

Rockingham Lakes Primary School Parent Information Handbook



Department of
Education
and Training



Contact Information

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Email:	RockinghamLakes.ps@det.wa.edu.au
District:	Fremantle Peel
Principal:	Mr Kim Kinnear
Deputy Principals:	Mrs Carol Bailey Mr Bradden Mitchell
Registrar:	Mrs Jo Gow
School Officer:	Mrs Karen O'Loughlin

Rockingham Lakes Primary School
Is A Nut Friendly School



Welcome to Rockingham Lakes Primary School

Rockingham Lakes Primary School opened in 2002. Enrolment numbers have exceeded 540 students from Kindergarten to Year 7 with predicted ongoing growth.

Our highly professional and committed staff offer an exciting educational program aimed at catering for the individual needs of our students. Our multi age grouped classes encourage cooperative learning, peer tutoring, leadership qualities within the students and a lasting partnership between the student, family and teacher.

At Rockingham Lakes Primary School we aim to ensure all students feel safe and respect the rights of others. We value the contribution of our students and the involvement of parents in our school. It is critical our students develop the knowledge, skills and understanding to meet the challenges of the future.



I hope you and your children enjoy Rockingham Lakes Primary School and the many opportunities available to you.

Kim Kinnear
Principal



Art Sculptures

The theme for these artworks is layered and inspired by the importance of reading, writing and mathematics as the basis for primary learning.

The ONE and TWO were chosen as the two words to celebrate the coming together of two schools to become one campus.

The large E at the entrance is turned on its side so that it acts as two doorways to the school. These sculptures embody a strong sense of fun and play with the mixing of type styles and the scale of individual letters.

These artworks were commissioned in May 2002, as part of the state Government's percent for Art Program. The artist was Anne Neil.

Information and Procedures

School Hours

8.45am Commence school
10.35am Morning recess
10.55am End of recess
12.35pm Commence lunch
1.15pm End of lunch
3.05pm School closes

Please Note: Tuesday is early close. All students finish at 2.15pm.

Absences

Under section 25 of the School Education Act 1999, parents are required to notify the school of the reason for their child's absence as soon as possible or within three days of the first day of absence. At Rockingham Lakes Primary School, parents are requested to advise their class teacher in writing of the reason for their child's absence on the child's return to school or within three days of the child's first day of absence to meet with the requirements of the Education Act.

Accidents

If your child is injured or becomes ill, all care and attention will be given and we will endeavour to contact you. In an emergency the school may need to seek outside medical assistance which may incur some cost to you. To ensure we can contact you, please notify the school of any change of address or telephone numbers.

Assemblies

Assemblies are held fortnightly on Friday mornings for all students. All classes have an opportunity to perform at an assembly and class teachers award honour certificates on these occasions. Details of assembly dates will be advised through newsletters and term planners.

Behaviour Management

In the interests of the school community, it is important that parents, teachers and students work together to ensure high standards of behaviour. At Rockingham Lakes Primary School we pride ourselves on our record of high standards of student behaviour.

The key to maintaining these high standards which ensure an effective learning environment for students, is respect and care for others. Parents, as members of our school community with teachers and students, are asked to encourage their children to support these values.

If you have concerns about your child's behaviour please contact your child's teacher. Teachers will contact you if they have concerns. Good communication will nip any problems in the bud. Please contact the school Deputy or Principal if your concerns are not addressed.

Bicycle Use

All cyclists must wear protective helmets. Research suggests that they help to prevent serious head injuries. Students are required to walk bikes in the school grounds. Parents are asked to ensure that their children ride in a safe manner.

School staff accept no responsibility for the security of students' bicycles. We do, however, take care through ensuring that bicycles are parked in the bike enclosure which is locked by Student Representatives daily. Access during the day is available through the office. Parents are encouraged to have bikes engraved.

Canteen

Our canteen is organised and run by the P&C Association. The canteen provides a summer and winter menu and is open every day of the week. If you are able to assist in any way please contact the canteen.

Contributions and Charges

The Rockingham Lakes Primary School's Council has determined that the voluntary contribution be set as follows

1st Child	\$60
2nd Child	\$55
3rd Child	\$50
4th Child	\$40
5th Child	\$40

Communicable Diseases

This information is provided by the Health Department.

Chicken Pox - Exclude from school. Return to school 5 days from the appearance of the red watery blisters, if the child is well.

Measles – Exclude from School. Return to school 4 days after the onset of the rash if well. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.

Ringworm—Exclude from school until the day after treatment has commenced. Ointment is available from chemists.

Rubella (German Measles) – Exclude from school for 4 days after onset of rash.

