ROCKINGHAM LAKES PRIMARY SCHOOL

PARENT INFORMATION HANDBOOK



Rockingham Lakes Primary School

School Address: Laguardia Loop
Port Kennedy WA 6172

Phone: (08) 9523 7800

Web: www.rockinghamlakesps.wa.edu.au
Email: RockinghamLakes.PS@education.wa.edu.au

Principal: Ms Meghan McGoldrick

Deputy Principals: Mrs Janet Preston
Mrs Charmaine Stringer

Manager Corporate Services: Mrs Erica Clarke

School Officers: Mrs Santrona Jackson
Ms Eloise Kowald

Parent Communication

Rockingham Lakes has a 'Connect Now' App available. Each parent will be given their own secure login to Connect. Connect is totally free and, because it is provided by the Department of Education, very safe. As well as being able to login to Connect on any internet-enabled device, you may also receive notices from Connect that will be sent to you as either an email or a notification on your phone. Connect can be accessed via the downloadable app 'Connect Now' or via the web at **https://connect.det.wa.edu.au/.**
Additional features are available on the website.

If you have multiple children, you only need one login – even if your children attend different public schools.
When you login to Connect you will be able to see information specific to your own child/ren such as:

- The School Space where you can be notified about school information and events
- Week by week attendance information
- Reports will be sent home via Connect

Logins will be sent to the email addresses supplied with enrolment. Please advise if you update your email address to ensure you are kept up to date with activities and communications from the school.

This provides essential communication with the school – please download it!

Welcome to Rockingham Lakes Primary School

Rockingham Lakes Primary School opened in 2002 and will have close to 500 students in 2025.

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

Our primary focus is to improve the literacy, numeracy and social development for all of our students. With a focus on early intervention, teachers are supported in the successful implementation of a whole school approach to maximize successful outcomes for students.

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.

Meghan McGoldrick
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, Rockingham Lakes PS and Peel Language Development School.

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

8.20am - School gates open
8.25am – 8.35am Students arrive
8.40am – Commence school
10.50am – 11.30am Lunch (students eat 11:15am–11:30am)
1.30pm – 1.50pm Recess
2.50pm – Students finish

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, by email **rockinghamlakes.ps.office@education.wa.edu.au,** through the **Connect** Portal or by replying to the link sent out in absentee text from Compass. Students who arrive to school after 8:40am will be recorded as late and need to sign in at the front office.

Accidents / Illness
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.

Allergy aware
Rockingham Lakes is an 'allergy aware' school. We ask parents to be mindful of others' allergies, particularly with respect to nuts and nut products in food brought to school. Please speak with your class teacher if you are unsure what is appropriate.

If your child is celebrating a birthday and you would like to bring in a birthday cake, please ensure food items are store bought and individual items; for example, mini cupcakes or wrap items like fredo frogs.

Assemblies
Assemblies are held three times per term on Friday mornings for Pre-Primary to Year 6 students. All classes have an opportunity to perform at an assembly and class teachers award merit certificates on these occasions. Details of assembly dates will be advised through term planners and through Connect.

Before and After School Care
Village OSHC run Before, After and Vacation school care here on site. This service is available Monday to Friday and during school holidays. For further information about this program, including availability and cost, please contact Village OSHC directly on 1300 366 437 or visit their website at **www.villageoshc.com.au**

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 a record of high standards of student behaviour.

The key to maintaining a high standard, which ensures an effective learning environment for students, is explicit teaching, respect and care for others. Parents are asked to encourage their children to support these values. Our Positive Behaviour Reward (PBR) program rewards regular positive behaviour through Bronze, Silver and Gold badges.

If you have concerns about your child's behaviour please contact your child's teacher. Teachers will contact you if they have concerns. Please contact the Deputy Principal if the class teacher was unable to help you resolve an issue.

Bikes / Scooters / Skateboards

Parents are asked to ensure that their children ride in a safe manner. Helmets should be worn as research suggests that they help to prevent serious head injuries. Students are required to walk bikes, scooters and skateboards while on the school grounds.

Students are to park their bikes/scooters/boards in the bike areas located on the southern side of the school. All bikes, scooters and skateboards should be locked each day. Parents are encouraged to have bikes engraved. School staff accept no responsibility for the security of student's bikes, scooters and skateboards.



Business Plan

The school has a 3 year Business Plan which lays the foundation for school improvement and planning. A copy of our 2024-2026 Business Plan can be downloaded from our website or collected from the office.

Campus Site Rules – Before and After School

- Students should not arrive prior to 8:25am
- Pets are not permitted on school grounds
- Bikes and scooters are not to be ridden on school grounds
- Students are not permitted to play on equipment before school
- Students playing on school equipment after school must be under direct supervision of a parent.

