



# Maidens Park Primary School



## Parent Information Booklet

Year 1 – 6

2019

Welcome to Maidens Park Primary School

We are proud of the tremendous environment we provide for children to learn, work and grow in. This environment is created by; competent, dedicated teachers and non-teaching staff; supportive parents, and happy, enthusiastic children.

We believe in building open, communicative partnerships with parents that enhance quality teaching programs and improve children's learning.

This booklet has been put together to provide parents with information about Maidens Park Primary School and the teaching and learning programs your child/ren will be involved in.

Helen Foan  
Principal

## **SCHOOL VISION**

Maidens Park will unite with families to provide a supportive and safe environment where children are valued and encouraged to achieve.

## **OUR COMMUNITY**

Maidens Park Primary School is situated close to the southern boundary of Bunbury. The district surrounding the school grounds contains beach and dune areas, natural bushland and extensive community sporting facilities. The area is currently undergoing a refurbishment program that is attracting new families.

The school draws its children from the Withers, Usher, College Grove and Glen Padden residential areas. The northern boundary is the midline of Hudson Road, the eastern boundary runs down Parade Road until Washington Avenue then along Washington Avenue east to Bussell Highway. The southern boundary is Centenary Road and the Tuart Forest reserve to the ocean.

The school zones is flexible, however, we have an obligation to cater for families living within close proximity to the school, couple with the school's ability to comfortably accommodate those children, a degree of zoning needs to take place.

## **OUR SCHOOL**

Maidens Park Primary School is established on a large site containing many native trees. We have lots of open spaces for sporting and recreational activities. Our Kindergarten and Pre Primary classes are in recently refurbished purpose built classrooms. The school also has a fully enclosed undercover area to hold assemblies, discos and other school activities. We have technology available in classrooms as well as in our large library.

The school is fully air-conditioned for the comfort of our children.

## **OUR STAFF**

All our staff are dedicated to improving student outcomes and bring a wide variety of skills and abilities to teaching and learning programs. Staff members are flexible in the way they think and plan, and are prepared to question current practices and try out new strategies. Collaborative planning at whole school and cluster level is a feature of the school.

All staff members are encouraged to undertake professional development activities to improve their performance and to acquire new skills. The school also provides professional development workshops in areas related to the school's priorities at regular intervals.

## **SPECIAL PROGRAMS**

The school also operates the following Special Programs:

### Speech and Oral Language

The school employs a trained Education Assistant to work closely with Speech Therapists to identify and provide speech programs to children with speech therapy needs.



### Positive Behaviour Support (PBS)

Across the school this program gives the staff and children a united and clear set of behavioural expectations for everyone. The program includes a reward system and explicit teaching of appropriate behaviours.

### Mind-Up (Shaping Brains)

This program is delivered to children to help learning through developing positive pathways in the brain and learning to control their emotional responses.

### ABC Music (Early Childhood)

Part of Shaping Brains, this program is designed for children up to Pre Primary to experience music and rhythm with their parent/s.



### Play Café

An opportunity once a week for families with very young children to meet, talk, play and learn together.

## ENROLMENTS

All children who turn 5 by June 30 must be enrolled and attending school. Pre Primary is the first compulsory year of schooling. Kindergarten children must turn 4 by June 30.

## SCHOOL OFFICE

The school office is open 8.00am to 3.00pm during school terms.

## SCHOOL DAY

Children learn best in a safe, secure and supportive environment. Maidens Park's school day is structured to provide this environment.

8.25 am	Early start to the school day
10.35am	Recess Break (Early Childhood have a structured outdoor education session and fruit time in place of recess)
12.25pm	Lunch
2.30pm	School day ends



Most of our school day is in the morning when children are fresh, alert and ready to learn. Weekly staff, cluster, network meetings are held outside school hours to prevent disruption to the learning program.

