



**Lathlain**  
Primary School

# PARENT HANDBOOK

## 2024



Lathlain Primary School  
120 Howick Street Lathlain WA 6100

## CONTACT DETAILS

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P&C Facebook Page:	Lathlain Primary School P&C

### HANDBOOK

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

Please keep it in a convenient place.



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## WELCOME

Welcome to the Lathlain Primary School community. Lathlain Primary School has been a part of the local community since 1956. In 2023 the school has an enrolment of just over 650 students from a diverse range of cultural backgrounds.

We cater for students in Kindergarten to Year Six and provide academic, social, physical and emotional well-being for our students. Our staff work with parents, carers and families to maximise opportunities for each student to reach their potential. These relationships are valued and are important partnerships, which support a positive and nurturing learning environment.

Lathlain Primary School is split over two sites with the Kindergarten program located at the Planet Street early childhood facility. This gives the kindergarten students ample learning and play space with the school's growing numbers.

Our motto of Seek, Strive and Learn is important in fostering the values and virtues taught by class teachers and these are supported by our award recognition programs. Our students demonstrate our values and virtues across the learning community.

We offer students a range of specialist classes: students attend Art, Drama, Music, Japanese, Digital Technologies and Physical Education classes. We also offer extracurricular activities that include STEM Club, Early Morning Reading, LEGO, ukulele, typing and a running club. The school has a Junior and Senior Choir who perform in and out of school. Selected students can attend Primary Extension and Challenge (PEAC) programs and some students (Years 5 & 6) receive instrumental music lessons through the Department of Instrumental School Services.

Our pastoral care programs are supported by all staff and include the services of a Chaplain, school psychologist and school nurse as required. The school supports those in need in the school community. Engagement with local agencies is also a feature of our pastoral care programs.

Our students are environmentally aware, and the care of our environment is emphasised. Classes engage in activities linked to water conservation, recycling, sustainable kitchen gardens and worm farms.

Lathlain Primary School commenced its Independent Public School (IPS) status from the start of the 2021 school year.



## SCHOOL MOTTO

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

- SEEK** to provide
- equity in student learning.
  - equity in a caring environment.
  - a quality educational program.
- STRIVE** for excellence in
- student learning.
  - student effort.
  - behaviour management.
- LEARN**
- for life, enjoyment and fulfilment.

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

## VISION STATEMENT

### OUR VISION

Building successful lifelong learners and developing empowered individuals in a caring and connected community.

### OUR VALUES

<b>Community</b>	We as a community collaborate as partners with the school to support student learning, safety and wellbeing.
<b>Attitude</b>	We are active and responsible participants in our learning. We display resilience and learn and grow from our mistakes.
<b>Respect</b>	We create a welcoming school culture that values diversity and promotes positivity and respect. We treat others fairly, kindly and listen attentively.
<b>Excellence</b>	We encourage excellence and promote students to achieve their personal best. We take on new challenges and take risks. We value creativity.

## ENROLMENT INFORMATION

Lathlain Primary School is a local intake school. A local intake area is a designated geographical area from which enrolment applications can be accepted. A map of the intake area is available on our school website or the Schools Online Department of Education website. Children in compulsory school years, Pre-primary to Year 6, who reside within the local intake area are guaranteed enrolment.

The school is currently experiencing increased growth in enrolments across the school. The school is working with the Department of Education regarding the classroom accommodation issues that this growth presents.

## KINDERGARTEN

Students attend Kindergarten for 30 hours per fortnight. In order to accommodate children, and also take into consideration the difficulties of half days for working parents, the children attend two days one week and three the next. Kindy commences on the first day of the school year.

While enrolment in Kindergarten is not compulsory, it is compulsory for all enrolled students to attend school, or participate in an educational program of the school, on the days on which the school is open for instruction (Section 23 of the *School Education Act 1999*). This includes students enrolled in Kindergarten.

For more information regarding Kindy please refer to the Kindy section at the end of the handbook.

## 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 compulsory.

Pre-Primary provides a strong foundation which is important for future learning.



## THE SCHOOL DAY

### Pre-Primary – Year 6

8:50am	School day commences
10:40am – 11:00am	Morning recess
12:40pm – 1:20pm	Lunch break
3:00pm	School finishes

Class teachers will open their classes at 8:40am and children are able to enter rooms to prepare for the day.

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

## Kindergarten

9:00am School commences

3:10pm School finishes

Kindergarten classrooms will open from 8:50am when children are able to enter rooms and prepare for the day.

