

# Ashburton Drive Primary School

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## 2020 SCHOOL HANDBOOK



6 Nullagine Way, Gosnells,  
WA, 6110.

08 9234 6300





# PRINCIPAL'S WELCOME

**Welcome to Ashburton Drive Primary School.**

**We look forward to beginning or continuing our partnership with families to ensure academic and social success for all our students.**

**Established in 1986, Ashburton Drive Primary School is located in the south eastern metropolitan suburb of Gosnells. The school is built on old farming land and this heritage is acknowledged by some old farming implements that are on display throughout the grounds.**

**In 2018 we became an Independent Public School.**

**Our school aims to develop responsible, respectful and kind children who are self motivated to do their best.**

**Our school motto is DREAM BELIEVE ACHIEVE.**

**Our school vision is A DYNAMIC, INCLUSIVE LEARNING COMMUNITY STRIVING FOR EXCELLENCE.**

**We are a collective of dedicated educators, supportive parents who constitute our P and C and School Board and vital community members; working together to create success for all individuals.**

**This handbook is written to provide families with information pertaining to school life. Other sources of information are included within. Please contact us if you require any clarification on school operations.**

**Yours sincerely,  
Heather Fallo**

## CONTACT DETAILS

Phone: 08 9234 6300  
 Postal Address: 6 Nullagine Way GOSNELLS WA 6110  
 Email: AshburtonDrive.PS@education.wa.edu.au  
 Website: ashburtondriveps.wa.edu.au  
 App: Connect Now  
 Facebook: Ashburton Drive Primary School

Principal: Heather.Fallo@education.wa.edu.au  
 Deputy Principals: Keira.MacLachlan@education.wa.edu.au  
 Brett.Whiskin@education.wa.edu.au  
 Tamara.Kelly@education.wa.edu.au  
 Business Manager: Deanne.Tabone@education.wa.edu.au

## SCHOOL HOURS

**8:45am** School commences

**10:55-11:15** Recess

**1:15-1:25** Lunch (in class eating)

**1:25-1:45** Lunch (play)

**2:45pm** School concludes

Before school commences students must assemble on the oval for run club, socialise in the shaded spaces or read in the library. Students will be dismissed by a staff member on duty to their classrooms.

**Students must not be on premises before 8:15.**

**OFFICE HOURS: 8:15 - 3:15**

## SCHOOL DATES

**Term 1** Mon 3 February - Thu 9 April

**Term 2** Tue 28 April - Fri 3 July

**Term 3** Mon 20 July - Fri 25 September

**Term 4** Mon 12 October - Thu 17  
December

**Student free/ professional development  
days**

- 30th and 31st January
- 28th April
- 20th July
- 12th October
- 18th December



## SECURITY

The school is monitored by the Department of Education's central security system. All areas of the school are under 24 hour surveillance.

If you witness any suspicious behaviour, including vandalism, please contact School Watch on T: 1800 177 777 or Police: 131 444.



## GOVERNANCE

### **School Administration and Leadership Team**

The team is comprised of the Principal, Business Manager and Deputy Principals. All final decisions rest with the Principal, who is responsible for:

- The educational leadership, operation and management of the school
- Delivering education programs that meet the needs of students and are in accordance with requirements of the Curriculum Council Act 1997
- Ensuring the safety and welfare of students on school premises, and away from the school premises but on school activities, so far as can be done reasonably
- Ensuring appropriate standards of academic and non-academic achievement
- Articulating how the financial and human resources will be used to deliver the educational program
- Developing a workforce plan encompassing future needs
- Compliance with all legislation

### **School Board**

The responsibilities of the School Board are to:

- Work within the Department of Education's relevant legislation and regulations;
- Endorse and review the annual budget;
- Assist with the formulation of Codes of Conduct;
- Participate in a review of the performance of the school;
- Provide advice to Principal on religious education and related activities;
- Create interest, within and across the community, about the school;
- Approve fees, charges, contributions and items of personal use (booklists);
- Approve extra cost optional components of programs;
- Approve arrangements for sponsorship or advertising;
- Liaise with other committees within the school e.g. the P & C;
- Hold one open meeting each year to report to the school community.

The School Board does not:

- Manage the day to day running of the school
- Discuss individual issues relating to teachers, staff or parents
- Represent specific interest groups, or permit special interests to dominate the agenda of the Board
- Intervene in the educational instruction of students
- Performance manage the Principal or any staff member

### **Parents and Citizens Association**

The objectives of a P & C Association are to promote the interests of the school through:

- Cooperation between parents, teachers, students and members of the general community
- Assisting in the provision of resources, facilities and amenities for the school or schools
- The fostering of community interests in educational matters.

## STUDENT COUNCIL

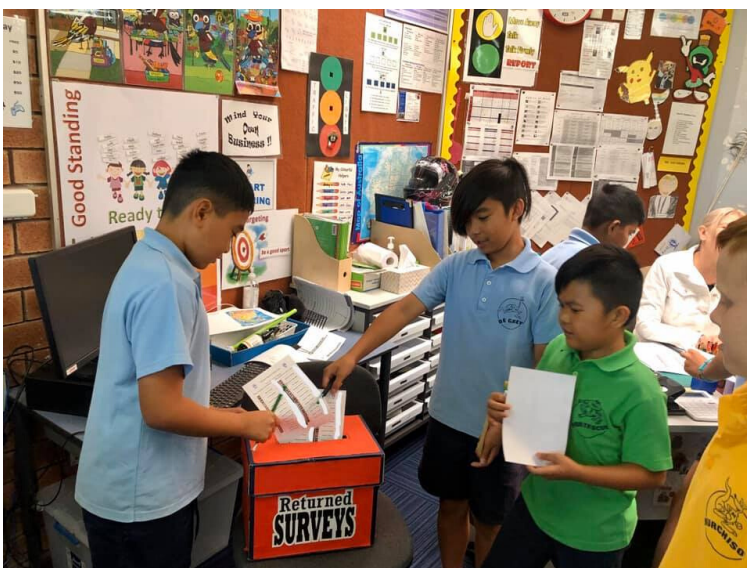
A Student Council of eight senior students is peer elected at the end of each school year. The Student Councillors are responsible for being good role models for the rest of the student population.

