



Jolimont Primary School

2009 Handbook

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2009 Term Dates – Students Attend School

Term 1	Monday 2 February – Thursday 9 April 2009
Term 2	Wednesday 29 April – Friday 3 July 2009
Term 3	Tuesday 21 July - Friday 25 September 2009
Term 4	Tuesday 13 October - Thursday 17 December 2009

2009 School Development Days

Term 1	Thursday 29 January and Friday 30 January 2009
Term 2	Tuesday 28 April 2009
Term 3	Monday 20 July 2009
Term 4	Monday 12 October 2009



Hours of Attendance for 2009

Schooling in kindergarten and pre primary is not compulsory. However at Jolimont we encourage our students to attend regularly for the continuity of the program. For the first two weeks of the school year it is suggested that kindergarten and pre primary children only attend for the morning session to allow a phasing in time to adjust to the full time routine.

Kindergarten

The kindergarten sessions will be conducted over two whole days.

Suggested attendance Term 1, Weeks 1 – 2:	8.50 am – 12.20 pm
For the rest of the year the session times will be:	8.50 am – 3.00 pm

Pre Primary

Pre Primary students attend full time.

Suggested attendance Term 1, Weeks 1 – 2:	8.50 am – 12.20 pm
For the rest of the year the session times will be:	8.50 am – 3.00 pm

Year 1 - 7	Monday - Friday	8.50 am	School day commences
		10.30 am	Recess
		12.20 pm	Lunch
		3.00 pm	School finishes

The Curriculum

In Western Australia, the document that guides schools is the Curriculum Framework. It sets out the learning outcomes for all children describing what children will know, understand, value and be able to do as a result of their learning at school. The teacher observes and values the heritage, skills, abilities, knowledge and understanding each child brings to school and builds upon it. The integrated learning programs in early childhood help children develop more skills and understandings in the following areas: Maths, English, The Arts, Technology & Enterprise, Science, Health and Physical Education and Society and Environment.

Core Shared Values

Our actions at Jolimont are guided by the core shared values that are implemented in the context of the eight curriculum areas.

- 1 A commitment to the pursuit of knowledge & achievement of potential
- 2 Self acceptance and respect of self
- 3 Respect and concern for others and their rights
- 4 Social and civic responsibility
- 5 Environmental responsibility



Our Beliefs About Learning and Teaching

Staff will be supported to create a learning environment that stimulates and challenges students to achieve optimum learning. The principles about learning and teaching are based on shared beliefs about the learning environment all schools should provide and contemporary research and professional knowledge about how learning can be supported.

At Jolimont we believe that:

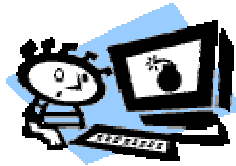
- All children and young people are capable of learning.
- Students learn in different ways and their learning programs need to recognise this.
- The teacher is a critical factor in a child's learning success.
- Teaching needs to foster students taking responsibility for their own learning and set challenging yet realistic goals for improvement.
- Effective pedagogy is purposeful, challenging and connected to a student's experience, stage of development and background.
- Learning programs need to acknowledge and build on where students are at with their learning. They need to be culturally and developmentally appropriate and have real-life application.
- Students should have the opportunity to observe and practise and teach other students the actual processes, products, skills and values, which are expected of them.
- The mental, physical health and well being of students and staff is a priority.
- Students need opportunities to engage in higher order thinking and reflection about learning.
- The core-shared values in practice are the important foundation for all learning and teaching.
- Learning happens best when student-teacher relationships are based on mutual trust and respect.
- Learning occurs where student, home and school have a common goal, interact positively and are mutually supportive.

Monitoring

Parent and staff communication is invaluable in understanding and monitoring children's development. Samples of work will be collected at regular intervals to monitor progress and development. If there is a concern about your child's learning, we may suggest referral of your child to a therapist or medical professional. This is to ensure your child is working to the best of his or her ability before moving onto the next phase of learning. Early intervention strategies are vitally important to ensure all children are working confidently and successfully. For the best interests of our students, it is important to work with parents as partners.

