60 Hinderwell Street, Scarborough WA  6019

Phone    (08) 9341 1202    Fax    (08) 9341 8801
Email    scarborough.ps@education.wa.edu.au
Website  www.scarboroughps.wa.edu.au

SCHOOL TERMS FOR 2015 (for students)

Semester 1  Term 1  Monday 2 February – Thursday 2 April
           Term 2  Tuesday 21 April – Friday 3 July

Semester 2  Term 3  Tuesday 21 July – Friday 25 September
           Term 4  Tuesday 13 October – Thursday 17 December

PUBLIC HOLIDAYS (during school terms)

Labour       Monday 2 March
Anzac Day    Monday 27 April
Western Australia Day  Monday 1 June

SCHOOL HOURS

School Commences 8.50 am
Morning Recess   10.50am – 11.10am
Lunch           1.10pm – 1.50pm
School Dismissed 3.00pm

OFFICE HOURS

Monday – Friday    8.00am – 3.30pm
WELCOME

Welcome to the Scarborough Primary School community. We are very proud of our heritage as the very first school in Scarborough and we provide a learning environment that will equip our students with skills and abilities for their future in an ever changing world.

In 2015 Scarborough Primary School proudly became an Independent Public School. Our school prides itself on providing excellent learning opportunities for all students and we look forward to continuing this tradition in the years ahead.

At Scarborough Primary School every child matters every day and we believe that all students can be high achievers. The staff at Scarborough Primary School are well qualified, experienced and dedicated to student learning. We have close links with neighbouring schools, sharing professional knowledge and practice in order to provide students with a relevant and motivating learning experience. Our strong focus on literacy and numeracy is integrated throughout the Australian Curriculum and is fully incorporated into these areas.

We provide a high quality education for every student, every day. We encourage parents to be partners in our school, in the classroom, at P&C meetings, on the School Board and at home with their child. To reach their potential, students need parents and the community to take an active role in their education.

This booklet will give you most of the information about the way Scarborough Primary School operates but please feel free to contact us if you wish to know more. Your child’s teacher or our friendly office staff will be very happy to answer any further questions or concerns.

CURRICULUM

Our current teaching and learning program aligns with the Australian Curriculum in literacy, numeracy, history and science. In 2015 student reports will also align to the Australian Curriculum in these areas. Please speak to your child’s class teacher if you have any questions about the implementation of the Australian Curriculum at our school.

Information Communication Technology (ICT)
Scarborough Primary School utilises ICT across the curriculum as a tool to develop student’s capabilities to effectively create and communicate information and ideas, solve problems and work collaboratively across all learning areas. We develop students ICT capabilities by providing opportunities for students to adapt to new ways of learning as technologies evolve and to prepare them for their lives beyond school. We promote and teach appropriate and safe online behaviours. Each classroom is equipped with an interactive whiteboard and students utilise our school iPads and computer laboratory to improve their ICT knowledge, skills and confidence.
LOTE (Language Other Than English)
All students in years 3–6 receive weekly instruction in the Japanese language and culture. Japanese is one of the languages offered to students if they move on to neighbouring Churchlands Senior High School, and our links with their Japanese department are strong.

Physical Education
All students participate in a 50 minute session of Physical Education class each Wednesday with our specialist Physical Education teacher. Commencing in March students will be involved in a morning fitness program every Tuesday and Thursday at 8.50am where they work towards improving their level of fitness. The Physical Education program includes whole school events which include a Swimming Carnival, Cross Country Competition and Faction Athletics Carnival.

The school also participates in interschool sporting events such as Lightning Carnivals, Interschool Cross Country and Interschool Athletics.

During the year we have a number of development officers visit the school and run clinics in their specialist areas. In term 1, students participate in a dance program, which concludes with a performance for families and friends. Intern swimming is held in term 4 and all students are encouraged to participate.

Your help in ensuring that students are always appropriately dressed for sporting activities would be greatly appreciated. Students are expected to wear their faction t-shirt, appropriate footwear for physical activity and a hat. A water bottle should be brought to every Physical Education lesson.

Factions
Children are placed in a faction on admission to school. Family members are placed in the same faction. Others are placed according to the balance of numbers.

Challenger - Blue  Parmelia - Red  Stirling - Gold

Students are encouraged to work towards the success of their team through the earning of Faction Tokens for positive behaviour and through participation in sporting events.

Music
The music program has continued to develop and become a significant part of the Arts learning area at Scarborough Primary School. The program continues to create a positive performance profile within the school and the wider community.

