

Tuart Hill Primary Independent Public School

Est. 1910

Banksia St Tuart Hill WA 6060

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Creating Bright Young Futures

Parent Information

Book

2019

INTRODUCTION

In 2012, Tuart Hill Primary School became an independent public school. This initiative gives our school more freedom and flexibility to make decisions about important matters such as curriculum, student support, staff recruitment, financial management, governance and accountability. As a school with a proud history our staff and students are committed to maintaining the positive heritage that has been developed over so many years and by so many people. As a school community we want Tuart Hill Primary School to be the very best, striving to ensure that:

- Every student is a successful student, and
- Every teacher is an effective teacher

We want all our students to leave Tuart Hill being well prepared for their future, equipped to prosper economically, to be happy and secure in themselves, and ready to contribute to their community.

At Tuart Hill all staff members are committed to helping students reach their full potential through the ongoing development of a differentiated curriculum that caters for the needs of individuals as well as groups of students. Our Behaviour Management policy and the strategies we employ to teach, manage and engage students ensures that the learning environment is safe and welcoming and the students are suitably challenged.

The support structures put in place to assist staff in doing the important work of improving student outcomes is flexible and responsive ensuring that they can approach their work with confidence, enthusiasm and commitment.

Student progress is our ultimate goal which we take very seriously. All staff at Tuart Hill are accountable for the progress of our students and for their performance as administrators, teachers and support staff. Through effective Performance Management and Accountability Management processes staff at Tuart Hill Primary School are able to reflect on what they do and how they can further develop in order to improve student outcomes across the school.

At Tuart Hill Primary School we believe that parent support is critical if students are to reach their full potential. For this reason we actively promote our school in the wider community and encourage parent input into how our school operates.

Beverly Innes
Principal

OUR MISSION

Tuart Hill Primary School provides a challenging, enjoyable and inclusive learning program that caters for our culturally diverse community. We empower each child to reach their full educational and personal potential in a safe, nurturing environment.

OUR VISION

Our vision at Tuart Hill Primary School is to extend the literacy accomplishment of all students.

This vision seeks to address the literacy needs of all of our students. We want to embed this vision in all that we do at Tuart Hill Primary School.

OUR VALUES

- We encourage a work environment that is respectful, welcoming and safe.
- We will display high personal standards of ethics, integrity and honesty.
- We continue learning and developing new skills that help us build our school and set the stage for continual growth.
- We will provide consistent and dependable services that exceed expectations and provide quality work for our school community.
- We create an environment that encourages involvement and a sense of satisfaction.

PHYSICAL SETTING

Teaching Areas are divided into three sections:

1. Purpose built Kindergarten/Pre-primary and demountable
2. North wing: Junior Primary
3. South wing: Middle and Senior Primary

There is also:

- Library
- Music room
- Art room
- Science room
- Bright Start Centre
- After School Care room
- Canteen
- Enclosed undercover area (Hall)
- Dental Clinic
- Stephanie Alexander Kitchen and Garden

The Library has a lab of computers which are fully networked. Classrooms have access to laptop computers which are connected via a wireless network. The students also have access to Netbooks and Ipads in their classrooms.

The grounds are large with basketball courts and three distinct play areas comprising playground equipment and grassed areas.

SCHOOL BOARD

The School Board consists of seven parent representatives, three community representatives, four staff representatives (elected annually by the school staff) and the Principal.

The functions of the Board are to take part in:

1. Establishing and reviewing from time to time, the school's objectives, priorities and general policy direction.
2. The planning of financial arrangements necessary to fund those objectives, priorities and directions.
3. Evaluating the school's performance in achieving them; and formulating codes of conduct for students at the school
4. Determining, in consultation with students, their parents and staff, a dress code for students when they are attending or representing the school.
5. Promoting the school in the community.
6. Approving:
 - a. Charges and contributions for the provision of certain materials, services and facilities.
 - b. Extra cost optional components of educational programs.
 - c. Items to be supplied by a student for personal use in an educational program.
 - d. Any agreements or arrangements for advertising or sponsorship in relation to the school.