In addition, council members organise and run school assemblies, assist with student fundraising, act as school ambassadors, represent the student body in a variety of ways and help organise special school events such as ANZAC Day and Graduation Ceremonies.

## FACTION CAPTAINS

Eight Faction Captains are peer elected at the end of each school year. Faction Captains are responsible for being good role models for the rest of the student population.

In addition, Faction Captains organise senior sporting events and assist during interschool and school carnivals.





## COMMUNICATING AND ENGAGING WITH THE SCHOOL

### PARENT INVOLVEMENT

Parents are encouraged, welcomed and invited to participate in our school. This can be done in numerous ways including:

- Attending P&C meetings or School Board open meetings
- Attending class or parent information sessions
- Subscribing to the various forums available for information
- Attending assemblies
- Contacting the school and discussing concerns
- Committing to paying for school voluntary contributions and charges
- Assisting in your child's classroom on special classroom days
- Responding to school surveys



## METHODS OF COMMUNICATION

### ASSEMBLIES

Whole school assemblies are generally held each every 3 weeks, on a Friday morning, commencing at 9.00 am in the undercover area for students PP – 6. Kindergarten children do not attend whole school assemblies. Special assemblies will be held to commemorate important events in the history or culture of our country for example, ANZAC Day, Harmony Day.

### FACEBOOK

Ashburton Drive Primary School

### SMS MESSAGING

This service is used to contact parents, therefore it is important your current mobile number and email addresses have been recorded with us.

### PARENTLINES

Parentlines provide means of informing parents and carers with information, reminders and details of school events or activities.

### WEBSITE

The school's website provides important information about the school. Some features of the website include School Plan, Policies and Booklists.

### CONNECT

Department of Education Portal –secure log in. You can access Notices and forms. Teachers and Admin will use this as our primary method of communication. Please ensure that you advise us of any changes to your email address in order to ensure up-to-date records are kept. Your email address is used to connect you with us on the CONNECT Now App

### INTERVIEWS

Please contact the office to make an appointment or email via Connect.

### NEWSLETTERS

A school newsletter is published fortnightly. Our school has an electronic newsletter that can be accessed via the internet, mobile phone or iPad via <http://ashburtondps.schoolzinewsletters.com/subscribe>

### TERM PLANNER

Included with the first newsletter of each term is the term planner. This highlights important dates during the school terms. Please be aware that slight adjustments to the calendar may occur throughout the term.



## PARENT CONCERN PROCESS

From time to time parents/guardians may develop concerns relating to their child's learning environment. It is important that early intervention takes place and for parents to have their concerns addressed.

It is essential that the school and parents work together in a strong and supportive partnership in order to best support the interests of individuals. When communication breaks down, children often become confused about the behaviours and attitudes expected of them. Some points to consider to address concerns are as follows:

1. Discuss the issue of concern with your child and collect as much information as possible;
2. Where appropriate the teacher(s) should be your first point of call to discuss most issues relating to your child's learning either by email, letter, phone call, meeting or Connect.
3. Unresolved issues are to be raised with a Deputy Principal or Principal by making an appointment via the school office.
4. If the concern remains unresolved, further action may be sought from the coordinator Regional Operations, South Metropolitan Regional Education Office.

## REPORTING TO PARENTS

ADPS' teachers provide feedback to parents about their child's progress, in accordance with the Reporting to Parents Policy. Teachers will provide this information at least once per term. The following timelines for reporting are:

**Term One**     Class meetings; interim reports; and interviews

**Term Two**     Formal report

**Term Three**   Open night

**Term Four**     Formal report

## ENROLMENT PROCESS

Enrolments for Kindergarten, Pre-primary and Primary students are processed by the school office and approved by the Principal.

Enrolments are not complete until the following documents have been sighted:

- Birth Certificate
- Deed poll documents, where a child is being enrolled under a name which differs to that on the Birth Certificate
- Medicare ACIR Immunisation Record. A child's immunisations are expected to be up to date upon entry to the school
- Proof of address (Water, Land or Shire Rates; Lease Agreement; WA Driver's License; or Utility bill)

ADPS will be notified when a student has transferred to a new school. It is at this time electronic files will be transferred. Please notify the student's teacher if they are transferring to a new school, so that classroom materials can be collected, library books can be returned and outstanding accounts can be settled (this may include a refund to you).

**It is essential that all medical information needs to be correct and current.**

## IMMUNISATION REQUIREMENTS

### **No Jab No Play - Kindergarten enrolment**

- On enrolment in Kindergarten, a child must now have either:
  1. an Australian Immunisation Register (AIR) Immunisation History Statement, no more than two months old with a status of 'up to date'; or
  2. an AIR Immunisation History Form, no more than six months old, if the child is on a catch up schedule; or
  3. a valid immunisation certificate issued or declared by the Chief Health Officer.
- where a child does not have an 'up to date' Immunisation History Statement, exemptions because of particular family circumstances may apply. These exemptions are approved by the principal.
- where a child enrolling has a Medicare number available it should be recorded at the time of enrolment.



## ATTENDANCE

The School Education Act 1999 defines school boundaries. Where schools have full classes they have the option and indeed the responsibility to serve their communities by reserving places firstly for local students. This means that places are always available for school aged children residing within our gazetted boundaries. Out of boundary applications for enrolment will be considered on an individual basis. For further information please contact the school.

A student is not permitted to leave the school grounds during school hours without the permission of a parent/guardian. A Leave Pass will be issued to the student by the Administration team on confirming parental permission for the absence.

When your child misses just...	that equals...	which is...	and therefore, from Kindy to Year 12, that is...	This means that the best your child can achieve is...
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1 ½ a years of school	Equal to finishing Year 11
1 day a week	40 days per year	8 weeks per year	Over 2 ½ years of school	Equal to finishing Year 10
2 days a week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to finishing Year 7
3 days a week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to finishing Year 4

The link between school attendance and student achievement levels is well established with research showing that students who miss 10% (or one day a fortnight) or more of their schooling are potentially at greater educational risk. The more time students spend at school the more likely they are to experience school success. Poor school attendance can have lifelong consequences.

