



Advance * Achieve * Believe

PARENT INFORMATION BOOKLET 2021

ETHOS

We strive to develop a natural learning - teaching environment that is functional, healthy and safe enabling students to strive to reach their potential and to become responsible citizens in our society.

The cooperative learning environment, using Multi-Age Groupings, encourages self discipline and excellence, recognises individual worth, promotes respect and trust and provides regular feedback and reinforcement.

Our school fosters participation by involving parents, teachers and students in decision making and activities ensuring the best student outcomes are achieved.

We invite all families to be part of our learning community and wish students a happy and successful education by taking full advantage of the wide range of learning, social and sporting programmes our school provides.

SCHOOL HISTORY

The first school built was on Company Road Greenough. A block of land was given by Frederick Waldeck. The Wesleyan community on the Greenough flats was responsible for the building and they made the arrangements for a teacher to be obtained from England. The building was completed at the end of 1861. A Board of Education was set up and in 1862 George Bland Humble arrived from the Methodist Training Centre in London to take charge. As the Government of the day had not contributed to the building, an offer of thirty pounds per year was made and accepted on condition that all denominations could attend. In his first report Mr Bland said:

“The inhabitants are chiefly farmers and are scattered much over the country so the scholars have very long distances to travel - the school house is a very good building but very unfurnished - I have 34 enrolled scholars, some 19 years old as ignorant as children of 5 years in England.”

In 1865 a Government school was built in Greenough and by 1869 there were six more schools including Walkaway. The first teacher was Miss McCartney whose home was across the river from the school.

The present school was built in 1966.

SCHOOL PROFILE

Walkaway Primary School is located 28 km south of Geraldton (approximately 400 km north of Perth). The school student population comprises of approximately 70 students from kindergarten to year six.

The school is surrounded by farming communities and is part of a small town site which includes a general store, tavern and approximately 40 houses. The school consists of two linear classrooms, one demountable, a purpose built Pre Primary, a purpose built library, a utility room, a purpose built Administration block and a large T&E shed. All rooms are air conditioned.

The school surrounds are delightful with a huge oval and lovely grassed areas, cricket nets and pitch, undercover basketball/netball court, nature playground, fitness track, covered lunch area, shady trees and feature front garden area.

The Walkaway Development Association buildings including basketball, gymnasium, kitchen, tennis courts and polo/polocrosse grounds exist beside the school.

SCHOOL ENVIRONMENT

At Walkaway Primary School, staff provide a positive learning environment that includes:

- Interactive technology in each classroom to enhance teaching and learning
- Excursions/Incursions
- Inter-school Sports Carnivals – Athletics, Swimming, Summer & Winter
- Faction Carnival – Athletics
- Coaching Clinics – Tennis, Hockey, Football
- Whole School Singing
- Assemblies and Presentations
- Active Local Community Involvement
- Musica Viva
- Open door policy where parent concerns and input are valued
- Dedicated staff
- Highly skilled education assistants
- Support services including: School Nurse, School Psychologist, Speech Therapist, Occupational Therapist and Dental services
- Voluntary classroom helpers – families and the wider community
- Active and committed P&C
- School Board

CONTACT US

Principal	Mrs Megan Barrett
Manager Corporate Services	Mrs Anne Carlshausen
Email Address	walkaway.ps@education.wa.edu.au
Web Address	www.walkawayps.wa.edu.au
Postal Address	10 Evans Rd, Walkaway WA 6528
Telephone	08 99260 200
School Colours	Black & Gold
School Motto	Advance * Achieve * Believe
Faction Colours	Red & Purple

SCHOOL ANNUAL REPORT

An Annual Report is produced each year. It gives descriptions of our academic performance and explains the main school priorities. The Annual Report is available from the office and on the website.

NEWSLETTERS AND NOTES HOME

Please read carefully all communications that are provided from the school. We try and provide all necessary information in a timely manner. If you have any queries, please don't hesitate to contact the office or your class teacher.

GENERAL INFORMATION

SCHOOL TERMS 2021

Students attend

Term 1	Monday 1st February – Thursday 1st April
Term 2	Tuesday 20th April – Friday 2nd July
Term 3	Monday 19 th July – Friday 24 th September
Term 4	Tuesday 12 th October – Thursday 16 th December

SCHOOL HOURS

8.50 am – 10.50 am	Class time
10.50 am – 11.10 am	Recess
11.10 am – 1.10 pm	Class time
1.10 pm – 1.40 pm	Lunchtime
1.40 pm - 2.50 pm	Class time
3.05 pm	School Finishes

SCHOOL DEVELOPMENT DAYS

In 2021, all school terms are allocated Teacher Professional Development Days. Students do not attend schools on these days.

