports against West Morley, Ashfield, Embleton, North Morley and Morley Primary Schools. These are schools with similar student numbers. The school also conducts a Cross Country and Jump Rope for Heart program. 2013 will see the Interschool Cross Country event hosted by Weld Square Primary School. Specialist sport training seminars, eg basketball, are also conducted as they become available. Swimming lessons are in Term 2.

Bluearth
Our school participates in the nationally acclaimed Bluearth program. Bluearth is a unique movement approach to learning that improves health, behaviour, self-esteem, confidence and academic achievement.
Weld Square Primary School was the successful recipient of a grant which has provided significant funding for the program, since 2011.
The program provides a skilled and highly motivated coach for the participating teachers over a three year period. In 2013 Blueearth sessions will be held every Wednesday. The Blueearth coach, Katie, works with teachers and students from Pre Primary to Year 7 classes. The program is proving popular with both staff and students.

**KINDERGARTEN AND PRE PRIMARY CLASSES**
Kindergarten classes are held on Monday and Wednesday (all day) and Friday morning. One of the many benefits for our Kindergarten children is nine years of uninterrupted learning at Weld Square Primary School.

Our Pre Primary centre is a fulltime centre, located in a purpose built building.

Enrolment for these classes is coordinated by the school registrar who is contactable at the school office. Applications for enrolment are called for early in Term 2. Even if your child is currently enrolled in Kindergarten or Pre Primary, parents need to re-enrol for Pre Primary and Year 1.

**Arrival and Departure of Children**
In accordance with the Department of Education’s Duty of Care Policy, there is a “hand over” policy in place. Please deliver your child directly into the teacher’s care and collect your child directly from the teacher.

Please make sure that anyone delivering your child is aware of this requirement. If your child is to be collected by anyone other than the regular carer, please advise us in writing. Children will not be permitted to leave with older siblings from the school, unless prior arrangements have been made with the school principal.

Please collect your child promptly. Children become anxious if they are not picked up at the same time as other students.

**What Children Need to Bring Each Day:**
- One (1) piece of fruit for “fruit time”.
- Water bottle.
- Bag for work.
- Hat – must be wide brimmed or have flaps. (Baseball caps are unacceptable as they do not provide sufficient protection.)
- Sunscreen during Term 1 and Term 4.
- Apron/art shirt to cover clothes.
- Lunch – we would encourage you to eliminate all products which contain nuts from school lunches as they may cause a serious reaction (anaphylactic shock) in other students.
- Towel in a named plastic bag. This will be sent home regularly for washing.

**NB:** Please label all belongings clearly with your child’s name.

**Birthdays**
On their birthdays, children may bring along cupcakes to share with their classmates. Please check with the teacher beforehand for the current class size.

**KINDERGARTEN**

**Attendance Times**
In accordance with government policy children attend Kindergarten for 15 hours per week. They will attend Kindergarten two and a half days per week – Monday, Wednesday and Friday, commencing Monday 4 February 2013. Attendance time is from 8.45am to 2.45pm on Monday and Wednesday and from 8.45am to 11.45am on Friday. Please Note: Kindergarten classes finish at 2.45pm. Children must be collected at this time to clear the car park for primary classes which finish at 3.00pm.

**Parent Roster**
Having extra adults in the classroom allows for greater oral interaction with students and closer supervision of activities. Your child will enjoy the special attention and it will give you an insight into the learning that occurs in the classroom. A parent roster is displayed on the door. If you are able to be part of the roster, please put your name down on a day suitable to you. We also welcome grandparents and other significant adults in your child’s life to put their name down.

If you are able to come into the classroom but have not been able to find a carer for a younger child, we welcome you both into the classroom. However, the younger children may find the routines and structure of the classroom to be inhibiting and they may become disruptive. Parents, younger children are your responsibility while they are in the Kindergarten. In the educational interest of all the children please remove them if they are having difficulties coping with the rules and limits of the Kindergarten.

**Fruit Roster**
We would appreciate your help cutting the fruit in the mornings. This only takes about 15 minutes and is an important part of the children’s daily routine. Later in the year the students will eat their morning tea from their lunch box like the ‘big kids’.

**PRE PRIMARY**
From 2012 the Pre Primary year (which you may hear referred to as “Foundation”) will become the first year of compulsory schooling in WA. All Learning Areas taught throughout the school are also taught in Pre Primary. The Australian Curriculum is in the process of being implemented.

Students commence Monday 4 February 2013.

**Attendance Times**
Monday, Tuesday, Wednesday and Friday - 8.45am - 3.00pm
Thursday (early closure) - 8.45am - 2.35pm
(The Morley Out of School Centre is open at this time if required.)

**Special Programs**
As well as the usual programs, the children have the opportunity to participate in a number of special programs. These include:

- Library borrowing.
- Buddy class activities.
- Physical Education program.
- Whole school excursions, incursions and activities.
- Introduction to Virtues programs.
- Computer activities.
- Reading Books: During the year students will begin to take home reading books. They will need a reading book bag.