Information, Communication and Technology

At Jolimont the students use a range of screened based technology to access the curriculum. The use of technology has the capacity to enhance learning and teaching methods. Society is changing rapidly in its demands and the students of today must learn to handle information and communicate using new technologies. Life long learning has become a necessity in order to cater for the constantly changing nature of work. Students will develop skills related to lifelong learning including the ability to find and use information, use technology, approach learning in a manner that is both receptive and critical and apply problem-solving skills.



Resources

The resource centre is fully automated with a bank of computers linked to the Internet. The centre is resourced with computer software, teaching resources and a selection of quality fiction and non-fiction. To protect valuable resources, students are encouraged to use a plastic book bag to take resources home.

Inclusivity

At Jolimont the needs of students at educational risk including the talented and gifted are recognised and addressed. Students are identified as being at risk if they are not achieving major learning outcomes or not engaged in their schooling. If identified as being at risk, class based intervention programs are implemented to meet the needs of the student. If you have concerns about the progress of your child, please contact the class teacher or the principal.

Primary Extension and Academic Programs (PEAC)

Students are tested in Year 4 to determine their eligibility to attend PEAC courses. Places in the courses are restricted to invited students. Once enrolled, students have an obligation to complete the full requirements of the course. Parents are responsible for arranging transport to and from the PEAC venue.

School Psychology Service

A school psychologist is available by referral for educational, developmental or behavioural issues. All referrals must be made through the principal.

Parent Involvement

Parents are asked to help in a number of different ways:

- Keep in touch with the staff on matters concerning your child's health and well-being.
- Take an active interest in activities and incursions.
- Assist with parent help and rosters.
- Assist and take part in social and fund raising activities.
- Attend parent meetings.



Parent Information Evenings

At the beginning of the year each class teacher will conduct an information night to outline the proposed class program. If you have any concerns about your child's schooling you are encouraged to meet with the class teacher or the Principal.

Student Health and Well Being

Home situations can influence a child and impact on their learning. Please let staff know if there are any changes to the normal routine at home such as a parent being away or someone close to the family being hospitalised. The child's attitude may change and if the staff are aware of a change, they will be more prepared to cater for the child's special needs if required.

Homework

Each class will have regular homework to develop the skills of organisation so important in later life. Parents are asked to ensure their child has a set time and a quiet place to complete homework. The responsibility for the completion of tasks however rests with the child. Homework can be revision, practice or research. Teachers will provide information of the homework routines at the parent meetings at the beginning of the year. Contact the class teacher if your child is having difficulty with the homework or you have any concerns.

School Based Cultural Performances and Excursions

School based cultural experiences and excursions are planned as part of the school curriculum. Parents will be notified of outings and the costs involved in advance as most will be of a self-supporting nature. Students need to provide parental permission before participating in events and will be required to wear school uniform on most excursions. If you have difficulty paying for a school event please discuss the matter with the Principal.



Physical Education

The faction system is based on family groups. Students in Years 5 - 7 participate in summer and winter sports. In winter, students compete in interschool netball, soccer, hockey and football. In summer, students participate in tee ball, softball and cricket. Clinics in a range of sports are conducted throughout the year. A swimming carnival is conducted in Term 1 and athletics carnival in Term 3. Interschool carnivals are held after the faction carnivals. Jolimont Primary is the host school for the interschool Term 2 cross-country event competition conducted for schools in this area.

In Term Swimming

All students from Year 1—Year 7 are encouraged to participate in the swimming lessons provided by specialist swimming teachers at an external venue.

Parents are required to meet the cost of transport and pool entry. During first term, Year 1 – 5 students have lessons at a local aquatic centre and Year 6 –7 students attend beach lessons at Cottesloe Beach.



LEARNING ENVIRONMENT

Code of Behaviour

1. Members of the school community are expected to behave in a safe and responsible manner.
2. Members of the school community are expected to utilise good manners and be courteous.
3. Members of the school community are able to move about safely within the school environment.
4. Students are expected to follow staff instructions.

