

# Westfield Park Primary School



## Information Booklet 2022





## **WELCOME**

It is with great pleasure that I welcome you and your child to the Westfield Park Primary School community, whether you are an established family of the school or new to us. Our school aims to provide a quality educational program for each child. The school program is supported by a wide range of teaching, non-teaching and student service staff.

Our school strives to be an effective and efficient centre of learning for its children and one which provides a caring, safe and inclusive environment in which learning can take place. I am confident that our school will provide a high quality individualised experience for every child.

A close, strong and supportive partnership between home and school is an essential requirement of a good education. You will find that the school has an 'open door' policy and you are welcome to discuss the needs of your child with the class teacher or myself. This will mostly occur at the start or end of the school day. If you require a little more time to talk more fully, please make an appointment. Please also keep the class teacher or myself informed of anything that may have an impact or bearing on your child's time at school. The school is committed to the philosophy of 'Parents as Partners'.

This handbook contains a wealth of information designed to make the schooling both positive and rewarding for your child, you and the school. Please take the time to read through and keep as a reference for the year. I look forward to working alongside you in securing the best possible educational outcomes for your child.

Steve Soames  
Principal

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## CONTACT DETAILS

Principal:	Mr Steve Soames
Deputy Principal:	Mr Adam Beilken
Manager Corporate Services:	Mrs Debbie Martin
School Officer:	Ms Jane Barrett

### Telephone Numbers:

School Reception:	08 9234 9200
Child and Parent Centre:	08 9235 7004
Dental Unit:	08 9390 8434