**Library Borrowing**
Children will be borrowing books from the school library on a weekly basis. Children will need a LIBRARY BAG to carry books in. This is separate from their Pre Primary bag. If you wish to purchase one, they are available from the school office.

**Parent Help**
Parent involvement is an integral part of our program. Assistance will be sought (on both a regular and casual basis) in a variety of areas. Particular expertise is not necessary, just an interest in being part of the program. Please let the teacher know if you are available to assist.

**PRIMARY EXTENSION & CHALLENGE PROGRAM (PEAC)**
Students identified through a group test, administered to all Year 4 students in second term, are offered special courses in Year 5-7 run by teachers from the North Metropolitan Education Office at centres around the region.

Once selected it is expected that a child will attend all PEAC lessons.

In the event of illness, parents are responsible for informing the PEAC teacher.

Parents are responsible for transporting their children to and from the courses and students are released from the school timetable to attend these classes. These children are expected to find out the work missed during this time and catch up when required. Arrangements should be reached with class teachers to ensure this does occur.

**OTHER SERVICES**

**The Student Services Team**
**Coordinator – Mrs Maria van der Linden**
Coordinates the Learning Support Team, other staff and personnel as required. Parents will be involved at all stages of the process where support is required for
their individual child. In order to assist children to realise their full potential a number of support services are used. These include:

**School Psychologist – Ms Luciana Carelli**
A fully accredited psychologist is available to support children. Allocation of her time is based on school numbers and as such, this staff member is available Wednesday mornings only. You may refer your child to the psychologist in consultation with your child’s teacher. The Student’s Service Coordinator will facilitate this process.

**Learning Support Coordinator (LSC) – Mrs Maria van der Linden**
This is an important position in the school and involves supporting classroom teachers to implement inclusive classroom strategies. The LSC is able to support staff and to develop and implement effective teaching strategies for students requiring teaching and learning adjustments. The LSC is also responsible for making application for extra support for students with special needs.

**Chaplain – Ms Sandy Clifton**
The chaplain’s role will be as follows:
- Provision of pastoral care to students, staff and parents.
- Provision of individual support for students with family and domestic relationship issues, behavioural problems, mental health problems and bereavement.
- Assist in responding to critical incidences.
- Assist with the programs of students at educational risk.
- Provision of guidance for students to explore issues of diversity of religions.
- Participation in excursions, incursions and cultural events.
- Provision of personal and leadership skill programs.

Parents and students can request individual interviews via the school office.

**Mentor Program – Quinten Going (‘Q’)**
‘Q’ works closely with students from Years 5-7, providing opportunities for selected groups of students from the senior classes to develop their leadership qualities and potential. The program is highly valued by the students, staff and parents. In 2012, the program will be scheduled for each Wednesday and Friday assembly mornings.

**Dental Therapy Clinic**
This is located in the grounds of Hampton Park Primary School in Hamersley Avenue, Morley. Children are screened on a rotational basis and appointment cards are issued through the school. Parents are responsible for transporting children to and from the clinic. The phone number is 9275 1648.

**School Nurse**
The school has a regular visit from a school nurse from the Swan Health Service. The following screening program is carried out:
• Kindergarten (with follow up in Pre Primary) – health appraisal (vision, hearing and other health issues on request.
• Year 1: A health appraisal if not done previously is offered.
• Year 6: Vision screening.
• Year 7: Scoliosis talk given to all students and pamphlets sent home to parents and Meningococcal vaccination.

If there are any concerns arising from the screening parents will be contacted by the school nurse. The nurse is also available to discuss any health concerns that parents may have.

Referrals from teachers and parents who may wish their child to be seen are also dealt with on a needs basis.

The nurse also participates in the delivery of Health Education programs and Health Promotion matters.

Mural promoting healthy eating: funded by Healthways.

PROCEDURAL MATTERS

Absences
An explanation is required for each absence – this is a legal requirement. This should be directed to the class teacher - written form is preferred. It is imperative that this note be supplied immediately upon the child’s return. All absences will be recorded on the end of semester reports to parents.

Assemblies
A whole school assembly conducted by the students is held fortnightly on Friday morning at 8.45am. Merit and other awards are presented with a nominated class presenting an item approximately once a month.

Some assemblies feature a Diary Board presentation of outstanding work completed by a particular class. This serves to showcase work and provides a benchmark on work standards.

Special assemblies are called for special events such as Anzac Day and these assemblies are advertised in the school newsletter.

A special end of year Graduation Assembly is held in the last week of the year. This focuses on the Year 7s and features awards for excellence, citizenship and industry.
All parents are welcome to attend our assemblies.

School Contributions and Charges
Voluntary Contributions
In order to enrich the opportunities available to your child in the school for libraries, sporting facilities, incidental materials etc. you are asked to pay a voluntary contribution of $60.00 per student at your earliest convenience to assist with budgeting.