These dates are:	Term 1 - Thursday 27 th January & Thursday 28 th January
	Term 2 - April 19
	Term 3 - July 19
	Term 4 - October 11

PUBLIC HOLIDAYS

Labour Day	1st March
Good Friday	2nd April
ANZAC Day	26 th April
WA Day	7th June

STAFF

TEACHING STAFF

Principal	Mrs Megan Barrett
Kindergarten/PrePrimary	Ms Donna Rowe
Year 1 / 2	Mrs Robyn Griechen
Year 3 / 4	Ms Suzie Heywood
Year 5 / 6	Mr Chris Clune
DOTT	Miss Lisa Smith
DOTT	Ms Alyce Brook
LOTE (Indonesian)	Ms Erlin Indrayani

SCHOOL SUPPORT STAFF

Manager Corporate Services	Mrs Anne Carlshausen
Corporate Service Officer	Mrs Sharon Holliday
Education Assistants	Mrs Lyn-Lee Austin Mrs Sharon Holliday Mrs Kelli Miles Miss Dana Clarke
Librarian	Mrs Sharon Holliday
Cleaners	Ms Julz Gallagher, Mrs Elizabeth Myers
Gardeners	Mr Lionel Curtin Ms Julz Gallagher

ABSENCES

Whenever a student is absent for any reason, we request that a written explanation from a parent is presented to the child's teacher upon their return to school, in line with the Education Act of W.A.

This can be done by a handwritten note, or via email to walkaway.ps@education.wa.edu.au . The email will then be forwarded to the class teacher.

We have text facilities via Message You.

You are requested to notify the school as soon as it is known that a child's absence may exceed one week. A long term planned absence (eg. Holiday) should be referred to the Principal and class teacher at the earliest opportunity.

ARRIVAL TIME

Please ensure that your child is at school **AT LEAST 10 minutes before lessons** commence. Late arrivals really do affect the continuity of the day, not only your child but others in the class. Please sign in late arrivals through reception.

We would also appreciate children NOT arriving before 8.30 am, as this is a time for teachers to prepare for the day and they will not be on playground duty.

Early arrivals are required to wait at the office until 8.30 am.

ATTENDANCE

Students are expected to arrive at school from 8.30 onwards. Their first task is to go to their classrooms and get organised for the school day.

As it is compulsory for children in Years Pre-Primary - 6 to attend school, it is necessary to forward an explanatory note to your child's teacher when your child is absent. A diary note, email, phone, or messageyou are all acceptable forms of notification.

BEHAVIOUR

There is a whole school focus on positive behaviour and encouraging students to do the right thing. There are 4 whole school rules. Each term one rule is focused on.

The school rules are:

We are RESPONSIBLE	Term 4
Always show RESPECT	Term 1
Learn, to ACHIEVE our best	Term 2
Keen to COOPERATE	Term 3

All members of the Walkaway Primary School community have the right to:

- (a) be treated fairly and justly with respect and courtesy;
- (b) learn and teach without disruption from others;
- (c) work in a safe, supportive environment. Any form of harassment (physical, bullying, racist, teasing, name-calling and verbal abuse) is not acceptable and will not be tolerated;
- (d) feel proud of themselves and achieve the best in all they do.

(Updated Version to Come)
Children's Rights

Children's Responsibilities

- A "right" is something to which you are entitled:
- Some of these things you do for others and some of these you do for yourself. These are the right things to do.
- | | |
|--|---|
| 1. You have a right to feel respected at School. No one has a right to make you feel bad, hit you or hurt you, embarrass you or make fun of you. | 1. Come to school on time and ready for the day. |
| 2. You have the right to an opinion. You may talk freely about your ideas and feelings when appropriate, and in an appropriate manner. | 2. Respect the rights of others at all times; parents, staff and class-mates. |
| 3. You have a right to a safe school. Your school should provide safe classrooms, equipment and rules to ensure your safety at school. | 3. Allow others to work without being bothered. |
| 4. You have a right to tell your side of the story. You can present your case in a reasonable manner during any inquiry. | 4. Complete your classroom assignments to the best of your ability. |
| | 5. Respect all property: school, class and individual. You have a responsibility to keep your desks and rooms tidy. |
| | 6. You have a responsibility to take school messages home. |
| | 7. You have a responsibility to maintain good personal cleanliness and hygiene. |
| | 8. Obey school rules and the instructions of staff. |
| | 9. Represent your school with pride, excellent behaviour and wear the school uniform. |