When children are frequently absent from school, not only is their academic progress delayed, they often miss important interactions with their peers which can lead to social isolation and low self-esteem.

Being late for school impacts student learning and class programs. Mornings for most children are the most productive part of the school day. When students arrive late for school they take time to settle and valuable learning time is lost.

It is important therefore that parents ensure that their children attend school every day, unless they have a valid reason for the absence.

A minimum 90% attendance is expected from all students.

## ATTENDANCE REWARDS

Students who attend above 90% receive a certificate each semester.

Students who achieve 100% for the term will be recognised with a book gift.

Students who achieve 100% for the year will be recognised at the last assembly and awarded prizes.

## ABSENCES

As per the School Education Act 1999, all absences must be explained by a parent/guardian, by providing a reasonable explanation for their child not attending school within ten (10) days of the absence.

Parents will be notified by SMS message when their child is absent. This system is automated and relies on the data entered into our school attendance system.

Explanations/reasons can be provided by:

- writing a note
- sending a text or email to the school
- seeing the classroom teacher in person
- phoning the school
- sending a message via Connect

The following

examples of explanations for school absences are not deemed acceptable or reasonable:

- spending time with Mother/Father
- helping to look after sick siblings/adults or parents
- celebrating a birthday
- family chores
- family reasons (need to be specified)
- tired



Taking vacation leave during school terms is discouraged. We do understand that finding family time can be a challenge at times. Please forward all vacation requests in writing to the Principal outlining the dates your child will be away and the valid reason.



## EMERGENCIES

In the event of an emergency, every attempt will be made to contact the parents, guardian or emergency contact person of the child involved. Please ensure your contact details are current and up to date. Where parents are unable to be contacted the school will make decisions based on what is in the best interests of the child.

## ARRIVING AND LEAVING SCHOOL EARLY

Parents/guardians are to ensure commuting arrangements to and from school have been made clear for the child. Children can become distressed if arrangements are not clear.

When collecting your child please be on-time and make sure your child is aware of the collection point.

Traffic congestion at the start and end of each day is a major concern for our school.

To keep our students as safe possible please:

- Pedestrians are to use the school pathways
- Walk bicycles into the school grounds and park them in the bike racks
- Do not use the staff car park to pick up or drop off students
- Collect students promptly after the final siren. Students are not to remain at school after the final siren
- Do not walk across the staff car park with your child
- Students Year 1 and below are to be collected by an adult

If your child walks or rides to and from school please ensure your child is aware of the safest point to cross roads, utilising the crosswalk attendant where possible. Clearly identified Safety Houses are in the area and should be pointed out to students. These houses are identified by the yellow house sticker on the residents' letterbox.



## SCHOOL PROCESSES

### SCHOOL VISITORS

To make a safe environment for our students and staff, ALL visitors to the school must report to the office. Visitors are required to sign in and wear a badge while on the school grounds. All persons other than enrolled students and members of staff are considered to be visitors to the school. The Principal has the primary responsibility for regulating the conduct of visitors on school premises. If a visitor, which includes a parent, is likely to cause physical harm to or fear in a student, staff member or another visitor, when that other person is on the school premises, then the school Principal may issue a “direction” or “order” as determined by the School Education Act 1999 and Education Regulations 2000.

### MONEY COLLECTION

If money is sent to school for any purpose, please place money and/or permission slip in an envelope,; making sure the envelope is completed with your child’s name, room number and what the payment is for (i.e. excursion, voluntary contributions etc). The envelopes are then to be placed in the red money box located in the front office.

Alternately, payments can be made via Internet banking (EFT), making sure you quote the students name and room number in the description panel. The school's bank details are:

ASHBURTON DRIVE PRIMARY SCHOOL  
BSB 016-358 A/C NO. 3408-78899

EFTPOS facilities are also available at the front office with minimum transaction amount being \$15.

### CHARGES AND CONTRIBUTIONS

The Ashburton Drive Primary School Board has endorsed the schedule of Contributions and Charges for 2020. School contributions are required to purchase essential resources for students not provided by the Department of Education. All parents are urged and encouraged to pay these voluntary contributions as soon as possible. Please make payments to the school office. Please direct all queries regarding payment to our Business Manager. Contributions for 2020 have been set at the following: \$40 for each child.

Ashburton Drive PS is fortunate to have the services of a School Well-being Officer. This is a vital role catering to positive pastoral care. This contribution does appear as Chaplaincy due to funding processes. A \$5.00 contribution per student has been approved to enable this successful program to continue.

The P&C charge a voluntary levy of \$10.00, which has been endorsed by the School Board, payable at the front office.

## SCHOOL PROCESSES

### MOBILE PHONES AND ELECTRONIC DEVICES

Mobile phones are not encouraged at school but if a student does bring a phone to school, it must be handed to the class teacher for safekeeping and collected at the end of the day.

The school does not accept responsibility for lost or stolen phones. All other electronic devices such as iPads, Smart Watches etc are banned from school. Students are not permitted to take photos, electronic images or voice recordings on school premises without permission from a teacher.

Penalties for breaching the above rules are as follows:

First offence-confiscation of the device and returned to a parent or carer and detention

Subsequent offences-confiscation of the device and returned to a parent or carer and suspension

### BIKE ENCLOSURE

A locked bike enclosure is provided for students who ride their bikes or scooters to school. It is essential that students also use an individual bike lock to attach their bikes or scooter to the bike racks as a further deterrent from theft.

Students' bikes or scooters are not covered by school insurance.

### PERSONAL PROPERTY/ LOST PROPERTY

While every care and precaution will be taken, Ashburton Drive Primary cannot accept responsibility for any lost or damaged student property/toys. Students are encouraged NOT to bring valuables of any kind to school and where this is unavoidable; they are to be left with the class teacher.

