



**Lathlain**  
Primary School

# **PARENT HANDBOOK**

## **2018**

Lathlain Primary School  
120 Howick Street Lathlain 6100

## CONTACT DETAILS

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P&C Blog: [www.lathlainprimaryschool.wordpress.com](http://www.lathlainprimaryschool.wordpress.com)

## Handbook

This booklet is provided as a reference for parents of children attending the Lathlain Primary School.

Please keep it in a convenient place.



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## SCHOOL MOTTO

Our school motto "Seek, Strive and Learn" stands for the following:

- |                                 |  |
|---------------------------------|--|
| <b>SEEK</b> to provide          | <ul style="list-style-type: none"><li>- equity in student learning.</li><li>- equity in a caring environment.</li><li>- a quality educational program.</li></ul> |
| <b>STRIVE</b> for excellence in | <ul style="list-style-type: none"><li>- student learning.</li><li>- student effort.</li><li>- behaviour management.</li></ul>                                    |
| <b>LEARN</b>                    | <ul style="list-style-type: none"><li>- for life, enjoyment and fulfilment.</li></ul>  |

We openly invite your involvement and participation to help us provide an even better learning environment and educational service to the children we teach.

## VISION STATEMENT

### OUR VISION

Lathlain Primary School aims to provide students with a safe, secure and stimulating learning environment lead by committed professionals where quality learning, teaching and assessments contribute to a holistic education for students.

Together we "*Seek, Strive and Learn*" to maximise each child's cognitive, social, physical, cultural and moral development. Staff promote values where everyone is respected and acceptance of diversity is a part of the ethos across classrooms. Positive partnerships with parents and members of the wider community are important aspects of Lathlain's provision for its students.

### OUR VALUES

At Lathlain Primary School we are committed to the values of the Department of Education.

#### 1. Learning-

We believe all students have the capacity to learn. We are committed to fostering lifelong learning and valuing efforts made by students in their learning journeys.

#### 2. Excellence-

We have high expectations for every student. We encourage each student to strive towards further learning in academic and non-academic areas.

#### 3. Equity-

We endeavour to create an environment that is free from discrimination, exploitation or abuse. We value the individual and adhere to the Melbourne Declaration on educational Goals for Young Australian. We believe that early childhood is a celebration of learning and honour of diversity that when valued and nurtured appropriately, fosters individuals that can positively contribute to their community and the greater society.

## SCHOOL YEAR TERM DATES

STUDENT TERM	START DATE	END DATE
1	Wednesday 31 January	Friday 13 April
<b>Term break</b> Saturday 14 April - Monday 30 April		
2	Tuesday 1 May	Friday 29 June
<b>Term Break</b> Saturday 30 June - Monday 16 July		
3	Tuesday 17 July	Friday 21 September
<b>Term Break</b> Saturday 22 September – Monday 8 October		
4	Tuesday 9 October	Thursday 13 December

## PROFESSIONAL DEVELOPMENT DAYS

Students do not attend school on the days listed below. Staff members use these dates to engage in professional development and school planning.

<b>Term 1</b>	<b>Monday</b>	<b>29 January 2018</b>
	<b>Tuesday</b>	<b>30 January 2018</b>
<b>Term 2:</b>	<b>Monday</b>	<b>30 April 2018</b>
<b>Term 3:</b>	<b>Monday</b>	<b>16 July 2018</b>
<b>Term 4:</b>	<b>Monday</b>	<b>08 October 2018</b>
	<b>Friday</b>	<b>14 December 2018</b>

## PUBLIC HOLIDAYS

### DURING SCHOOL TERM

Labour Day:	Monday	5 March	Term 1
Good Friday:	Friday	30 March	Term 1
Easter Monday:	Monday	2 April	Term 1
Easter Tuesday:	Tuesday	3 April	Term 1
Western Australia Day:	Monday	4 June	Term 2

### DURING SCHOOL HOLIDAYS

Anzac Day:	Wednesday	25 April
Queen Birthday:	Monday	24 September

## THE SCHOOL DAY

Commences	8.50 am	Morning Recess	10.30 am 10.50 am
Home Time	3.00 pm	Lunch	12.30 pm - 1.10 pm

There is a bell just prior to the siren to allow time for students and teachers to make their way to their classroom in preparation for the siren.

## KINDERGARTEN

Students attend Kindergarten for 15 hours per week. In order to accommodate children and also take into consideration the difficulties of half days for working parents, the children will be attending two days one week and three the next. Teachers will inform parents which weeks their child will be attending the three days. Kindergarten teachers welcome interaction and participation with parents. Please become involved as you are able in the special events held each year.

## PRE-PRIMARY INFORMATION

Children starting Pre-Primary commence school along with students in Years 1 – 6. Pre Primary is full time from day one of Term One and classes are deemed compulsory. Pre-Primary provides a strong foundation which is important for future learning.

## SCHOOL COUNCIL

In accordance with the Department of Education's policy, a School Council has been established at Lathlain Primary School. The purpose of the Council is to ratify the school's plans for improvement, the school budget and assist with policy development.

School Council consists of staff, parent and community members. The Council meets at least once a term to consider the school development plan, the school budget, to establish school priorities and other matters related to the school's vision and direction.