Whole School Positive Incentive

- **Merit Certificates** - presented each week.
- **Honour Certificates:** Awarded to students for academic achievement and/or positive behaviour. Certificates are announced at each 'end of term' assembly.
- **Visit to Principal or front office:** Staff, are encouraged to send students to the Principal with work the student is proud of or to recognise excellent behaviour.
- **Admin visit to Classes:** Staff are encouraged to invite the Principal to the class should they wish to recognise the efforts of a whole class or large group of students.
- **Regular classroom rewards and incentives:** These will be decided on by staff each term.

On the following 2 pages, there are the details regarding rules and areas relating to the Behaviour Matrix for the School.

	We are RESPONSIBLE	Always show RESPECT	Learn to ACHIEVE our best	Keen to COOPERATE
<u>GOLD ZONE</u>	<ul style="list-style-type: none"> • be honest (tell the truth) • take charge of yourself • make good choices • be trustworthy • clean up after yourself • be sensible • sit nicely on the mat • enter the classroom sensibly • do your class job • keep quiet in the library • be ready to begin to learn 	<ul style="list-style-type: none"> • show manners • listen to others while they are speaking • look after shared equipment • wait patiently without interrupting • respect personal space • treat others how you would like to be treated • follow instructions the first time they are given • accept others ideas • active listening • make positive comments 	<ul style="list-style-type: none"> • stay on task • work hard and stay focussed • trust yourself to try new things • try, try, try and soon you'll fly • be determined and persistent • set achievable goals • ask for help when necessary • finish your work • be proud of your efforts • contribute sensibly to class discussions 	<ul style="list-style-type: none"> • take turns • share • help and encourage others • work with peers to complete work • be kind to your class mates • show tolerance • work as part of a team • show honesty and generosity • compromise
<u>GREEN ZONE</u>	<ul style="list-style-type: none"> • take your lunchbox to the lunch area and put it away when finished • stay seated while you eat • if you drop it pick it up and put your rubbish in the bin • walk to and from lunch areas 	<ul style="list-style-type: none"> • eat politely • raise your hand to be dismissed • eat your own lunch 	<ul style="list-style-type: none"> • eat healthily • eat as much of your lunch as you can 	<ul style="list-style-type: none"> • invite others to sit with you
<u>BLUE ZONE</u>	<ul style="list-style-type: none"> • wear your hat • keep your shoes on • walk on the paths • be safe on the play-ground • follow the rules of the game • put away equipment • tell the truth • look out for each other • see a duty teacher if you can't solve a problem, before heading back to class 	<ul style="list-style-type: none"> • allow personal space • be aware of others • look after shared equipment • pack away sports equipment neatly • follow duty teachers instructions immediately 	<ul style="list-style-type: none"> • never give up • be a good winner/loser 	<ul style="list-style-type: none"> • take turns • share equipment • include others • work together • help others • be a good role model • show teamwork and sportsmanship
<u>RED ZONE</u>	<ul style="list-style-type: none"> • stay in line • be organised • be patient without interrupting • clean up after assembly or school function 	<ul style="list-style-type: none"> • be polite and use your manners • knock, enter and greet • be an attentive listener • speak clearly when asking questions • uphold the reputation of the school 	<ul style="list-style-type: none"> • take in as much information as possible 	<ul style="list-style-type: none"> • help others in our community • cooperate when setting up for assemblies/ guests
<u>PURPLE ZONE</u>	<ul style="list-style-type: none"> • wait on the bench if you are early- before 8.30am • be organised to start the day • change home reading • do your classroom job • walk on paths • pack away your belongings • wait patiently in line for the bus • be on time for the bus 	<ul style="list-style-type: none"> • put the sports trolley out and keep it organised • wait patiently when adults are talking • keep the bus tidy • use your manners and appropriate language 	<ul style="list-style-type: none"> • change home reading regularly • hand your homework in on time • seek assistance with your homework 	<ul style="list-style-type: none"> • consider all passengers on the bus

At Walkaway Primary School



We are RESPONSIBLE

In the Toilets...