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. The Canteen opens for students at 8:25 each day, parents may purchase or place orders from 8:15am. Orders need to be placed at the canteen by 8:40am each day. Online ordering is also available and orders must be made by 8:30am online at Flexischools.

Contributions and Charges

The Rockingham Lakes Primary School Board has determined that the voluntary contributions are set at just $15.00 per term, $60 per year for each student. Payment plans may be negotiated with the Manager of Corporate Services. Any 'charges' for an optional event through the year will be communicated through a note sent home. Participation in these events is optional; however, is reliant on payment being made by the due date if you wish for your child to participate. A letter is sent home at the end of each year, outlining the contributions and possible charges for the following year.

To support families with these costs the school is happy to receive regular payments to your child's account. These payments will be held as unallocated credit and applied to excursions/incursions as they occur. If at the end of your child's schooling there is a credit on your child's account we will refund this via EFT.

Curriculum – Pre Primary to Year 6

All students will be involved in learning activities which enable them to demonstrate outcomes in the Western Australian Curriculum as shown on the SCSA website. Students will study Maths, English, Science, History and Social Sciences (HaSS), Health, Physical Education, The Arts, Technologies and Auslan (Year 1 - 6).

Dress Code / Uniforms

The School Board has established a School Dress Code for all students. They have endorsed the following uniform items:

- School Polo Shirt & Rockingham Lakes Leavers Shirt (Yr 6 students) – a long sleeve navy shirt may be worn underneath the school polo shirt
- Navy Shorts, navy sports skirt, navy track pants, navy skort, navy pants* (no added colour, stripes or patterns)
- Rockingham Lakes jumper, zip jacket or vest
- School hat, available in faction colours, to be worn all year, as per the school's SunSmart policy which can be found on **Connect.**
- Sneakers, shoes, or sandals with back strap
- Hair is to be worn neatly, clean and off the face (long hair will be tied back).
- Small stud earrings or sleepers in ears only, additional body piercings of any kind are not accepted.
- Medi-alert bracelets and watches are accepted (Smart Watches must be on airplane mode during school hours).
- Nail polish and fake nails are not to be worn.
- Make-up, necklaces and jewellery are not permitted (unless for cultural reasons approved by the Principal).

The P&C supports the Dress Code by operating the Uniform Shop. Items can be purchased via Flexischools and a uniform list is available either on Flexischools and is also in the Connect library.

All students are expected to wear full school uniform every day.

The Student Dress Code and Sun Protection Policy are available in the Policy Documents section of Connect.

Emergency Contacts

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 programs. Every care is taken to keep the costs to a minimum. Under the Department of Education's Excursion Policy informed consent must be provided by parents, prior to any excursion, by signing and returning the required forms. Students are not permitted to attend excursions without these forms being completed.

Gifted and Talented Education

Founded on our knowledge of how children learn and of best teaching practice, Rockingham Lakes Primary School focuses on robust academic programs designed to engage, challenge and foster a love of learning.

Our goal is that students leaving Rockingham Lakes Primary School are well prepared for a future of life-long learning. This is achieved through the explicit teaching of curriculum skills and processes, and authentic learning experience, within an education environment that encourages students to develop critical learner dispositions, or habits of mind, essential to becoming successful learners.

Rockingham Lakes Primary School provides a gifted and talented program from year 3-6 to ensure that high achieving students can be extended and challenged.

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 District Office personnel, based on testing results.

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. **Parents must check their children's hair regularly.**

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 will not learn effectively. Please notify us via connect or Rockinghamlakes.PS@education.wa.edu.au of any serious infectious disease, confirmed by a doctor affecting your child.



Homework

Teachers are expected to provide homework on a weekly basis. For most students homework will comprise of reading, spelling and basic facts. Homework will complement learning in the classroom and not rely on parental input. If a reason arises, parents may choose to 'opt-out' of homework through negotiation with the class teacher.

Information and Communications Technology

All students will have access to computer technology through our computer network. The use of iPads and other technology is embedded across the curriculum. Students in Year 3 to 6 will have access to school supplied 1:1 device to use throughout the year. Other classrooms have access to banks of laptops and iPads, which are 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.

All students will also require consent from Parents/Guardians for Rockingham Lakes Primary School to share information with 3rd Party providers for students to access programs and platforms.