## THE P&C

The P & C Association plays an important part in the life of the school. As well as providing much appreciated financial support to the school, the P & C Association also provides a forum for the expression of parents' ideas regarding school matters.

All parents are urged to become active members and engage with the school as they are able.

Meetings are held in the library on the Wednesday of Week 3 and Week 7 of each term, commencing at 7.00pm.



## SCHOOL UNIFORM

Lathlain has established a school dress code, which must be followed.

The policy includes statements on:

Hats,

Jewellery,

footwear as well as normal uniform.

Children are expected to wear school uniform on all school excursions. The wearing of singlets, T/shirts with offensive logos and other inappropriate dress is unacceptable. Children are not permitted to come in bare feet. For safety reasons thongs are not to be worn to school. Shoes or strong sandals are recommended.

**Names should be clearly marked on all clothing.**

*NOTE: - The dress code policy is included elsewhere in this handbook.*

## UNIFORM SHOP

The P & C Association operates a uniform shop and all school uniforms, both new and second hand, can be purchased through the uniform shop.

### Girls Summer Uniform:

Royal blue polo shirt

Blue shorts

Blue day skirt

School dress

### Boys Summer Uniform:

Royal blue polo shirt

Blue pull on or

Fly front shorts

### Girls Winter Uniform:

Blue windcheater

Blue zip front jacket

Blue track pants

Black tights

### Boys Winter Uniform:

Blue windcheater

Blue zip front jacket

Blue track pants

Blue rugger pull on pants

### Girls Sports Uniform:

Blue sports skirt/skort

### Boys Sports Uniform:

as for normal uniform

**Hats:** Students are required to wear a hat to play outside. Hats can be purchased from the uniform shop. These hats are reversible and act as faction hats on one side with school colours on the other.

## LOST PROPERTY

All lost property is kept in the storage container near the staffroom and can be collected at any time by students or parents.

Lost property still in the container at the end of each semester will be sent to a clothing collection agency or recycled through the school uniform shop as second hand items.

**Please help us by labelling your child's belongings.**

## STAFF MEETINGS

Staff meetings are held on the Wednesday of the third, fifth, seventh weeks of term. These are held out of school time. Prompt pick up of students on these days ensures staff are able to maximise meeting times. Your support with pick up is appreciated.

## SCHOOL NEWSLETTER

The school newsletter is an important form of communication between the school and home. The newsletter will be emailed to each family every second Friday. Hard copies are available from the front office. Parents can have the newsletter sent to an e-mail address.

## SCHOOL ASSEMBLIES

- School Assemblies are held most Tuesdays at 8.50am. Assemblies are either Senior, Junior or Whole School. Please check the term planner to see when each is scheduled.
- Selected students are acknowledged for particular efforts. Teachers issue *Honour, Student of the Month or Virtue Certificates*.
- Each class will present an item during the year.
- There is often news and information for both children and parents shared at assemblies.
- The school leaders conduct the assemblies. Parents are most welcome to attend.

## SCHOOL REPORTS

School reports for students from K-6 are issued at the end of Semester 1 & 2 each year.

Parents are encouraged to meet with class teachers if they wish to discuss their child's report when it is issued each semester.

Parents are welcome to discuss their child's progress at any time by making an appointment with the class teacher.

Where two copies of a report are required due to family circumstances, arrangements need to be made with the class teacher concerned.

## HOMEWORK

The Department of Education has a policy in relation to homework that specifies that homework must support the learning that is taking place in the classroom.

Many teachers across the school will provide students with "homework" activities in Reading, Maths and Spelling to provide practice for basic skill acquisition. Senior students may also be given research and project work to complete as part of the homework program.

In general terms, the teachers believe that regular homework is a valuable aspect of the learning process and contributes to the development of sound study habits. Parent support for homework activities is appreciated by staff.



## STAFF PARENT INTERVIEW

Parents are encouraged to contact their child's teacher if they have any queries or concerns regarding their child's progress at school.

Parents may arrange an appointment with individual teachers at a time convenient to both. In this way interruptions to the teaching program are minimal. It is in everyone's best interests that good communication between school and home exists.

Class meetings will be held in Term One to introduce teachers and discuss procedures and expectations.

## SCHOOL PSYCHOLOGIST

A school psychologist visits the school regularly to assist children who are experiencing learning, behavioural or emotional problems. Generally, school psychologists work across a number of schools.

Children may be referred by the school or by the parents, or by both in consultation. Parent permission is necessary before any interview or testing is undertaken by the school psychologist.

## BEFORE SCHOOL SUPERVISION

Children who arrive at school prior to 8.40 am are expected to sit on the verandahs outside their classroom areas. There is limited supervision available prior to this time. Class teachers are expected to open their classes at 8:40am and children are able to enter rooms to prepare for the day. Students are not permitted to play on equipment or run around the quadrangle area.

Parents will need to inform the Principal (in writing) if their child needs to be at school prior to 8.40am regularly.

## OUT OF SCHOOL CHILD CARE

There are three providers picking students up each afternoon after school. Students attending After School Care are to move to the admin block at the end of each day where providers collect the children. The after school providers are:

PCYC Kensington	Mob: 0409 116 237 Tel: 9367 1282 / 9474 1778
Riverside Kids Club	Mob: 0403 959 508
Cuddles	Mob: 0434 420 334 Tel: 9472 4702

**NOTE: Riverside Kids Club is on school site and located in the undercover area.**

Please remember to contact your provider if your child is sick or not attending After School Care on a particular day.