Rights and Responsibilities of Students, Staff and Parents

<p>Students have the right to:</p> <ul style="list-style-type: none"> ☛ Learn in a purposeful and supportive environment. ☛ Work and play in a safe, secure, friendly and clean environment. ☛ Be treated with respect, courtesy and honesty. ☛ Share in decision making in an appropriate form. 	<p>Students have a responsibility to:</p> <ul style="list-style-type: none"> ☛ Ensure their behaviour is not disruptive to the learning of others. ☛ Ensure the school environment is kept neat, tidy and secure. ☛ Ensure they are punctual, polite, prepared & display a positive attitude. ☛ Behave in a manner that protects the safety and well being of others.
<p>Staff have the right to:</p> <ul style="list-style-type: none"> ☛ Be treated with respect, courtesy and honesty. ☛ Teach in a safe & secure environment. ☛ Teach in a purposeful and non-disruptive environment. ☛ Receive cooperation and support from parent / carers. 	<p>Staff have a responsibility to:</p> <ul style="list-style-type: none"> ☛ Model respect, courtesy and honesty. ☛ Ensure the school environment is kept neat, tidy and secure. ☛ Establish positive and supportive relationships. ☛ Ensure sound organisation & planning. ☛ Report on student progress.
<p>Parent / carers have the right to:</p> <ul style="list-style-type: none"> ☛ Be treated with respect, courtesy and honesty. ☛ Be informed of curriculum materials, behaviour management policies & issues affecting their child's welfare. ☛ Be informed of their child's progress. ☛ Access a meaningful and adequate education for their child. ☛ Be heard in an appropriate forum on matters related to the right of their child to receive an education. 	<p>Parent / carers have a responsibility to:</p> <ul style="list-style-type: none"> ☛ Model respect, courtesy and honesty. ☛ Ensure their child attends school and is punctual. ☛ Ensure optimum physical and emotional conditions for their child. ☛ Provide their child with appropriate materials to make effective use of the learning environment. ☛ Support the school in providing a meaningful education for their child.

Procedures for Behaviour Management at Jolimont

1. Proximity Praise/Reward

- Praise a student in close proximity to student behaving inappropriately.
- Praise student as soon as behaviour changes.

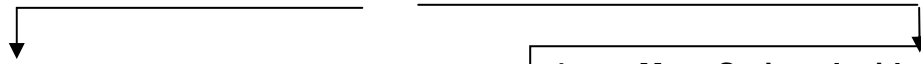
2. Rule Reminder

- Reinforce class / playground rules.

3. Isolation (Time Out)

- In class
- In playground

4. Parents Notified



Incidents of a Minor Nature

- Name recorded in the duty file.
- If name appears more than three times in a term, carer informed and student moves to next stage.



4. More Serious Incidents

- Verbal reprimand.
- Teacher report to parent / care giver
- Principal informed.

5. Loss of Privilege

- Student loses a privilege such as a special activity.
- Carer notified by teacher.

6 Detention

- Student sent to principal with referral sheet.
- Detention with think sheet.
- Case management meeting with carer, teacher and principal arranged by the principal.

7. Isolation with Partner Teacher

- Placement in another class with think sheet.
- Carer notified by principal.

8. Isolation from all classes

- Student sent to principal with referral sheet.
- Student completes a "Think Sheet".
- Carer notified by principal.

9. In-school suspension

- Student remains in the school but is isolated from other students.

10. Suspension

- End of line management procedure used at the discretion of the principal.

Positive Incentives

School:

- Appreciation awards
- Merit certificates
- Library / music / LOTE awards
- Election to the student council
- Acknowledgement by the principal
- Honour boards
- Displays of work
- Certificates of Excellence

Class:

A selection of the following may be used:

- Intrinsic rewards
- Encouragement and praise
- Stickers, prizes and stamps
- Group and individual points.
- Students recognised for achievements and effort.

The incentives represent only a small sample of positive strategies used by staff. The incentives will be established with the students in individual class groups.

SCHOOL PROCEDURES

Admission Procedures

The school office is open for enrolments from 8.30 – 3.30 pm Monday—Friday of the school term. Parents are required to present their child’s birth certificate (or copy) and immunisation records. An application for enrolment must be made before a student can be enrolled. If the application is accepted, an admission card will need to be completed when enrolling a child. It contains vital information that will assist us with the care of your child. It is essential the school is kept up to date with your:

- ☛ Address and telephone numbers (home and work).
- ☛ An emergency contact person in case we were unable to contact you.