### SCHOOL YEAR TERM DATES 2024

TERM	START DATE	END DATE
1	Wednesday 31 January	Thursday 28 March
<b>Term break</b> Friday 29 March - Sunday 14 April		
2	Monday 15 April	Friday 28 June
<b>Term Break</b> Saturday 29 June - Sunday 14 July		
3	Monday 15 July	Friday 20 September
<b>Term Break</b> Saturday 21 September – Sunday 6 October		
4	Monday 7 October	Thursday 12 December

### SCHOOL DEVELOPMENT DAYS (PUPIL FREE)

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

<b>Term 1:</b>	<b>Monday</b>	<b>29 January 2024</b>
	<b>Tuesday</b>	<b>30 January 2024</b>
<b>Term 2:</b>	<b>Friday</b>	<b>31 May 2024</b>
<b>Term 3:</b>	<b>Monday</b>	<b>15 July 2024</b>
<b>Term 4:</b>	<b>Monday</b>	<b>18 November 2024</b>
	<b>Friday</b>	<b>13 December 2024</b>

### PUBLIC HOLIDAYS

#### DURING SCHOOL TERM

Labour Day:	Monday	4 March	Term 1
Anzac Day	Thursday	25 April	Term 2
Western Australia Day:	Monday	3 June	Term 2

#### DURING SCHOOL HOLIDAYS

Good Friday:	Friday	29 March
Easter Monday:	Monday	1 April
King's Birthday:	Monday	23 September



## BEFORE SCHOOL SUPERVISION

Children who arrive at school prior to 8.40am are expected to sit on the benches or verandah outside their classroom. There is limited supervision available prior to this time. Students are not permitted to play on equipment or run around the quadrangle.

Please do not drop children at school before 8:30am. **All play equipment inside the school grounds is out of bounds before and after school.**

All students who arrive after 8:50am are required to be signed in and need to collect a late pass from the office.

## OUT OF SCHOOL CARE

There are two Child Care providers providing out of school hours care for Lathlain Primary School students. Students attending After School Care move to the admin block at the end of each day where providers collect the children.

The After School Care providers are:

TheirCare                      Mob: 0427 111 522 / Admin: 1300 072 412

Cuddles                        Tel: 9472 4702

**NOTE: TheirCare is on school site and located in the undercover area.**

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

## ABSENCES

Under Education Regulations, notification is required for all absences from school for all enrolled students, including students enrolled in Kindergarten.

Information regarding absences is required for:

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

This information can be provided to the school via:

1. Using the absentee submission form on the school website
2. SMS absentee text number: 0447 966 142
3. To the class teacher via Seesaw, face to face or a note.

It is important that in-term holidays are kept at a minimum and attendance is regular and timely. If you are taking a holiday during school term, please fill out an In-Term Holiday Form. Forms are found on the school website and in the school office.

The School Education Act 1999 does not allow principals to give permission for families to take holidays during the school term. As students are required to attend school every day, time off for holidays is recorded as an unauthorised vacation.

## SMS ABSENTEE NUMBER

Lathlain Primary School operates a mobile phone Short Message Service (SMS) to send text messages to parents/guardians/caregivers to notify them of an unexplained absence of their child. SMS may also be used to provide information to parents, such as: school community notices and emergency/unplanned events or school closures.

Parents are informed by SMS via their mobile phone each time their child is absent, and an explanation has not already been provided to the school. If your child is absent and a reason has been provided before the time the SMS is due to be sent, you will not receive a text message.

When you receive an SMS about an absence, reply to the number and make sure that the text includes the students name, date of absence and reason for absence. Do not call the number as it is an automated system, using a virtual number which is not manned by a person. This service only receives texts, please do not include images or emojis or the message may not be delivered.

The text line can be used by parents to send absentee information to the school.

**The school SMS number is: 0447 966 142.** Please save this in your contacts.

## SCHOOL NEWSLETTER

The school newsletter is an important form of communication between the school and home and is issued every second Friday of term via Seesaw and is also available on the school website.

The newsletter provides detailed information to the community on a regular basis, highlighting what is happening around our school. It includes:

- Principal's information
- Information regarding the learning process, class events and extracurricular activities
- Information regarding events or activities taking place in the local community.

## SEESAW

Lathlain uses Seesaw as the main medium for communication between school and home. This allows for messaging to be sent school-wide or in targeted groups. Teachers and parents also have the opportunity to communicate directly with one another through this platform.

Seesaw allows teachers to set home learning tasks to give students a variety of ways to engage in learning.

Seesaw can be run on an android, Apple or windows-based device, with instructions sent out at the commencement of the school year. For parent/family members to receive and send messages the Seesaw Family app is used.

## SCHOOL WEBSITE

Our website continues to be both a primary source of information about our school community, as well as a functional tool for many key tasks. The features of the website have been built around areas that parents have indicated would make things easier for everyone.

Instead of printed Term Planners we also have a live calendar on our website where all school events are listed and links to electronic permission forms. The calendar is regularly updated and can even be downloaded to your own personal calendar.