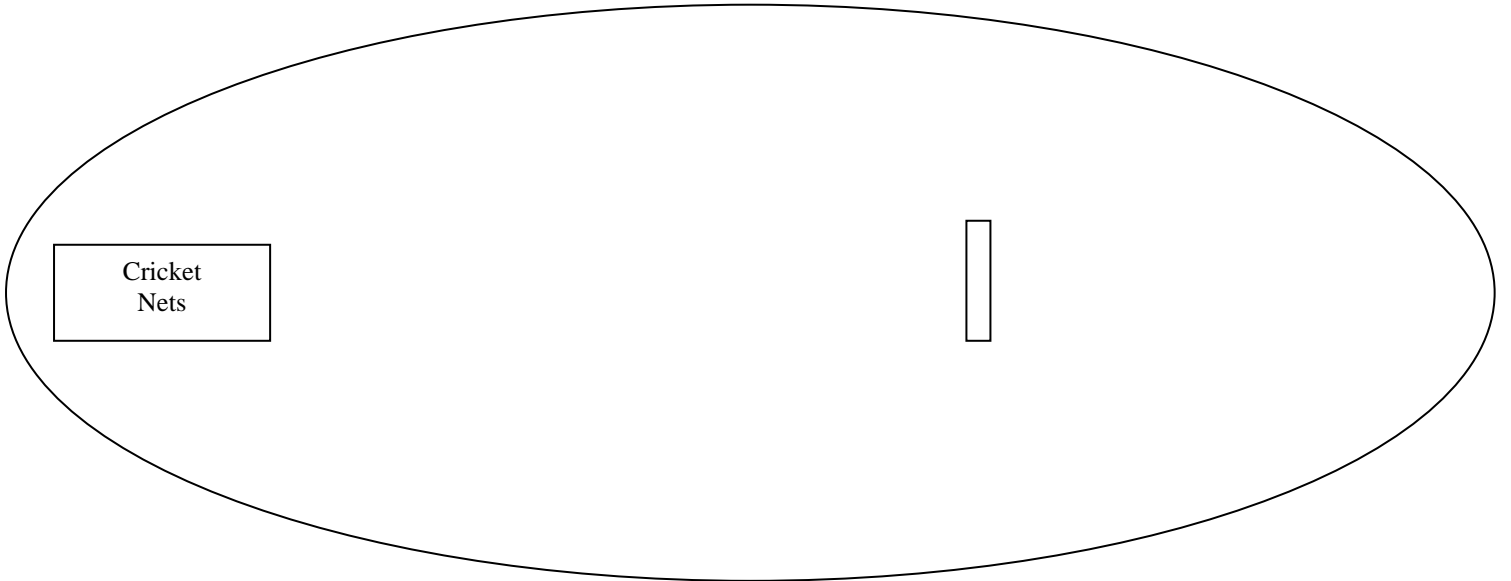
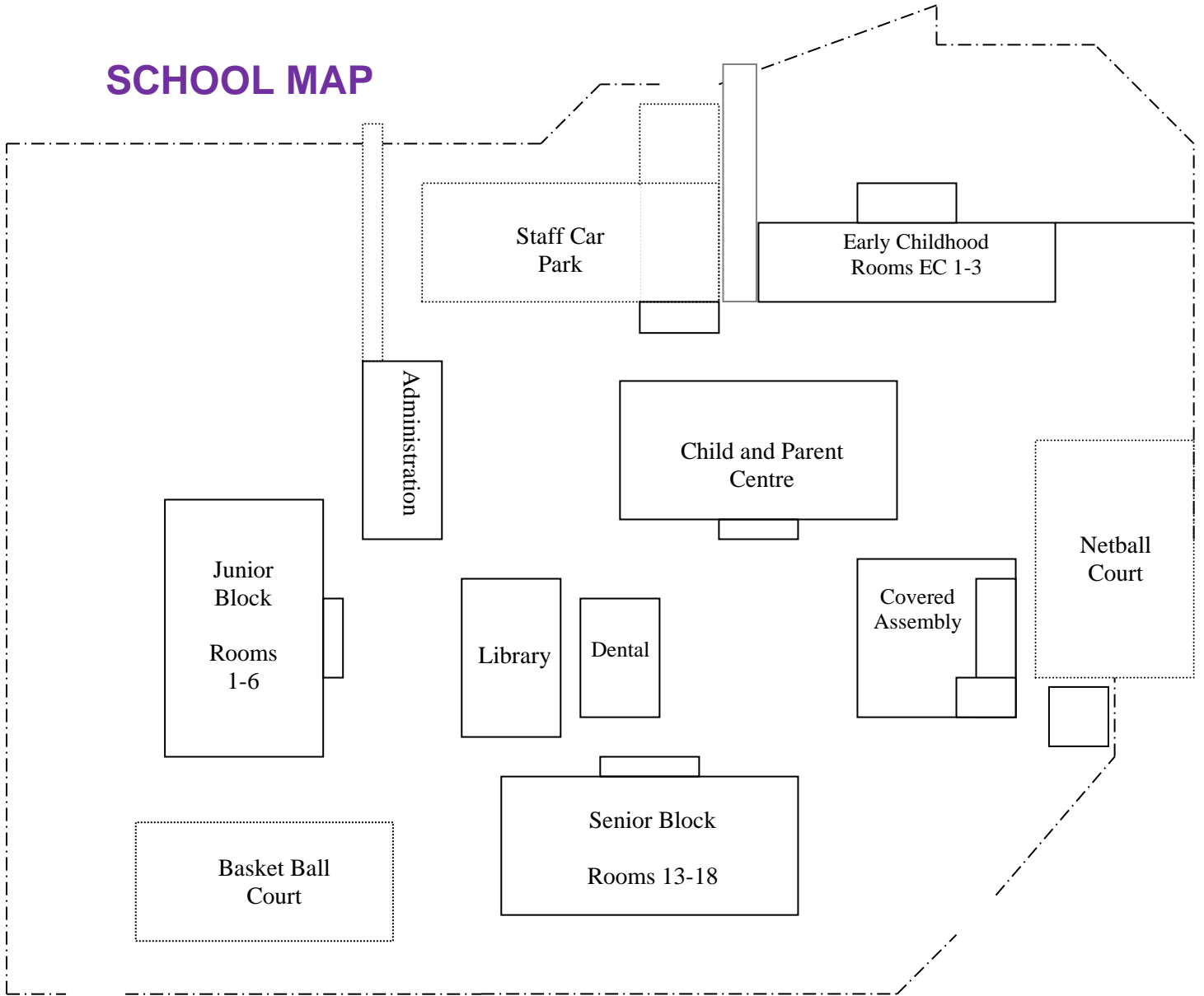
Email: [westfieldpark.ps@education.wa.edu.au](mailto:westfieldpark.ps@education.wa.edu.au)

## SIREN TIMES

8.45 am	Classes Commence
10.45 am	Morning recess
11.05 am	End recess
1.05 pm	Lunch
1.35 pm	End lunch
3.00 pm	Classes Finish: Monday, Tuesday, Thursday, Friday
2.30 pm	Early Close Wednesday



# SCHOOL MAP



## COMMUNICATION

Close home/school contact is essential to support your child's progress. You can communicate to school staff through email, Seesaw and text message. Our text message program also has a phone application you can download called School Star.

To keep you informed, a newsletter is sent home with the oldest student in each family every term. These are also sent to the email addresses you provide during enrolment.

Parents are encouraged to make appointments to discuss concerns or changes that might impact their child with the class teacher. Should a parent wish to discuss matters with the Deputy or Principal, appointments are to be scheduled through the office.

## EMERGENCY CONTACTS

In the event of a child becoming ill or being injured at school the emergency contacts provided will be used (if the parent/carer is unable to be contacted).