Please ensure that names are clearly marked on all items of personal property, including clothing and books etc.

(This is not necessary for classroom implements in Kindy and Pre Primary as students share resources).

A lost property box is kept outside the library.



## SCHOOL PROCESSES

### DENTAL CARE

Access to dental care is available through Gosnells Dental Therapy on Monday to Thursday from 8.15am to 4.30pm. They can be contacted on 9398 4006. If dental care is required Friday contact Wirrabirra Dental Therapy Centre on 9398 1636 from 8.00am to 4.00pm. Outside of these hours please call 9325 3452.

### SCHOOL PSYCHOLOGIST

A school psychologist is available to the school. Referrals are usually made through the Principal or Deputies following discussions with the class teacher and parents. Parental permission is always required prior to psychologist contact with students or the commencement of any individual testing procedures.

### COMMUNITY NURSE

A Community Health Nurse visits our school to carry out periodic checks on children. You will be notified if any of these checks will involve your child and if the nurse has any concerns identified regarding your child.

### SCHOOL WELLBEING OFFICER

Ashburton Drive Primary is fortunate to have this service through a government grant. The officer is available to students to provide emotional support, friendly advice and positive encouragement in the numerous situations that arise for students within the school. The officer can be contacted through the office and is available to support parents, staff and students.





## SCHOOL PROCESSES

### CLASS PLACEMENTS

The allocation of students to classes is a decision that the school takes GREAT care to manage. The principles employed in the formation of classes are as follows;

- Where possible multi-level class numbers will be kept smaller than those of straight classes.
- Space needs to be kept in each class at each year level in anticipation of new enrolments.

Consideration is also given to ensure;

- There is a mix of abilities and gender across all classes.
- Behavioural mixes are considered.

### MEDIA PERMISSION

The school regularly publishes photographs of students in newsletters and other publications. The enrolment form contains a section for parents to complete to give permission for their child's photograph and work samples to be published. If circumstances change from our initial request, please contact the school office.

Graduating students need to ensure this is completed for inclusion in graduation materials.

### INTERNET USAGE

Our students access the internet as part of their learning programs. The enrolment form contains a section for parents to complete allowing permission for their child to access the internet and agreeing to abide by the school policy and Code of Conduct regarding using the Internet appropriately.

### PLAYGROUND AREAS

Kindy and Pre Primary students are supervised for play and eating within the early childhood area.

Students (Years 1 -6) eating at recess are seated in the undercover area.

Classroom teachers supervise lunch eating.

The North side of the oval is for Years 4 – 6 and the south side for Years 1 – 3.

The quadrangle outside Strickland block is for Years 1-3 students.

The adventure playground (near fitness track) and the basketball courts are for Years 3– 6 only.

The area behind the canteen and the Rupe Arts Centre is out of bounds.

## DRESS CODE

Our dress code supports the Department of Education requirement that students attending public schools are required to be clean and dressed appropriately for school activities. A dress code is necessary because it:

- Fosters and enhances the public image of the school
- Provides students with a sense of belonging
- Instils and promotes pride and team spirit in students
- Encourages equity among the students
- Ensures that students are dressed safely for school activities and the environment
- Prepares students for work, as many places have dress and safety codes
- Easily identifies ADPS students when on excursions

### UNIFORM ITEMS

Maroon School Polo Shirt

Navy blue track pants, shorts or skirt

Navy blue jacket (polar fleece)

Broad brimmed or bucket hat (caps are not acceptable)

Enclosed shoes (sneakers or school shoes are recommended)

Year 6 graduation shirt (year 6 students only)

Please note: bike pants and leggings may only be worn under a skirt.

No denim or denim look-alikes are to be worn.

Under the Education Act, students can be prevented from participating in certain activities if their hair style is considered to be hazardous. Students with long hair need to have it tied back and it should not obscure their vision. Body piercings are not accepted at school due to their potential danger. Studs or sleepers in the ear lobes are ok but dangling type jewellery or earrings are not considered safe and are prohibited at school.

Nail polish and make up is not appropriate for primary school students and students will be asked to remove it if they wear it to school.

Faction shirts are available for students to wear during sporting events and on Fridays. Students will be allocated to a faction.

Contact the school office for further information regarding the uniform policy, Uniform shop, current prices and clothes available or check the P&C Facebook page for updates.

## FACTIONS

Our faction houses are named after rivers in WA. They are also the names of streets within Gosnells.



The De Grey River is a river located in the Pilbara region of Western Australia. It was named on 16 August 1861 by the explorer and surveyor Francis Gregory after Thomas de Grey, 2nd Earl de Grey who was, at the time, President of the Royal Geographical Society.



The Gascoyne River is a river in the Gascoyne region of Western Australia. At 865 kilometres, it is the longest river in Western Australia.



The Fortescue River is an ephemeral river in the Pilbara region of Western Australia. It is the third longest river in the state



The Murchison River is the second longest river in Western Australia. It flows for about 820 km from the southern edge of the Robinson Ranges to the Indian Ocean at Kalbarri. The Murchison-Yalgar-Hope river system is the longest river system in Western Australia.

## HEALTH AND SAFETY

### **Informing the School of Medical Conditions**

*It is important to notify the School if your child has a medical condition which may affect their daily health and wellbeing.*

*Medical Conditions include but not limited to allergies, wasp/bee stings, asthma and diabetes.*

*Where appropriate the School will work with you to develop an appropriate Health Care Plan for any medical condition your child may have.*

### **ALLERGY AWARE POLICY**

To minimise the risk to students who have anaphylaxis, the School has implemented an “Allergy Aware” Policy. Anaphylaxis is a severe allergic reaction that can be life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow’s milk, fish and shellfish, wheat, soy, sesame and certain insect venom (particularly bee stings).

The key to prevention of anaphylaxis in schools is knowledge of the student who has been diagnosed at risk, awareness of allergens and prevention of exposure to those allergens. Partnerships between schools and parents are important in helping the “at risk” student avoid exposure. The Policy is termed “Allergy Aware” rather than “nut free”.