This amount was set by the School Council in 2002, the maximum set in the School Education Regulations 2000. The Council conducts an annual review of the contributions and charges.

Money collected will be used to supplement school expenditure in the areas listed below. The actual costs per child are shown in the table beneath. While contributions are voluntary, the quality of our teaching and learning program will be maximised when each family makes its contribution, supplementing funding gained from other sources including the State and Commonwealth governments. This money is important for maintaining a number of extra curriculum programs which we run for the children at Weld Square Primary School.

Charges for Extra Cost Optional Components
A breakdown of estimated charges for your child’s participation in incursions, excursions, activities etc for 2013 has been included in the schedule below. Students will only incur costs when they are involved in a particular activity. The amounts indicated on the schedule represent the maximum charged for scheduled activities in 2013. As in the past, you will be asked to make payment for each activity as it approaches. Parents are always welcome to discuss progressive payment options on a confidential basis with the principal or registrar.

The charges schedule includes costs associated with:
- Specific learning activities are available to all students, but conditional on a payment being made. eg, incursions, excursions etc.
- Specific learning activities are available to selected students, but conditional on a payment being made. eg, PEAC, School of Instrumental Music program, etc.
- Other activities are available to all students, but conditional on a payment being made. eg, the school graduation ceremony, school photos.
- Year 7s have extra-cost activities such as graduation costs and special leaver school shirts. Fundraising takes place throughout the year and may reduce the total cost associated with these items. Payment will be requested as events take place during the school year.

Schedule of Contributions and Charges 2013

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<th>Description</th>
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### Charges

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**NB:** Amounts shown are upper limits. Voluntary Contributions will be used to supplement school expenditure in the following areas:

- Health/Physical Education: Teaching Resources - $10.00
- English: Teaching Resources - $10.00
- Mathematics: Teaching Resources - $10.00
- History/Society & Environment: Teaching Resources - $10.00
- Science/Technology & Enterprise: Teaching Resources - $10.00
- The Arts: Teaching Resources - $5.00
- LOTE: Teaching Resources - $5.00

These contributions and charges are vital to the effective operation of the school, but should they place a heavy burden on parents, and/or where cases of hardship exist, every consideration will be given.

The above contributions and charges have been approved by the School Council.

### Items for Personal Use in the Educational Program

“Personal Items” are required by students for personal use in education programs. The items can be purchased through Wooldridges, our school supplier for 2012 or from a supplier of your own choice. Personal Items Lists are distributed via the fortnightly newsletter in November. Some items such as calculators, pencil cases, files, rulers and scissors can be used over a period of several years. Other items may need replacing during 2012. Some student requirements are recommended but not essential for all students, eg art shirt etc.

**These are Rules necessary for the safety and well being of everyone in the school:**
1. Children arriving prior to 8.30am need to assemble and stay by the sea mural outside the library.
2. Children are only permitted to be in a learning area when a staff member is present.
3. Children leaving the premises during school hours can only do so with a parent/carer. It is the parent/carer’s responsibility to ‘sign out’ students in the book located in the front office before they collect their child. They need to deliver the permission slip to the class teacher when they collect their child.
4. Toilets are NOT play areas. Running or shouting is not permitted.
5. Trees and shrubs are not to be interfered with in any way. The west bush area and council oval are out of bounds unless teacher supervised.
6. During the early part of the lunch period (12.20-12.30pm) children to have their lunch in the covered assembly area or on the basketball court, under supervision. They will be dismissed by the supervising teachers when they finish eating their lunch.
7. Walking is expected on designated sealed surfaces.
8. Mobile phones must be left at the main office on arrival at school and collected at the end of the day.
9. Make-up is not to be worn at school.

Teachers also have their own individual classroom rules and incentives to follow.

**Bicycles/Scooters/Skateboards**

Racks are provided for children who ride bicycles to school. Children are not permitted to ride bicycles in the school grounds. All bicycles should have a locking device as the racks are exposed to the public. Bicycle helmets are compulsory.

The use of scooters as a means of transport has increased since they are portable and, as such, can be easily removed from the bicycle rack. Children are expected to attach a suitable locking device.

**Lunch Order Service** (provided Hampton PS Canteen)

Lunch only can be ordered Monday, Wednesday and Fridays. A nutritious and extensive menu is available at reasonable prices. Orders are to be clearly written on lunch bags. Please ensure your child’s name and learning area number is marked on the bag. The bag should contain the correct money, be folded and placed in the locked wooden box provided on the trolley outside the Pre Primary entrance. Orders are collected between 9.00-9.15am and delivered to the school by lunchtime. Only vegemite sandwiches can be ordered after 10.00am.

**Behaviour Management in School**

Each year, children working with their teachers, draw up a Classroom Behaviour Plan. This contains rewards and consequences. From time to time some students may need to be placed on an Individual Behaviour Management Plan.
Parents/Carers will be invited to the school to discuss the plan. This will entail contact by either mail or telephone and a request to come to the school for an interview. Further details on our approach to Behaviour Management are available on request. Information for parents on bullying is contained in Appendix 4.