The website makes available a bank of forms which can be completed via the website and submitted electronically to better support the busy lifestyles of many parents.

## SCHOOL BOARD

In accordance with the Department of Education's policy, a School Board has been established at Lathlain Primary School.

The School Board consists of staff, parents and community members. The Board meets at least once a term to provide governance including consideration of the School Business Plan, the school budget, the establishment of school priorities and other matters related to the school's vision and direction.

The role of the School Board is one of setting the long-term future for the school and in providing additional expertise to help the school achieve the best outcome for every student.

Key responsibilities include:

- Promote the school in the community
- Endorse and review the annual budget
- Review the performance of the school
- Take part in key planning and policy decisions
- Approve school contributions and charges
- Approve advertising or sponsorship
- Determine dress code
- Provide advice on religious activity

### **School Board Members**

#### **Parent Members**

- Mark Wallace
- Carly Davis (School Board Chair)
- Alex King
- Michael Byers
- Bronwyn Baker
- Kane Dangerfield
- Davinia Parker

#### **Staff Members**

- Rick Walters (Principal)
- Annette Miller
- Nick Vuckovic
- Sally Stowers
- Kerry Ashworth

## THE P&C

The Lathlain Primary School P&C Association plays an important part in the life of the school. The P&C supports the students and educational activities of the school and also helps build community within the school by bringing parents, citizens, students and staff together.

As well as providing financial support to the school, the P&C Association also provides a forum for the expression of parents' ideas.

- Promote and support communication and cooperation within the school community
- Develop parent participation and involvement in the school
- Act as the forum for parents to discuss issues pertaining to the school and its community and for gathering opinions
- Bring educational matters to the attention of the wider community
- Have representation on the School Board
- Provide extra resources for the benefit of government school students

The P&C runs the Canteen, fundraises and coordinates events. Funds are also raised through the P&C voluntary contribution: a yearly one-off payment of \$30 per child up to two children, or \$70 for three or more children.

The P&C has a Facebook page, Lathlain Primary School P&C, where fundraising activities and events, canteen updates, P&C meetings and call out for volunteers are posted.

P&C Meetings are held in the library on the Monday of Week 3 and Week 7 of each term, commencing at 7.30pm.

### **P&C Executive Members:**

- Fiona Henderson (President)
- Jenny Watts (Vice-President)
- Carla Elliott (Treasurer)
- Janie Blomfield (Secretary)

## CLASS REPRESENTATIVES

The P&C Class Representatives (Class Rep) are also a point of contact between parents, school staff and the P&C. Class Reps collect contact details of parents at the beginning of the year and connect families in the class. The Class Rep also liaises with the teacher and shares information provided by the teacher and the P&C Class Rep Coordinator.

## PARENTAL VOLUNTEERING/SUPPORT IN CLASSROOM

There are a variety of opportunities for parents to be involved across the school. Once settled in to the routines of the school year teachers will often establish a parent helper roster for the classroom. This might involve listening to children read, helping in English or Mathematics sessions or helping out in a variety of other ways.

Any parent or guardian that volunteers in the school in any capacity is required to complete a Parent and child volunteer declaration form annually before completing volunteer work. Any other volunteers, including other family members must hold a valid Working with Children Check Card and present this before volunteering.

## SCHOOL UNIFORM

Lathlain has established a school dress code, which must be followed. The policy is detailed on page 14. The policy includes statements on the standard school uniform as well as:

- hats
- jewellery
- footwear

Children are expected to wear school uniform at all times. For safety reasons things are not to be worn to school. Shoes or strong sandals are recommended.

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

## SCHOOL POLICY ON HATS

With support from the Lathlain Primary School P&C and the School Board, this school has adopted a Sun Protection Policy and therefore, **“NO HAT, NO SPORT AND NO PLAY”**

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 or undercover area where it is shaded.**



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

## UNIFORM SHOP

Uniform Concepts (Nell Gray) is now managing the school uniforms at their off-site store in Inglewood. The store is located at 832 Beaufort Street Inglewood.

Store Opening hours are:

Mon, Tues, Wed, Fri 9am - 5pm

Thurs 9am - 6pm

Sat 9am – 1pm

Online ordering is available by visiting the website [www.nellgray.com.au](http://www.nellgray.com.au)

### Uniform Items

#### Unisex Items:

School polo shirt

Knit sports shorts

Zip front jacket

Track pants

Hat

#### Optional Sports Uniform:

Coloured faction polo shirt

#### Boys Items:

Knit shorts

Trank pants

#### Girls Items:

Skort

School dress

#### Also Available:

School bag

## ITEMS AVAILABLE FROM UNIFORM CONCEPTS



School dress



Unisex polo shirt



Unisex blue sport shorts



Girls' blue skirt



Unisex blue jacket



Unisex blue tracksuit pants



Unisex faction polo shirt

Available in four faction colours:

Curtin: Red

Stanley: Gold

Forrest: Blue

Cowan: Green



Reversible Hat

Available in four faction colours

## SCHOOL DRESS CODE POLICY

### 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 Lathlain Primary School P&C and developed through the School Board.