## MANAGING STUDENT BEHAVIOUR

The Lathlain School Policy on student behaviour is based on the following principles.

1. Every student and teacher has the right to work without disruption from others.
2. Students are to accept the consequences of their actions and accept a responsible role in solving any problems created.
3. The rules of the school have been made for the protection of the students, their property, the school property, the staff and the public.
4. School and class rules at Lathlain are based on three (3) underlying factors.
  - i) Safety - we play carefully and safely at school
  - ii) Caring - we care for other people and their property  
- we care about our school
  - iii) Consideration - we show consideration for others.

<u><b>Responsible</b></u>	<u><b>Respect</b></u>	<u><b>Inclusiveness</b></u>
<p>Being Responsible means always...</p> <ul style="list-style-type: none"> <li>Make the right choices by managing yourself</li> <li>Be a positive role model</li> </ul> <div style="text-align: center;">  </div>	<p>Being Respectful means always...</p> <ul style="list-style-type: none"> <li>Treat others the way you want to be treated</li> <li>Care about yourself and others</li> <li>Use your manners</li> <li>Accept people for who they are</li> <li>Respect the environment</li> <li>Respect all property</li> </ul> <div style="text-align: center;">  </div>	<p>Being inclusive means...</p> <ul style="list-style-type: none"> <li>Everyone is special and unique</li> <li>We all have a sense of belonging</li> <li>We care about how others feel</li> <li>Everyone is welcomed and Included</li> </ul> <div style="text-align: center;">  </div>

## SCHOOL RULES

School playground rules are established and discussed with all children at the beginning of each school year.

Teachers teach expected behaviours and reinforce students when they display appropriate choices and actions.

## CLASSROOM BEHAVIOUR MANAGEMENT

Teachers, together with students, formulate a classroom behaviour management charter.



## ABSENCES

Under Education Regulations notification is required for all absences from school.

Brief written notes, dated and signed by a parent or a telephone call or email are therefore required for:

1. Any absence from school
2. Permission to leave school early (medical or dental)
3. Permission for your child to be excluded from physical education or sport due to illness or disability.

Parents are asked to remember children are assessed on work covered during school time. It is therefore important that attendance is regular and timely. If for any reason, parents need to take a student out of school during term time for extended periods they need to make application to the Principal in writing.

## SCHOOL CONTRIBUTIONS AND CHARGES

In order to provide the school with additional teaching resources the Department of Education regulations allow a voluntary contribution scheme to be established by the Principal.

**Lathlain Primary School's contributions for this year are \$60.00 per child.**

We ask for your co-operation in paying this amount, together with a P & C Contribution at the beginning of the school year.

**The P & C Contribution is:**

One/two child/ren	\$30.00 each child
Three or more children	\$70.00 per family group

Contributions and Charges are ratified by the School Council each year and details are sent home in November. These contributions in 2018 will assist us to purchase of materials for students across the school.

## PERSONAL REQUIREMENTS LIST

A personal requirements list is issued for each year level. Parents may acquire the listed items from an education supplier working with the school who will supply the items at very competitive prices. Parents are also able to purchase most materials from local stores and newsagencies.

Parents are asked to pay the workbook levy as found on the personal requirements list. This enables teacher to order appropriate material for each child through selected educational suppliers.

## SCHOOL EXCURSIONS

Children are often taken on excursions and sporting trips, usually by hired buses. On occasions parent vehicles may be used ( Eg: PEAC).

When bus hire is needed, parents are asked to pay the fares involved for the excursion.

Class teachers will notify parents of forthcoming excursions indicating where, when and the cost of the excursion.

A permission note is sent home to be signed and returned. This is a legal requirement of the Education Act. No student can attend an excursion if parental permission is not ratified.

## RESOURCE CENTRE

The school library resource centre plays an important role in our school. It contains a varied selection of fiction, non-fiction, reference books, audio visual aids, educational games and computers.

The Library uses the 'BOOKMARK' automation system, which is continually updated. Library skills are taught to children and an emphasis is placed on research skills in context.

Children are encouraged to borrow books from our library, using a material bag. We encourage student responsibility in remembering due dates and borrowing procedures, as well as care with books. It is school policy to charge a replacement cost of any book lost or damaged by a library borrower.

## LUNCH ARRANGEMENTS

All children eat their lunch in designated areas under supervision of teachers on duty. When the duty teachers are satisfied the children have completed lunch and left the area clean, they are allowed to go to play.

Any child going home for lunch is required to bring a note from home informing the class teacher of this. One note for the year is sufficient if the child goes home regularly.

Lathlain Primary has a few students who have severe allergic reactions to nuts and parents are asked to consider keeping foods containing nuts out of school lunch boxes to support a safe environment for these students.

## CANTEEN- LATHLAIN LUNCH BOX

The P & C operate a school lunch service one day per week - Friday. Lunches are pre-ordered on Thursday mornings. Any increase in service will be relayed to parents in the newsletter. The Canteen is exploring the possibility of online ordering in 2018.