**Curriculum Assessment and Reporting to Parents**
Students will be coming home with samples of work from their day-to-day classes to demonstrate what they have accomplished and the standard of work that they produce. Student Personal Records Book will be available for viewing and discussion on request to teacher. Listed below are formal reporting structures, however, we encourage parents to arrange interviews and meetings at regular times through the year whenever they feel the need to discuss any aspect of their child’s education.

**Term One:** Kindergarten to Year 7: Regular feedback will be given to parents in regard to their child’s literacy and numeracy progress, including an outline of attitude, behaviour, social and emotional development. Individual parent/teacher interviews will be available on request.

**Term Two:** Kindergarten to Year 7: Students will receive a Semester 1 formal report at the end of term. All parents will be invited to a 2 or 3 way conference with their child’s teacher. A special day will be set aside for these interviews. School will conclude at 11.45am on this day. Individual interview times will be available from 12.30-6.00pm. Teachers may request parent interviews to be held in Term 3. Parents are welcome to arrange a further meeting if they have concerns. Out of School care will be available for those students who usually attend out of school care.

**Term Three:** Ongoing feedback to parents as required.

**Term Four:** Kindergarten to Year 7 will receive Semester 2 formal reports at the end of term.

**Lost Property**
All property should be clearly labelled. Lost clothing is stored in plastic containers outside the uniform shop in the covered assembly area.

**Enquiries**
These should be directed to the registrar who will then direct them to the staff member concerned. Except for routine matters, visitors are required to check with the office before visiting classrooms.

**When A Child Leaves and Transfers to Another School**
Please try to inform the class teacher and the registrar in advance of the child’s last date of attendance. This allows for the preparation of transfer of information for the new school, thus assisting the child to make a smooth transition to their new class.

**Children Leaving School Grounds**
Children are not permitted to leave the school grounds during school time without the permission of either the principal or associate principal. Children who regularly go home for lunch are not required to obtain permission every day – however a note at the beginning of the year/term is necessary.

For all other occasions, a written request from the parent/guardian is necessary.

**Sign-In/Sign Out Books**
Parents who need to take their children out of school for medical appointments, etc are asked to ‘sign’ their children out in a book provided for this purpose located in the office before collecting their child from class. Parents will be given a note confirming their child has been ‘signed out’ which must then be handed to the class teacher. A ‘sign in’ book should be signed upon the child's return to school and is also located in the office.

**School Records – Immediate Updated Information Required**
To assist us in keeping our records up to date, please let us know when you change your circumstances in any way, eg marital status, address, telephone number, medical, doctor, place of employment and telephone number of spouse and a person to contact in an emergency if you are not available.

It is imperative to tell the class teacher, and include on the school enrolment form, any medical condition from which your child suffers.

Copies of court orders should be held in the school office.

**Accidents, Sickness and the Administration of Medication**
Where children are very sick or are involved in accidents at school, it is sometimes necessary to send them home or to a doctor. We would urge parents to keep the emergency contacts on our records up to date so that we can deal with sick and injured children quickly to relieve their distress. Ideally at least 3 people should be listed.

While staff members are required to comply with reasonable requests for assistance in administering medication, self administering of medication by your child is preferable. If your child requires any prescription medication on either a short term or regular basis, you will be required to complete both a Student Health Care Summary form and Administration of Medication form. Please see the school office for the necessary documentation.

Medication, once handed in with the above forms, will be stored as required and administered as requested. A record of medicine administered will be kept by the school.

If your child is bringing in any medicine to self-administer at school it is also necessary to inform the school and complete the above forms.
PLEASE NOTE THAT WE HAVE NO FACILITIES FOR SICK CHILDREN. IF CHILDREN ARE NOT WELL, PLEASE ARRANGE FOR THEM TO STAY HOME.

**Working with Children Card**

Required by the Department for Child Protection, the Working with Children (Criminal Record Checking) Act 2004 aims to protect children from harm by introducing a high standard of compulsory national criminal record checking for people wishing to do paid or volunteer work with children in Western Australia. Application forms for a Working with Children Check are available at Australia Post outlets, so that proof of identity can be checked and a photograph taken.

Please check with the school office if you are unsure as to whether you are required to have a Working with Children Card. Alternatively, more information can be accessed at [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au).

**Parking**

Entry is one way from Dorking Place. No child is permitted to walk unaccompanied in the parking area. Parents are asked to observe any traffic directions or restrictions displayed in the parking area.

You will note that there is a clearly marked 2 minute parking only pick up and set down area. This is to be used strictly for this purpose as incorrect parking in this area causes a serious build up of traffic and the potential of an accident.

Parents are also advised that the south side of the car park has been set aside for staff.