The music program consists of teaching students from years 1 to 6 a variety of music concepts and exposing them to a range of musical experiences. The basic elements of music - rhythm, melody, harmony, form and expression, are
incorporated in teaching strategies in a variety of enjoyable and interesting lessons, games and songs.

Community songs have been a positive and enjoyable element of music and increased the performance profile in the school and the community. During 2014 all of our students participated in a nation-wide song event called ‘Music, Count Us In’. This event encourages unity through singing and promotes music education in schools.

The School Choir is a successful group of music students from years 4, 5 & 6. They participate in school performances and combined community events, such as ANZAC Day Ceremony, Music Assemblies and the outstanding Westcoast Songfest, which involves 3500 primary school students singing together as a combined choir.

**Instrumental Music**
Talented students in years 5 and 6 are offered the opportunity to participate in the Department of Education’s Instrumental Music Program and receive free weekly tuition from a visiting teacher from the School of Instrumental Music. There is a hire charge for musical instruments.

**Art**
We are fortunate to have a specialist art program at our school, provided by Mrs Dawn Jones. Mrs Jones collaborates closely with teachers in order to connect art projects with learning that is happening in the classroom. Students are introduced to a huge range of artists and artistic styles and have the opportunity to work with a wide range of media.

The achievements of our students within her program are of a very high standard and are indicative of the enthusiasm that Mrs Jones has for the subject. Examples of the students’ artwork can be viewed throughout the school. We encourage you to take a look next time you are visiting.

**Library**
Our well equipped library is a great resource for our students. Through the library we celebrate Book Week, as well as recognising literary events such as authors’ birthdays.

Children are expected to take care of all borrowed material so library bags are a MUST to protect books from damage or loss. Parents will be asked to pay for damaged or lost books.

**Student Councillor Program**
The Year 6 students at Scarborough Primary School are offered the opportunity to hold a position of responsibility in the school as a Student Councillor.

Councillors are voted in by their peers based on the ability to demonstrate honesty, reliability, initiative, empathy and communicate well. Student Councillors attend a leadership course early in the school year.
Senior Students
Our Year 5 and 6 students take part in school camp biannually. Students are offered the opportunity to test their personal limitations, work as a team and experience new activities. This camp is a highlight of our students’ school journey.

At the end of Year 6 our students participate in a Graduation Assembly. Families are strongly encouraged to be part of this marking of the end of primary schooling where students are recognised for their achievements at Scarborough Primary School.

TRANSITION PROGRAMS

Kindergarten, Pre-primary and Year 1
Transition programs are implemented to ensure that transition is a positive experience for students. The Kindergarten, Pre-primary and Year 1 teachers work closely together to plan activities in term 4 that help the children transition to their next stage of schooling.

Year 6 to High School
We have strong links with our local high schools and have a number of transition/orientation initiatives in place during the year and especially in term 4. Orientation days assist students in the transition to high school.

HOUSEKEEPING

Enrolment Form – Personal Information
At the time of enrolment you will be required to provide your child’s birth certificate or passport, immunisation history statement, proof of your current address, court orders, visa (including arrival date in Australia) if applicable.

Parents are asked to keep the School Enrolment Form up to date by sending a note to the office concerning any change of address, telephone number or care details. It is important we know where to contact you during the day in case of an emergency.

It is also very important that the school be notified of any medical or physical problem your child may have. In the case of separated or divorced parents, please inform the office staff and classroom teacher in writing if there are custody arrangements or access rights affecting the child within school hours. The school will need a copy of any court orders in place.

Children Transferring
Parents are requested to give us at least one weeks notice when children transfer to another school. This will provide adequate time to enable the staff to ensure that all records, books, reports etc have been completed or checked prior to your child’s departure.

Reports on Student Achievement
In line with the Department of Education’s Curriculum Assessment and Reporting Policy, the school will issue two formal reports for students in years PP – Year 6:
one in term 2 and another one in term 4. Portfolios for Kindergarten students are used to track individual progress.

**Parent/Teacher Interviews**
Parents are encouraged to keep in touch with their child’s teachers. Brief exchanges of information are welcome before and after school. For more lengthy discussions or serious concerns, parents are asked to make an appointment with the class teacher to discuss your child’s progress.

**Early Arrivals**
Children are not encouraged to arrive at school before **8.35am** unless they are scheduled to participate in an organised school activity. After school, students are expected to exit the school grounds promptly.