**It is very important to inform the school of any changes to details. Please ensure that the following are up to date:**

- **Your address and contact numbers.**
- The name, address and phone numbers of all other contacts.
- Details of the doctor and dentist that your child sees.
- Any medical conditions and medications your child requires.
- **Care plans** for students with known medical conditions that require specific interventions.

## CUSTODY ADVICE

Any Court Orders need to be provided to the school. Confidentiality is respected. Please keep the office informed of any updates to Court Orders.

## CONTRIBUTIONS AND CHARGES

To help ensure that we have sufficient equipment for your children's needs we ask that you make an annual contribution as per the Contributions and Charges information sheet. This money may be paid directly through the office. If you wish to pay in instalments, please advise us so we can take this into account with our budgeting.

The school's Bank Account details for payments are:

Name: Westfield Park Primary School

BSB: 066 156

Account Number: 0090 0635



Note that the charges, separate from the contribution, are collected as activities occur in classrooms. The voluntary contribution would be appreciated early in the year.

## DRESS AND UNIFORM

As part of our general aim to develop a sense of pride in our school, children are required to wear school uniform to school every day. We have a dress code and ask parents to assist to ensure that it is met.

Wearing of school uniforms or school colours to any excursion is compulsory.

Details of the school uniform are as follows:

Summer:                      Purple/green polo (Year 2 – 6)  
                                        Purple polo (Kindy – Year 1)  
                                        Bottle green Shorts or Skort  
                                        Green wide-brim hat

Winter:                        As above plus:  
                                        Bottle green jacket  
                                        Bottle green track pants

### Dress Standards

1. All children are required to wear a hat when outside in terms 1 and 4. The rule is **No hat, no play in the sun.**
2. Children with long hair, including fringes, are required to wear their hair tied back. This reduces the transmission of head lice.
3. Dangling earrings and necklaces/chokers are dangerous and **MUST NOT** be worn to school. Children generally should not wear any form of jewellery to school, including any form of piercing, rings, bracelets, nail polish, etc. Students wearing makeup, nail polish or jewellery will be required to remove it.

4. Appropriate footwear is required at all times. Thongs are not permitted (except to wear to and from the pool during Intern Swimming Lessons).

Parents are asked to ensure that all items of clothing are marked with the student's name.

## UNIFORM PURCHASE

The Parents and Citizens Association (P & C) sell uniform through the school. Order forms are available from the front office. Orders are completed and taken to the student's classroom or left at the office to be picked up.

Second hand items of uniform in good condition which have been donated by parents, are often available at reasonable prices. If you have items of uniform that your child has outgrown, please donate them to the P & C.

## ATTENDANCE

Children are required by law to attend school unless prevented by sickness or other unavoidable causes. Parents **must** inform the school explaining each and every absence of a child. If possible, please advise the teacher in advance of any absences.

Where no notice is received, the teacher will send home an official Absentee Note for the parent to fill in and return to the school. If absenteeism is a concern, you will be contacted by the school to attend a meeting to discuss ways to improve attendance. Further action will be taken by the Department of Education for excessive, unaddressed absenteeism.

## ARRIVAL OF STUDENTS AT SCHOOL

All students should arrive at school **between 08:30 and 08:40** and move straight to their classroom to prepare for the day. Many teachers come early, but they do so to prepare for their lessons. **Children should not arrive before 08:30.** It is important that parents comply with this request. All children arriving before 08:30 must report to the covered assembly area. Children and/or parents are **not** to enter classrooms prior to 08:30 unless an appointment has been made with the teacher.

Arrivals after 08:45 are late and are disruptive to both the individual student and the class as a whole. If a student arrives after 09:00, accompanied or unaccompanied, they must report to the office. The late



arrival will be noted before they proceed to class. This procedure allows us to monitor and intervene in cases where patterns of lateness are disrupting the education program.

## LEAVING SCHOOL PREMISES DURING THE DAY

The school has responsibility for the care and supervision of children during school hours. Once the children have arrived at school they are not to leave the premises without permission from the Principal. **Parents who collect children during school hours must report to the office to sign the child out first.** These procedures are for the safety and protection of children.

## ACCESSING AND LEAVING THE SCHOOL

When going to or returning home, children up until year 5 should be accompanied by an adult. For health and parking reasons, we encourage students (and their parents) to walk or ride to and from school. Children should not cross over Cammillo Road. The underpass, purpose built for their safety, should be used by all students if accessing or leaving school in this direction.

## CARPARK

There are limited bays at the front of the school and we ask that where possible these are left for Kindy and Pre-Primary parents as these students need to be accompanied to and from their classrooms by parents. All other parents are asked to use the “Drop Off and Pick Up Only” area and are reminded that parking in this area is not permitted – you must remain in your car and wait for your child/ren to arrive.