- We enter the toilets quietly and sensibly.
- Go into the cubicle alone.
- Close the door.
- Use toilet paper appropriately.
- Flush when finished.
- Wash our hands with soap.
- Dry our hands and discard paper towel in the bin.



TOILETS

- Walk out quietly.

Remember to be **RESPONSIBLE** in the Toilets and return to class quickly.

At Walkaway Primary School we



Always show RESPECT



In the Library...

- We line up at the door with our library bags and wait for our teacher.
- Enter the Library quietly and sensibly.
- Place our books on the Returns desk.
- Sit on the mat and wait for instructions.



- Use a shelf marker to quietly select an appropriate book.
- Treat books with care.
- Choose a comfortable spot to silently read.
- Line up to borrow selected book.
- Return unwanted books to shelf or remove shelf marker.



Remember to show **RESPECT** in the Library by always walking and speaking quietly.

At Walkaway Primary School we



Learn, to ACHIEVE our best
At the start of the day...

- We set up our chair.
- Sharpen our pencils.
- Get our Home Reading ready to exchange.
- Set up our desks.
- Check we have all of our belongings including glasses.



- Do our weekly classroom job.
- Go and play if there is time before the first siren.



- Get a drink.
- Go to the toilet
- When the siren goes, we make our way to class quickly.
- Enter the classroom quietly.
- Sit on the mat and wait for the second siren.

Remember in order to **ACHIEVE** our best we must start the day ready to Learn.



At Walkaway Primary School we are



Keen to COOPERATE
In the Playground...



"Hide and Sneak"

- We meet in the middle of the basketball court.
- The last person to arrive at Home Base is "It".
- 60 second countdown while players hide away from the basketball court.
- Hide away from buildings and pathways.
- "It" person must vacate the basketball court and search other hiding areas after 30 seconds.
- When players are found go directly to Home Base.
- "It" person must call out correct name for a player to be "Out".
- First person "Out" becomes "It" in the next game.



Remember we **COOPERATE** in the Playground by not giving away hiding places or peeking and ensuring that we include others.

BIKES

Students are welcome to ride their bikes to school. A bike rack is provided on the school grounds.

BOOK CLUB

Books can be purchased from Scholastic through the school. Order forms are issued at regular intervals throughout the year, usually 2 orders per term. These should be returned to school by the due date with the correct cash or credit card slip, or cheque. Cheques are to be made payable to '**Scholastic Australia**'. Order can also be done direct on the Scholastic site via the LOOP system. The school benefits from these orders by the earning of 'points' from which we purchase books and resources for the school.

BOOKLISTS / PERSONAL ITEMS

We currently use Office National to provide personal stationery items for students. Orders can be done online and parents will be advised via the school newsletter when the next year's forms are available. If you require a hard copy of the order form, please contact the office. A copy of each classes requirements is also on the website. The lists may include items which indicate a brand name. These items have been selected for their durability and for their suitability for the learning program. You are, however, under no obligation to purchase these brand names.

BUSES

There are two buses currently servicing Walkaway Primary School. The Walkaway East Bus, and the Walkaway / Greenough / Minnenooka run. New parents must apply to have their child/children included on the bus service. This can be done online at www.schoolbuses.wa.gov.au. Requests for other children to travel on the bus must be directed to the driver first and then the office should be informed. For safety reasons we need to know who is on the bus.

It is the responsibility of the parent to advise your bus driver if your children won't be on the bus, and to make sure children are aware of changes to their normal routines. As the office is not attended for all 5 days, please try and minimise late changes to bus routines.

Bus Students - should always

- Walk to the bus stop on the footpath
- Remain well back from the kerb
- Students must be wearing shoes
- Follow the bus code: get on and off the bus in a quiet and orderly fashion

Contact Details for Buses:

Walkaway East – contact Mrs Diane Stewart - 0439 946 083

Walkaway/Greenough/Minnenooka - contact Anne Pekaar – 0402 503 411

The 'end of school' bell will be rung at 2.50 pm to ensure children are released to catch buses.

CARNIVALS

Our faction carnival is held in Term 3. We have two factions; Red Faction and Purple Faction.