## VOLUNTEER / PARENT HELP

Parents / Caregivers are welcome and encouraged to spend time in the classrooms as helpers. Children look forward to having the opportunity for you to observe the class routine and your child's progress. Some classes may set up a roster to enable the parent (mother, father, grandparents, or friend) to attend a session and help with activities, preparation of fruit and cleaning up. Younger brothers and sisters are most welcome, although they remain the parent's responsibility. Often children enjoy some time with you, without their siblings.

Please let your child's teacher know when you are available to help, you are welcome to come as often or as little as you like as a class helper.

Confidential Declaration Forms will need to be signed by any parent or volunteer helper.

## ASSEMBLIES

The school holds assemblies approximately every three weeks on a Thursday, commencing at 8.35am, the undercover area. Please check the term planner for dates and details of the class hosting the assembly.

Parents and friends are always welcome to come and share in this celebration of child's learning and achievements.

## NEWSLETTERS

The school sends home a newsletter with the youngest child in the family every second Thursday. These are an integral part of our school-family communication. As information on the newsletter quite often requires parent action, please check you receive the newsletters.

## SCHOOL STAR APP

The school uses the School Star App for Smartphones as a tool to communicate with parents / carers and other community members. The school will use the App to alert families of events, newsletter releases and other important school information.

## LIBRARY

Each class will visit the Library to borrow or return books regularly. A plastic or cloth bag must be provided to protect books going to and from the school and in the classroom. The Library Officer will also regularly send home pamphlets from Scholastic Bookclub for families to purchase books, games and other activity sets for home or school use.

## HEALTHY EATING POLICY

Maidens Park Primary School has a Healthy Eating Policy which encourages children to make healthy food choices. Part of this policy is that we are a registered Crunch & Sip school which inspires children to drink water and eat fruit or vegetables. Children are welcome to bring a water bottle into the classroom everyday.

Maidens Park Primary School does not operate a canteen. Children are required to bring their recess and lunch each day. The school will sell food on special occasions.

We strongly discourage cool drinks, blue popper drinks and 'fast food'. Fast food is a treat best left for home.

Children are not permitted to leave the school grounds at lunch time unless they are signed out by a parent / caregiver at the school office.

## STUDENT ABSENCES

We strongly encourage regular attendance at school, if a child misses any time from school, this will affect their learning. Children should arrive at school prior to the siren to enable them to prepare for the school day. If a child arrives after the siren, they must enter the school via the office to collect a late note.

Parents / Caregivers will receive a text message if a child is absent from school, any child who is absent for a period of time without a reason given to the school will be followed up by staff.

If a child is sick or there is a planned absence, please contact the school office by telephone, School Star App or via text message to 0417 945 722



## CAR PARKING

The school car park is accessible from Westwood Street, parent parking is the section next to the undercover area. Parking is also available on Westwood Street, Ashrose Drive or Rendell Elbow. Parents are encouraged to reverse park in the car park for child safety. Please ensure that pathways and walkways are kept clear of cars at all times.

The school has a crosswalk attendant to assist families and children cross Westwood Street safely. We strongly encourage families and children to only cross with the attendants assistance. It is particularly important to remind children to cross roads safely and be careful around cars.



## BICYCLES, SCOOTERS AND SKATEBOARDS

Bicycle racks are provided at the rear of the Administration building. Bicycles, scooters and skateboards are to be walked or carried on school grounds for the safety of children and staff. We also encourage children to use a bicycle lock for the security of their bicycle. Scooters, skates and skateboards cannot be secured by a bicycle lock so are brought to school at the owner's risk.

## MOBILE PHONES

Children are NOT PERMITTED to carry and/or use mobile phones at school unless there are extenuating and unusual circumstances which:

Have been discussed between the child's caregiver and the Principal and an agreement is reached as to how, when and where the device is used.

Identify a specific (preferable) or approximate end date.

The school takes NO RESPONSIBILITY for loss of, theft of, or damage to the device.