Custody

If a parent has sole custody of a child it is vital to inform the Principal of the access provisions. Written documentation must be provided including copies of relevant legal documents.

Contributions and Charges

The Jolimont School Council has endorsed a schedule for Contributions and Charges. The schedule allows you to calculate all costs that you might incur throughout the school year. The total amount of contributions parents and carers are being asked to pay has been contained within the \$60.00 maximum set in the School Education Regulations 2000.

Kindergarten and Pre Primary Contributions

- ☛ Materials to support the activity based learning program **\$60.00**

Years 1 – 7 Contributions

- ☛ Resources to support the literacy and numeracy program **\$50.00**

Personal Use Items List

A list of required items for each year level will be distributed in Term 4. The cost for personal use items will vary from student to student. Some requirements will be for selected students and are not directly part of the educational program eg Graduation T shirt or class photographs. We have negotiated competitive prices for the materials but you are not obliged to use our supplier. There is the option for you to pay for the items with your order. Your child will need to have the listed materials each school day so it may be necessary to replace some items such as pencils throughout the year.

School Attendance

Attendance in Years 1—7 is compulsory. However students who are obviously sick should not be sent to school. Notes of explanation are required for the following:

- Absences
- Notification of any prolonged absence
- Late arrival
- Exclusion from physical education or sports lessons. A doctor's certificate should be provided for a long term withdrawal from sport.

If your child will be absent, a telephone call to inform us would be appreciated. You may choose to email, telephone or fax if it is more convenient.

Leaving School Premises

A student is not permitted to leave the school grounds unless signed out through the office by an adult. This includes students attending activities such as PEAC and high school orientation sessions.

Lunch Arrangements

Staff are rostered on duty to supervise students at both lunch and recess breaks. Students are not released until the duty teacher is satisfied students have had sufficient time to eat their lunch. Parents are asked to consider the health of their child and not pack junk food for snacks or bring take away food as a treat for lunch.

Assemblies

Assemblies are conducted every second Thursday at 8.50 am and generally finish by 9.30 am. It is an opportunity to present items relevant to the learning program and to acknowledge the achievements of students. Assembly dates are published in newsletters.

Community Health Nurse

A Community Health Nurse visits, to carry out routine medical checks. Parent consent will be required before referral. The nurse also has a health promotion role within the school and is a resource person for staff.

Dental Therapy Unit

The mobile Dental Therapy Unit operates from this school during the year. The clinic carries out normal dental procedures. For further information about the school dental service, the dental staff can be contacted on 0417 180 553.

Students with Critical Conditions

A register is kept of students that may require prompt medical attention. If your child falls into this category, the information should be recorded on the enrolment card and the principal supplied with documentation outlining the condition and the action required for emergency treatment.

Administering Medication

Parents are encouraged to administer medication to their own child. If a staff member is required to administer medication, the following steps need to be completed:

- ☛ Make a request to the teacher for assistance.
- ☛ Complete the relevant health forms required by the school.
- ☛ Provide explicit written guidelines for the administration of the medication and training if applicable, for the person administering the medication.
- ☛ Provide the medication in a correctly labelled container and a device such as a medical spoon to administer the medication.

Information About Health Issues

Should your child have any specific medical needs, please notify the school or class teacher immediately. Allergies can be of particular concern. Coughs, colds and stomach ailments tend to go in cycles and it is best children are kept at home to reduce the chances of infecting other children. If your child has any of these conditions it is imperative you notify the school immediately. Should a student be sufficiently ill to be withdrawn from class, a parent will be contacted and asked to collect the child from school. As infection can spread very quickly within a school, parents are requested to cooperate in this matter.



Infectious Diseases

Should your child contract any of the following illnesses they will require exclusion from school. In the interests of others it is important to notify the school immediately.

Conjunctivitis: Exclude from school until discharge from eye has ceased.