Regular patrols by the City of Bayswater Parking Rangers occur to monitor parking issues. They have on occasions issued infringement notices.

Please keep our children safe and follow the parking signs.

**Fortnightly Newsletters**

As mentioned earlier, communication between school and the community is of vital importance. Every effort is made to keep you informed on all aspects of school life. Every fortnight on a Thursday (expect for weeks shortened by holidays or professional development days) you will receive the school newsletter. The newsletter is sent home with your youngest child. It can also be viewed on the school website and/or emailed on request.

If you have anything interesting for us, please feel free to contribute – please contact the office to obtain further information.
Parent/Teacher Interviews
We would like to encourage parents to have close contact with their child’s teacher. However, if you do visit the school to check on your child’s progress, or there is another matter you wish to discuss with the teacher, we ask that you contact the school office so that the registrar can coordinate an appointment time.

Money and Valuables at School
Children bring money to school for many purposes – lunch, excursions, etc. It should not be left in school bags or desk trays but given to the class teacher to mind. If it is for a school related collection, eg excursion or incursion, it should be placed in an envelope clearly marked to show your child’s name, learning area number and reason for collection. Unless otherwise advised, all money for excursions/incursions goes to the class teacher. This is for audit purposes. Voluntary Contributions should be paid at the office.

Children are not permitted to bring any valuables, toys or pieces of electronic equipment to school. No responsibility will be accepted for loss or damage to such property. If they need to bring mobile phones, they must be handed in to the school office for storing during the day.

Dress Code Policy
Introduction
The School Council of Weld Square Primary School has established a dress code for all students attending the school.

We believe a school dress code:
• Fosters and enhances the public image of the school.
• Assists in building school and team spirit.
• Ensures students are safely dressed for specific school activities.
• Encourages equity among students.
• Prepares students for work, as many work places have dress and safety codes.

We encourage the wearing of the uniform through the presentation of a class award at Monday morning assemblies.

Advice to Students on the Dress Code
Students should ensure that they take appropriate protection from the sun when outdoors. It is compulsory to wear a broad brimmed hat, bucket hat or a legionnaires hat when outside (hats should not be worn inside). Caps are not permissible.

Availability of Dress Code Items
• Items in the designated school colours may be purchased from the school uniform shop or any clothing or department store.
• Second hand school clothes will be available at the school.
• Sports uniforms and track suits may be ordered through the school.
 Modifications to the Dress Code

Students, who for religious or health reasons, may wish to modify the school dress code are required to make an appointment with the principal or designated staff member. Staff will be informed of any student granted a modification to the dress code.

Consequences for Non-Compliance

1. Students will receive counselling from a designated staff member on the benefits of a dress code.
2. Letter to parents seeking explanation for non-compliance with the dress code.
3. Students not following the dress code may be denied the opportunity to represent the school at official school activities, including sporting and social events.

Uniforms

The school’s Dress Code for Students meets Department of Education policy and has been endorsed by the School Council.

Students are expected to be neatly and appropriately dressed at all times in the following:

- blue check dress, or
- navy blue pants, shorts, single box pleated skirt or skorts and a mid blue t-shirt.
- Dresses, shorts, skirts or skorts need to be no shorter than mid thigh.
- navy windcheater or navy tracksuit for cooler months.
- sandals or shoes and mid blue socks.

Hats

Children are required to wear broad brimmed hats, bucket hats or legionnaire hats with flaps covering the neck all year round when out of the classroom at recess and lunch breaks and other outdoor lessons. (Baseball design caps are not permitted.) Hats are available for purchase from the uniform shop which is open Friday mornings from 8.30-8.45am in the covered assembly area. Bucket/slouch hats (blue) are available for $12.00 each through the uniform shop. Uniform prices are subject to change.

Uniform items may be ordered through the school. Ordering dates are advised through the newsletter. Uniform sales are organised by the P&C Association. Orders are taken on a regular basis. A small stock of new uniforms is held in the uniform shop. Second-hand uniforms are also available.

The sale of new school uniforms are coordinated through the P&C Association by Mrs Nikki Taylor (volunteer parent) who may be contacted via the school office.

Shoes

All children should wear appropriate footwear. For example, on days when your child has timetabled sport, physical education or training for an upcoming event,
please provide joggers or sneakers. **Children are not permitted to wear thongs or scuffs to school.**

**Cases and Bags**
Children are required to place school cases/bags in a neat and orderly fashion outside their rooms on the hooks and shelves provided.

**Sports Uniform**
Factions (all children are allocated a faction upon enrolment).

- **WATTLE:** Gold
- **HOVEA:** Blue
- **BANKSIA:** Red

These factions help children to identify with a particular group and are used to encourage healthy competition both in the academic and sporting areas.

**Sports Uniform**
- Navy blue sports shorts and faction colour t-shirt (this is not provided by the school).

**Interschool Sports Uniform**
- Navy blue shorts and mid blue t-shirt with the school emblem. Children will be provided with a t-shirt when taking part in an interschool competition.