## HEALTH AND SAFETY

### MEDICATIONS

ADPS has a comprehensive policy on providing children with medications at school.

Parents requiring children to receive any medication at school, whether this is for a short time or on an ongoing basis, must provide the school with appropriate authorisation and/or instructions. The office has a form for this purpose.

Students who need to take ongoing, daily medications will be able to access these from the office where medications are kept in a locked cabinet.

Students will only be issued medications by one of the school Administration team under the written authority of parents.

If parents require the school to take emergency actions for known conditions affecting their child(ren) they should contact a Deputy Principal to develop an Action Plan to ensure appropriate action is taken if a situation requires it.

### HEALTH CARE PLANS

Where appropriate the School will work with you to develop an appropriate Health Care Plan for any medical conditions your child may have. You will need to first develop a proposed plan for the school to review. Once you have returned the plan the Principal will:

- Review the plan (s) to ensure the school is able to provide the necessary support;
- Arrange staff training if required to support your child;
- Ensure plans are implemented, monitored and reviewed annually;
- Manage the confidentiality of your child's health care information; and
- Provide appropriate storage for medication and health equipment.

Forms are available for common conditions. For other conditions the generic health care form or a plan provided by a medical practitioner can be used. The following plans are available:

- Severe allergy/anaphylaxis;
- Minor and moderate allergies;
- Diabetes;
- Seizure;
- Asthma;
- Activity of daily living;
- Administration of medication;
- Emergency response plan for students with special needs; and
- Generic health care plan (for all other conditions).

Forms can be obtained from the school office.

## HEALTH AND SAFETY



### HEAD LICE

Head lice are a common occurrence in all Schools. Parents will be advised should their child be found to have head lice and will be asked to treat the infestation before returning to School. Regular checking of hair and treatment when infestation occurs is the best way to address head lice and to keep long hair tied back.

### INSURANCE

The Department of Education does not provide personal or property insurance for students both at school and when participating in educational activities away from the school site (except for excursions involving an overnight stay). It is the responsibility of parents to ensure that their children are adequately covered by insurance for accidents that are not caused through defects of negligence on the part of an employee of the Department.

### EXTREME WEATHER PROCEDURES

Where possible students will have their usual recess and lunch breaks; however, during extreme weather conditions, students will remain inside their classrooms under teacher supervision.

Students may access the toilet and canteen if the need arises.

In extreme heat conditions, students will be restricted to shaded areas and sport activities will be prohibited during the recess and lunch breaks. Furthermore, Physical Education classes may be affected; the specialist teacher will provide educational alternatives.

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## HEALTH AND SAFETY

### ANIMALS ON SCHOOL PREMISES

In accordance with the Department of Education regulations, dogs are prohibited from being on School grounds, irrespective of the size of the dog or whether it is on a leash. This decision is made with the need to ensure the safety of students.

In special circumstances some pets are permitted for educational reasons. The Principal will make this decision.

### SMOKING AND ALCOHOL ON SCHOOL GROUNDS

In accordance with the Occupational Health, Safety and Welfare Act, 1987 smoking and alcohol are prohibited on School grounds. This includes during sports carnivals and other activities.



### SUN PROTECTION

The School's Sun Protection Policy has been adopted to ensure that all staff and students are protected from skin damage by the sun's harmful rays and requires students to wear hats whenever they are outside. Students must wear a hat whilst in the playground and playing sport. Where students fail to wear a hat they will be directed to a shaded area. The school requests that parents support this Policy by ensuring their children bring appropriate hats to school in accordance with the Dress Code Policy.

The Cancer Council of WA recommends that students wear broad-brimmed, bucket (minimum 6cm brim) or legionnaire style hats whenever they are outside. Caps, beanies and sun visors are not accepted as they do not provide adequate protection.

## HEALTH AND SAFETY

### PARENT PARKING

It is requested that parents respect that the staff car park is for STAFF CARS ONLY. The staff car park must not be used to “drop off” or “pick up” children. It is far too dangerous an area, with such a large number of cars, for the safety of our students to be assured. The staff car park is a pedestrian free zone.

Please use the footpaths to make your way to the entrance gate. It is understood that “dropping off” children to school can present a problem, so here are a few simple steps to make drop off time that little bit easier:

- plan where you are going to drop your child off
- always drop your child on the school side of the road
- always ask your child to leave the car on the kerb side of the road
- be considerate of other drivers, pedestrians and cyclists

Parking across service entrances is prohibited, as it causes great inconvenience to trades people and delivery vehicles, who regularly visit the school. The entrances are also used for emergency access to the school.

Marked bus only bays located in Nullagine Way are reserved for day care buses/vehicles to enable them easier access to the school for collection of students. There are also often school excursion buses returning at the end of the day.

### SCHOOL PLAYGROUNDS

Due to legal duty of care issues, children are only permitted to play on equipment in the school when staff are supervising. Toddlers and students are not permitted to play on the equipment before and after school or during assemblies or sports carnivals.





## POSITIVE BEHAVIOUR

### WA PBS

W.A. PBS (Western Australian Positive Behaviour Support) is a program that helps to identify and implement School-wide Positive Behaviour Support: -

- \* To improve behaviour, teach social skills and foster a positive attitude toward learning
- \* To achieve higher educational outcomes
- \* Common language and understanding that is used by all

Our school community,  
values people who can show they  
**A**ct responsibly  
**D**o your best  
**P**articipate Positively  
**S**how care and respect



There is a WA PBS Parent Booklet available at parent meetings at the beginning of each year. This booklet provides comprehensive information pertaining to all school procedures. regarding positive behaviour.

## BEHAVIOUR SUPPORT POLICY AND PROCEDURES

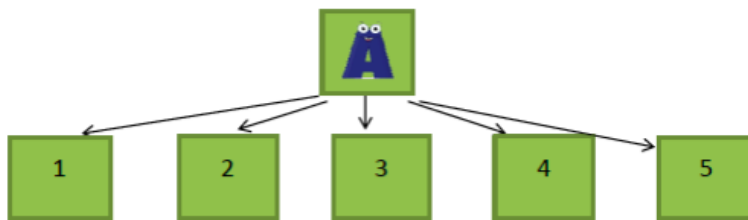
Department of Education (DoE) schools provide every student with the educational support the student needs to learn and maintain positive behaviour.