NCVISSA

There are four main Interschool carnivals conducted each year by the Northampton, Chapman Valley Inter-School Sports Association (NCVISSA). Parents are required to organise transportation for all carnivals. Parental participation is vitally important for these to work. Details of the events will be given through the school newsletter. Please ask at the office if you are unsure about the locations of these venues or wish clarification of details.

Swimming	(Geraldton Aquarena) Years PP-Yr 6	Term 1
Winter (Football, Netball)	(Northampton) Years 3-6	Term 2
Cross Country	Organising school decides venue Years 3-6	Term 3
Athletics	(Northampton or Chapman Valley) Years 1-6	Term 3
Summer	(Northampton) Years 3-6	Term 4

COMMUNICATION SCHOOL /HOME

Teachers are responsible for the more formal aspects of children's learning. Successful teaching builds on the home experiences of the child. This is most effective where there is an active partnership with parents.

Two-way communication is a critical factor in the partnership between parents and the school. Where a partnership exists, it is easier for parents to feel confident about the teaching and learning taking place in the classroom and to solve problems. At Walkaway Primary School we support this through: regular information about the school through newsletters; parent-teacher interviews; notes; surveys; displays of children's work - open days / newsletters; assemblies; special events and celebrations; Specialised learning programmes; Parent information booklets and Parent information sessions. We also use Message You and See-Saw to communicate with parents/carers.

Assembly - Each term, classes will be designated to conduct an assembly. Parents and community members are encouraged to attend. An open day will follow an assembly in Terms 1 and 3. Parents and community members are invited to come into the classrooms to view the children's work.

Class Diaries – Student diaries are used on a daily basis as a means of parent communication for students in Years 1 – Year 4. Please check these and respond if necessary.

Class Meetings – Are held early in Term 1. Parents are strongly urged to attend and find out how their child's class will operate. Notes from teachers will be distributed which provide details of class expectations.

Emergency Contact Details – Our information is only as current as the information you supply. Please keep us informed of any changes to mobiles numbers, addresses, etc.

Facebook - The school has a Facebook page. We use this to celebrate school events. Urgent notices will come via text through Message You.

Newsletter - The school newsletter is distributed twice/term. The newsletter has important dates and information. Please read and note what concerns you or your child/ren.

P&C items and community articles are welcome - these are required by Friday at the latest. Please email articles to walkaway.ps@education.wa.edu.au. Newsletters will be emailed unless a request for a paper copy is received.

Parent Interviews/Meetings with Class Teacher – May be a casual chat at the end of the day, or a specific planned or arranged meeting. Teachers often have commitments before and after school, so please try and make a specific time if you would like more than a minute or two.

Parent Interviews/Meetings with Principal – May be a casual chat at the end of the day, or a specific planned meeting.

Website - www.walkawayps.wa.edu.au - The Website has lots of useful information, previous editions of newsletters, class expectations, booklists and much more. Please make use of this valuable resource.

CONTRIBUTIONS AND CHARGES

The voluntary contribution in 2021 is \$50 per child per year for students from Kindy to Year 6. Please make every effort to pay these to the school office during Term 1. From time to time other charges may be asked for – these would include swimming lessons, excursions etc. Extra Cost Charges are optional – if you choose for your child not to participate an alternative program will be provided.

Contributions and Charges may be paid via EFT. Our details are:

Account Name: Walkaway Primary School
Bank: ANZ Geraldton
BSB: 016-650
Account No: 340943005

Please use your family name and initial in the reference area so we have a record of your payment. If the option is available on your bank site, an email reference would be of help for our record keeping.

DENTAL

Children attend the Dental Therapy Clinic attached to Allendale Primary School, Wittenoom St Geraldton. Parents are required to complete a consent form to obtain this service for their child/children. The Dental Therapy Clinic will issue the consent forms through the school. Appointment cards are issued to the children at school. This is a free service and parents are responsible for transport. Allendale Dental Centre, phone - 9921 4218.

EMERGENCY PLAN

As Walkaway is subject to flooding, each family will be contacted via text in an emergency.

PLEASE ADVISE THE SCHOOL IF YOUR PHONE DETAILS HAVE CHANGED, as incorrect information will influence the effectiveness of the whole plan.