Mrs Nikki Taylor
Uniform Coordinator
### APPENDIX 1 – COMMUNICABLE DISEASES

**School Exclusion Table for Vaccine Preventable Diseases**

<table>
<thead>
<tr>
<th>Disease</th>
<th>Children who catch the disease are excluded from school as follows:</th>
<th>During an outbreak children who are contacts and are not immunised are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox</td>
<td>At least 5 days after the rash appears and until vesicles have formed crusts.</td>
<td>Immunisation may prevent chickenpox in contacts if given with 5 days of exposure.</td>
</tr>
<tr>
<td>Measles</td>
<td>Until at least 5 days from the appearance of the rash or until a medical certificate of recovery is produced.</td>
<td>Excluded for 14 days unless immunised within 72 hours from last contact or given immunoglobulin within 7 days from last contact.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until 9 days after onset date and fully recovered.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella</td>
<td>Until at least 4 days after onset of rash.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Pertussis (Whooping Cough)</td>
<td>Until 5 days after starting antibiotic treatment or until at least 14 days from onset.</td>
<td>Excluded for 21 days if not immunised or 5 days after prophylactic immunisation.</td>
</tr>
</tbody>
</table>

*Please return a photocopy of your child’s current immunisation statement to the school office as soon as possible if you have not already done so.*

### Immunisation

The Department of Health and Department of Education are required to record the immunisation history of your child at school entry enrolment.

The purpose of this is to help protect the health and wellbeing of your child, and all children in the school community.

You can access your child’s immunisation records by:
- Phoning the Australian Childhood Immunisation Register – Freecall 1800 653 809.
- Accessing the website [www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au)

Due to Privacy Laws only parents/guardians can access this information. You will need your Medicare number to access the records.

If your child has received four year old vaccinations since initial enrolment we request that you provide an updated immunisation record to the school office.

Please note the Department of Health does not accept homoeopathic immunisation as a substitute for vaccination.

In the case of Measles or Pertussis occurring, Western Australian schools are required to exclude students who have not received appropriate immunisation.
## Guidelines for Other Communicable Diseases

<table>
<thead>
<tr>
<th>Disease</th>
<th>Incubation Period</th>
<th>Period of Exclusion from School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conjunctivitis</td>
<td>1-3 days</td>
<td>Exclude from school until discharge from eyes has ceased. Do not exclude contacts.</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>4-6 weeks</td>
<td>Do not exclude.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>7-10 days</td>
<td>Exclude until the day after treatment has commenced.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>15-50 days (usually 28-30 days)</td>
<td>Exclude for 14 days after onset of illness (if not jaundiced) or 7 days after jaundice appears.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>45-180 days (average 60-90 days)</td>
<td>Do not exclude.</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>4-10 days</td>
<td>Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Varies with the site of infection.</td>
<td>Exclude until person has received antibiotic treatment for 24 hours.</td>
</tr>
<tr>
<td>Tetanus</td>
<td>1 day to several months (usually 3-21 days).</td>
<td>Do not exclude.</td>
</tr>
</tbody>
</table>
APPENDIX 2 – COMPLAINTS HANDLING POLICY

Objectives
- To ensure that complaints lodged at this school are resolved in a prompt and efficient manner. To promote the highest standard of professionalism in dealing with our community.

Policy
- Staff at this school are responsible for managing the resolution of disputes and complaints lodged with us.
- We will make every effort to promptly resolve disputes and complaints lodged with us according to the principles of procedural fairness.
- Where we cannot resolve a complaint, the complainant, principal or District Director can forward written complaints to the Director General of the Department of Education.

Making a Complaint – Complaints can be made:
- Verbally, by letter, by e-mail or by fax.

Help is available at the school to support complainants to formulate, write and lodge a complaint. Complaints can be lodged with the school using any of the contact methods listed above. Written complaints should be addressed:

“PRIVATE AND CONFIDENTIAL”
The Principal
Weld Square Primary School
Dorking Place
MORLEY   WA   6062

or e-mail
Glen.Cookson@det.wa.edu.au

Minimum Information When Making a Complaint
You should provide the following information when making a complaint:
- Your name and contact details.
- Copies of any relevant correspondence or documents relating directly to the complaint.
- The nature of the complaint.
- What you consider is needed to resolve the complaint.

In the case of a verbal complaint, where you do not want to be identified or to lodge the complaint in writing, we will endeavour to work directly with you to resolve the matter.

Responsiveness
We will acknowledge written complaints within 5 school days. We seek to resolve local complaints within 14 days. If because of the serious nature of the complaint, it is deemed necessary to forward it on to another section of the Department we
will do this without delay. In all cases you will be kept informed of the progress of your complaint.

**Enquiring on a Complaint’s Progress**
You may enquire as to the progress of your complaint at any time by directly contacting the appropriate person. At the time of lodging a verbal complaint, or in the acknowledgement letter for a written complaint, this person will be identified for you.