Chicken Pox: Incubation period of 10 – 21 days. It is infectious from 5 days before the rash appears to 6 days after onset of last crop of blisters. Should not return until recovered or until at least one week after the first eruption appears.

Diphtheria: Exclude from school until a medical certificate of recovery is issued. Exclude family contacts until a medical certificate is issued.

German Measles (Rubella): Communicable from 3 days before, to at least 4 days after the onset of symptoms or rash. Exclude from school for at least 4 days after the onset of rash.

Glandular Fever: Develops over 5 – 14 days and is not infectious. It is recognised by swollen glands in the whole body, fever, sore throat and abdominal pains. Should not return to school until clinically well.

Hepatitis A: Exclude from school until a medical certificate of recovery is issued.

Hepatitis B & C: Exclusion is not necessary.

Measles: An incubation period of 7 – 21 days and is infectious five days before the rash appears to five days after the rash develops. May be re-admitted on Medical Certificate of recovery or at least four days after appearance of the rash. Non-immunised contacts should be excluded for 14 days after the appearance of the rash in the last case identified in the school.

Mumps: Communicable 2 – 3 days before and during period of swelling. Exclude from school for at least 9 days after the onset of symptoms.

Parvovirus B19 (“Slapped Cheek” Syndrome): Airborne or droplet viral infection. Symptoms are fever, red cheeks/neck, itchy lace-like rash on the

body/limbs. Incubation period of 1-2 weeks. Not infectious after the rash appears. Exclude from school until well.

Ring Worm: A fungus infection transmitted by direct contact. Must stay home until completely healed.

Scabies: Itching usually begins within 48 hours. Exclude until the day after treatment has commenced.

School Sores (Impetigo): A bacterial infection, transmitted by direct contact. Should remain at home until all sores are healed.

Whooping Cough: Exclude from school for 2 weeks from onset of illness or for five days after starting antibiotic treatment.

Vomiting Before School: Keep at home for the day.

Head Lice: Anyone can catch head lice where people work and play together. Look for small whitish specks stuck to hair, especially behind ears and on the back of the neck. These are nits (eggs). Lice are seldom seen, except when combing. Lice are smaller than fleas or a pinhead. If you find nits, see your chemist or local shire regarding treatment and please notify the school. It is important to inspect the hair of everyone in the family and treat if affected. Your child may need several treatments before the head lice are eradicated. We appreciate that the occurrence of head lice can be considerably stressful for a family. However it's critical that all members of the school community accept the control of head lice. If a family does not treat their child's hair when infected, in all likelihood the child will infect other students. Children may attend school one day after treatment has commenced. Anyone can catch head lice where people work and play together.

COMMUNITY

Jolimont has a very supportive school community. We urge you to take advantage of the many opportunities available to participate in school activities.

Communication

Parents are informed of school affairs through:

- Fortnightly school newsletters
- School assemblies
- Parent information evenings
- The school web page
- School Council meetings

Newsletters

Newsletters are a vital link in the communication between school and home. At Jolimont families are encouraged to subscribe to the electronic newsletter. Email Volodymyr.Malanczak @det.wa.edu.au with the subject line Newsletter, Room X. i.e. state your child/ren's classroom/s. Hard copies of the newsletter are sent home fortnightly with the eldest child in the family. The school newsletter will contain items relating to the school community and its achievements.

School Council

The School Council, which represents the Jolimont community, consists of five parents, three staff and the principal. The Jolimont School Council has the following functions:

1. Establish and review from time to time, the school's objectives, priorities and general policy directions;
2. Plan the financial arrangements necessary to fund those objectives, priorities and directions;
3. Evaluate the school's performance in achieving them; and
4. Formulate codes of conduct for students at the school.

Parents & Citizens Association

The P&C meets on the second Thursday of the month at 7:30 pm. Parents are encouraged to participate to provide their expertise and help. On the day designated for the collection of personal items, the P&C conducts an informal orientation for new families to visit the school and become familiar with the layout and facilities. Whilst at the school, families can collect personal item orders, visit the uniform shop and pay the voluntary contributions for the school and the P&C.