Alternative parking is available on the corner of O’Sullivan Drive and Cammillo Road and the school is then accessed via the underpass. Another option is to meet older children a short walk away from school to avoid any parking hassles.

Parents are requested to respect the “Staff Only” sign to the Staff Carpark. Children must not walk through the carparks under any circumstance, as it is highly dangerous. It is imperative that parents practise the utmost caution in the streets near the school when picking up children.

## CANTEEN

The Westfield Park Parents & Citizens Association operates a canteen which aims to provide lunches and snacks at moderate prices, and make a small profit which is used by the P & C for the benefit of the students. The policy of the canteen is to supply food necessary for the growth and health of the students, rather than make a high profit. Casual sales at recess and lunchtime include fresh fruit, flavoured milk and fruit drinks. Students are asked to order lunches and tender correct money before school. Menus are available from the Canteen.

## EXCURSIONS

Teachers frequently organise excursions to enhance the delivery of school programs. These activities are often significant in their contribution to achieving the desired outcomes of learning areas. However, educational excursions require school personnel to be particularly careful in protecting the welfare of students. Written parental consent will be obtained for **all educational** excursions off school grounds.

Generally, as excursion costs are calculated on whole class attendance, refunds will not be made in the event of your child being unable to attend. In certain circumstances, refunds on the entry component of the excursion may be considered. The Contributions and Charges Information sheet contains the details of expected costs for excursions in 2021.

## FACTIONS

All children in the school are placed into a faction upon enrolment. All members of an immediate family will be placed in the same faction. Some school activities, e.g. sports, class activities, playground, and assembly are organised where the faction format can be utilised if considered appropriate. The factions and their colours at Westfield Park Primary School are as follows:

<b>BLUE</b>	<b>MARRI</b>
<b>GREEN</b>	<b>WANDOO</b>
<b>RED</b>	<b>JARRAH</b>

## KITCHEN GARDEN

Westfield Park was successful in obtaining a Stephanie Alexander Kitchen Garden Grant in 2009. The aim of the Kitchen Garden Program is pleasurable food education for young children. The underlying belief is that by introducing this holistic approach we have a chance to positively influence children's food choices in ways that have not been tried before.



A Kitchen Garden is created to provide edible, aromatic and beautiful resources for a kitchen. The creation and care of a Kitchen Garden teaches children about the natural world, about its' beauty and how to care for it, how best to use the resources we have, and an appreciation for how easy it is to bring joy and wellbeing into ones' life through growing, harvesting, preparing and sharing fresh, seasonal produce.

## CRUNCH & SIP

As part of our Kitchen Garden Program, our school participates in Crunch & Sip. Crunch & Sip is an opportunity to eat fruit (vegetables) and drink water in the classroom. Students 're-fuel' with fruit or vegetables during the morning or afternoon – assisting physical and mental performance and concentration in the classroom.

Each day children should bring fruit (or vegetables) to school to eat in the classroom at a set time and each child should also have a bottle of water in the classroom to drink throughout the day. At Westfield, we wish to encourage all students to bring fresh seasonal fruit and vegetable rather than dried or preserved fruit. We ask that parents assist us with this program by ensuring their children have at least one serving of **fresh** fruit or vegetables in their lunch every day.

More information can be found at: [www.crunchandsip.com.au](http://www.crunchandsip.com.au).

## HOMEWORK

A variety of homework activities can support the learning process. Reading, discussions, cooking, excursions, and shopping are examples of real life learning activities which parents can engage children in to support class programs.

We strongly encourage children to read at home and for families to help them develop good reading habits. In Pre-Primary, teachers will send home some recommendations based on On-Entry testing in Term 2.

## LIBRARY

The school library has a collection of approximately 5000 fiction and non-fiction books, a small collection of CDs and posters. Students need to keep their books in a library bag to protect them. To encourage care and responsibility amongst students, and to maintain the collection, all materials that are lost have to be paid for by parents.

Students are encouraged to use the library independently. This is achieved by:

- (i) Teaching them how to access information through a variety of media.
- (ii) Encouraging students to select books in their own time.
- (iii) Encouraging individualised and small groups of 2-3 students to locate information and research tasks and assigned by the class teacher during school hours.
- (iv) Enhancing their interest in literature.

## LOST PROPERTY

All articles of clothing, especially jumpers and shoes, **MUST BE CLEARLY MARKED WITH THE CHILD'S NAME**. Lost property is the responsibility of the individual child. Teachers do not have the time to look for children's lost articles. A "Lost Property" basket will be kept in the wet area of each block for those unlabelled items. Parents are welcome to look for lost items when convenient.