ADPS seeks to implement this through WA PBS, consistent and clear expectations and a school wide approach to managing and responding to unproductive student behaviour.

The ADPS Behaviour Support Policy is available on the school website or from the office.

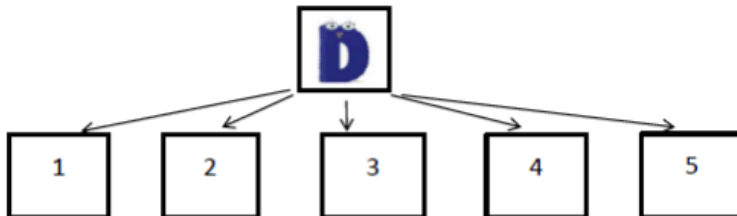
### How Do Ashburtokens Work?

Student achieves 1 GREEN token



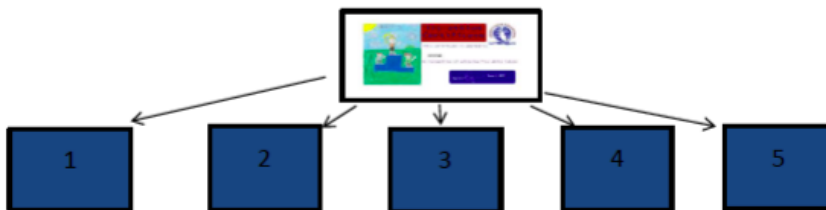
When 5 GREEN tokens have been achieved they are placed in the class pencil case, then they come to the office for an entry in daily prize draw and they are exchanged for

1 WHITE token



When 5 WHITE tokens have been achieved they are placed in the class pencil case, then the tokens go in a draw for Principal's Club and students receive a

TRY-ATHLON Certificate at assembly.



When 5 TRY-ATHLON certificates have been achieved, students receive a MEDALLION.



5 x TRY-ATHLON certificates = Bronze Medallion

10 x TRY-ATHLON certificates (total) = Silver Medallion

15 x TRY-ATHLON certificates (total) = Gold Medallion

20 x TRY-ATHLON certificates (total) = Platinum Medallion

25 x TRY-ATHLON certificates (total) = Plaque

The infographic to the left explains the main reward process utilised.

It is important for families to know that green Ashburtokens **MUST** be kept and brought in to school if they accidentally make their way home.

White tokens are issued by our School Councillors. **These must also remain at school.**

Try-athlon certificates and medallions are recorded on the school system. As such, they are taken home to celebrate with family members

## PERSONAL BEST

This program name was recently changed back to Personal Best from Good Standing to avoid confusion with school policies. The Department of Education issued a directive for schools to implement a student Good Standing status policy and; therefore, the reason for this name change.

# Personal Best

Personal Best is a great way to say ...  
**"You are doing great at school. Let's celebrate your good values and behaviour!"**

Our school community values people who can show that they...

**Act Responsibly**  
**Do their best**  
**Participate Positively**  
**Show care and respect**

**What is 'Personal Best'?**

Personal Best is a school wide reward system for those students who:

- have shown good behaviour.
- have demonstrated the school values.
- a way to provide feedback on how your child is developing in the areas of school expectations as well as personal and social development.

**What happens if my child is in 'Personal Best'?**


If your child is eligible for Personal Best your child is entitled to participate in an activity just for the **Personal Best** members. While we keep costs to a minimum, you *may* be required to pay some costs associated with the reward activities.

**How does my child get into 'Personal Best'?**


The guidelines are:

1. All students complete a nomination, Personal Best form. Students self-reflect by giving themselves a score against each criteria.
2. Classroom teachers score students against each criteria.
3. If the teacher's score is at or above the required level administration will check that students have:
  - less than two incidents resulting in detention.
  - no suspensions
4. Students who are confirmed as demonstrating our values, as above, will be notified via a letter for parents.


**ACT RESPONSIBLY**




**DO YOUR BEST**




**PARTICIPATE POSITIVELY**



**SHOW CARE AND RESPECT**





## INCURSIONS AND EXCURSIONS

All incursions and excursions are planned educative experiences. We endeavour to provide parents with four weeks notice of excursions. Students will bring home a hard copy of the excursion information and permission slip. A soft copy is also available on Connect.

Each class budget remains within the advertised Charges and Contributions thresholds.

Students are expected to wear school uniform to all excursions. This is to ensure safety of our students. Any other stipulations will be communicated in the Parentline.

In the instance of inappropriate behaviours displayed by a student, a case management approach will be taken to ensure risk management procedures are fair and ensure the safety of all attendees. This may take the form of the parent being asked to attend and accept duty of care or in extreme circumstances the student may be excluded from attending. The Principal shall have responsibility for this decision and will communicate with parents/guardians.

## GRADUATION

### **Pre Primary**

Pre Primary students have a short ceremony in the last week of school. Students are presented with certificates and enjoy some time with family.

### **Year 6**

Graduation is a special time of the year for our senior students where there are special events organised to celebrate the transition to high school. Along with this comes the extra responsibility to behave in accordance with school expectations. At the end of the year there are a number of special events that are a privilege to attend. Students must have "Good Standing", as outlined in the Behaviour Support Policy, in order to qualify.

## TRANSITION

### **Kindergarten**

New Kindy students and parents attend a series of sessions in order to familiarise students with school life and inform parents of school processes. These sessions are invaluable and we highly recommend attendance.

### **Kindergarten and Pre Primary**

Current Kindy and Pre Primary students have an opportunity to move to different locations within the school in expectation of the coming year.

### **Year 6**

Various opportunities are provided by High Schools for students to visit and parents to attend information sessions. These events are advertised as they become available.