## MONEY COLLECTION

- The School uses the Billing system where each student has their own account
- Contributions can be paid with the stationery order with our preferred educational supplier or at the start of the new year
- Accounts will be posted in the new year
- Excursions/Incursions can be paid in advance as a bulk payment of \$30 at the commencement of Semester 1 and then again at the beginning of Semester 2 **or** at the time of the activity
- Payment envelopes will be sent home with each activity permission slip
- Please place the money and slip in the envelope with the child's name, room number, amount and purpose
- Please provide correct money as change cannot be given
- Payment envelopes can be placed in the Incursion/Excursion Box in the office
- Payments can be made in Cash, Cheque (School name), and EFTPOS at the front office, or by Direct Deposit
- Please include the student's name in the banking reference for Direct Deposit
- Our bank details are available on each payment envelope or through the Office.

## SPORTS GENERAL

The Lathlain Primary School Physical Education Program is delivered school wide, through specialist Physical Education classes, classroom and collaborative sports and early morning running club. Students with good standing are also given the opportunity to represent the school at interschool competitions in various sports. The aims of the program are centred on building students overall skills and fitness to allow them to become lifelong sport participants.

Lathlain Primary School delivers a Fundamental Movement Skills Program for the Pre-Primary to Year 2 students. This program ensures student develop important skills such as throwing, catching and running to ensure they have necessary abilities to be able to participate in organised sporting games.

Senior students participate in a number of different sport activities during their PE classes throughout the year: netball, basketball, football, soccer, athletics, t-ball, volleyball and cricket. Students also participate in fitness sessions to build overall fitness capabilities, as well as muscle and bone strength.

School cross country, athletics and swimming carnivals provide further opportunities for students to be able to test themselves against others and strive to do their best.

There are several interschool carnivals run throughout the year. These include:

- |                 |   |
|-----------------|---|
| • Winter Sports | Term 2 (Football, Netball, Soccer, Hockey and Basket) |
| • Cross Country | Term 3  |
| • Athletics     | Term 3  |
| • Summer Sports | Term 4 (Cricket, Volleyball, Newcombe, T Ball)        |

## FACTIONS

All students in 2018 will be allocated to one of the following factions:



Red - Curtin  
Green - Cowan  
Gold - Stanley  
Blue – Forrest

Siblings are placed in the same faction during their primary school years. Children are encouraged to wear faction T-shirts during the Athletics Carnival.

Faction shirts can be worn during term time and interchanged with the regular school uniform shirt.

## SWIMMING LESSONS

In term swimming lessons run by the Department of Education are organised for all children by the school. There are usually 10 lessons, one per day for two weeks.

In 2018 the program changes into two programs:

**Pre-Primary - Year 2** children at Lathlain have lessons in **Term Two** at Aqualife Swimming Centre.

**Year 3 - Year 6** students will have lessons in **Term Four** at Aqualife Swimming Centre.

All children who attend will have access to sunscreen (the school will supply this).

## SCHOOL NURSE

Our school nurse is employed by the Health Department of Western Australia and is available to assist with any advice or concerns that you may have. Contact details are available from our front office.

## DENTAL THERAPY CENTRE

The Dental Therapy Centre is at Carlisle Primary School. This is a free dental service for all children from Years 1-6.

The Dental unit notifies parents through the school as to when their child should attend the clinic. It is up to the parents to arrange transport to and from the Dental Unit.

The Centre's telephone number is 9362 2950.

## SICKNESS OR ACCIDENTS AT SCHOOL

Minor injuries or illness during the day are attended to at school.

With more serious injuries or illness every attempt is made to contact a parent or the emergency contact to arrange for the child to be collected from school.

In extreme emergencies, the child may be taken to a doctor or hospital.

Children should NOT be sent to school if unwell. We do not have the staff or facilities to supervise sick children.

**IT IS ESSENTIAL** that the school is notified of any change of home, work, or emergency telephone numbers. We need to be able to contact you if your child needs you.

## INFECTIOUS DISEASE

Any children suffering from infectious diseases are to be excluded from school under Public Health Department regulations.

Please note the following details, especially the reference to the exclusion period.

### MEASLES

Measles is now a "**notifiable disease**" and exclusion from school is important. A doctor's certificate must be obtained.

If there are two or more reported cases close together in a school, the school has to notify the Health Department.

### HEAD LICE

Children should be excluded from school and will not be re-admitted until proper and effective treatment has been carried out.

## LIST OF INFECTIOUS DISEASES

### CHICKEN POX

Exclude from School, re-admit on a medical certificate or after 7 days from onset of the scabs if the child is well.

### GERMAN MEASLES

Exclude from school. Re-admit on a medical certificate or on the subsidence of symptoms.

### MUMPS

Exclude from School. Re-admit on a medical certificate or after 14 days from onset if the child is well.

### SCHOOL SORES

Exclude from School. Re-admit if under treatment.

### WHOOPING COUGH

Exclude from School. Re-admit on a medical certificate or after 28 days from onset of whoop.

Please seek guidance from your medical practitioner if you are unsure whether your child should be at school.

## DOGS ON SCHOOL GROUNDS

Dogs **are not** permitted on school grounds.

## BICYCLES

Bicycles and scooters should be wheeled onto the property and parked in the bike racks outside the library. They should then be chained to the rack.

All children are to wear safety helmets when riding to and from school.