## MANAGING STUDENT BEHAVIOUR

Westfield Park Primary School has three core school rules:

- 1. Be Safe**
- 2. Be Responsible**
- 3. Be Respectful**



Our school mascot, Willbee, helps the students to remember these rules and helps to teach the students the types of actions expected so that all students can 'live up to' our school rules.

## POLICY OUTLINE

Our school aims to:

- Create a positive environment within the school and classroom so that the teachers and students can work together in harmony.
- Create a caring school environment where the rights and responsibilities of the individual are recognised and respected.
- Recognise good behaviour of members of the school community whose actions promote a positive and caring school environment.
- Establish a set of rules that protect the right of all individuals.
- Establish a clear set of consequences for individuals who do not accept their responsibilities and break rules, so that they are encouraged to recognise and respect the right of others.
- Identify students "at risk" and implement strategies to help them.
- Establish procedures so that conflicts can be resolved in a positive manner.
- Give students the opportunity to build positive relationships with their teachers and other students.

- Provide parents with an effective avenue of liaison with the school through their child's class teacher.
- Spread pastoral care duties equitably amongst staff.

## **BULLYING**

Our school is a no bullying zone. Staff are proactive with students to address any issues of bullying that arise. Students are encouraged to report any bullying incidents to their teachers so that these matters can be addressed. Should parents be aware that their child is being bullied, they are asked to speak to the classroom teacher (some children are hesitant to report matters themselves).

Bullying is a problem across our society but is not tolerated at school. As a community we need to work together to eliminate bullying where it occurs.

## **REWARDS**

Students are constantly praised and recognised for displaying positive behaviours. We have many levels of rewards in place including:

- Praise, sticker, etc.
- Tokens/points (which cumulatively may lead to small prizes).
- Credit Slips (formal recognitions of consistent effort or high achievement).
- Assembly certificates.
- End of Term rewards (earned through credit slips and satisfactory attendance).

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students have the RIGHT to:	Students have the RESPONSIBILITY to:
<ul style="list-style-type: none"> <li>• Learn at school in a purposeful and supportive environment without being disrupted.</li> <li>• Be treated with respect, courtesy, and honest.</li> <li>• Work and play in a safe, secure, friendly and clean environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Work without disturbing others.</li> <li>• Always be cooperative and considerate of others.</li> <li>• Work and play sensibly, in a way that protects the safety and well-being of ourselves and others.</li> <li>• Care for our school grounds and property.</li> </ul>

## STAFF RIGHTS AND RESPONSIBILITIES

Staff have the RIGHT to:	Staff have the RESPONSIBILITY to:
<ul style="list-style-type: none"> <li>• Be treated with respect, courtesy, and honest.</li> <li>• Teach in a safe, secure, friendly and clean environment.</li> <li>• Teach in a purposeful, supportive and non-disruptive environment.</li> <li>• Cooperation and support from parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Model respectful, courteous, and honest behaviour.</li> <li>• Ensure that the school environment is kept neat, tidy and secure.</li> <li>• Establish good student relationships and a positive classroom atmosphere.</li> <li>• Ensure good organisation and planning.</li> <li>• Ensure that all children are given the opportunity to earn and receive acknowledgement of their worth.</li> <li>• Consistently apply the school's behaviour management policy.</li> <li>• Report student positive and negative behaviour to parents.</li> </ul>

## PARENTS RIGHTS AND RESPONSIBILITIES

Parents have the RIGHT to:	Parents have the RESPONSIBILITY to:
<ul style="list-style-type: none"> <li>• Access a meaningful and good quality education for their child.</li> <li>• Be informed of curriculum material relevant to the school's behaviour management policy and procedures.</li> <li>• Be informed of their child's progress and of decisions affecting their child's health and welfare.</li> <li>• Be heard in an appropriate forum on matters related to the rights of their child while in the care of the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Support the school in providing a meaningful and good quality education for their child.</li> <li>• Ensure that their child attends school and is punctual.</li> <li>• Ensure their child's physical and emotional condition is appropriate for learning.</li> <li>• Ensure that their child is provided with materials to make effective use of the learning environment.</li> <li>• Behave in a respectful courteous, friendly, and honest manner when addressing any issues.</li> <li>• Support the school in its application of the behaviour management policy.</li> </ul>

## MOBILE PHONES AND DEVICES

Children are not permitted to use mobile phones or other electronic devices whilst at school. Any need for contact with family during the school day can be facilitated through the office. On arrival at school, students are expected to turn devices off and give them to their teachers who will lock them away for the day. Phones should not be turned on until a child has left the school grounds. Any student who carries a mobile phone will have it confiscated **and then it must be collected by a parent.** The school takes no responsibility for the loss of mobile phones or other electronic devices

## **SOCIAL NETWORKING AND DEVICES**

All Social Networking sites require children to be 13 in order to hold an account. This effectively limits them to Year 7 and above. Unfortunately, often children are exposed to these medias before they are socially and emotionally ready. Parents are encouraged to always supervise children's use of computers and particularly social networking sites if they have allowed their child's use. Checking your child's account regularly can also protect against 'cyber-bullying'. Computers in homes should be in a family area and not in bedrooms. Likewise, it is recommended that children not be allowed mobile phones in bedrooms. Students will not be allowed to access such sites while at school. Inappropriate use of computers while at school will see the right to use the internet revoked for that student.