**Absence from School**
**Messageyou® For Schools**
As part of our Attendance Policy and Procedures, Scarborough Primary School uses Messageyou® software. This technology has two main purposes:
1. It complements the range of strategies we have in place to improve the attendance rates of students at our school.
2. It improves the school’s capacity to ensure student safety.

The School text number is **0409 113 567**

Parents of students who are marked absent without explanation will receive a text message from the above number on their mobile phone. Please store the number as Scarborough Primary School. The message will indicate the child’s name and the fact that they are absent. Parents are able to respond to this text with an explanatory message but are unable to call the number.

To avoid receiving a text message, parents can text a message explaining their child’s absence before 9.30am to the text number, or voice call the school office on **9341 1202**. An absentee note is requested when your child/children return to school if you did not respond to the Messageyou® For Schools text.

Parent notes are required for daily absence from school and exclusion from sport for medical reasons.

**Late Arrivals and Early Departures**
Students who arrive late must see the office staff for a late card before going to their classroom. Parents who collect their children early must sign them out in the school office before picking them up from the classrooms.

**Subscribe to our School Newsletter**
School newsletters are the main means of communication between the school and home. The newsletter is produced every Friday fortnight and is available by accessing our website – **www.scarboroughps.wa.edu.au**. The link to subscribe to the newsletter is found on our home page, under the 'News' heading at the bottom of the page. Subscribe now to avoid missing important information and dates regarding your child’s schooling.
School Assembly
Assemblies are held at 9.00am three times per term, as detailed in the term calendar. Parents, grandparents and friends are encouraged to attend and support the presentation of Merit Certificate and value awards as children are thrilled to have family members present. Parents will be informed by the class teacher if their child is to receive a Merit Certificate.

Behaviour Management Plan
The school plan takes into account the differences and diversity within the school community and a restorative problem solving choice theory and a shared concern approach is used across the school to address inappropriate behaviours. Children are made fully aware of the appropriate ways to behave in school to show respect for their peers, teachers and themselves.

Parents will be contacted if their child deliberately or repeatedly shows unacceptable behaviour at school. Parents are asked to always inform class teachers if anything happens outside of school that might impact on their child’s behaviour at school.

Anti-Bullying Policy
Bullying of any type is not tolerated at Scarborough Primary School. It is important for children to understand that they must tell an adult if they have been bullied or if they see someone else being bullied. All reported instances of bullying will be acted on by school staff. Bullying is not a major problem at our school but we aim to equip all our students with the confidence and knowledge to deal with bullying in any environment.

All classrooms participate in the whole school values program “You Can Do It”.

Excursion/Incursion Money Collection
Money for excursions and incursions can be paid to the school by cash, cheque or transferred electronically into the school bank account – Commonwealth Bank BSB 066–040, Account Number 19 900 233. Cash/cheque should be given to the class teacher (not the office) before 9.00am. Please place the money and permission slip in an envelope marked with your child’s name, year and purpose (e.g. camp or zoo excursion) and hand to your class teacher.

Pupil Requirements
Parents are expected to provide the daily consumable stationery items which are to be replaced as required (class teachers will inform parents when replacements are needed).
CONTRIBUTIONS AND CHARGES

Voluntary School Contributions
The Education Act requires schools to advise parents of Contributions and Charges for the year. In accordance with the Department of Education Contributions, Charges and Fees Policy, schools can request a maximum contribution of $60.00 per child for years K–6. The voluntary contribution rate for 2015 has been set by the school and School Council at $60.00 per student. We ask that voluntary school contributions be paid as early as possible in the school year as the money is used to enrich the learning opportunities available to your child at this school.

Charges for Extra Cost (Optional Components)
A breakdown of estimated charges for your child’s participation in incursions, excursions and other activities for 2015 has been included in the following schedule.

The Education Act requires schools to advise parents of Contributions and Charges for the year. In accordance with the Department of Education Contributions, Charges and Fees Policy, schools can request a maximum contribution of $60.00 for years K – 6.

2015 Voluntary Contributions & Charges for Years K– 6

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<tr>
<th>VOLUNTARY CONTRIBUTIONS</th>
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<td>Voluntary Kindergarten Contributions (per child)</td>
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<td>Voluntary Pre–primary Contributions (per child)</td>
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<td>Voluntary Primary Contributions (per child)</td>
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<td>Voluntary P&amp;C Contributions</td>
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School and P&C Voluntary Contributions can be paid to the school office by cash, cheque or transferred electronically into the individual bank accounts.