### 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

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 school shirt  
Blue school zip jacket  
Blue track suit pants  
Skort  
School dress  
Reversible blue school hat  
Leavers' shirt (Year 6 only)

#### Sports Days

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

#### Other:

Joggers that are securely laced or fastened.  
No thongs, slip-ons, high heeled wear, crocs or ugg boots.  
Winter tights/leggings need to be black.  
Sports pants need to be worn under skirts.  
Hair tied back if it is shoulder length or longer.  
Clips, bands and bows to be school colours.  
No make-up, nail polish, jewellery  
(except for watches, ear studs or sleepers)

### GENERAL INFORMATION

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.

## SCHOOL ASSEMBLIES

- School assemblies are held on scheduled Tuesdays at 9:00am. Assemblies are either Senior classes (Year 3 – 6) or Junior classes (Pre-primary to Year 2) and occasionally Pre-Primary – Year 6. Please check the school calendar on the website to see when each is scheduled. Upcoming assembly dates are also listed in the newsletter.
- Selected students are acknowledged for particular effort. Teachers issue *Honour, Student of the Month or Virtue Certificates*.
- Each class (PP – 6) has the opportunity to present an item during the year.
- There is often news and information for both children and parents shared at assemblies.
- The students conduct the assemblies. Parents are most welcome to attend.

## SCHOOL LIBRARY

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.

Children are encouraged to borrow books from our library, using a library 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.





### LITERACY

#### TALK FOR WRITING

Talk for Writing has been implemented as a whole school approach for writing lessons. It provides all students the opportunity to succeed in and be excited by writing through direct scaffolding, visible feedback and rich oral language.

#### READING

Lathlain currently uses two distinct whole school reading approaches: Guided reading and Cooperative Reading. These approaches are used in all classes across the school.

#### SPELLING

Kindergarten to Year 6 classes use PLD's Synthetic Phonics program for their spelling approach.

### NUMERACY

#### MATHEMATICS

All Mathematics lessons at Lathlain follow the whole school approach to teaching known as The Lathlain Way. They adhere to the same five step process of explicit teaching that underpins all teaching at Lathlain but with a focus on numeracy. To support the teaching of Mathematics, the school uses a whole school numeracy program called Maths Trek.

Maths Trek is an investigation-based program where skills are explicitly taught and practised and then applied to relevant, real-life investigations. Problem-solving strategies are also explicitly taught and used during the investigations, encouraging the use of higher-order thinking.

The program provides plenty of opportunities for differentiation, to cater for the diverse learning needs of students.

### DANCE

Dance is a component of the Performing Arts within the WA curriculum. Lathlain Primary School utilises specialist teachers through an external provider, to teach dance. Dance instructors teach dance to Pre-Primary to Year 6 students weekly normally during Term 3, with the lessons culminating in a social/performance at the end of the term.

Please see the Curriculum link on the school website for extra information regarding all learning programs: <https://lathlainps.wa.edu.au/>



## SCHOOL REPORTS

School reports for students from K-6 are issued at the end of Semester 1 & 2 each year via email. Please download and save the report as the link to the report expires after 4 weeks.

Parents are encouraged to meet with class teachers if they wish to discuss their child's report each semester or at any time by making an appointment with the class teacher.

Where two copies of a report are required due to family circumstances, a request needs to be made with both the class teacher concerned and office staff.

## 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.

Teachers across the school may 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.

## STAFF PARENT COMMUNICAITON

Please contact your child's teacher if you have any queries or concerns regarding your child's progress at school.

Parents may arrange an appointment with individual teachers at a time convenient to both. For further detail see the Staff / Parent Interview Policy on page 27.

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

Teachers may use a communication platform, such as Seesaw, to communicate with parents throughout the year.

## STAFF MEETINGS

Staff meetings are held on Wednesday every even week of the term. These are held out of school time. Prompt pick up of students on these days ensures that staff can maximise meeting times.

## BEHAVIOUR EXPECTATIONS

School and playground expectations are established and discussed with all children at the beginning of each school year. A copy of the school's Behaviour Matrix is on display in each classroom.

Teachers inform students of expected behaviours and positively reinforce these when students display appropriate choices and actions.

## CLASSROOM BEHAVIOUR MANAGEMENT

Teachers, together with students, formulate a classroom behaviour management charter that aligns with the principle: At Lathlain, we CARE.

