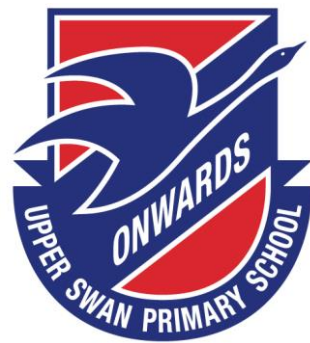


# ***Upper Swan Primary School***

**An Independent Public School**



## **PARENT INFORMATION BOOK**

*We will create a caring learning environment that provides students with the opportunity to develop the academic and social skills they need to achieve their individual potential.*

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## **WELCOME**

Welcome to Upper Swan Primary School. We hope that your family has a long and happy association with our school. This information booklet has been produced to acquaint parents and caregivers with readily accessible information about the routines and requirements for Upper Swan Primary School. Information is also provided through the school website [www.upperswanps.wa.edu.au](http://www.upperswanps.wa.edu.au).

## **SCHOOL MOTTO AND LOGO**

Our School motto is "Onwards". Our logo features a flying swan and the school colours of royal blue and red with white highlights.

## **OUR VISION AND VALUES**

Upper Swan Primary School aims to enrich students' learning in a safe and supportive environment and develop the values of kindness, fairness, safety and honesty so they can be informed, responsible, confident and valued members of the community.

## **SCHOOL CONTACT DETAILS**

Address: 1204 Great Northern Highway  
UPPER SWAN WA 6069  
Phone: 9297 7050  
Absentee Text: 0437 057 976 (text only)  
Email: [upperswan.ps@education.wa.edu.au](mailto:upperswan.ps@education.wa.edu.au)  
Web: [upperswanps.wa.edu.au](http://upperswanps.wa.edu.au)

## **SCHOOL PAYMENTS**

Upper Swan Primary School is a cashless school. Our aim is to make processes convenient and simple, to reduce money handling and students losing coins, while ensuring faster transactions for our community. We aren't cash free but cash-less. This means Excursions, Incursions and any other student activity requiring payment, will be paid via Direct Deposit (preferred payment option) or Eftpos.

Payments can be made the following ways;

- EFTPOS
  - Direct Deposit
- |               |  |
|---------------|--|
| BSB:          | 306 041  |
| Account:      | 4194582  |
| Account Name: | Upper Swan Primary School                                |
| Description:  | Use student's full name & event e.g. TOM SMITH, SWIMMING |

## SCHOOL HISTORY

Upper Swan Primary School acknowledges the area's significance to Australia's First Peoples. The school is in close proximity to the Derbarl Yerrigan and Yagan Memorial Park. We acknowledge our school is built on, and our students learn and play on, the traditional lands of the Whadjuk people. We pay our respects to the traditional custodians of this land and elders – past, present and future.



Over the school's more than 160-year history it has grown from servicing a small rural community to welcoming students from growing urban communities. Many families have multi-generational links to the school and are very proud of their Swan Valley heritage. Our sport factions Belhus, Loton, Shaw and Nolan acknowledge pioneer families from the earliest days of the Swan River Settlement.

The first school in Upper Swan opened in 1857 with 16 students. Over the next 30 years the school closed then re-opened several times. After 18 years with no school in the area, in 1905 Upper Swan opened once more with 20 students and has run continuously ever since. None of the existing buildings are original. The school has modern facilities in most areas.

Over the last 20 years, increased residential development has resulted in the student population doubling in size to over 450. Over the next 10 years the Clementine Estate development will impact on our school. Major school building programs occurred at our school in 1992, 2004 and 2010-11.

Our professional and caring staff provide contemporary and inclusive learning opportunities. The school also boasts a vibrant community spirit and a strong partnership between families and staff.

We are committed to building a quality relationship with you so that, together, we can ensure our school provides a happy and enriching experience for you and your child.

## SCHOOL TIMETABLE

### Kindergarten to Year 6

Doors Open	8:30am
School Starts	8:45am
Morning Break	Play 11:10am - 11:30am Eating 11:30am - 11:45am
Afternoon Break	1:35pm - 1:55pm
School Ends	2:50pm

## SCHOOL TERM DATES

Information can be found on our school website or Department of Education website [www.upperswanps.wa.edu.au](http://www.upperswanps.wa.edu.au) OR [www.education.wa.edu.au/future-term-dates](http://www.education.wa.edu.au/future-term-dates)

## SCHOOL DEVELOPMENT DAYS

Throughout the year there are days set aside for the school staff to participate in professional and school development activities. Students do not attend on these days.

Please visit our school website for these dates [www.upperswanps.wa.edu.au](http://www.upperswanps.wa.edu.au)

## ATTENDANCE

### Morning Arrival Time

Families are reminded that children are **not to be dropped off at school prior to 8:15am**. Supervision is provided in the undercover area from 8:15am to 8:30am. At 8:30am the students are sent to their classrooms to prepare for the day, which begins at 8:45am. The safety, health and well-being of your children may be at risk if they are unsupervised before 8:15am.

Camp Australia runs before school care on site. If you need to drop your children off before 8:15am, you need to make alternative arrangements, one of which could be signing your children up with Camp Australia.

### Afternoon Pick Up Time

Students being 'picked up' from the 'Kiss and Ride' in the parent car park need to be collected by 3:10pm. School finishes at 2:50pm. If your children are here on a regular basis after 3:10pm you need to make alternative arrangements that may include signing them up for Camp Australia.

For children who are frequently left at school beyond 3:10pm the Principal has the option of informing other government agencies.