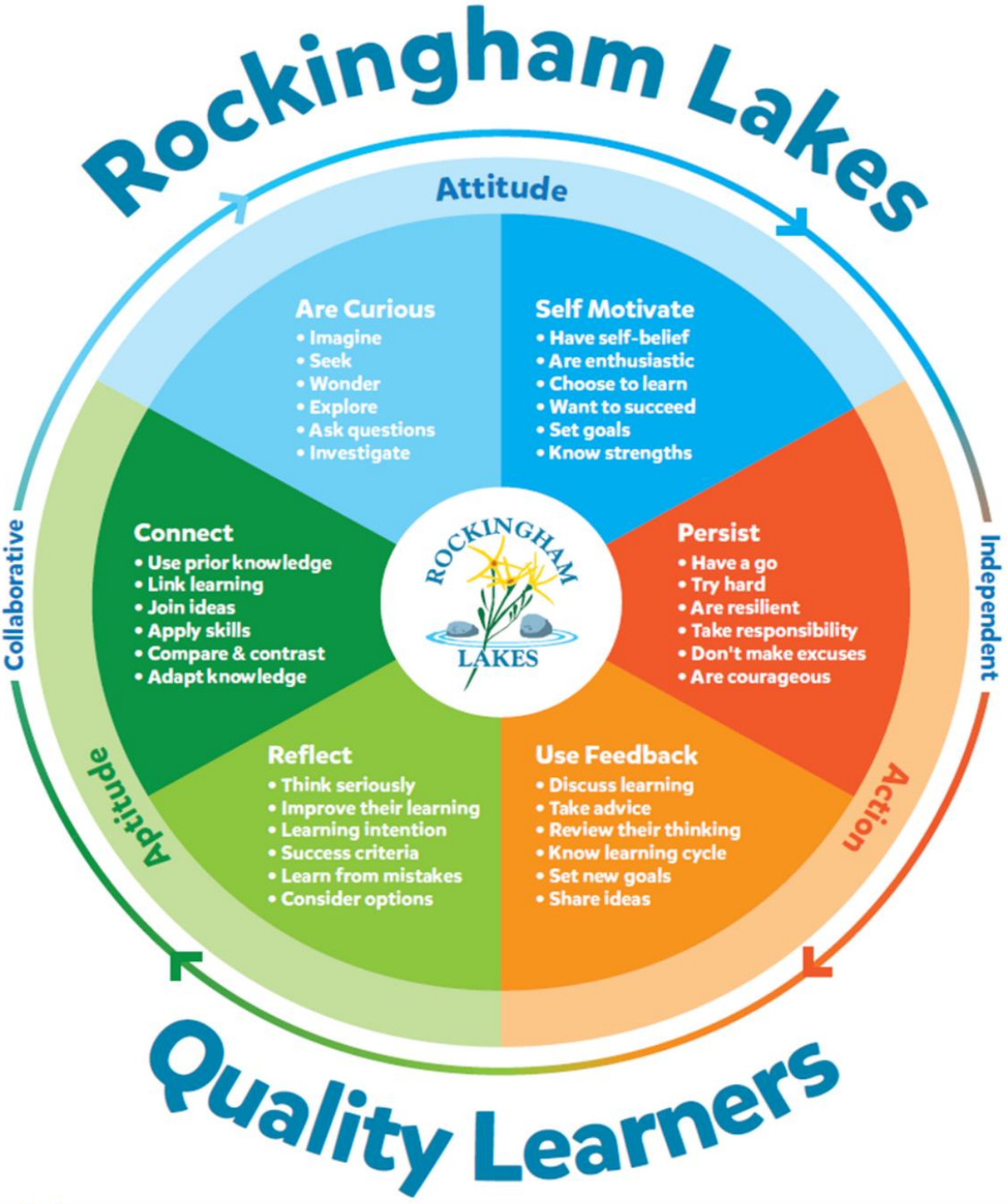
In-Term Swimming

In-term swimming is offered to students in Pre Primary to Year 6. Students will be taught by fully qualified instructors. Further information will be provided closer to the event.



Learner Qualities

We have identified 6 Learner Qualities which we expect all students to develop as they become self-motivated, informed learners. These learner qualities are explicitly taught and become a common language across the school.



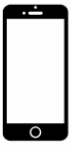
Leaving School Grounds

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 8.40am and 2.50pm must come to the office to sign their child out. Students will not be released from class, during class time, without a release form having been signed by the office. Please bring identification with you.

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 may be asked to pay for the cost of the book.

Lost Property
Lost property is located in Block 2. Parents are requested to clearly label all items of clothing and school items with student's names.

Medication
From time to time, parents request that children be given medication at school. This cannot be done unless a health care authorisation form is completed. Please see the school office for this. Students must not have medication in their bags. All medication must be handed to the school in its original packaging. The Medication Policy is available in the Policy Documents section of Connect

Mobile Phones, Smart Watches, Toys and Valuables

Children are not to bring valuables to school as their security cannot be guaranteed. As per the 'Student Mobile Phones in Public Schools' Policy, mobile phones and electronic games are to be turned off before entering school grounds and handed in at the library and collected at the end of the day. Smart watches are to be place in aeroplane mode. 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.