## PERSONAL REQUIREMENTS

### CLASSROOM EQUIPMENT

The list of items for personal use will vary from student to student and includes:

Requirements used in lessons, e.g. stationery items, calculator, etc.

Requirements recommended but not essential for all students, e.g. tissues, art shirt, etc.

All materials can be purchased through Ziggies; however, you are not obliged to use this supplier. By purchasing through the nominated supplier the school's fundraising is assisted by way of commission. In addition, the supplies are pre-packed according to individual orders and the supplier provides a bookshop for collection at the school site or via Home Delivery for Online Orders.

Your child will need to have the listed materials each school day so it will be necessary to replace some items, such as pens or pencils, throughout the year.

Following are some considerations for parents:

- School bag (large)
- Water Drink Bottle
- Lunch – please send a nourishing lunch with your child. We encourage children to eat their healthy lunch so please discuss with your child their likes and dislikes to avoid undue distress.
- Fruit – children are encouraged to bring fruit for morning tea.
- Brimmed hat (name clearly labelled). Children MUST bring a hat every day.
- Shoes (closed in such as joggers suitable for climbing).
- Spare change of clothes in the school bag (Early Childhood students)
- Library bag (the uniform shop has bags for sale if you wish to purchase one.)

### CRUNCH AND SIP

The Crunch & Sip program is an easy way to help students stay healthy and happy!

Crunch&Sip is a set break to eat fruit or salad vegetables and drink water in the classroom. Students re-fuel with fruit or vegetables during the morning or afternoon, assisting physical and mental performance and concentration in the classroom. This gives them a chance to refuel, a bit like putting petrol in a car. This is especially important with our long morning session.

Each day students bring fruit or salad vegetables to school in a clearly labelled container to eat in the classroom at a set time. Each student is encouraged to bring a small bottle of water to the classroom to drink throughout the day to increase hydration.

## PARENTS AND CITIZENS

The Ashburton Drive Primary School P & C Association is a voluntary body that meets approximately twice a term. The committee liaises directly with the school administration team.

The P & C is responsible for managing the canteen, safety house program, uniform shop, and organising fundraising activities and therefore decide how raised funds can best be spent to support the school.

All parents are welcome and encouraged to attend P & C Meetings. Current contact details are published in a newsletter early in each new school year. The P&C also has a Facebook page **Ashburton Drive Primary School P&C**.

### UNIFORM SHOP

The Uniform Shop is located next to Unit 4 in the Early Childhood area.

It is open on Tuesdays and Fridays from 8:15 - 9:15.

A new initiative is being released this year with electronic tags inside clothing for owner identification.

They will also be selling reversible hats for the first time. These have the school colour on one side and the faction colour on the other.

There is a small second hand selection within the shop.

### CANTEEN

Students can order by filling in a lunch bag, enclosing payment and dropping in at the canteen before school or through the classroom lunch box. There is an online ordering system through QuickCliq. Orders must be placed before school.

Canteen menus are adjusted throughout the year and new menus are distributed to students each term. The canteen is open Mon, Tues, Thu and Fri and offers a variety of items made fresh on the premises.

Parents are welcome to volunteer for the canteen roster. If you wish to assist in the canteen please contact the Canteen Manager on 9398 7277 or go to the Ashburton Drive Primary School P&C Facebook page and indicate your interest.

As the canteen is managed by the P & C all surplus funds raised from sales belong to the P & C and are therefore available for the purchase of additional school resources as per their discretion.

## PARENTS AND CITIZENS

### SCHOOL BANKING

ADPS operates a school banking service to help students learn to save and manage their money. This is run and organised by a volunteer. At times, prizes are presented during assemblies for those who have consistently saved. Students can bank at the canteen on Fridays. They need to open an account with Commonwealth Bank.



### FUNDRAISING TEAM

We are very appreciative of our fundraising team who donate their time and expertise. Throughout the year many events are organised such as:

- Colour run
- Discos
- Crazy hair day
- Dress up days
- Sausage sizzles

These events are advertised on posters around the school, on the Facebook pages, Connect and the Newsletter.

Please consider joining this dedicated team. **'Many hands make light work'**



## BEFORE AND AFTER SCHOOL CARE

### CAMP AUSTRALIA

Our school is contracted to Camp Australia for before and after school care.

Information is available at the front office.

To contact Camp Australia please call 1300 105 343 or Email: [oshc@campaustralia.com.au](mailto:oshc@campaustralia.com.au)

## COMMUNITY USE OF SCHOOL FACILITIES

It is the policy of the Government and the Department of Education that School facilities and resources are made available for use by the community. These activities must be consistent with the educational aims of the school or which do not interfere with its operations.

Applications for use of school facilities and resources must be approved by the principal and formalised through a written agreement signed by the school principal and a representative of the user group.

A hire fee may be charged, which will be determined by the Principal in consultation with the School Board.





## LEARNING ENVIRONMENT

Physically our school is very well equipped.

Our undercover area is state of the art. It is equipped with a sound system, media player and large screen. We also have a set of choir risers and a demountable stage. This equipment allows for visual presentations to large groups during assemblies and special events.

Outside, the school has large play areas, basketball courts, netball courts, tennis courts and an oval. The school is enhanced by the many beautiful gardens which allow the students alternative play and quiet areas. We have recently established a seasons, Nyoongar garden and frog pond (with the very generous help of SERCUL) to illuminate the importance of sustainability. We also introduced logs in the Early Childhood area and on the fitness circuit for 'nature play' experiences. Some areas have been refurbished for 'outdoor classroom' use.

## TECHNOLOGY

Students have access to numerous systems to enhance learning opportunities. In the Early Childhood block there are currently ten ipads with a plan to introduce more and newer models. Strickland students have access to a bank of laptops and a class set of ipads. Draffen students enjoy two banks of laptops and a class set of ipads.

The computer room is fitted out with a class set of desktop computers.

Every classroom has an interactive whiteboard installed and the library has a large screen projection unit.

We endeavour to create contemporary learning experiences with the use of these devices.