**Outcome of a Complaint**
We will advise you verbally or in writing of the outcome of the complaint. The outcome of all written complaints will be provided to you in writing.

**When a Complainant is Unhappy with the Outcome of a Complaint**
If you are unsatisfied with our attempts to resolve your complaint, you may wish to express your concerns to the Regional Executive Director. To do so contact:

Mr James Webb  
North Metropolitan Education Regional Office  
PO Box 1126  
INNALOO CITY WA 6918  
or  
Level 2, 1 Puccini Court  
STIRLING WA 6021  
Telephone (08) 9285 3600  
Facsimile (08) 9285 3730

While this request can be made verbally, it is preferable that it is made in writing. Help in making this request will be provided by us, or the regional office, upon your request.

**Rejecting a Complaint**
Complaints judged to be vexatious, trivial or without substance, or where it is judged to not warrant further action, will not be progressed. You will be advised of this decision in writing.

**Definitions**

**Complaint**
The expression of dissatisfaction with any aspect of government education. It may be general in nature or relate to particular staff, a part of the organisation, a policy or a decision. Any person may lodge a complaint; however staff employed by the Department of Education cannot use this process if they are acting in an official capacity. A complaint must contain sufficient detail to enable it to be addressed and recorded.

**Locally Managed Complaint**
A verbal or written complaint made in relation to a school or staff member, and managed by the school.
Centrally Managed Complaint
A complaint lodged in writing with the Director General of the Department of Education, and managed at Central Office. Such complaints may be redirected to the local level to be managed if it is deemed appropriate.

Complainant
A person or persons lodging a complaint.

As outlined in the Australian Standard AS 4269-1995, our complaints handling policy demonstrates:

Commitment - We recognise your right to complain and to have your complaint dealt with seriously.

Fairness – We understand the need to be fair in our complaints handling processes.

Resources – We have adequate resources for effective handling of complaints.

Visibility – Our complaints handling processes are available from the school office.

Access – We accept complaints lodged by phone, fax, in writing and via e-mail.

Assistance – Upon request, we will provide a complainant with the support needed to formulate and lodge a complaint.

Responsiveness – Complaints will be dealt with quickly and efficiently.

Charges – There will be no charge to the complainant for the raising of a complaint with us.

Remedies – Where a complaint results in the identification of changes that should be made to our processes, those changes will be made.

Data Collection – Data about complaints lodged with our school is collected and recorded.

Systemic and Recurring Problems – Complaints are regularly analysed for the identification and addressing of systemic and recurring problems.

APPENDIX 3 – BULLYING POLICY

Our School Community
The school has a vision statement that challenges us to create a positive learning community. Each person is recognised as a unique individual bringing special qualities and gifts to share and so we all have a right to be respected and a responsibility to respect each other.

We aim to establish a community in which everybody feels valued, respected and safe, and where individual differences are appreciated, understood and accepted.
We affirm that adults are models for children’s behaviour. Everybody has a right to enjoy their time at school.

**Therefore, we do not tolerate bullying, bystander behaviour or harassment in any form.**

**Rights**
- To feel safe
- To learn.
- To be respected.
- To be valued.

**Responsibilities**
- To respect yourself.
- To respect others.
- To use common sense.
- To support others.

**Policy is subject to review annually by staff and the School Council.**

**Bullying is:**
- Repeated, unjustifiable and harmful behaviour that may be physical, verbal and/or psychological.
- Intended to cause fear, distress or harm to another.
- Conducted by a more powerful individual or group.
- Against a less powerful individual who is unable to effectively resist.

**Types of Bullying (Core Behaviours)**

<table>
<thead>
<tr>
<th></th>
<th>Direct</th>
<th>Indirect</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical</strong></td>
<td>- Hitting, slapping, punching.</td>
<td>- Getting another person to harm someone.</td>
</tr>
<tr>
<td></td>
<td>- Kicking.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Pushing, strangling.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Spitting, biting.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Pinching, scratching.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Throwing things, honkey nuts, stones etc.</td>
<td></td>
</tr>
<tr>
<td><strong>Non-Physical</strong></td>
<td>- Mean and hurtful name calling.</td>
<td>- Trying to get other students to not like someone.</td>
</tr>
<tr>
<td></td>
<td>- Hurtful teasing.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Spreading rumours.</td>
<td></td>
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<tr>
<td></td>
<td>- Demanding money or possessions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Forcing another to do homework or commit offences such as stealing.</td>
<td></td>
</tr>
<tr>
<td><strong>Non-Verbal</strong></td>
<td>- Threatening and/or obscene gestures.</td>
<td>- Deliberate exclusion from a group of activity.</td>
</tr>
<tr>
<td></td>
<td>- Internet and cyber bullying (using face book, twitter, text messages, photos, etc).</td>
<td>- Removing and hiding and/or damaging others’ belongings.</td>
</tr>
</tbody>
</table>
What a Student Can Do About Bullying and Harassment
Students should not retaliate by physical or verbal bullying. Simply knowing that you can do something about it makes a difference.