The school and community will continue to implement the WA Positive Behaviour Supports framework (WA PBS) to align with the Department of Education's Student Behaviour in Public Schools policy and procedures.

## MANAGING STUDENT BEHAVIOUR

Staff have developed and are implementing a school-wide WA Positive Behaviour Supports framework.

WA PBS is an integrated approach to behaviour, learning and teaching with the goal of creating a safe, positive learning environment where students are engaged and successful. A framework for addressing low key behaviours is in place encouraging preventable, pro-active strategies and logical consequences. WA PBS is aligned to Departmental policy and sits alongside the Student Behaviour in Public Schools Policy, procedures and guidelines.

Each term the staff will determine and target some whole school behavioural areas. In all classes, teachers and students engage in learning activities based on these. Posters in classrooms and facing the verandahs show this whole school current PBS focus so the message is consistent and prominent.

Linked to this explicit teaching and learning process is the introduction of CARE cards, which are given to students to recognise and acknowledge positive behaviours students are demonstrating. A whole school target is determined based on the identified behaviour focus and when this target is reached, students across the school are rewarded.

Each of the CARE cards represents an aspect of the concept: At Lathlain, we CARE.



With students who demonstrate more challenging behaviours, the school procedures align with the Department of Education's Student Behaviour in Public Schools policy.



## SCHOOL CONTRIBUTIONS AND CHARGES

The School Contributions and Charges details are distributed at the end of school year to inform parents of the maximum estimated costs for the following year. This document is approved by the Finance Committee and ratified by the School Board.

### SCHOOL VOLUNTARY CONTRIBUTIONS

The Department of Education regulations allow schools to ask parents for a voluntary contribution.

Lathlain Primary School's voluntary contribution rate is \$60.00 per child. The School Voluntary Contribution and P&C Contribution may be paid through our preferred educational supplier, Campion, via the Requirements List or directly to the school in the new school year.

### CHARGES FOR SCHOOL INCURSIONS/EXCURSIONS AND ADDITIONAL ACTIVITIES

Children will participate in school organised incursions and excursions and possibly other additional activities during the year. External activities will usually require hired buses or public transport as a part of the cost.

Excursions and incursions can be paid for each individual incursion/excursion or activity at the time of the activity.

Parents are provided with incursion and excursion details in advance with associated costs and the permission slip. The permission slip must be completed, and payment made by the expected date. Forms are distributed via Seesaw and are available online through our school website.

Students are unable to attend an incursion/excursion if parental permission is not given, this is a legal requirement of the Education Act.

### REFUNDS

Refunds or transfer of charges and voluntary contributions will occur in accordance with the Department of Education's Contributions, Charges and Fees Manual. If a student does not participate in an excursion or incursion the school cannot guarantee a full refund where external provider costs have been agreed or prepaid.

## MONEY COLLECTION

- The school uses the RM Billing system where each student has their own account.
- A student statement will be sent home each term.
- School Voluntary Contributions may either be paid with the stationery order with our preferred educational supplier or at the start of the new year to the office.
- Excursions and incursions are paid for each individual excursion/incursion at the time of the activity.
- Payments can be made in Cash or EFTPOS at the front office, or by Direct Deposit.
- All cash and EFTPOS payments are to be made at the office. Please seal cash payment in a labelled envelope or snap lock bag. Please provide correct money as change cannot be given.
- When paying by Direct Deposit please include the **student's name** in the banking reference. Lathlain Primary School Bank details are BSB: 016 263; Account Number: 340949204.

## P&C CONTRIBUTIONS

P&C voluntary charges for the year are:

One/two child/ren \$30.00 each child

**or** Three or more children \$70.00 per family group

The P&C contributions provide valuable extra resources and support for the benefit of Lathlain school students.

## PERSONAL REQUIREMENTS LIST

A personal requirements list is issued for each year level. Parents may order or purchase the listed items from an external supplier working with the school who will supply the items at a very competitive price. In 2024, the preferred educational supplier is Campion.

Parents are also able to purchase most materials from local stores and newsagencies.

Parents can pay the School Voluntary Contribution and P&C Voluntary Charge via the personal requirements list if they wish or directly to the school in the new school year.

## LUNCH ARRANGEMENTS

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

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. As there are also students who have allergies to other foods, students are encouraged not to share food at recess and lunch to support a safe environment for all.

The school encourages waste free lunches each Wednesday to reduce our carbon footprint.

## BIRTHDAYS

We are most happy to help your child celebrate his/her birthday. You may send in cupcakes to share with friends. It is preferable that you send along individual items (e.g. muffins or cupcakes) as this allows children to independently share their cake. Ingredients should be listed to allow us to check for food allergies.

The canteen offers special birthday buckets for students to celebrate and share with their classroom peers.



## CANTEEN – THE LATHLAIN LUNCH BOX

The P&C operate a school canteen that is located in the undercover area of the school.