## LOST PROPERTY

Lost property boxes are located in the breezeway 'wet areas' between rooms 1 & 3 and rooms 5 & 7. There is also a box located at the rear of the Administration building. Parent's assistance in clearly marking all items with child's name will avoid any property staying lost. At the end of each semester unclaimed clothing will be sent to a chosen charity.



## BEHAVIOUR MANAGEMENT

The school has developed behaviour expectations for the classroom and playground reflecting the ethos of the school which are explicitly taught.

### Behaviour Expectations

Safe

Tolerant

Achieve

Responsible

Rewards for showing the appropriate behaviours include:

- ★ Star Cards (Faction points)
- ★ Galaxy Card (Faction points)
- ★ Shooting Stars (Morning Tea with Principal & Deputy)
- ★ Faction Rewards / Whole School Rewards
- ★ Super Novas (excellent behaviour, attendance, uniforms – surprise incursions / excursions)

### Actions for inappropriate behaviour are:

#### Level 1:

Consequence: Verbal warning

Reminder of appropriate behaviour. Re-direct the child by reminding them of the school expectations.

#### Level 2:

Consequence: Time Out

Child has time out within the classroom or playground, record of misbehaviour will be kept by classroom teacher

#### Level 3:

Consequence: Buddy Class

Child is sent to Buddy classroom for a period of time to cool down and reflect. Record of misbehaviour will be kept by classroom teacher

#### Level 4:

Consequence: Green or Blue Slip


Child is sent to the office to be seen by Administration. Administration steps and procedures commence. Record of misbehaviour is kept on child's records.





# Maidens Park Primary School Code of Conduct Behaviour Agreements and Expectations


**“Every Child Matters”**
  
 Follow the **Behaviour Expectations**

		<b>S</b> afe	<b>T</b> olerant	<b>A</b> chieve	<b>R</b> esponsible
		<b>Behaviour Agreements</b>	<b>WHOLE SCHOOL</b>	<ul style="list-style-type: none"> <li>• Listen and follow instructions from all adults</li> <li>• Line up quietly outside the classroom</li> <li>• Enter classroom calmly</li> <li>• Be safe with the furniture and equipment</li> <li>• Keep body parts and objects to yourself</li> <li>• Be cyber safe</li> <li>• Always ask an adult to leave the group</li> <li>• Walk indoors</li> <li>• Eat own food only</li> <li>• Use equipment for its purpose</li> <li>• Use the toilet for their purpose only</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of other peoples' needs</li> <li>• Accept others' differences</li> <li>• Always use appropriate language</li> <li>• Be polite and use manners</li> <li>• Respect that each teacher has their own style</li> <li>• Speak respectfully to others</li> <li>• Be considerate of younger children</li> <li>• Work cooperatively with others</li> </ul>
<b>OUTSIDE</b>	<ul style="list-style-type: none"> <li>• Bags zipped and off pathways</li> <li>• Always walk on the concrete</li> <li>• Stay in school grounds</li> <li>• Play in the correct areas</li> <li>• Wear a hat</li> </ul>		<ul style="list-style-type: none"> <li>• Agree on game rules before starting</li> </ul>	<ul style="list-style-type: none"> <li>• Move quickly and quietly to where you have to go</li> <li>• Join in</li> <li>• Have a go</li> <li>• Have fun</li> <li>• Be active</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn</li> <li>• Care for others who might be in difficulty</li> <li>• Wait patiently</li> <li>• Always be helpful to others</li> <li>• Report problems to the duty teacher</li> </ul>

## SCHOOL DRESS CODE

The Maidens Park Primary School Board has in consultation with the school community, implemented the following Dress Code. Consultation and revision of the policy is ongoing and subject to change by the Board for the betterment of the school.

The School Board believes the Dress Code will:

- Enhance the public image of the school
- Build school morale
- Ensure all children are dressed safely and appropriately, and
- Encourage equality

### Uniform

Plain school colours; no logos (except official Maidens Park Primary School Logo), slogans or advertising, patterns, motifs etc. No denim.