## **NEW ENROLMENTS**

At first enrolment, a Birth Certificate must be sighted before enrolment can be completed. The school requires a copy of your child's vaccination record from Medicare on enrolment. If your child has not had their scheduled 4/5-year-old vaccination at enrolment you will need to supply the school with the record once vaccinations are completed.

## **EVACUATION**

To conform with Department of Education requirements and for general safety reasons, the school has set evacuation procedures designed to provide for the kinds of emergencies we hope never arise – earthquake, fire, etc. Parents are advised that regular practice will occur to ensure preparedness.

## **PARENTS AND CITIZENS ASSOCIATION (P&C)**

The P&C Association meets a couple of times a term. The meetings are generally only an hour long and an open invitation exists for any interested parents and community members to attend.

The P&C is the forum through which parents are able to support the school. It is not designed for complaints regarding individual teachers or students. These matters should be taken directly to the Principal.

One of the major functions of the P&C is fundraising. Funds raised are used to purchase additional resources or assets to improve the school environment or the standard of education for students. The P&C also run the School Canteen and School Uniform Shop.

The office bearers of the P&C are elected at the Annual General Meeting (AGM), which is the first meeting each year. Financial members of the P&C pay a \$1.00 levy each year, payable at the AGM or any meeting.

This gives them the right to vote on issues and at the AGM. The Westfield Park P&C Association welcome new members and are constantly looking for new or different ideas. Members are not required to attend every meeting.

## SCHOOL BOARD

School Board consists of staff, community and parent representatives.

The functions of the School Council are:

1. To take part in
  - In establishing and reviewing from time to time, the school's objectives, priorities and general policy directions;
  - In the planning of financial arrangements necessary to fund those objectives, priorities and directions; and
  - In evaluating the school's performance in achieving them.
2. To promote the school in the community.
3. To take part in formulating Codes of Conduct for the students at the school.
4. To determine in consultation with students and their parents and staff of the school a dress code for students when they are attending or representing the school.

In carrying out these functions the staff, together with the school community, have an opportunity to work together for the benefit of students attending the school.

It is important to note that the School Board is **not** responsible for the following:

- Individual staff matters.
- Individual parent matters.
- Individual student matters.
- Implementation of curriculum.
- Spending of P&C raised funds.
- Staff employment, assessment or development.

## PEAC

Some selected children are invited to do extension work in the Primary Extension and Challenge Program. If selected, parents will be contacted and may choose to send their child, remembering that transport and cost of courses is your responsibility.



## PARENT/TEACHER DISCUSSIONS

It is important that parents take the opportunity to discuss their children's progress with the class teacher on a regular basis. All teachers conduct Term 1 Parent Meetings to introduce themselves to parents and discuss the educational program of the class. Parent interviews are encouraged throughout the school year. Parents wishing to have an interview with teachers should contact the school by phone or Seesaw to arrange a time.

Parents are requested not to seek lengthy discussions with the teacher without making a prior appointment. Teachers cannot hold such discussions during teaching time or before school when they are busy preparing for the day's work.

## DAILY REQUIREMENTS

Every child needs the following items **at all times**. If they are lost, broken or used up they **must be replaced**. Please ensure that each item is named so it can be identified and returned to the child if found.

- 1 x School Bag
- 1 x Lead Pencils
- 1 x Red Marking Pencil (Years 4-6 Biro)
- 1 x Wooden Ruler
- 1 x Eraser
- 1 x Packet Coloured Pencils
- 1 x Pencil Case
- 1 x Art Shirt
- 1 x Library Bag
- 1 x Biro (Years 4-6)

### Please Note:

Students should not bring 'novelty stationery' to school as this proves to be a distraction to work habits.

The school arranges yearly stationery orders for all classes. A list of requirements is sent home with all students in Term 4 each year.

*Ensure any stationery is picked up from the class before leaving the school as it will not be forwarded to your child's new school.*

## BREAKFAST CLUB

The school operates a Breakfast Club 4 days a week. This is available to all students once a permission form is obtained, completed and returned to the school. Breakfast Club operates from 08:00 – 08:30 Monday to Thursday.