The canteen is open every Wednesday and Friday for students to order lunches that are then delivered to their classroom at lunchtime. Lunch orders must be placed online at [www.quickliq.com.au](http://www.quickliq.com.au) by 8.30am on the day you are ordering lunch.

A current menu can be viewed using the school website and a new menu will be distributed at the beginning of each year. Most food allergies or specific requests can be accommodated if you contact the canteen manager.

Students in Years 1-6 can also purchase snacks from the canteen window at recess and lunch time.

The canteen is managed by Gemma Middleton and is run with the help of volunteers.

Volunteers are needed in the canteen every Wednesday & Friday between 9am & 1pm.

To sign up to help please go to <https://signup.zone/lathlainps-volunteers>

Parents are welcome to visit the canteen anytime it is open to meet Gemma and discuss volunteering or any questions you may have about the menu.

Gemma can be contacted on: [canteen@lathlainps.org.au](mailto:canteen@lathlainps.org.au)



## SPORTS

The Physical Education Program is delivered to Kindy to Year 6 students through specialist Physical Education classes, classroom and collaborative sports and early morning running club. 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 students in Kindy to Year 2. This program ensures students develop important locomotor and object control 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 sporting/PE lessons throughout the year: netball, basketball, football, soccer, athletics, t-ball, volleyball, cricket, Ultimate Frisbee and European Handball. 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 strive to do their best.

Students with good standing are also given the opportunity to represent the school at interschool competitions in various sports.

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

- Winter Carnival Term 2 (Football, Netball, Soccer, Hockey and Basketball)
- Eagles/West Coast Fever Cup Term 2
- Cross Country Term 3
- Athletics Term 3
- Summer Carnival Term 1 (Cricket, Volleyball, Newcombe ball, T Ball)

## FACTIONS

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



Red - Curtin

Green - Cowan

Gold - Stanley

Blue – Forrest

Siblings are placed in the same faction. Children are encouraged to wear faction shirts during the Athletics Carnival, as well as their faction hat.

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

## SWIMMING LESSONS

In-term Swimming is a school-based swimming program for children from Pre-Primary to Year 6. The Department of Education meets the cost of In-term Swimming lessons for all primary students in public schools. Parents and carers pay transport and entry costs into the swimming venue.

Swimming lessons are held at Belmont Swimming Centre. In 2024 lessons will take place as follows:

**Pre-Primary to Year 2** will have lessons in **Term 2**.

**Year 3 to 6** will have lessons in **Term 2**.

## SCHOOL WELLBEING OFFICER

The school has a school wellbeing officer who supports the class teachers with values education and assists with the pastoral care of students (friendships, grieving, behavioural strategies, self-regulation) and staff.

Parents need to complete a school wellbeing officer referral form (available from the office) if they want their child to meet with the school wellbeing officer. Parents can also make an appointment to see the chaplain via the admin office.

## SCHOOL PSYCHOLOGIST

The Department of Education employs school psychologists. The school psychologist assists children who are experiencing learning, behavioural or emotional problems. Generally, school psychologists work across a number of schools, Lathlain Primary School's psychologist is currently at the school each Tuesday and Friday.

Children may be referred by the school through the school's Students at Risk Team. Parents need to discuss the involvement of the psychologist with their child's teacher.

Parent permission is necessary before any interview, observation or testing is undertaken by the school psychologist.

## SCHOOL NURSE

The school nurse is employed by the Health Department of Western Australia to assist with health screening and advice on child development. Contact details are available from our front office.

## DENTAL THERAPY CENTRE

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

The Dental unit notifies parents directly with appointment times. Parents are responsible for arranging transport to and from the Dental Unit. The Centre's telephone number is 9362 2950.

## MEDICAL CONDITIONS AND MEDICATION

Students who require health care support for a medical condition need to have a Health Care Plan completed by parents including any information provided by medical practitioners.

Medications taken by students during school hours should be handed to office staff. This applies to all forms of medication both prescription medications and over the counter pain relief. Please note **we can only** administer medication to students when medical forms have been completed. The office staff will ensure that you are issued with the correct forms. Class teachers are updated on all current medical arrangements. **Asthma inhalers may remain with students during the school day, provided students are able to self-administer.**

### Important Points:

- **Written authority MUST** be provided by the parent or carer of each child who requires the administration of medication whilst at school. Forms can be obtained from the office.
- Medication will only be accepted in **clearly marked and labelled containers** with original prescription boxes/containers.
- Any medication must be provided to office staff 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.
- Health care plans need to be reviewed and updated **annually**.

## SICKNESS OR ACCIDENTS AT SCHOOL

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

For more serious injuries or illnesses, every attempt is made to inform 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.