**Tops** Short or long sleeved polo shirts available from the school office  
Crew neck shirts permitted in school colour of aqua (available from Big W, Target, K-Mart, etc)  
Jumpers or jackets – red knit or fleecy, with or without school logo

**Not permitted – sleeveless singlets, halter neck tops, boob tubes or tops which show midriff**

**Bottoms** Black shorts – above the knee in any fabric  
Black skirts / skorts – above knee or knee length in any fabric  
Black basketball shorts – may be worn for physical education  
Black long pants – in any fabric

**Hats** Broad-brimmed hats are to be worn as per the school's 'No Hat No Play' policy. Hats are not to be worn indoors.

**Sun visors, beanies and bandannas are not acceptable sun safe headwear.**

**Footwear** Lace up shoes in black or brown, with socks.  
Jogger-style shoes with laces or Velcro, with or without socks  
Sandals with back straps with or without socks

**Not permitted – Thongs or 'surf' sandals, scuffs, slides, high heels, boots, clogs, loose footwear, ugg boots or Wellington boots.**

**Jewellery** Studs or sleepers in ears only  
Watches  
'Medic Alert' bracelets or necklaces

**Not permitted – Nose ring, eyebrow rings, tongue studs etc. More than 2 studs or sleepers in an ear. Anklets, heavy neck chains or chokers, dangling earrings. Body transfers or tattoos (unless a religious requirement)**

**Personal Hygiene** Loose flowing hair (boys or girls) should be tied up  
Hair scrunches, hair clips, head buns, and bobby pins are allowed

**Not permitted – nail polish, make-up, perfume, excessive hair accessories, brightly coloured hair**

### **General**

Staff will focus on positive promotion of dress requirements, not consequences of non-compliance.

Parents will be informed of the School Dress Code upon enrolment, changes to the School Dress Code will be in writing as approved by the School Board.

A parent can apply to the Principal for an exemption from the School Dress Code.

## SCHOOL HEALTH SERVICES

The school nurse regularly visits the school to screen children for general health, hearing and sight screenings. Parents are always advised of the screening and any action that should be taken as a result.



The school is also able to refer children to other health services such as Speech Therapy, Occupational Therapy and other allied services.

Children (aged 5 years and above) can be registered for dental screening and treatment at the Dental Therapy Centre based at Adam Road Primary School. The contact number is 9795 8904.

### Medical Conditions / Medication

Please let us know of any medical conditions that affect your child eg: food allergies, asthmas, or if your child is on any medication. If your child requires medication during the school day, please call into the office.