ENROLMENT FORMS

Upon enrolment at Walkaway Primary School an Enrolment Form needs to be completed with the following information - name, address, telephone numbers (home and mobile), doctor and an emergency contact. This information must be kept up to date. **Should relevant particulars change, please notify the school immediately.** Medical conditions and allergies should be noted and in serious cases a medical plan needs to be developed. Birth Extract and Immunisation Records must be sighted by administration staff, and a copy is kept on file. A permission note for publication of photographs and local excursions is also completed at enrolment time, as well as an internet permission form.

EXCURSION / INCURSION PERMISSION FORMS

Parents will be notified of these events in the newsletter or via a class note. If you don't wish your child to attend these event's, please advise the teacher or Principal. The signed form signifies your approval and permission for your child to attend. If the note is not returned, your child will not be able to attend the excursion/incursion.

HEALTH

Accidents or Sickness

Minor injuries or illnesses which occur during the day are normally attended to at school. In more serious situations every endeavour is made to contact a parent/caregiver or the emergency contact to arrange for the child to be collected from school. Should such contact be unable to be made, the school will act according to the best interests of the child, but no responsibility will be accepted for medical costs, ie: ambulance. In extreme emergencies the student may be taken to the hospital while the parents are notified.

Parents are encouraged to have ambulance cover in case of emergency.

The following ailments require a period of exclusion from school unless a doctor is prepared to issue a medical certificate indicating that the child is free from infection and well enough to return to normal school activities.

Infectious Diseases

Illness	Re-Admission
Chicken Pox	When sufficiently recovered (usually once all sores have healed and redness fades).
Conjunctivitis	Once effective treatment has been commenced and swelling subsides.
Diphtheria	Medical Certificate only.
Viral Hepatitis	Medical Certificate only.
Impetigo (School Sores)	Must be under treatment including use of occlusive dressings.
Influenza	Return when symptoms have subsided.
Measles	Seven days from onset.
Mumps	On Medical Certificate of recovery.
Pediculosis (nits)	Once treated (see following).
Ringworm	Once all signs have subsided.
Rubella (German Measles)	Medical Certificate.
Scabies	Once effective treatment has been instituted.
Whooping Cough	Medical Certificate only.

Administration of Medication

The Department of Education has established guidelines about the administration of medication to students. All schools are required to comply with these guidelines. The following conditions apply:

- Wherever possible, parents are to come to the school to administer medications themselves or have the child self-administer the medication if the child is capable of doing so.
- If a student is required to carry and self-administer prescribed medication on a long term basis the parent/caregiver is asked to meet with the Principals, complete the appropriate form and details will be kept on file at school.
- All parents of students with ADHD medication are required to complete medical forms prior to medication being given.
- Parents of students with a medical condition requiring a medical plan, eg. Bee sting, Allergy, Asthma, need to complete the appropriate form. Documentation is required from your GP.
- If parents require medication to be administered to their child at school, they must provide that medication to the school in original packaging which indicates the student's name and required dosage and complete and sign an Administration of Medication form.

School staff must not administer analgesics such as paracetamol to students without written instructions from the student's parent/caregiver.

Head Lice

Head lice have no respect for people. They can be found in all types of families, and usually infest the cleanest hair first. They are not a medical emergency, but are quick to spread from person to person.

If not properly treated, head lice can become a serious nuisance in the community as they are passed from one person to another. Any place where people live or play close together is a good place for catching head lice. They like to live on human scalps where they feed, breed and lay their eggs. They feed on human blood and cause the owner to scratch his/her head.

Treatment

Effective lotions are available from any pharmacy. It is important that treatment is carried out in accordance with the instructions. All eggs should be removed from the hair to prevent re-infestation. All members of the family should be treated, even if only one member of the family is found to have head lice or nits.

Brushes, combs, hats, clothing, pillow cases and bedding should be washed thoroughly and put out to dry in the sun for several hours.

Oil and Hair conditioner treatment regimes are also effective to remove lice and eggs. The Child Health clinic or School Nurse can assist with detailed information about these methods.

Smoking

Smoking is prohibited on Department of Education property. Parents and visitors to the school are asked to abide by this regulation. Teachers and other employees of the school are also prohibited from smoking on school premises. Students found smoking on the school site risk immediate suspension from school.