## DENTAL THERAPY CENTRE

Dental Health Services continue to provide free dental care for students enrolled at school from Pre-Primary up to and including Year 11. Please ring the Westfield Park Dental Therapy on 9390 8434.

## **SCHOOL ASSEMBLIES**

As a general rule, formal assemblies are held three times a term on Thursdays at 09:00. Dates and times for assemblies are given in newsletters and term calendars. Each class takes a turn to run the assembly. The class running the assembly usually provides the item. Honour Certificates and Citizenship Awards are handed out and this is usually the opportunity for delivering notices, which are of interest to the whole school. Parents are most welcome to attend.

Not all children receive an Honour Certificate or Citizenship Award. Two certificates per class per assembly are awarded for specific effort. There is no rule that every child must receive a certificate during the course of the year.

## **STUDENT INSURANCE**

Children are not covered by insurance while they are at school. Private cover is available through various insurance companies.

## **DUTY**

There are always sufficient teachers on duty in the playground during recess and lunch breaks to adequately supervise students. If a teacher on duty is unaware of an incident it is the responsibility of the child to seek out the teacher and make a report.

## **STUDENT AND FAMILY SERVICES**

We are fortunate to have attached to the school, the following support staff:

Paula Carroll, School, Psychologist (Wednesdays)	9234 9212
Maryteresa Higgins, School Based Social Worker (Mon, Wed, Fri)	9234 9206
Fiona Evans, School Nurse (Termly visits, as needed)	

Support in the form of information, advice and guidance about problems arising out of unhappy or challenging situations at home or school can be provided. These staff may be approached by a child, a parent or teacher.

## SWIMMING LESSONS

The Department of Education Interm Swimming Lessons at this stage **will not** be held this year (2022) due to unavailability of Armadale Fitness and Aquatic Centre. Students' lessons are 40 minutes in duration and are conducted by fully accredited teachers. The Department of Education supplies teachers at no cost. Parents must cover the cost of transport and pool entry. See Contributions and Charges Information Sheet.



## HEALTH AND SAFETY

### SICK CHILDREN

While we do not like children to miss school, we ask that if your child is unwell, they stay at home so they do not infect other students or staff.

Teachers dealing with unwell children interrupt classroom teaching time, and it is very distressing for the children to be away from the care of home at such times. This also reduces the chance of spreading infectious diseases. Parents or emergency contacts will be phoned when children are ill at school. Please always advise the school if your child is/was unwell and not at school. An automatic text message is sent at 10:00 daily for students away without reason.

### ACCIDENTS TO CHILDREN

Minor injuries or illness during the day are normally attended to at school. In more serious situations, every endeavour is made to contact a parent to arrange for the child to be collected from school. In emergencies the child may be taken to a doctor or hospital. Whenever there is any doubt at all, the problem is referred to the parents, who may make their own decisions on the medical treatment required by their child.

Therefore, it is most important that parents ensure that **emergency contact numbers are kept up to date**. These are kept on our student database and parents need to ensure that the school is advised if phone numbers and/or addresses are altered.

### FIRST AID

All students will be cared for appropriately, however only minimal first aid can be offered by the staff. With the exception of Asthma medication, staff may not administer any treatment/medication (without specific, written permission) beyond cleaning and covering a graze/cut and or applying ice. Therefore, whenever there is any doubt the problem is referred to the

parents, who may make their own decisions on the medical treatment required for the child. In emergency situations an ambulance will be called. The cost of the ambulance is covered by the families. We suggest that insurance is purchased to cover this.

## MEDICATION POLICY

Westfield Park Primary School's Medication Policy is based on the Department of Education's 'Student Health Policy'. No student should have any medication at school without having discussed this with the office prior. All medication, except Asthma medication will be held in the administration block.

Staff will assist parents with reasonable request for the administering of medication where the required forms from the Department of Education have been provided.

*A 'Student Medication Request' form will need to be completed in every instance where school staff administer medication to a student, or supervises the administration of medication by a student. Form 3 'Administration of Medication' needs to be completed and the medication left in Admin.*

## STUDENT MEDICAL EMERGENCY ACTION PLANS

It is the responsibility of the parent/guardian/carer to provide the school with adequate information regarding the details of the student's medical condition that may require specific action and/or treatment under emergency conditions. Where such a medical condition exists, the parent must provide the school with an action plan from their GP.

## IMMUNISATION

Parents need to provide the school with their child's record of immunisation from Medicare. Children Pre-Primary and up will not be excluded from the program if they are not immunised. Parents of unimmunised children will be notified if any child has an infectious disease. Please refer to the Infectious Diseases Section for more information.