It is recommended that **only** children from Years 4 - 6 ride bicycles to school.

## PARKING

There is street parking around the school that can be used by parents during peak times. Please adhere to the signage as the Local Town of Victoria Park Rangers regularly monitor the parking in the area.

Waller Street affords parents the option of a stop, kiss and drop off and pick up zone. Please do not stop and park in the cul-de-sac if your child is not there as you will be fined. Admin staff will encourage you to move on so that the traffic flow can be safely maintained.

When you do park your car in the vicinity of the school please ensure that no valuables are visible and that you lock your vehicle (*We have had smash and grab issues*).

## ADMIN CAR PARK

**This is reserved for staff.** In the interest of safety, parents should **ONLY** use the car park for an exceptional reason such as a physical disability or where a pick up is required when a child is unwell and in the medical room. The visitor's bay in the car park is available **SOLELY for THIS purpose.**

## SCHOOL POLICY ON HATS

With support from the P & C Association and the School Council this school has adopted a **"NO HAT, NO SPORT OR NO PLAY"** policy.

Students are required to wear a school hat at recess and lunch times, Physical Education lessons and sport sessions. Hats are available from the uniform shop.

**If a student has no hat, they will be expected to remain on the verandah.**

Parent support is essential to ensure children take common sense steps to protect themselves from the harmful effects of the sun.



## NO SMOKING

All government schools have been declared **"SMOKE FREE ZONES"**. Therefore smoking is **not allowed** on the school grounds at any time.





## SCHOOL SONG

We have a great school called Lathlain,  
In the proud state of W.A.  
We're working with co-operation,  
In sport and in class and in play.

## CHORUS

We gather each day to accomplish,  
And to play and have fun with our peers.  
Because Lathlain's the school we are proud of,  
We seek, strive and learn through the year.



### RATIONALE

Establishing a meaningful and ongoing contact with parents is an important part of schooling. The parent is able to give the staff information that will help them understand the student's needs, interests and personality. The staff will be able to inform the parent of the student's progress, needs and problems and how the parent can best help his/her child to learn within the school's educational and behavioural policies.

### AIMS

1. To have as much staff/parent discussion and interview time as the school program will permit.
2. To gain educational and behavioural benefit from staff/parent discussions and interviews.
3. That both staff and parents will be satisfied with the outcomes of any discussion or interview.

### TERMS DEFINITION

**Discussion** – An informal conversation about general student progress/information, or easily resolved concerns about the educational or behavioural progress.

**Interview** – A prearranged meeting by either staff or parent to have a comprehensive review of the student's progress and/or to discuss concerns of a more serious nature.

### POLICY

#### Discussions

1. Should not keep staff from doing their normal duties such as:-
  - a) classroom teaching and supervision
  - b) lesson preparation especially before 8.40am
  - c) playground duties
2. A discussion may lead to the necessity for an interview and staff will decide if that is the best way to adequately deal with the issues raised.
3. Teachers may make notations on the subject discussed.

#### Interviews

1. Should take place in private and not in front of a class where children are working.
2. A clear outline of the concerns need to be given to the parent or staff member prior to the interview to assist the preparation of both parties.
3. Other people, including the student, may be present at the interview as long as both parties agree.
4. An agreed time limit should be made, and if issues have not been resolved, an agreed extension can be made or preferably a further interview date made to allow for further thought on the matter.
5. Teachers should take notes at each interview.
6. The Principal or one of the Deputy Principals may be present at any interview. Parents are welcome to discuss the concern with the Principal or Deputy prior to the meeting.

### **DRESS CODE**

Lathlain Primary School has a student dress code in place which has been developed following consultation with parents, teachers and students. This code is strongly supported by the P&C Association.

### **RATIONALE**

The Lathlain School Community believes the school dress code:

1. Fosters and enhances the public image of the school.
2. Assists in building school tone and team spirit.
3. Ensures students are safely dressed for specific school activities.
4. Encourages equity amongst students; and
5. Prepares students for work, as many places have dress and safety codes.

### **DRESS CODE COMMITMENT**

At enrolment, parents and students will be asked for a commitment to the school dress code to ensure that the student wears the uniform every day.

Where special circumstances arise and the student cannot wear the uniform, parents should contact the school to discuss the situation.

### **DRESS CODE REQUIREMENTS**

School colours are royal blue and white.

#### **Daily Wear**

Blue cargo shorts or long pants  
Blue track suit pants  
Blue pleated school skirt  
Blue check school dress  
Blue school shirt  
Blue school zip jacket  
Leavers' shirt (Year 6 only)  
Reversible blue school hat

#### **Sports Days**

Faction colour polo shirt or school polo shirt  
Blue sports shorts  
Blue track suit pants  
Reversible blue school hat

#### **Other:**

Appropriate footwear - no thongs, slip-ons, high heeled wear, crocs or ugg boots.

Sports pants need to be worn under skirts.  
Joggers that are securely laced or fastened.

Hair tied back if it is shoulder length or longer.  
Clips and bands to be school colours.

No make-up, nail polish, jewelry (except for watches, ear studs or sleepers)

Winter leggings need to be black.

### **GENERAL INFORMATION**

The school P&C operates a uniform shop at the school and uniforms are reasonably priced.