HOME WORK - HOME READING

Younger children (PP to Year 4) are provided with a Home Reader which is usually exchanged on a daily basis. The children will require a bag to ensure that the book is kept clean and undamaged. Older children may select a book from school or home and are expected to read every night without being reminded. From time to time other home work will be set. Teachers will give details of homework expectations at the classroom meeting at the beginning of the school year. Please contact your class teacher for more details or to clarify homework issues. It is best to sort out any issues at the beginning of the year so the school and home can support one another. Years 5-6 will receive home reading if it supports an educational learning programme. Students in Years 5-6 are strongly encouraged to read for 20 minutes each day.

HONOUR CERTIFICATES

Honour Certificates are presented at the major parent assemblies. Not all children are expected to receive one of these awards. They may acknowledge academic achievements, meeting social goals and "extra" special work. Merit Certificates are awarded each week during whole school music. Teachers are encouraged to use "in class" rewards for normal day to day activities.

INTERNET USE

Our school provides access to the online services provided by the Dept. of Education. Access to online services increased the range of teaching tools available to staff and will enhance the opportunities available to students. Parents and students will be asked to sign a permission form and acceptable use agreement upon enrolment.

KINDERGARTEN

Kindergarten (4 year olds) attend 2 full days per week 1st semester and 3 full days in 2nd semester.

Monday and Wednesday 8.50am – 2.50pm Semester One

Monday, Wednesday and Thursday 8.50am – 2.50pm Semester Two

LEAVING SCHOOL PREMISES

Children are not allowed to leave the school grounds unless parents have supplied a note. If students are leaving the school with an adult during school hours a leave pass must be obtained from the office before the child leaves the school grounds. Please sign students out through reception.

LIBRARY BOOKS

The school library is available for all children to use. Children have a weekly library exchange session. To help care for the books, parents are asked to provide a library bag (water proof preferred) and to ensure that books are not damaged or misplaced at home. If a book is damaged or lost, parents may be asked to pay for a replacement.

LOST PROPERTY

Clothing and other items should be labelled clearly to keep lost property to a minimum. Items such as hats, jackets, homework folders etc. are easily mixed up, taken off and left at school.

LUNCHES

Children break for lunch at 1.10pm and remain seated, eating lunch until a teacher allows them to leave. They are free to play then until 1.40pm when school resumes.

Children are NOT permitted to go to the shop and buy lunches. **No cool drinks** or lollies are permitted at school. Please support our Healthy Choices programme by supplying healthy foods, ie. fruit and vegetables. Water IS the best refreshment, far better than fruit juice boxes.

NEWSLETTER

The school newsletter is distributed fortnightly on MONDAY to the eldest child in the family. P&C items and community articles are welcome but are required by Friday at the latest. Please email articles to walkawayps@wa.edu.au P&C articles and community articles will be attached to the emailed copy of the newsletter only. Newsletters will be emailed unless request for a hard copy to be sent home is received. Recent copies of the newsletter are available on our website – walkawayps.wa.edu.au.

OFFICE HOURS

The school office is open Monday to Friday 8.00am – 4.00pm. It is occasionally unavoidable that the office not be staffed, please contact the school via email or through the class teacher in these cases.

PARENT AND COMMUNITY INVOLVEMENT

P & C Meetings

The Walkaway P&C Association meet regularly in the school, usually twice per term. New parents are always welcome. Families are encouraged to pay \$1.00 per family and become financial members of the P&C. This gives you voting rights. The P & C meet regularly during the year for fund raising activities and will call upon families to participate. Notification of meeting times can be found in the newsletter.

Please contact the office if you need assistance in contacting the current executive members.

School Board

The role of the School Board will:

- liaise with the community to ascertain their beliefs/needs
- assist in formulating and will ratify the School Business Plan
- reviewing of the schools assessment program and results
- review the school finances

In all school decisions, the Principal has the final end of line responsibility. Regardless of the direction given by both the P&C and the School Council, it is the Principal's responsibility to ensure that all Department of Education guidelines are adhered to.

Volunteers

We have a dedicated group of volunteers who help in many ways throughout our school.

These include:

- Parent with reading and tables
- K/P roster
- Library
- Sports Carnivals

PARKING

The parking area at the Walkaway Hall is the preferred area for picking up and dropping off students. Access can then be across the school oval, or around the footpath to the front gate. Please do not park in the staff car park, or in the designated school bus parking at the front of the school.