OFFICE HOURS

The Office is open Monday to Friday from 8.00 am to 3.30 pm

TERM DATES FOR 2019

TERM 1:	Monday 04 February	to	Friday 12 April
TERM 2:	Monday 29 April	to	Friday 05 July
TERM 3:	Monday 22 July	to	Thursday 26 September
TERM 4:	Monday 14 October	to	Thursday 19 December

SCHOOL DEVELOPMENT DATES 2019

Please note: children do not attend school on these days.

The School Development days are pupil free days that school staff complete professional learning. Please see the dates below for proposed 2019 School Development Days.

Thursday 31 January 2019
Friday 01 February 2019
Monday 29 April 2019
Friday 05 July 2019
Friday 27 September 2019
Friday 20 December 2019

Please note these dates may change to suit the strategic needs of the school.
Please refer to the eNewsletters for regular updates.

ARRIVAL TIME FOR SCHOOL

We ask that parents do not bring their children to school before 8.30am as teachers are not required to start duties before this time, parents will also appreciate the need for teachers to spend time in their classrooms in preparation for the day's work.

If students arrive prior to 8.30am they will be required to sit in the Hall until they are dismissed. This area will be monitored by a school administrator between 8.15 – 8.30am.

END OF SCHOOL DAY

Students are to be collected promptly at the end of the school day. Children who have not been collected within 10 minutes of the final siren will be required to wait in the front office from where they will be handed over to their parent or carer, and the pick up time recorded. It is expected that this would only occur when parents have been unavoidably detained.

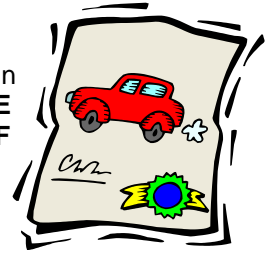
SCHOOL TIMES

Please ensure your child arrives promptly at the beginning of the day to avoid interruption to the class program.

8.40am		School commences
10.40am	- 11.00am	Morning recess
1.00pm	- 1.40pm	Lunch
1.40pm	- 2.50pm	School finishes

PARKING

There is limited parking available around the school grounds. Street parking is available in Lawley, Banksia and Cape Streets. Please park in marked bays where available. **THE STAFF CAR PARK IS NOT TO BE USED FOR PARENT PARKING OR DROPPING OFF STUDENTS.** Please note, the car park off Cape Street belongs to the Department of Education and Training Vacation Swimming building and parents must not park in this area.



PARENT RESPONSIBILITIES

Full cooperation between parents and teachers is essential. Please assist staff by:

- Informing the school of any change in address and/or phone number and emergency contacts.
- Discussing with staff any information that may help us understand your child better.
- Keeping in touch with the teacher on matters concerning your child's health and well being.

LUNCH

Please ensure lunches contain healthy foods and **leave out candy and chocolate.** Take-away foods are inappropriate for school. Students can order lunch from the canteen.

CRUNCH AND SIP

Crunch & Sip break is a set break for students to eat fruit or salad vegetables and drink water in the classroom. This concept has been introduced to support students to establish healthy eating habits whilst at school.

For further information and your child's allotted time for Crunch & Sip please see their class teacher.

CANTEEN

The canteen operates four days a week, (Tuesday, Wednesday, Thursday and Friday) and is operated by the P & C. The canteen supplies a range of food, snacks, ice creams and drinks all available at reasonable prices. A menu and price list will accompany children home at the start of the year. Orders can be placed at the canteen or on line at ouronlinecanteen.com.au. Please see the office for further information.

Students need to have their lunch orders in prior to the commencement of the school day. The staffing and efficient operating of the canteen depends largely on volunteers. One day a week, a fortnight or a month of your time will be a great help in the running of the canteen. Please contact the canteen manager if you wish to volunteer.

BIRTHDAYS



Children love to celebrate their birthday at school. If you would like to send something to share, a simple pre-cut cake or small cup cakes are most suitable. Please ask your child's teacher how many children are in the class so there is enough for everyone.

DRESS CODE / UNIFORM

DRESS CODE REQUIREMENTS

Red school shirts or T-shirts (collar preferred). No slogans or multi-coloured designs.