Students 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 and emergency telephone numbers. We must 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.

### **CHICKEN POX**

Children are excluded from school and re-admitted on a medical certificate or after 5 days from onset of the scabs if the child is well.

### **GERMAN MEASLES**

Children are excluded from school and re-admitted on a medical certificate or on the subsidence of symptoms, a minimum 4 days after the onset of the rash.

### **MUMPS**

Children are excluded from school and re-admitted on a medical certificate or after 14 days from onset if the child is well.

### **SCHOOL SORES**

Children are excluded from school and re-admitted 24 hours after antibiotic treatment commences. Lesions on exposed skin surfaces should be covered with a waterproof dressing.

### **WHOOPING COUGH**

Children are excluded from school and re-admitted 5 days after an appropriate antibiotic treatment commences or after 21 days from onset of coughing.

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

### **COVID – 19**

Students, staff and parents must follow all directions that are current at the time.

## LOST PROPERTY

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

Any lost property still uncollected at the end of each semester will be sent to a clothing collection agency or be used as emergency clothing.

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

## DOGS ON SCHOOL GROUNDS

Dogs are **not permitted** on school grounds; this includes at drop-off and pick-up times.

## BICYCLES, SCOOTERS AND SKATEBOARDS

Bicycles and scooters should be wheeled onto the property and parked in the bike racks at the rear of the Music/Art building. 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 unsupervised.

Skateboards are to be carried whilst on school grounds. No riding is permitted.

## 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 may be fined. Admin staff will encourage you to move on so that the traffic flow can be safely maintained.

When parking, please do not leave valuables in your car and ensure your vehicle is locked.

## 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, due to 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.**

## NO SMOKING

All government schools have been declared "**SMOKE FREE ZONES**". Therefore, smoking and vaping are **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.

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.



## STAFF / PARENT INTERVIEW POLICY

### RATIONALE

Establishing 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 concerns 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 outcome 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 if 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 more 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 any concern with the Principal or Deputy Principals.

# Kindergarten 2024

Located on the corner of Planet Street and Roberts Road, Lathlain.



## STARTING KINDERGARTEN

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

The program offered will be a rotation of two full days one week and three the next. Parents will be provided a term planner which specifies the 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.

Students will not attend their first Wednesday session at the start of the school year.

### WEEKS 1 & 2 PARENT / TEACHER INFORMATION SESSION

In Weeks 1 & 2 the parents will be invited to attend a parent information session for their class.

### KINDY SCHOOL DAY

The school day:

- Kindy gate and classroom doors will open at 8:45am. For supervision prior to this time please see out of school care options on page 35.
- Lessons commence at 9:00am
- Home time is 3:10pm

All students who arrive after 9:00am are required to be signed in via the iPad in PS1.

### CLASSROOM CONTACT DETAILS

Room PS1	K1 / K2	9224 9842
Room PS2	K3 / K4	9224 9843
Room PS3	K5	9224 9846



## KINDERGARTEN & YOUR CHILD

### Reflections to consider on your child's Kindergarten journey:

- 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.

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 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.



## LATHLAIN EARLY CHILDHOOD EDUCATION PHILOSOPHY

At Lathlain Primary School we value Early Childhood Education and acknowledge the early years as a time of significant growth in a child's life. It is a time of setting important foundations for future development and journeys of lifelong learning.

Staff are committed to providing best practice in the delivery of a quality program that acknowledges each child as a unique individual. The Early Childhood program emphasises the development of the whole child. This includes their physical, cognitive, social and emotional development.

Targeted observations and assessments of each child enable the educator to develop differentiated learning activities to meet children's educational needs. Skills, understandings and values are taught within a multisensory, meaningful and integrated curriculum. The educational program is developed in accordance with the National Quality Standards, the Early Years Learning Framework and the West Australian Curriculum.

Play is a vehicle for learning and understanding in Early Childhood Education. Children engage in a range of purposeful play experiences that are intentionally planned and guided to enrich children's academic and social skills. Staff value intentional teaching practices and work alongside students to encourage them to investigate and explore ideas, extend their thinking and expand their interests. Children are provided with opportunities to harness their curiosity and discover the why, how and what of the world around them and their place in it.

At Lathlain an emphasis is placed on oral language as a foundation for literacy. This includes focusing on the students' vocabulary, expressive language and comprehension. Strong oral language skills are required as building blocks for success in reading and writing.

Students, staff and parents work together in an environment of mutual respect. Staff work to create genuine and respectful partnerships with parents and include parents as partners in each child's education.

Staff recognise the rich diversity in the backgrounds of students at Lathlain. Prior knowledge, cultural experiences and respect of parents and family as first teachers of students, are valued and utilised by teachers to make learning relevant for each student.