Parents are able to place orders at the uniform shop.

Where there are financial difficulties regarding purchasing a uniform, parents are asked to contact the school to discuss the situation.

If there is a need to modify the uniform for health, religious or other reasons, parents are asked to make contact with the school Principal.

Staff will be informed of any approved variation to the existing uniform for a particular student.

## ITEMS AVAILABLE FROM THE UNIFORM SHOP



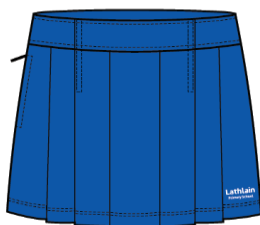
Girls' blue check dress



Unisex blue polo shirt



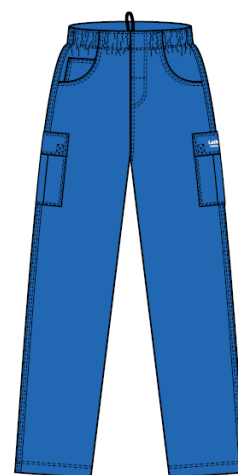
Boys' cargo style shorts



Girls' blue pleated skirt



Unisex blue jacket

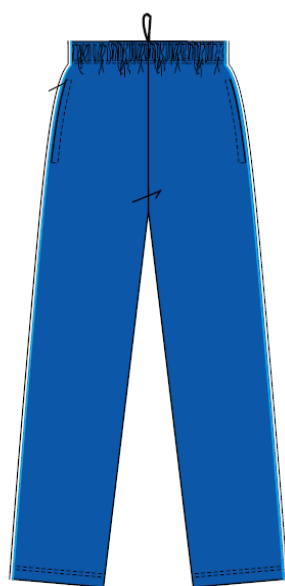


Boys' cargo style long pants



Available in four faction colours:

Curtin: Red  
Stanley: Gold  
Forrest: Blue  
Cowan: Green



Unisex blue tracksuit pants



Unisex blue sport



Reversible Hat  
Available in four faction colours



NAME LABEL  
AND SIZE TAG  
INSIDE HAT

# Kindergarten 2018



## STARTING KINDERGARTEN

Children at Lathlain Primary School attend kindergarten for the equivalent of 15 hours per week over a two week period.

In order to cater for the number of working parents in our community, the program offered will be a rotation of two full days one week and three the next. Parents will be given information which will make clear which specific days their child is to attend class.

At the first and subsequent sessions, parents are encouraged to stay for the first few minutes and share a puzzle with their child on the mat.

### WEEKS 1 & 2

There is a choice of full days or a staggered start for the first two weeks in Term One. On the Wednesday of Weeks 1&2 teacher parent interviews will be held.

### STAGGERED INTAKE FOR KINDY 2018

#### WEEK 1 and 2      Half Day sessions – no Kindy on Wednesday

The staggered intake affords teachers the opportunity to get to know children individually and allows children to explore their new environment within a smaller group.

#### WEEK 3 Onwards

Two/Three Full Day sessions

### SESSION TIMES FOR THE FIVE KINDY GROUPS

**Group K1:**      Monday    8.50am – 3.00pm      (ALL DAY)  
                    Thursday   8.50am – 3.00pm      (ALL DAY)  
                    Wednesday of odd weeks 8.50-3.00pm      (ALL DAY)

**Group K2:**      Tuesday   8.50am – 3.00pm      (ALL DAY)  
                    Friday     8.50am – 3.00pm      (ALL DAY)  
                    Wednesday of even weeks 8.50-3.00pm      (ALL DAY)

**Group K3:**      Monday    8.50am – 3.00pm      (ALL DAY)  
                    Thursday   8.50am – 3.00pm      (ALL DAY)  
                    Wednesday of odd weeks 8.50-3.00pm      (ALL DAY)

**Group K4:**      Tuesday 8.50am – 3.00pm      (ALL DAY)  
                    Friday     8.50am – 3.00pm      (ALL DAY)  
                    Wednesday of even weeks 8.50-3.00pm      (ALL DAY)

**Group K5:**      Monday    8.50am – 3.00pm      (ALL DAY)  
                    Thursday   8.50am – 3.00pm      (ALL DAY)  
                    Wednesday of odd weeks 8.50-3.00pm      (ALL DAY)

**Telephone:**    Kindy 1 and 2      9224 9820  
                         Kindy 3 and 4      9224 9819  
                         Kindy 5          9224 9817





### Reflections to consider:

- I learn to be away from you – my parents – and this may take me some time.
- I learn to work with caregivers and other adults.
- I learn to work with a large group of children.
- I learn to work alone.
- I learn to share and co-operate.
- I learn simple rules and routines.
- I learn to complete a task or activity.
- I learn to question and answer.
- I learn to be independent but not afraid to ask for help.
- I learn to select and choose.
- I learn to share my family experiences with others.

### REMEMBER

All activities are provided to allow me to develop my curiosity, imagination, enjoyment and my concentration. Talk to me about them and my language will grow too!

I need to learn all of these skills to grow into a happy, healthy person. I will learn at my own rate and this may be faster or slower than others.



## STATEMENT OF PHILOSOPHY

At Lathlain Primary School we value early childhood education as the foundation for lifelong learning. We believe that each child is a unique individual and should be viewed, respected and treated as such.