- Denim clothing is not permitted
- School jumpers (with school logo), or red wind-cheaters.
- Black trousers, tracksuit or tights.
- Black skirts
- Black shorts
- Appropriate footwear, ie. No thongs, massage sandals or ugg boots, high heeled sandals or high heeled shoes

Modifications To The Dress Code

Parents who, for religious or health reasons, may wish to modify the school dress code are required to make an appointment with the principal. Staff will be informed of any student granted a modification to the dress code.

Students not following the dress code will receive:

- counselling from a deputy principal on the benefits of a dress code;
- assistance/support in obtaining suitable clothing, if necessary; and
- a pass for an agreed length of time for dress modification.

Students not following the dress code may be denied the opportunity to represent their school at school activities, which include choir, excursions, sporting and social events.

FOOTWEAR

Due to the fact that children are climbing on equipment, sneakers are recommended as the safest footwear option. The school grounds are frequently used as a thoroughfare and various items of rubbish are often left on site. Although this is cleared daily, all children are required to wear shoes at all times for safety reasons. Please try to put 'manageable' shoes on your child. Thongs should never be worn to school.

HATS

The school has a 'Hat Policy' that has been endorsed by the School Council and requires that students wear a hat whilst out in the open all year.

Expectation is that students will wear an approved school hat. Parents are responsible for providing this item.

LOST PROPERTY

Please label all items of clothing, lunch boxes etc. The lost property is kept in a box at the end of the corridor near the Uniform Shop. Please check there for any missing items

PERSONAL PROPERTY

Children are asked not to bring personal effects to school, ie. jewellery, sporting gear, expensive toys, ipods, mp3, cd players, electronic games etc.

STUDENT MOBILE PHONES

Children are not permitted to use mobile phones during the school day. If your child needs to bring a mobile phone to school, these must be clearly labelled, switched off and handed in to the front office before school and retrieved from the office after school.

PRIMARY EXTENSION AND CHALLENGE (PEAC & JETS)

JETS: This is a junior extension program made available to a limited number of students each year.

PEAC: Children are tested in Yr 4 for inclusion in this program whilst they are in yrs 5-7. Based on children's results they will be offered places in the program. Parents have responsibility of transporting their child to attend these courses.

SCHOOL PROPERTY

All books, games, etc remain the property of the school. Please encourage your child to treat these with respect. Damaged and lost items must be replaced. We would appreciate the return of any equipment that may have come home by accident. Our supplies deplete rapidly and cannot always be easily replaced.

SUPPORT A READER

The program is based on the philosophy that children who need additional assistance with the reading process will benefit from daily support on a one to one basis with a trained parent/tutor.

We are seeking volunteers who may be interested in becoming tutors and can spare one hour a week (or more) to listen to children read.

CODE OF BEHAVIOUR

The school code of behaviour is as follows:

- Follow staff directions
- Respect people, property and the environment
- Eat and play in allocated areas
- Remain in school grounds
- Use appropriate language/behaviour
- Walk on paths, verandas and in buildings
- Walk bicycles through school grounds
- Be punctual

ABSENCES FROM SCHOOL

If your child is to be absent for the whole day you are required by the Department of Education and Training to notify the school, either by phone on 9349 1799 or the school's sms system.

Vacations during school term: Parents are required to gain permission from the principal for all in term holidays. Requests should be made in writing **prior** (at least one week) to the absence. These can be submitted to the office or via email. Students who are taken on extended holidays will be provided with additional work to do so that they do not miss out on important content. Holidays that are taken without seeking prior approval are recorded as unauthorised absences.

SMS MESSAGING

Tuart Hill Primary uses SMS messaging to notify parents of a child's absence. Each morning parents of students who are absent will receive a message similar to this:

"Tuart Hill PS records show Joe Bloggs is absent Monday 23/3/18"

Parents can reply by texting to 0417 931 262 or calling the office on 9349 1799. Your message should include your child's name, class room number and the reason for the absence.

SICK CHILDREN / INFECTIOUS DISEASES

As determined by the Health Department of WA, if your child contracts any of the following communicable diseases, she/he must be excluded from school:

A written explanation is required for all absences from school.