## 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
- Encourage through positive reinforcement
- 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
- If required, the '1 2 3 Magic' behaviour modification program will be used. This supports the school's behaviour management policy while meeting the developmental needs of the child and supporting their self-regulation.

Kindy students and staff also engage with Lathlain's WA Positive Behaviour Support framework. More information about this initiative can be found on page 18 of the main handbook.



## WHAT TO BRING

### Every Day

- 1 large school bag, which your child can manage to open and close (clearly named).
- A separate container for morning tea (Crunch n Sip) containing fruit, vegetable, dried fruit or cheese (clearly named)
- A lunch box containing food for lunch and afternoon tea (clearly named).
- 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.

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, sweet food or drinks other than water with your child (**Note: we have some students with severe nut allergies**).

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

### SPECIAL ITEMS FROM HOME

As no responsibility can be taken by the school 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 as part of our oral language program. These items stay in the news box and are not played with during class.

## PREPARING YOUR CHILD FOR KINDERGARTEN

Children need to be prepared for their time at Kindy. Read the "Welcome to Kindy Book" with your child so they can see the room and have an indication of what to expect.

When first coming to the program, parents may 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 sit and do a puzzle or read a book until the bell rings. 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 teachers are concerned about your child, please be reassured that we will contact you.

## 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 school office 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.

## BIRTHDAYS

We are 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 to share with friends.

It is preferable that you send along individual items (e.g. muffins or cupcakes) as this allows children to independently share their cake.

The canteen offers special birthday buckets for students to celebrate and share with their classroom peers.

## WHAT TO WEAR

We have many children using our classrooms and it is difficult to remember each child's property.

**Please clearly label** clothing and belongings, (including shoes, hats and bags,) 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 Protection Policy). Bare shoulders are not appropriate.

Children will need to wear clothes which enable free movement for running, 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.

The Kindy uniform shirt, along with the school's shorts or skort, are an excellent choice and are available through Uniform Concepts. Winter options are also available. 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 and to support your child's independence.

All year, we encourage the children to wear sunhats and sunscreen. Please assist by ensuring your child always has a brimmed hat in their bag.

Children are expected to wear school uniform at all times. For safety reasons things are not to be worn to school. Shoes or strong sandals are recommended.



## 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, once the children have settled to the routines of school. 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 (for example playing a musical instrument or a craft) that you would like to share with the children, please feel free to discuss this with your child's teacher.

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 Kindy program is the sole responsibility of the parent/guardian.

Any parent or guardian that volunteers in the school in any capacity is required to complete a Parent and child volunteer declaration form annually before completing volunteer work. Any other volunteers, including other family members must hold a valid Working with Children Check Card and present this before volunteering.

## 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 Kindy 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.

## ARRIVALS

Kindergarten students who arrive at school prior to 8:45am are expected to stay with their parents or guardians until the gate opens at 8:45am. Teachers will have duty of care when they open the door at 8:45am.

Children must not be left unattended in the school grounds. **All play equipment is out of bounds before and after school.**

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 classroom until their parents arrive. Only designated adults are permitted to collect children from the school. Parents/guardians are requested to collect children promptly at the end of their day 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 school, 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 an adult authorised to collect the child.

Please advise your teacher if your child is attending after school care.

## 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 using the Absentee text line (**the school SMS number is: 0447 966 142**) or through the absentee form on the school website <https://lathlainps@education.wa.edu.au> .

## OUT OF SCHOOL CARE

There are two Child Care providers providing out of school hours care for Lathlain Primary School students. Students are delivered and collected from their classroom by Care providers and transported by bus to and from the Kindy school site.

The Before and After School Care providers are:

TheirCare                      Mob: 0427 111 522 / Admin Mob: 1300 072 410

Cuddles                        Tel: 9472 4702

**NOTE: TheirCare is on school site and located in the undercover area.**

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

## PAYMENTS

- All payments are to be made at the school office and placed in the black Excursion and Incursion Box. Please seal in a clearly labelled envelope or snap lock bag. Please provide correct money as change cannot be given.
- Payments can be made in Cash or EFTPOS at the front office, or by Direct Deposit.
- Please include the student's name in the banking reference for Direct Deposit.  
Lathlain Primary School Bank details are BSB: 016 263; Account Number: 340949204.

## CONTRIBUTIONS

The Department of Education regulations allow schools to ask parents for a voluntary contribution. Contributions and Charges are approved by the Finance Committee and are ratified by the School Board. Information will be issued to families of prospective Kindy students.

## SUN PROTECTION 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. 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 school during the warmer weather with sunblock applied before the session. Staff will offer sunblock to children to reapply in hot weather. Children should have their shoulders covered when playing outside. The school Kindy shirt is recommended.

## 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 school, we will phone you to come and collect them. In extreme emergencies, a child may be taken to a hospital.