Parent Liaison Representatives

Each class has a voluntary parent liaison representative. The role of the liaison parent is to assist in a range of ways including helping new families to settle into the school, organising community events and where required assist the class teacher with class management issues such as parent rosters, money collection and parent helpers for school events. If you would like to contact the parent liaison representative for your child's class please ask at the office.

Canteen

The school canteen, which promotes healthy foods, is run by the P&C and operates each Wednesday. Menus vary with the season. A copy of the canteen menu and the ordering procedure is sent home in the first week of school. A volunteer roster to assist the canteen manager is drawn up at the beginning of each term. Parent assistance is always appreciated.

GENERAL

School Uniform

The School Council has endorsed a school dress code. It stipulates that uniforms should be worn at all times. Accessories such as gangly earrings, fashion accessories and nail polish are not appropriate for school. Long hair must be tied back. A “no hat / no play” policy has been adopted. Suitable footwear such as joggers, shoes with rubber soles or buckled sandals are recommended. Thongs, gumboots and scuffs are not considered safe for play or lessons such as sport and daily fitness. Pre Primary children should be dressed in play clothes, as many of the learning activities are messy.

	Boys	Girls
Summer	<ul style="list-style-type: none">• White polo shirt with school logo• Navy blue shorts• Navy blue wide brimmed school hat	<ul style="list-style-type: none">• School check dress with collar, zip front, action back or• White knit shirt with school logo• Navy blue shorts or navy box pleated sports skirt with navy sports briefs.• Navy wide brimmed school hat
Winter	<ul style="list-style-type: none">• White polo shirt with school logo• Navy jumper• Navy track pants.• Navy wide brimmed school hat	<ul style="list-style-type: none">• White polo shirt with school logo• Navy jumper• Navy track pants.• Tartan school skirt• Navy wide brimmed school hat
Sport	<ul style="list-style-type: none">• For faction sports a knit polo shirt in faction colour• Navy shorts• Enclosed sport shoes	<ul style="list-style-type: none">• For faction sports a knit polo shirt in faction colours• Navy sports skirt or shorts• Enclosed sport shoes

School Uniform Shop

A volunteer coordinator nominated by the P&C runs the school uniform shop. Most school uniform items are available from the uniform shop and are competitively priced. The opening times of the uniform shop will be advised in the newsletter. For newly enrolled families, the volunteer coordinator may be able to make a special appointment to open the uniform shop to outfit your child. Second hand uniforms are available at a reduced cost.

Entrances and Parking

Jolimont Primary has four points of entry. There are two entrances on Hay Street, a gate at Dakin and Wilmore Streets and a path to Roberta Street. The Hay Street entrance at the Subiaco end of the school is strictly for **staff parking only** and should not be used to pick up or drop off students. The parking at the western entrance on Hay Street is a collect and drop off area and for visitor parking. Parking is also available in Dakin, Wilmore and Roberta Streets.

Manned School Crossing

A crosswalk attendant is on duty before and after school to man the Hay Street crossing directly opposite the main school gate.

Complaints Management

If you have a concern relating to your child, the school or its operation it is important you inform the school in order for the issue to be resolved. Complaints may be made in person, by telephone, fax, email or in writing. Everything will be done to assist in a resolution that is to the satisfaction of all parties within the bounds of legislative and policy requirements.

Lost Property

Please ensure clothing, hats, shoes and other items brought to school are clearly marked with your child's name. Lost property is stored in the medical room off the front office. At the end of each term unidentifiable items of lost property will be displayed. Property not claimed will be donated to charity or recycled through the second hand uniform shop.

Bicycles

It is recommended by the Department of Police that students younger than ten years not ride bikes to school. Students must wear a helmet and walk their bike through the school grounds. Bikes can be locked in the racks near the art room.

After School Care

Please contact the office for contact details of Centres offering After School Care.

Insurance

Parents are advised to check their insurance policies to ensure they have adequate medical, personal property and liability cover. Students should not bring valuables to school as the items are not covered by insurance. It is strongly suggested children do not bring mobiles to school unless there is a very compelling reason to do so. In cases of emergency, students have access to a telephone in the front office. Under no circumstances will the school accept responsibility for the loss, theft or damage to a student's mobile.