Chicken Pox:	Exclude child from school. Re-admit 10 days from onset if well, or on presentation of medical certificate that the child is no longer infectious.
Infectious Hepatitis:	Exclude child from school until certified well by a medical practitioner.
Measles:	Exclude child from school. Re-admit on medical certificate of recovery or seven (7) days from appearance of rash.
Mumps:	Exclude child from school. Re-admit on medical certificate of recovery or fourteen (14) days from onset if well.
Pediculosis - (Head Lice or Nits):	Exclude from school until completely clear and ALL eggs are removed.
Ringworm:	Exclude child from school. Re-admit on medical certificate that the child is no longer infectious.
Rubella - (German Measles):	Exclude from school. Re-admit on medical certificate of recovery or on complete subsidence of symptoms.
Scarlet Fever:	Exclude from school. Re-admit on medical certificate of freedom from infection.
Whooping Cough:	Exclude from school. Re-admit on medical certificate of freedom from infection.



Children should remain at home if they are sick and they should not return until they are fully recovered. Remember that young children need longer to recover so please be strong and refuse to listen to pleas from your child for an early return to school. This usually results in the quick spread of infection to other children.

SICK CHILDREN

Parents will be contacted if their child is ill at school and we ask that you pick them up as soon as possible, to prevent undue stress to the child.

MEDICATION POLICY

Staff cannot administer medication. If your child needs to receive any medication during school hours, please discuss this with either the class teacher or office staff. There are set forms and processes to be followed as part of the school's responsibility in "duty of care" towards your child.

FEEDER HIGH SCHOOLS

Information regarding High Schools available to our students is distributed to all Yr 6 students. Specialist programs are available at many government high schools and parents are recommended to check the Department of Education's website to access these.

HEAD LICE

It is the parent's responsibility to treat head lice and we ask that you make a regular weekly check on children's hair. If we identify a case at school a note will be sent home to notify parents.

EMERGENCIES

Parents are asked to make sure that their home address and telephone number and their emergency address and telephone number on admission cards are kept up to date. Wrong information can cause unnecessary delay in seeking medical attention. Please keep all medical conditions up to date – both with class teacher and on admission cards. Working parents are also requested to keep the school informed if their employment changes.

PHOTO PERMISSION FORM

As part of the enrolment package students will receive a Photo Permission Form which needs to be signed by a parent and returned to school. The form gives the school permission to use images of your child on the school intranet/website and publish their name or work in the school newsletter.

LIBRARY

All children must have a library book bag before they can borrow books from the library. A book can be "on loan" for one week. All returned books are checked for marks, rips and other vandalism. If a book is damaged, the person who borrowed it will not be able to borrow books until the damaged book is paid for. It is important that children care for these books so others may borrow. The books are very expensive and belong to the whole school community and, as such, great care must be taken.

MONEY COLLECTION

All money should be placed into the clear box at the Administration desk **first thing in the morning**. Voluntary Contributions can also be paid at the office. Please place money into the envelope provided and fill in the details. **Please send the correct money as change is not given.**

To make direct deposit payments to the school, please use the account details as shown below.

Bank:	Westpac Banking Corporation
Account Name:	Tuart Hill Primary School
BSB:	036-053
Account:	920 622
Reference:	Child's Surname / Room No / Code (E: Excursion / I: In-school Activity / C: Contributions / P: PEAC / S: SIM)
Example:	Smith 9 E

BOOKLIST

Booklists are sent home in October or November of each year. The list will include the items that will be required for your child's education in the following year. It is recommended for ease that you purchase through the school using the Ziggys option. With this service you are assured of purchasing the correct equipment and text books for your child.

ENROLMENT PROCEDURES

A parent/guardian who wishes to enrol his or her child in a government school is to submit a completed 'Application for Enrolment' form to the school he or she would like the child to attend. Originals of the child's birth certificate, immunisation records, visa information (if relevant) and proof of residential address must accompany this form.

The Principal will advise all parents/guardians of the outcome of their application as soon as is practical. In the majority of cases, this will be within 48 hours. If parents /guardians dispute the decision, they can lodge an appeal against the decision by completing the 'Appeal to Enrolment Decision' form and submit it to the Director of Schools.

Following acceptance of the 'Application for Enrolment', the parent/guardian is required to complete enrolment procedures at the school.