Head Lice (Pediculosis) – The Health Department recommends that long hair should be tied back to help combat head lice. Children should be excluded from school until effective treatment has been given and all nits removed from the hair. Contacts are not excluded but should also be treated as a precautionary measure, as should all sheets, pillows etc. *Parents must check their children regularly.*

Hepatitis – Transmitted through contact with infected persons. Incubation period around 30 days. Excluded from school for 4 days after onset of illness (if not jaundiced) or 7 days after jaundice appears.

Conjunctivitis - Discharging inflamed eyes. Must be excluded from school until discharge is cleared.

Herpes (Cold Sores) – On or around mouth or face. Young children unable to comply with good oral hygiene practices should be excluded whilst lesions are uncovered and weeping. Lesions in children attending school should be covered by a dressing, where possible.

Hand, Foot and Mouth Disease – Excluded from school until all blisters have crusted. Contacts are not excluded.



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Curriculum

All students will be involved in learning activities which enable them to demonstrate outcomes in the eight learning areas of the CURRICULUM FRAMEWORK. The eight learning areas are - The Arts, English, Health and Physical Education, Languages Other than English (LOTE), Mathematics, Science, Society and Environment and Technology and Enterprise.

The Curriculum Framework is specified by an act of parliament and is mandatory for all schools, government and non government. The framework provides a wonderful opportunity to ensure your child receives the best possible education through a range of learning experiences which will equip them for success in our changing world.

Dress Code

The School Council has established a School Dress Code for all students. The P&C supports the Dress Code by operating the Uniform Shop. This is open every Tuesday and Thursday morning from 8.30am to 9.00am. All students are expected to wear school uniform .

Headwear—The school hat is to be worn for outdoor activities in Term 1 and Term 4.

Footwear—Covered shoes or sandals are recommended. For sporting activities appropriate footwear is encouraged.

Clothing—A wide range of uniform options is available from the School Uniform Shop managed by the P&C. The Uniform Shop is open on Tuesday and Thursday morning from 8.30am—9.00am.

Enrolments

Enrolment is completed at the school office. It is essential that all personal and medical details provided at enrolment are updated and current. It is vital that, in an emergency, we should be able to reach parents/caregivers immediately. If parents/caregivers are unable to be contacted it is important that the person(s) used as emergency contact(s) have their details updated as necessary.

Excursions

Teachers use excursions to support student learning programmes. Every care is taken to keep the costs to a minimum. Under the Department of Education and Training's Excursion Policy a Medical/Consent form is required to be taken on excursions by the teacher. Students are not permitted to attend excursions without these forms being completed.

Friendly School

Bullying in any form is not tolerated at Rockingham Lakes Primary School. We provide a safe learning environment.

Positive behaviour is rewarded and modelled by all members of the school community.

Bullying is dealt with under the school's *Behaviour Management Policy*.

What Rockingham Lakes Primary School is doing:

- We provide consequences for bullying that are fair, firm and consistent.
- We develop positive and caring relationships between teachers and students.
- We provide relevant and appropriate learning experiences.
- We encourage students to understand the nature of bullying and develop resilience.
- We develop negotiation, mediation, conflict resolution and assertiveness skills.
- We promote "Respect" by talking through conflict and personal issues to address the causes of bullying.
- We encourage students to support their peers in not tolerating bullying.

Health

If you suspect your child is unwell, we stress the importance of keeping him/her at home. Infections can spread very quickly at school and children are very susceptible. An unwell child does not learn effectively. Please notify us on 9593 9000 of any serious infectious disease your child may contract.



Information and Communications Technology

All students will have access to computer technology through our computer network. Each classroom will have at least two computers and we have a computer laboratory available to all students. The network is linked to the Internet and all students and their parents/caregivers, will be required to enter into an agreement to ensure the system is used responsibly and within our legal guidelines.

In-Term Swimming

In-term swimming is offered to students in Year 1 to Year 7. Students will be taught by fully qualified instructors. Further information will be provided closer to the event.



Leaving School Grounds

Children are not allowed to leave the school grounds, during school hours, without a prior request from parents. Parents/Caregivers who wish to collect their child between 8.45am and 3.05pm should come to the office to sign their child out.

Library

Our school has a fully automated library. Children have access to the library for weekly sessions. Students are encouraged to borrow books on these occasions. If books are lost, parents are asked to pay for the cost of the book.

Lost Property

Lost property is located in block 3. Parents are requested to *clearly label* all items of clothing and school items with student's names.

LOTE (Language Other Than English)

Indonesian is the Language Other than English (LOTE) taught to all students in Years 3 to 7.

Medication

From time to time, parents request that children be given medication at school. This cannot be done unless a health care authorisation is completed. Please see the School office for this.

Money, Toys and Valuables

Children are not to bring valuables to school as their security cannot be guaranteed. Parents are also asked to discourage students from bringing toys to school. There will be times when children are asked to bring something special from home for news or special activities.