Kindergarten students require an up-to-date record that is no more than 2 months old at date of application or a catch up plan with a record that is no more than 6 months old at date of application.

## INFECTIOUS DISEASES

### *Conjunctivitis*

Keep home from school until discharge from eyes has ceased.

### *Head lice (Pediculosis)*

Parents are informed if head lice are seen. We expect them to be treated before returning to school. Parents are asked to check their child's hair regularly and to treat when necessary. Vigilance on the part of all parents will assist in minimising the extent of this community problem.

### *Cold Sores (Herpes Simplex)*

Young children unable to comply with good oral hygiene practices should be kept home while lesions are uncovered or weeping. Lesions should be covered by a dressing, where possible.

### *School Sores (Impetigo)*

Keep home from school for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing. Young children unable to comply with good hygiene practices should be kept home until the sores are dry.

### *Influenza – like illness*

Keep home until symptoms resolved.

### *Measles*

Keep home from school. Re-admit on medical certificate of recovery, or at least 4 days after appearance of the rash if well. **Parents are asked to notify the school immediately a diagnosis is confirmed.** Unimmunised contacts should be kept home until 14 days after the first day of appearance of the rash in the last case identified in the school. Contacts should be advised to see their doctor immediately.

### *Ringworms*

Keep home from school until the day after treatment has commenced.

### *Scabies*

Keep home from school until the day after treatment has commenced. Family contacts will probably be infested and should be treated.

**If ever unsure, seek medical advice from your healthcare professional.**

## **A MEMO FROM YOUR CHILD**

**1. BE FIRM WITH ME.....**

I prefer it – it makes me feel secure knowing you care.

**2. DON'T SPOIL ME.....**

I know quite well that I ought not to have all I ask for. I'm only testing you.

**3. BAD HABITS ARE EASILY FORMED.....**

I have to rely on you to detect them in the early stages.

**4. IF YOU CAN HELP IT.....**

Don't correct me in front of other people. I'll take much more notice if you talk quietly with me in private.

**5. DON'T MAKE ME FEEL SMALLER THAN I AM...**

It only makes me behave stupidly big.

**6. DON'T MAKE ME FEEL ALL MY MISTAKES ARE SINS**

It upsets my sense of values.

**7. WHEN I SAY I HATE YOU DON'T BE UPSET....**

It isn't you I hate, but your power to thwart me.

**8. HELP ME TO BE RESPONSIBLE FOR MY ACTIONS...**

I may need to learn the painful way sometimes.

**9. DON'T TAKE TOO MUCH NOTICE OF MY SMALL AILMENTS...**

I'm quite capable of trading on them.

**10. DON'T NAG.....**

If you do, you will find I will have to protect myself by appearing deaf.

**11. PROMISES ARE IMPORTANT.....**

I feel badly let down when your promises are broken.

**12. REMEMBER I CAN'T EXPLAIN MYSELF AS WELL AS I WANT TO .....**

That is why I am not always very accurate.

**13. DON'T TAX MY HONESTY TOO MUCH....**

I am easily frightened into telling lies.

**14. BE CONSISTENT.....**

Or you will confuse me and make me lose faith in you.

**15. PLEASE ANSWER MY QUESTIONS.....**

So that I don't stop asking and seeking information somewhere else.



## **MAJOR LEARNING OUTCOMES (as per the Curriculum Framework)**

1. Students use language to understand, develop and communicate ideas and information and interact with others.
2. Students select, integrate and apply numerical and spatial concepts and techniques.
3. Students recognise when and what information is needed, locate and obtain it from a range of sources and evaluate, use and share it with others.
4. Students select, use and adapt technologies.
5. Students describe and reason about patterns, structures and relationships in order to understand, interpret, justify and make predictions.
6. Students visualise consequences, think laterally, recognise opportunity and potential and are prepared to test options.
7. Students understand and appreciate the physical, biological and technological world and have the knowledge and skills to make decisions in relation to it.
8. Students understand their cultural, geographic and historical contexts and have the knowledge, skills and values necessary for active participation in Australian life.
9. Students interact with people and cultures other than their own and are equipped to contribute to the global community.
10. Students participate in creative activity of their own and understand and engage with the artistic, cultural and intellectual work of others.
11. Students value and implement practices that promote personal growth and well-being.
12. Students are self-motivated and confident in their approach to learning and are able to work individually and collaboratively.
13. Students recognise that everyone has the right to feel valued and be safe, and, in this regard, understand their rights and obligations and behave responsibly.

We wish your child and you a wonderful year at our Westfield Park Primary School and look forward to living up to our school motto of

**COLLABORATION CARE COMMUNITY**

If you have any further questions, please do not hesitate to contact us.

School Reception: 9234 9200