- contact information to be used in emergency situations
- details of any disability that the child is known to have and
- any ongoing medical condition that the child is known to have and if relevant, the procedure that is to be followed if the condition needs attention
- any family court orders

ENROLMENT PROCEDURES – Pre-compulsory Education

Children are eligible for kindergarten in the year they reach the age of four years and six months, that is, children must turn four years of age on or before 30th June in their kindergarten year.

Children are eligible for pre-primary school in the year they reach the age of five years and six months, that is, children must turn five years of age on or before 30 June in their pre-primary year.

Enrolment in a kindergarten program in a school does not guarantee a child a place in pre-primary at the same school in the following year.

A parent/guardian must submit a further application for entry into a pre-primary program.

When the number of applications from eligible children for kindergarten exceeds the number of places available at the school, selection criteria will apply.

Children Born	begin kindergarten at the start of the school year	begin pre-primary at the start of school year in	begin Year 1 at the start of the school year in	begin Year 2 at the start of the school year in
1 July 2014 30 June 2015	2019	2020	2021	2022
1 July 2015 30 June 2016	2020	2021	2022	2023
1 July 2016 30 June 2017	2021	2022	2023	2024

MONEY COLLECTION

All money should be taken to the front office ***first thing in the morning***, Voluntary Contributions should also be paid at the front office. If money is sent to school please place it in the envelopes provided and indicate on the front the child's name, room number, the amount enclosed and the reason. ***Please send the correct money.***

SCHOOL CONTRIBUTIONS

A schedule of charges and voluntary contributions will be issued in Term 4 and payable the following year. The School Council has approved these charges and voluntary contributions.

We encourage all parents to pay the charges and contributions as all funds go towards the education of your child.

If you are having difficulty in meeting the costs please do not hesitate to come into the school office and see the Business Manager, as we can certainly come to some arrangement.

P&C ASSOCIATION

The P&C Association is an extremely important part of our school. You will be advised of the first and subsequent meetings via the school newsletter and you are most welcome to attend.

ASSEMBLIES

Each class presents an assembly once a year. Dates and times are regularly published in the fortnightly newsletter and on the school web page. If your child is receiving an award at any one of our assemblies you will be notified via SMS.

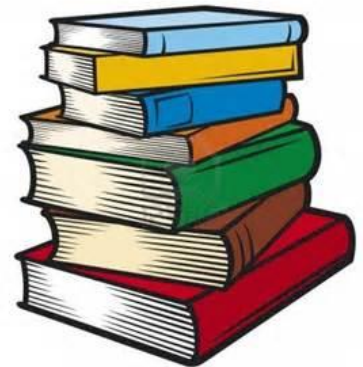
REPORTS

Reports are sent home at the end of each semester. These detail the social and academic achievements of your child.

BOOK CLUB

In an effort to encourage leisure reading by students, 'paper-back' and 'hard-back' books are available twice a term from the Scholastic Book Club.

Order forms must be filled out clearly and placed in a sealed envelope with the payment. You may pay by cash (correct money please), cheque or pre-arranged credit card. No late orders can be accepted.



TRANSFER PROCEDURES

If children are transferring to another school we would appreciate a few days warning so that personal items can be collected and library books etc returned. The new school will send a transfer note and we will then forward the appropriate records to them.

SPECIAL SERVICES

We have several professional support staff who visit the school on a regular basis. If you need to see any of the following with special concerns please contact your child's teacher.

Nurse

A community nurse will be visiting the school on a regular basis during the year. She will be screening all pre-primary and Year 1 children who have not been previously assessed. Teacher and parent requests will be met for all other years. Parents will be contacted by the nurse should any referrals be necessary.

Psychologist

A school psychologist attends the school and works as a member of the school team to evaluate and assist with any difficulties students may have. Parents need to contact their child's teacher to discuss any concerns.

Dental Therapy Centre

Consent forms will be issued sometime after enrolment at school. Parents will be advised of appointment times.

Telephone: 9344 1585 Hours: 8.15am – 4.30pm

QUESTIONS / PROBLEMS / CUSTOMER FOCUS

If you have any matter which you feel the need to discuss, please contact your child's teacher or the Principal. In some cases, parents discuss what they feel are problems with other parents but fail to notify the school. The quickest way to solve such problems is to get in touch with the school. In short,

***“If you are happy tell your friends.
If you are unhappy tell us.”***