School – Commonwealth Bank account BSB 066–040, Account Number 19 900 233
P&C – Commonwealth Bank account BSB 066–122, Account Number 10 003 768

CHARGES
School charges cover specific learning activities which are available to all students, but are conditional on payment being received. Parents are responsible for the cost of these activities.

PLEASE NOTE:
Charges are an estimate and you are not expected to pay them in advance. The school will send home a note explaining the activity, a permission slip for your child/ren to attend and a request regarding payment when student numbers have been finalised.

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SCHOOL UNIFORM

We aim to have all children take pride in their school and personal appearance. All students are expected to wear their school uniform every day. Shoes, trainers or sandals are recommended for everyday use. Items can be purchased from our uniform shop. Please phone/text Sue, our uniform coordinator on 0424 055 443 to make an appointment or complete an order form in the office.

For safety reasons, studs or sleeper earrings and a watch are the only items of jewellery that may be worn.

Dress Code Policy

The School Council of Scarborough Primary School has established a Dress Code for all students attending the school.

The School Council believes 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 amongst students,
• prepares students for work, as many work places have uniform and safety codes.

Advice to Students on Dress Code

Modification to Dress Code

Parents of students who, for religious or health reasons, may need to modify the school Dress Code are required to make an appointment with the Principal. Staff will be informed of any student granted a modification to the Dress Code.

Non Compliance

1. Parents informed.

Grievance Procedure

1. Parents who enrol their child/children at Scarborough Primary School do so accepting the Dress Code.
2. Parents contacted regarding their child’s inappropriate clothing may address the issue by letter or meeting with the Principal.
3. Non resolution of the situation can be referred to the School Council.
4. Parents have the right to apply for admission to a school where the Dress Code reflects their preferences.

No Hat No Play

In line with the Department of Education’s policy, the P&C Association and the School Council, with the support of the teaching staff, have devised a policy to protect children from the dangers of skin cancer. Children will only be permitted out in the sun if they are wearing a brimmed hat. This policy will apply all year for morning recess, lunch time, incursions and excursions. Children without a hat will be asked to stay in the undercover area.
Interschool Sports
We have a number of interschool sporting competitions during the year. The school will supply an Interschool t-shirt on the day which needs to be washed and returned as soon as possible. Please ensure school uniform shorts, skorts or skirts are worn on these special days.

Lost Property
Lost property is a concern both to the school and parents who meet the cost of replacing items. In order to address these concerns we ask parents to be very conscientious in clearly marking of names on all items of clothing, lunch boxes, drink containers and stationery items.

Labelled lost property will be returned to the owner. Any clothing not labelled will be placed in the lost property box.

Children’s Belongings
To minimise the possibility of distress due to accidental damage or loss, parents are urged to ensure their children do not bring items of value to school.

We ask children not to bring MP3 players, electronic games, expensive watches, toys, jewellery or excessive amounts of money to school. Money should not be left in trays or on desks. Your cooperation is greatly appreciated.

Mobile Phones
Students who have mobile phones are required to turn them off and hand phones in to the class teacher each day or leave them in their bag. No responsibility can be taken by the school for these items.

PASTORAL CARE

Pastoral Care Policy
The school has a strong Pastoral Care Policy and all staff members are involved in the pastoral care of students. We have a School Chaplain, School Educational Psychologist and staff who can assist in this area.

The school’s Values Education Program, ‘You Can Do It’, encourages students to demonstrate common shared values including confidence, organisation, persistence, getting along and resilience. We regularly focus on these values throughout the school to reinforce our message.
Medical Policy
It is the responsibility of parents and guardians to provide the school with written information relevant to the health of their child. An emergency plan will be developed for students with serious medical conditions. Such a plan will result following consultation between parent or guardian, family doctor and school. The school must be notified immediately if medical information changes.

The Department of Education has a strict policy on the administering of medication in schools. No staff member is allowed to give a child medication unless the correct forms have been completed by parents (for short term medication such as antibiotics) and the prescribing doctor if medication is long term. Parents can obtain these forms from the office or our school website.

Accidents or Illness
In cases of illness or serious accidents we will contact you immediately. Please do not send a child who is unwell to school.

Communicable and Infectious Diseases
The Department of Education follows the Health Department of Western Australia guidelines in ensuring that children entering school are fully immunised.

Parents of children who are not fully immunised may be required to remove their children from school should a serious infectious disease outbreak occur.