Our early learning context supports scaffolding children's learning and development through quality interactions with peers, parents and guardians in the overall attempt to engage students in learning about themselves, the world around them and their place in it.

Our educational programs are reflective of emergent curriculum and adhere to guidelines set by, National Quality Standard and The Early Years Learning Framework, taking the child's developmental level into account.

Our educators provide learning that is planned to support each child engage, explore and develop skills and understandings across curriculum areas. There is also substantial opportunity for the children to participate in spontaneous independent experiences as part of play based learning.

Experiences in early child classes afford children the opportunity to develop a range of skills in exploration, self-discovery, social interactions and problem solving. Our aim is to provide quality teaching to support the success of our students.

Partnerships with families provide us with invaluable information relating to cultural backgrounds and heritage. Educators strive to build relationships with families based on co-operation and a mutual respect for the reciprocal roles that each play in the lives of the child. Partnerships with families are developed through daily discussion, newsletters and meetings.





## GUIDING CHILDREN'S BEHAVIOUR

In order to effectively guide your child's behaviour, staff will:

Treat all children with respect.

Acknowledge and accept each child.

Model appropriate behaviours – children learn through imitation.

Positively set limits within which children have ample opportunity to explore their environment, express themselves and enjoy the company of others.

Children will be given the supervised freedom, within safety limits, to "do what children do."

## WHAT TO BRING

### First Day Only

- 1 box of tissues.
- 1 roll of paper towel (Please put your child's name on these items)

### Every Day

- 1 large school bag, which your child can manage to open and close (clearly named)
- 1 piece of fruit, vegetable, dried fruit or cheese to be shared at fruit time.
- 1 change of clothes in case of accidents and water play during the summer months.
- 1 hat for outside play (clearly named)
- 1 drink bottle of water

### SPECIAL ITEMS FROM HOME

As no responsibility can be taken by the centre for the loss of any personal items, it is requested the children **DO NOT** bring any toys or other treasures from home.

Comfort items may be brought to assist in the settling in process.

Later in the year, children are encouraged to bring items for news for the classroom 'nature table'. These items stay on the news table and are not played with during the session.

### MONIES KINDY CONTRIBUTIONS (Contributions are voluntary)

Please give money to the class teacher in a labelled envelope. The office can accept EFTPOS or direct deposit is available for your convenience (please contact the school office).

Your contributions for Kindergarten go towards the cost of materials, services and facilities. These have been approved by the School Council.

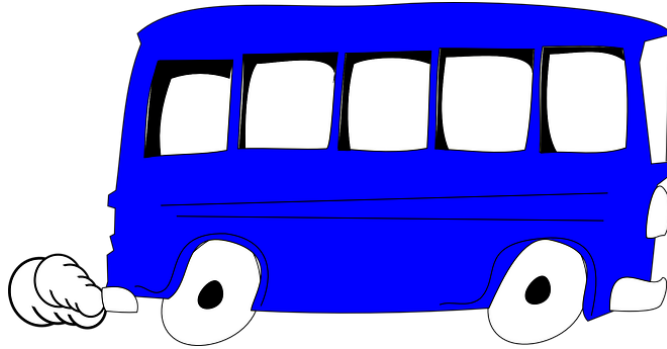
The contribution can be paid as one \$60.00 option or in four \$15.00 instalments payable in the first week of each term.

## **INCURSIONS**

Kindy Bulk Incursion Payment \$80.00

Incursions are a valuable component of the class program, complementing our teaching and learning.

Children who participate may pay the bulk incursion payment in advance or as part payment as the incursions occur.



## **PREPARING YOUR CHILD FOR KINDERGARTEN**

Children need to be prepared for their time at Kindy. When first coming to the program, parents feel anxious about leaving their child. Please be aware that your child will be able to sense if you are confident about leaving them in our care.

Initially, parents are encouraged to spend a few minutes at Kindy when dropping children off. If you are concerned your child may have difficulties separating from you please speak to your class teacher in advance. Your child will soon learn the routine of going to Kindy and will learn to trust that when you leave, you will always return.

## **SAYING GOODBYE**

- Please say goodbye before you leave, as it can frighten your child to discover that you have suddenly gone.
- Say goodbye confidently, quickly and with a minimum of fuss.
- It's not unusual for children to cry when their parents leave - after all, they like being with you! Your child may seem a little upset when you leave, but most children settle down quite happily.
- Our staff will always respond in a sensitive and caring manner to a distressed child.
- If you are concerned about how your child has settled, you can always phone us to find out how their day is progressing.

## MEDICATION

- **Written authority MUST** be provided by the parent or carer of each child who requires the administration of medication whilst in our care at kindy. A form can be obtained from the class teacher when required.
- Medication will only be accepted **in a clearly marked** and labelled container.
- Any medication must be handed directly to the Kindy teacher with **written instructions** on how the medication is to be administered.
- For ongoing medical conditions a Health Care plan from your Doctor must be provided along with the completed Health and emergency response plans from the office.

## PARENT INTERVIEWS

- Parents are encouraged to share information about their children with staff.
- An appointment can be made at a mutually suitable time if you wish to discuss your child's progress in the program.
- To avoid inconvenience to yourself and interruption to the program, it is essential that appointments are made for parent – teacher interviews.
- To avoid discussing your child in their presence and to enable an uninterrupted interview, please make alternative arrangements for your child's care during the interview time.
- All parents will be offered an interview mid-year for formal discussions of their child's progress.