## LIBRARY

We recognise the value that books have in every person's life. The library was refurbished in 2019 to ensure that it is user friendly, bright and inviting. The inclusion of a Maker Space with two 3D printers is a highly anticipated resource area which is now stocked and ready for use in 2020.

A community library for parents is available on assembly days outside the library.

**We strongly encourage children to read or be read to everyday.**

## SWIMMING INSTRUCTION

The Department of Education conducts swimming lessons during school time for PP – 6. The lessons are conducted every day over a two week period. There are no charges for instruction; however, pool entry and transport fees are required to be paid if children are to participate. Swimming is a valuable skill and it is expected that all children participate.

## RUN CLUB

All students are invited to attend school at 8:15 – 8:35, on the oval, for run club to enhance their fitness levels. We love it when our parents join us too!

Each participant has a card that is marked by our amazing faction leaders for each lap ran or walked. At the end of the session it is highly recommended that students place their cards in the boxes provided.

Once two cards are completed the student/ parent qualifies for a 100km band and certificate, and so on the kms go.



## AUSSIE OF THE MONTH

At designated assemblies one student in the school receives the Aussie of the Month award. Teachers nominate students who have displayed positive behaviour towards others as per our WA PBS matrix and the admin team choose the recipient.

## PUPPETS AND CLOWNS

Our very talented music teacher and ex-gardener extraordinaire Mr Rupe run a PuPPets aNd ClOWns program for selected Year 4 and 5 students. Students self-nominate and audition for a place in the program. Performances are programmed for both school and public events, these are advertised through our various communication methods.

## CHOIR

We have a junior (Years 3 and 4) and a senior (Years 5 and 6) choir. Performances are scheduled both in school and for public attendance. Year 6 choir members present an item at the graduation assembly.

## EDU DANCE

Term 3 is highly anticipated as students enjoy edu dance classes. Edu dance is not only for the physical skills that dance can offer but is also a confidence-building venture. The sessions are part-funded by our fabulous P and C.

All students participate in every class. Sometimes, classes are combined or split year groups can be moved to be with their year cohort. Performances are held on the afternoon of our 'Open Night'. Unfortunately, all students and their parents cannot fit in the undercover area at the same time. Therefore, we have two concerts and 'Open Nights' to cater for our eager audience.

## ANTI POVERTY DAY

Year 6 practice their entrepreneurial skills by designing, building/ creating and selling their wares at our whole school Antipoverty Day. This is similar to a fair held in the undercover area with food to purchase, games to play and activities to delve into. Money raised is donated to different organisations where there is a community need. Past donations have been to Bali orphanages and the Salvation Army.

This is not just a fun day for students. There are activities and guest speakers in each block to teach our students the value of 'giving back' to the community. Each year has a different theme to study such as 'Sustainability and Poverty'.

In the weeks preceding Antipoverty Day classes have a dry food collection which is donated to the Salvation Army at an assembly.



## ENDEAVOUR AWARDS

At the end of the year a special assembly is scheduled for Endeavour Awards.

Kindergarten to Year 5 teachers present a certificate and a book to one person in their class who has exemplified the values of Ashburton Drive Primary School for the year. (Year 6 awards are announced on their graduation night)

This is the assembly where 100% attendance awards are also presented.

## EARLY CHILDHOOD

The Early Childhood years are where children develop the skills, concepts and understandings necessary for success at school. It is an exciting time of discovery and learning.

The Kindergarten and Pre Primary classes follow the Early Learning Years Framework and work towards the National Quality Standards. There is a strong focus on early literacy and numeracy development. Educators provide opportunities for a balance of play, deliberate and intentional learning and spontaneous experiences and interactions. Students will also be exposed to activities which develop their fine and gross motor skills.

As Kindergarten children attend Kindy 15 hours per week, the Kindy days will be split into five days a fortnight with two days one week and three days the alternate week. Kindy students will attend school for full days from the start of the year.

### TOILETING

When your child begins kindergarten, your child needs to be able to go to the toilet independently.

This means your child is able to:

- realise when they need to go to the toilet,
- remove their pants and pull their pants up,
- wipe their bottom and flush the toilet,
- wash their hands after using the toilet.

Accidents do happen and the teaching staff are there to help, but your child needs to be developing these skills independently.

Please pack a change of clothes in case of accident.

### SOCIAL/ EMOTIONAL

The first day of Kindergarten can be an anxious time for both you and your child. Preparing your child for Kindergarten by answering all their questions honestly and in as much detail as they can understand can help prevent potential anxieties.

Here are some tips to get ready for starting school.

- Read stories with your child about starting school.
- Go past the school and talk to your child about how they will soon be going there, the exciting things they will do and the friends they will make.
- Check that your child can open and use their lunch box and drink bottle by themselves and help them to practise this.
- Explain who will drop them off and then pick them up when school has finished.



## EARLY CHILDHOOD

### EARLY CHILDHOOD - TEACHER'S ROLE

To develop in students the following skills and attitudes:

- o A healthy and realistic self-concept;
- o Independence and self-confidence;
- o Self-control and discipline; and
- o Self-initiative and willingness to try.

To provide a safe, clean and stimulating environment.

- To communicate with parents regarding their children, Early Childhood Programs and school and Department of Education policies and procedures.



### EARLY CHILDHOOD - PARENT'S ROLE

- Attend meetings to become familiar with the operation of our Early Childhood Program
- Familiarise with the role of the Parents and Citizens' Association.
- To support your children's classes in any way possible.
- To ensure your children attend school on a regular basis and give notice of absences within 10 days.
- To keep in touch with your children's teachers on matters concerning your children's health and well being.
- To bring and collect your children ON TIME.
- If you wish your children to be collected by someone other than yourself, please notify staff with written confirmation.
- If the need arises to collect your child during the session a form must be completed at the school office. This form is then handed to the teacher.
- We ask that you wait outside your children's classrooms until the session ends and to please collect them promptly. Many children of this age find it a very upsetting and frightening experience if their parents arrive late to collect them.
- Do not allow your child to play on the equipment before or after school.