Hair
Please ensure that all long hair is tied back.

Head Lice outbreaks do occur occasionally and this is one way of alleviating the problem. Parents are also asked to regularly check their child’s head and to supervise hair washing. Information for parents is available from the Department of Health at www.health.wa.gov.au/headlice.

Student Services: Educational Psychologist and School Nurse
The services of an Educational Psychologist and a School Nurse are available to the school. Children may be referred by the school or by parents. Information about referral procedures may be obtained from the class teacher.

School Chaplaincy
Our School Chaplain is available by appointment. Please phone the school for further details.

Dental Therapy Unit
The Dental Therapy Unit provides a free, continuous preventative dental service for each enrolled child from Pre-primary to Year 11.

Dental health is maintained through the onsite clinic at Yuluma Primary School, phone 9446 8990. All children who register are checked and parents advised when treatment is required.
PARENTAL INVOLVEMENT

Parents and Citizens Association
The Scarborough P&C is composed of parents interested in the best possible education for our children. It raises money to provide learning opportunities for the students and is a forum for discussion about our school. Regular meetings are held at school, usually twice a term. You are most welcome to bring your ideas, questions and enthusiasm to the meetings.

Please check the school newsletters for dates.

School Board
The School Board works with the school to achieve the best outcomes for students. Its functions are covered by Legislation. The elected members include parents, staff, the school Principal and members of the community may also be invited to join. The Board makes an important contribution to supporting public education.

School Board Roles and Responsibilities
The functions of the Board (detailed in the *School Education Act 1999* and the *School Education Regulations 2000*) include working with the school management team to:
- establish and review the school’s objectives, priorities and policies,
- plan school budgets to meet the objectives and priorities, and oversee the school’s,
- financial management,
- evaluate the school’s performance in achieving its objectives and priorities,
- form codes of conduct for students,
- take part in selection of the school Principal (and, in certain circumstances, other members of the teaching staff),
- approve charges or contributions that students’ families need to pay to the school for services, facilities and extra optional education programs,
- approve class book and stationery lists,
- approve arrangements for advertising or sponsorship of the school.

Parent Support
There are many ways parents and other adults who play an important role in a child’s life can be involved with their children’s education at home, at school and in the community.

Here are some ways you can be involved in your child's education:
- come along to our parent evening in term 1 to meet the teacher,
- make a date with the teacher to visit your child's classroom,
- arrange an interview with your child’s teacher through the school office or email scarborough.ps@education.wa.edu.au to discuss academic progress, behaviour or any concern you may have. Our teachers are happy to take time to talk with you.
- join the P&C Association,
- come along to our community events such as assemblies, sports carnivals and Science Week (details of these events are published in our newsletter),
- volunteer your time to help at school.
Canteen – Open on Fridays
Lunch orders must be handed in to the canteen before school starts. Recess can also be pre-purchased on the same order form or from the canteen at recess time.

Canteen volunteers are always welcome. Your assistance is very much appreciated by the staff and students.

Concerns
Contact your child's teacher if you have any concerns about what is going on with your child at school. If required, an appointment can be made with the Principal or Deputy Principal.

Parent Helpers
Parents who are working with children at school are in a privileged situation, to see how particular children learn and behave. This is confidential information and, just like the teachers, parents are bound to respect that confidentiality.

Bicycles and Scooters
Students who ride to school are required by law to wear a helmet. Bicycles and scooters must be placed in the bicycle racks provided and should be chained and padlocked to the racks during school hours. Bicycles, scooters, skateboards, ripsticks etc are not to be ridden inside school grounds.

Staff Car Park
Parents are asked not to use the staff car park for the purpose of dropping off or collecting children. Children should also be instructed not to walk through the car park as there are often vehicles reversing. This is a student safety measure.

Parking
Parents are encouraged to use the parent parking available on Deanmore Road, on the eastern side of the school oval as there is limited parking at the front of the school in Hinderwell Street. Parents are advised to read and comply with parking signs around the school. Please do not park on our neighbours’ lawns or driveways.

Before and After School Care
Before School from 7am – After School until 6pm – Government rebates apply.

Mulberry Tree Kids Club has commenced at Scarborough Primary School. Their aim is to provide a safe and caring environment where children can participate in a variety of activities provided by qualified and experienced educators. Children will be offered a tasty and healthy afternoon tea after school from their additive aware menus. To make an enquiry or to enrol please contact Ash on 9446 9999 or scarborough@mulberrytree.com.au