**You Can**
- Confront the person bullying you. Tell them that their actions are unwarranted and are against school policy.
- Ignore it. Show that it does not upset you. The bully is not encouraged and it may stop.
- Do not continue to ignore bullying if it does not stop. DO something, SAY something. IT’S OK TO TELL!
- Share your feelings with others. Talk about it with friends, parents, a teacher or someone you think can help.
- Go to a safe place or see a teacher.

**What a Parent Can Do**
- Be aware of the signs of distress in your child, e.g., unwillingness to attend school, a pattern of illness, missing equipment, requests for extra money, damaged equipment or clothing.
- Take an active interest in your child’s social life and acquaintances.
- Assist your child to discuss any incidence of bullying with a teacher. If possible, allow your child to report and deal with the situation. Your child can gain respect and confidence through taking the initiative and dealing with the problem without direct parental involvement.
- If your child is being bullied, discourage any planned retaliation, either physical or verbal, by discussing positive strategies they can use.
- Be positive about your child’s qualities and encourage your child to be tolerant and caring.
- Be willing to attend interviews if your child is involved in an incident of bullying, and work cooperatively with the school.
- Be willing to inform the school of any cases of suspected bullying even if your child is not directly involved or affected.
- Discuss the school’s expectations about behaviour and how best to deal with bullying.
- **Do not deal directly with the other children or their parents but work through and with the school.**

**If Your Child Is Bullying Others**
Make it clear that bullying because of revenge, for annoyance or fun is unacceptable behaviour.

- Help your child understand the difference between assertive and aggressive behaviour.
- Make it clear that hurting or distressing another person unable to defend himself/herself is a form of weakness and proves nothing.
• Explore the possibility that your child is seeking attention and love. Are there home or school situations contributing to your child feeling alone or lacking confidence?
• Sensitive discussion may indicate that the bully is also a ‘victim’. This is a delicate situation and requires sensitive and empathetic handling.
• Explore the need for the development of self-confidence and success in an area to counter poor self-esteem.
• Talk with other parents, friends and teachers and share ideas and experiences.

School Strategies
Bullying can be a complicated problem, which talks time and patience to resolve properly. Using this approach, we are committed to the safety and wellbeing of all students.

• Use Restorative Practice*
• Adopt positive classroom management strategies and incorporate anti-bullying messages in the curriculum.
• Including whole school programs such as Virtues and Friendly Schools and Families Programs. (See Behaviour Management Strategies Whole School.)
• Provide positive role models for students.
• Actively counteract bullying behaviour.
• Respond appropriately to any reported incidents of bullying.
• Be obviously present during recess and lunch times when you are on duty, as a deterrent to possible incidents of bullying.
• Encourage all students to take a positive stand against bullying.

*Restorative Practice
Weld Square Primary School is committed to incorporating Restorative Practice into our school. This means resolving disciplinary matters by enabling those involved to repair the harm done to people and relationships.
KEY:
LA 1 – Kindy
LA 2 – Pre Primary
LA 3 – Year 1
LA 4 - LOTE
LA 5 – Year 2/3
LA 8 – Year 3/4
LA 9 – Year 5/6
LA 10 – Year 6/7
LA 11 – Specialist
**SCHOOL SONG**
Loyalty and friendship,
With all we share.
Respect and excellence
Show we care.
We're a wonderful team
At work and at play.
Loyalty and friendship
Respect and excellence is our way.

Together as one,
We strive for the future.
We give of our best
At all times in all ways.
Employing our learning
To benefit others
At Weld Square as one –
Our voices we'll raise – FOR –

Loyalty and friendship
With all we share.
Respect and excellence
Show we care.
We're a wonderful team
At work and at play.
Loyalty and friendship
Respect and excellence is our way.

Coda: At Weld Square that's our way.

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**NATIONAL ANTHEM**
Advance Australia Fair
Words and Music by P D McCormick

Australians all let us rejoice,
For we are young and free,
We've golden soil and wealth for toil,
Our home is girt by sea;
Our land abounds in nature's gifts,
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair,
In joyful strains then let us sing
Advance Australia Fair.

Beneath our radiant Southern Cross,
We'll toil with hearts and hands,
To make this Commonwealth of ours,
Renowned of all the lands;
For those who've come across the seas,
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair,
In joyful strains then let us sing
Advance Australia Fair.

**SCHOOL AFFIRMATION**
At Weld Square Primary School we are proud of our school.
We affirm that we will respect ourselves and each other.
We affirm that we will respect our families, staff and the environment.
We will offer loyalty and friendship to one another.
We will work hard to reach our potential.
And be satisfied that we have done our best.
SCHOOL ENTRANCE MURAL

The mural is based on the ‘Noongar Six Seasons’ story by Deborah R Cotter.