PRE PRIMARY

Pre Primary students will attend five days a week, from 8.50am – 2.50pm.

Pre Primary is now a compulsory year for students, and absences should be kept to a minimum. As with other years, all absences must be covered with an advice from a parent, preferably with a written note.

REPORTING TO PARENTS

Walkaway Primary School will report regular and relevant information to parents/caregivers on student progress and achievement as an integral part of the teaching and learning process.

Procedures and Guidelines:

Term 1 - Open Day, class meetings with parents.

Term 2 - Formal Report

Term 3 - Open Day

Term 4 - Formal Report

Open Day - The school will hold two open days annually after an assembly for parents to visit the classrooms and view the students' work. This is usually at the end of Term 1 and 3.

Formal Reports - A formal report will be sent home at the end of Terms 2 and 4. However, with our continual reporting and contact, the end of year report should contain no new information that has not already been conveyed to parents. It should contain NO SURPRISES.

STUDENTS WITH SPECIAL EDUCATION NEEDS (SEN)

It is the responsibility of the school to:

- 1) Establish and implement procedures for the identification of students with special education needs
- 2) Develop and implement appropriate educational programs for individuals and groups of students with special education needs
- 3) Be accountable for the educational progress of individuals and groups of students with special education needs
- 4) To arrange regular contact meetings with parents/guardians to develop and implement Individual Education or Behaviour Plans.

Responsibility of the parents/guardians:

- 1) To contact the principal or class teacher if they are concerned about the progress of their child
- 2) To work with the school to ensure their child is following the strategies discussed in the Individual Education Plan
- 3) Meet with the teacher regularly to review student progress.

SWIMMING

In Term Swimming: School swimming classes take place in Term 1 for Years PP-Year 6. The children are taken by bus into the Geraldton Aquarena. A fee to cover the entrance to the pool and bus travel is charged. In 2021 the cost per child is \$60. This is considered an essential part of the Physical Education Program. Payment is required before the swimming program begins, or children may not be able to participate.

TECHNOLOGY

Technology is part of the curriculum that is changing at a fast pace. Many jobs in the future will require high levels of technology. Touch typing is taught in Years 2 – 6. At all schools STEM is a resourced area of increasing focus where Science, Technology, Engineering and Mathematics are integrated into developing new ideas and ways to do things. Too much screen time is not encouraged, so we ask parents to monitor screen time and be aware of educational and non-educational (recreational) use.

TERM PLANNER

A term planner will be sent home at the beginning of each term, and will be kept updated through the newsletter 'Coming Events'.

UNIFORMS

Hats - The rule of “NO HAT NO PLAY” is enforced all year. Students without hats stay on the school verandahs. The school encourages that the yellow wide brimmed school uniform hat is worn. These can be purchased from the P&C.

Footwear - Suitable footwear MUST be worn. Thongs, slip-on shoes or bare feet are unacceptable for safety reasons.

Clothing - School windcheaters, bomber jackets, polo shirts, shorts, skorts and hats need to be ordered (order forms will be sent out each term). Limited stock will be held for new students.

The P&C run the uniform shop and Erin Cole is available on 0428 558 133 or on email: walkawayuniforms@gmail.com for orders and queries.

Orders may also be placed via the school website; www.walkawayps.wa.edu.au

Kindergarten and Pre-Primary children have a blue polo shirt.

All articles of clothing should be clearly labelled. Please do NOT send your child in beachwear or party wear – ie. coloured t-shirts, jeans, clogs etc. No denim is to be worn at any government school.

Lost property will find its way to the ‘pre-loved’ box, where it may be purchased for a gold coin.

WEBSITE

We have a website for Walkaway Primary School. The address is walkawayps.wa.edu.au
Please familiarise yourself with it and the contents, as you will find useful information, archived newsletters, term planners etc.

We are RESPONSIBLE



Always show RESPECT

Learn, to ACHIEVE our best

Keen to COOPERATE

WALKAWAY SCHOOL SONG

Walkaway the school for you and me
Sharing and caring as we work in harmony
Walkaway to learn and work is fun
Our school is built together so keep our school as one

Teachers, kids and parents make our school the best
That is why Walkaway is better than the rest
Our logo is a wheat head, uniforms black and gold
With bush life in our history we'll advance towards our goal

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Walkaway Primary School

Bus turn around - No parking

Evans Rd

ENTRY

Quiet Garden