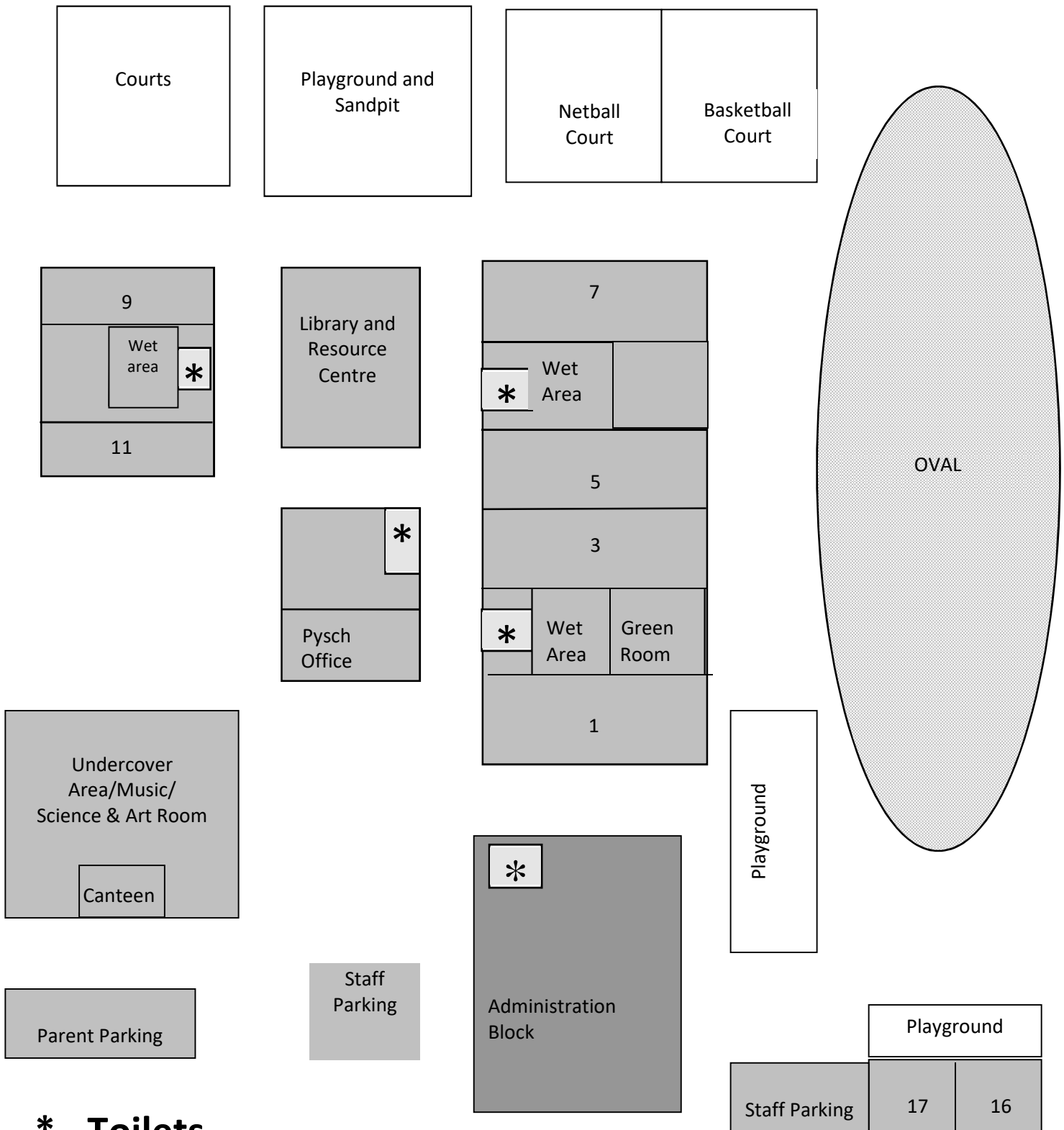
If a child becomes unwell during the school day, we will contact you or another emergency contact person. For this reason, it is essential that we have up to date contact details for parents, caregivers and emergency contacts.

## INFECTIOUS DISEASES

When a child contracts one of the following infections, isolation from school is essential. The following are the lengths of time required by the Health Department of WA to become non-contagious:

Measles	7-10 days after onset of rash
German Measles	7-10 days after onset of rash
Chicken Pox	8-14 days or after last scab has healed
Whooping Cough	3 weeks after onset of whoop
Mumps	7-10 days after swelling begins or until swelling subsides
Impetigo (School Sores)	Isolate until all scabs are healed
Conjunctivitis	isolate until eyes are free of Discharge for 24 hours
Ringworm	Isolate until all lesions are healed
Head Lice	Exclude until treatment has commenced. Regular weekly checks for nits and lice is recommended.

# Maidens Park Primary School Map



**\* - Toilets**

## USE OF SCHOOL OVAL

Families are encouraged to use the school oval after school hours, provided:-

- There are no school-based organised activities taking place.
- Dangerous games (including golf) are not played.
- That vehicles, motor bikes and bikes are kept off the grass and,
- No one approaches the buildings (beyond the **"NO TRESPASSING"** sign).