Newsletters

School newsletters will be distributed to all families and will be sent home with the oldest child in each family fortnightly on Thursday afternoon.

Parent Information Sessions

Parent Information sessions are held at the beginning of each year. Additional information sessions are held throughout the year.

Parent / Teacher Interviews

Parents are encouraged to visit the school to discuss with the class teacher or administration any concerns they may have regarding their child. To best facilitate these discussions please arrange an appointment prior to the meeting so we may discuss these matters without interruption.

Parents' and Citizens' Association

The Parents' and Citizens' Association (P&C) has a very valuable role to play in the development of the school's resources and facilities. Its purpose is to assist the school in providing a better education for our children. All parents are invited to attend the regular P&C meetings and take part in activities organised by the group. The P&C meets on the first Tuesday of each month in the staffroom at 7.00pm.

Parking

Parking around the school grounds is very restricted. Parents dropping off and picking up students are requested to take great care and to observe all traffic laws. Everyone's cooperation is needed to ensure the safety of our children. To ensure children's safety, parents are not to use staff car parks when dropping off or picking up their child.



PEAC (Primary Extension and Challenge Program)

Our Year 4 students are tested for inclusion in PEAC once per year. PEAC is a special program for children who are academically talented. Students are selected by Fremantle Peel Education District Office personnel.

Physical Education and Sport

All students are involved in Physical Education and Sport unless excused with a medical certificate. Daily fitness is part of classroom activities. Students will be exposed to a variety of team sports and encouraged to become involved in school and interschool events.

Reporting To Parents

Assessment is an ongoing practice in the classroom to enhance student learning, teaching practices and report achievement to parents. Reporting is an ongoing process where class teachers and parents share the progress of each student. Parent/teacher interviews to discuss children's progress are available upon request. Please phone 9593 9000 to arrange an interview time. Formal reports will be issued at the end of semester 1 and 2 each year.

School Council

The School Council is constituted according to the Education Act (1999) and consists of elected parent representatives, community representatives, staff members and the school principal. The council meets twice per term. Its key roles are:

- setting the strategic direction of the school
- endorsing the school budget
- endorsing school charges and contributions
- consulting in setting Behaviour Management Policy and School Dress Code
- monitoring the performance of the school on behalf of parents
- contributing to the School Report.

School Psychologist

The services of a school psychologist are available to parents and students. Teachers refer children who require this specialist attention in consultation with parents and with parent permission. Parents may refer their child to the psychologist in consultation with the classroom teacher.

School Uniform Shop

The uniform shop is run by the P&C Association and is located in the undercover area and is open on Tuesday and Thursday mornings from 8.30am to 9.00am. Good quality second hand clothing is also available from the Be Proud uniform shop on assembly mornings.

Sporting Events

Each year our school is involved in a Faction Cross-Country, Interschool Cross-Country, the Winter Interschool Eagles and Orioles Cup, a Faction Athletics Carnival and an Interschool Athletics Carnival. Parents are encouraged to support the teams and events and are invited to become involved in training and preparing the teams.



Student Representatives

Year 7 students are elected as Student Representatives. Student Representatives perform duties which give them responsibilities aimed at enhancing their learning outcomes and developing their leadership qualities.

Student Requirements (Personal Use Items Lists)

Government funds provide most resources used by children. However, personal items of stationery and some books, remain the responsibility of parents. Near the end of each year, class requirement lists will be distributed with a schedule of Charges and Contributions.

The school has arranged with Wooldridges to offer a service for those who choose to have their orders made up ready for collection from their Mandurah store. A percentage of sales is donated back to the school for purchase of resources to be used by all children.

Supporting Students

What should you do if you are concerned about your child?

Speak to your child's teacher.

- Make an appointment with the teacher.
- Let the teacher know what you want to talk about.
Before the meeting, be clear about the issue that concerns you.
- Prepare for your meeting with the teacher by thinking about and writing down what worries you.
Think about what you would like to see happen.
- Prepare for the meeting by thinking about what you would like to see happen to improve things.
At the meeting, express your concerns and discuss options.
- At the meeting, be clear about your reason for being there and what you'd like to aim for.
- Make sure you understand and are happy with what is decided at the meeting.
- Arrange for some way of being kept informed about what is happening at school.
Support the teacher and the plan of action decided upon.
- Keep in touch with your child's teacher.
- Support and help with the plan of action proposed by the teacher or worked out between you.
Monitor the situation.
- If, after a reasonable period of time, things don't improve, get further help. Do this in consultation with your child's teacher.

Speak to the Principal or Administration Team.

- Make an appointment to see the Principal. Explain your concerns and the actions you have taken so far.
- Aim to find a way of addressing your child's needs.
- Try to secure a plan of action.