## DRESS UP

If you have anything suitable for 'dressing up' that you no longer require, we would be most grateful if you could donate it for our Dress-Up Corner. Suitable items may include:

- Clothing from other cultures.
- Evening wear.
- Jackets, ties and vests.
- Anything that glitters and sparkles

## FRUIT TIME

Children need to bring a piece of fruit/ vegetable/ cheese or dried fruit to their session to be cut and shared.

This food is shared amongst the group. Cold water is readily available in each classroom.

Please advise staff if your child has any special dietary needs due to allergies, religious or cultural practices.

**Please DO NOT** send nuts or foods with nuts as an ingredient, drinks other than water or sweet food with your child. (***Note we have some students with severe nut allergies***)

Your teacher will inform you if there are other allergy's which are an issue within your child's class.



## BIRTHDAYS

We will be most happy to help your child celebrate his/her birthday. If your child's birthday is on the day of their session, you may send in cupcakes or biscuits to share with friends. It is preferable that you send along individual foodstuffs (eg muffins) as it is sometimes difficult to ensure that the children receive equal portions of cake, particularly the sort decorated with smarties or lollies.

Please notify staff beforehand if you plan to do this for your child's birthday. There are children with allergies to some foods and it is important that care is taken in relation to any food brought into the early childhood classes.



## PARENTAL INVOLVEMENT AT KINDERGARTEN

Parents are needed, welcomed and encouraged to become involved in their child's education.

A roster is available on the notice board for parents to volunteer their services on the days they wish to attend. Your attendance not only supports the staff but affords you the opportunity to share special moments with your child.

If you have any special skills (playing a musical instrument or a craft) you would like to share with the children, please feel free to come and join us.

We understand that a parent's level of involvement may change from time to time depending on their personal circumstances and commitments.

### ***Please note:***

If a parent/guardian is on roster, any younger child who is in attendance and is not participating in the program is the sole responsibility of the parent/guardian.



## SUN POLICY

Children's skin is delicate and burns very easily. Children will need a hat for outside play. This is encouraged throughout the year to develop safe habits.

Throughout the year the school policy does not allow children to play outside without a hat. Children must have a sunhat in their bag every day.

We also recommend that children arrive at the centre during the warmer weather with sunblock applied before the session. Staff will not apply sunblock.

In hot weather children should have their shoulders covered when playing outside therefore a short sleeved t shirt is recommended.



## ARRIVALS

Children must not be left unattended in the school grounds.

At the commencement of each session, children must be placed in the care of the teacher after which parents are free to leave.

## DEPARTURES

At the conclusion of sessions, children will be required to wait inside the centre until their parents arrive. Only designated Adults will be permitted to collect children from the centre. Parents/guardians are requested to collect children promptly at the end of their session to prevent distress.

Parents are kindly requested to wait outside each classroom until a staff member opens the door at the end of the session.

Should you be unavoidably detained, please contact the teacher as soon as possible. If arrangements have been made for another adult to collect your child from the centre, it is necessary for you to inform the teacher **before** the child is collected.

**Please note:** No child is permitted to leave the classroom unless the child is in the care of a person authorised to collect the child.

## WHAT TO WEAR

We have many children using our classrooms, and it is difficult to remember each child's property. It is requested that all clothing and belongings, (including shoes, hats and bags,) be clearly labelled with your child's name. This avoids confusion and reduces the amount of lost property.

Children need to be suitably dressed for current weather conditions (refer to our Sun Policy). Bare Shoulders are not appropriate. Your child will require a change of clothes (in a bag) in case of "accidents". All clothing needs to be easily undone by your child for toileting.

Children will need to wear "play" clothes which enable free movement for running and climbing and crawling. Aprons are provided for activities such as painting, but children's clothes need to be suitable for outdoor as well as indoor play.

Kindy T/Shirts are an excellent choice on kindy days.

Children will be encouraged to remove their shoes when climbing and if weather conditions permit. This is to prevent accidents at times when children are climbing on the outdoor play equipment. If you would prefer your child not to remove their shoes, please let our staff know.

All year we encourage the children to wear sunhats and sunscreen. Please assist by ensuring your child has a sunhat in his/her bag at all times.

## ATTENDANCE & ABSENCES

It is optional for your child to be enrolled at Kindy, however, once your child is enrolled their attendance at Kindy is compulsory. This is a requirement of the Department of Education.

If your child misses a session for whatever reason please inform the teacher by phone or in writing. Absences may also be lodged through the school website and the Skoolbag App.

## HEALTH

Please keep in mind that contagious diseases travel rapidly through close contact of children. If your child is unwell, **they should be kept at home**. Any child who is unwell is not capable of participating fully and enthusiastically in the program. If your child becomes ill at the centre, we will phone you to come and collect him/her. In extreme emergencies, a child may be taken to a doctor or hospital.



## 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. BE CONSISTENT.....**  
Or you will confuse me and make me lose faith in you.
- 14. PLEASE ANSWER MY QUESTIONS.....**  
So that I don't stop asking and seeking information somewhere else.