Open Night
Each year, usually late in Term 3, we hold an Open Night. Parents and community members are invited into the school to view student work and share in the progress and achievement that has occurred.

Our safe 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. Undesirable behaviour is dealt with under the school's Behaviour Management Policy.

Bullying is targeted and ongoing social emotional or physical actions intended to cause harm or fear. This is different from one-off disagreements between students and will be dealt with accordingly.



What Rockingham Lakes Primary School is doing:

- We provide support and strategies to students who may be bullied.
- 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 teach self-regulation skills to students
- 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.

Parent Information Sessions

Parent Information sessions are held by class teachers at the beginning of each year. Additional information sessions may be 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 organized by the group. Refer to P&C Facebook page for meeting times and dates.

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 or disabled parking bays** when dropping off or picking up their child.



Personal Items for Student Use (Book List)

Government funds provide most resources used by children. However, personal items of stationery and some books, remain the responsibility of parents. The school has arranged to offer a service for those who choose to have their orders home delivered. Notices about this process, including the required list, will come home towards the end of the year, in preparation for the following year. We strongly encourage students beginning the year with all items on the advertised list.

Physical Education and Sport

All students are involved in physical education and sport unless excused with a medical certificate. Students will be exposed to a variety of team sports and encouraged to become involved in school and interschool events.

Positive Behaviour Reward Points (PBR)

Students will be recognised and acknowledged for displaying positive behaviours. Students work towards earning PBR points which accumulate towards Bronze (50 points), Silver (100 points) and Gold badges (150 points), Be Proud Lunches and Faction tokens.

Reporting to Parents

Assessment is an ongoing practice in the classroom to enhance student learning, teaching practices and report achievement to parents. Parent/teacher interviews to discuss children's progress are available upon request. Please phone the school to arrange an interview time. Formal reports will be issued at the end of Semester 1 and 2 each year and will be available to families through **Connect**.

School Board

The School Board is constituted according to the Education Act (1999) and consists of elected parent representatives, community representatives, staff members and the school principal. 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, School Dress Code and other policies
• monitoring the performance of the school against the Business Plan.

The School Board has an open meeting in Term 4 each year. The date for this is advertised in the school newsletter.

School Uniform Shop

The uniform shop is run by the P&C Association.

- Orders can be placed via **Flexischools.**
- Any queries can be directed to the uniform shop- **rlpsuniform@gmail.com**.

Sporting Events

Each year our school is involved in a faction cross-country, interschool cross-country, faction athletics carnival and an interschool athletics carnival. In addition to these events, our senior students may also be selected to represent the school in a variety of sports at the Summer, Winter and Spring interschool carnivals. Parents are encouraged to support the teams and events and are invited to become involved in training and preparing the teams.



Student Representatives

Senior 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 Wellbeing

Zones of Regulation – Zones of Regulation is a whole school program used at RLPS to foster self-regulation skills that allow students to recognise and learn how to manage their behaviours. We also run a ZOR Social Skills program to support students who require further intervention around self-regulation.

Weaving Wellbeing – Weaving Wellbeing is a whole school program (Years 2-6) used at RLPS to support student mental health and wellbeing. It is founded on a positive psychology approach and aims to provide opportunities for students to develop and reinforce positive mental health and wellbeing.

Brave Program – The BRAVE Program which is a free, online, self-directed program that helps children with anxiety difficulties learn to manage their worries. The child program focuses on anxiety management strategies and is made up of 10 sessions. RLPS offers this program at school to support identified students that are experiencing anxiety at school and/or home.

Be Proud Values Program – The Be Proud Program is an inclusive and holistic approach to pastoral care. Its purpose is to develop the individual into a person who is a valued member of the community with sound self-esteem and self-respect.

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 the meeting by thinking about what you would like to see happen to improve things.
- Prepare for your meeting with the teacher by thinking about and writing down what worries you.

At the meeting, express your concerns and discuss options.

- Be clear about your reason for being there and what you would like to aim for.
- Make sure you understand and are happy with what is decided at the meeting.
- Arrange a 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 Deputy or Principal.

- Make an appointment to see the Deputy. 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.

Term Planner

A term planner will be available on the school website and on **Connect.** Significant dates across the year will be displayed on the planner from the beginning of each school year. It will be updated across the year as new events are scheduled. Please be familiar with this information. The calendar on **Connect** may have further information about each event.

Website

Our school website can be found at **http://rockinghamlakesps.wa.edu.au**
This site holds a wealth of information about our school. In many cases this may be your first point of call if you have questions about our school.



















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