### Late Arrival to School

Children are welcomed into the classroom at 8:30am. Students arriving at school late miss critical morning routines or learning activities. The school day begins at 8:45am and students will be recorded as late after 8:45am. **Should you arrive after 9:00am, students are required to go to the front office** and obtain a late pass to provide to the classroom teacher. Arrival times and reasons are recorded for all student arriving after 9:00am. Students who arrive after 9:30am are recorded as absent for the morning session.

### Leaving School Early

The need for children to leave early should only happen in special circumstances such as to attend appointments or if there is a family emergency. Parents collecting their children during the school day are required to sign them out at the front office. A yellow pass will be provided to the parent, which needs to be presented to the teacher prior to the children being released from class. It is vital that when enrolling children, the names of all people authorised to collect children from school are listed on the enrolment form. To ensure the security of all children, you may be asked for identification at the time of pick up. In the interests of child protection, no child will be permitted to be picked up by an unauthorised person.



***'Every student, every classroom, every day'***



## Absences from School

It is compulsory for Pre-Primary and Primary school-aged children to attend school. There is an expectation that once Kindergarten students are enrolled, they will attend on a regular basis. In circumstances where this is not possible due to illness or appointments, a verbal or written explanation is required.

The explanation needs to include:

- The date of absence
- The reason for the absence
- If written, signed and dated by the parent

Full attendance is important as every day missed reduces your child's education. Extended absences and unexplained absences will be followed up in line with Department of Education Attendance Procedures.

How to contact the school regarding absences:

- Complete absentee form on Connect or school website [www.upperswanps.wa.edu.au](http://www.upperswanps.wa.edu.au)
- Write a note
- Email [upperswan.ps@education.wa.edu.au](mailto:upperswan.ps@education.wa.edu.au)
- Phone 9297 7050
- Speak to the teacher

Regular appointments should be scheduled outside of school hours wherever possible. Please do not organise tutoring during school hours.

## Vacation During School Terms

We strongly discourage holidays during the school term. If you go on vacation during school terms, please advise the Principal in writing **in advance**.

## Long Illness and Frequent Absences

If your child is recovering from illness but can complete some school work you can contact the classroom teacher for a take home package. At Upper Swan Primary School, we are both sympathetic and understanding of legitimate illness among our students.

## The days your child misses from school adds up...

If your child misses....	That equals....	Or...	From Kindy to year 12 that adds up to...	Which is the equivalent of attending until:	Attendance rate
1 day per fortnight	20 days per year	1 month per year	Nearly 1 ½ years	Part-way through year 11	90%
1 day per week	40 days per year	2 months per year	Over 2 ½ years	Part-way through year 10	80%
2 days per week	80 days per year	4 months per Year	Over 5 years	The end of year 7	60%
3 days per week	120 days per year	6 months per year	Nearly 8 years	The end of year 4	40%

## **STUDENT INFORMATION**

It is very important that the school has up to date contact information, especially when an emergency arises. Please inform the school of any changes to the following:

- Address
- Landline
- Mobile
- Email (this is especially important as Student Reports are emailed home)
- Work
- Emergency contacts

Change of Details Forms can be completed at the front office or changes emailed to [upperswan.ps@education.wa.edu.au](mailto:upperswan.ps@education.wa.edu.au).

### **Use of Photos of Students**

In order to comply with the Department of Education Information Privacy and Security Policy the school is requested to gain parental/guardian permission before using visual images of students or their work such as photographs and video outside the school environment (school website, facebook page, in school publications, school year book). Children will only be identified by their first name. Please ensure that you have completed the permission form either at enrolment or on your child's first day. You are able to withdraw your consent at any time by contacting the school in writing.

### **Changing Schools**

Parents of children changing schools are asked to advise the school as soon as possible of the intended new school via email so that various records can be collected, including library books and reading books.

### **Custody**

The Principal must be kept informed of custody arrangements. Copies of court orders must be lodged at the school office, and any changes must be communicated as soon as possible. The school can only act on the specific details communicated by the court order. However, it is not our responsibility to enforce court orders.

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

Our School and Parent Communication Policy is available on the school website [upperswanps.wa.edu.au](http://upperswanps.wa.edu.au)

Very early in the year you will be invited to meet your child's teacher who will discuss such matters as classroom policy, learning areas and behaviour management.

If you would like to discuss your child's progress with the class teacher, please make an appointment.

### **Newsletter and Notices**

School newsletters are posted on Connect to keep you informed of what is happening at the school. Hard copies are available from the school front office and displayed on the school notice board outside the school office. Other notices between newsletters will be communicated by Connect.

### **Connect**

Teachers and the Leadership Team use the Education Departments "Connect" system to send class and general school information about special events and learning programs. Student Progress Reports will also be sent out via Connect.



## Facebook

Both the school and our P&C run Facebook pages to keep our community informed of school events and student achievement. If you are on Facebook and you would like to join these pages (groups) you will need to do the following.

The school page is called *Upper Swan Primary School (Est 1905)*. **It is a closed group. You need to apply to join and answer three questions.** People asking to join are then checked by system administrators to ensure that they have a connection to the school.

The P&C page is called *Upper Swan Primary School P & C Association*. You only need to like the page in order to follow it.

## Messages

At the class meeting at the beginning of the year, teachers will inform parents of the best way to contact them. Parents may forward messages to teachers in note form. Telephone messages to children during the school day should ONLY be requested on an EMERGENCY basis. Please ensure you discuss pick up arrangements with your child before school to save confusion and distress at the end of the day.

## Assessments and Reporting

The progress of children is continuously assessed by teachers who use the results to plan for learning experiences.

Parents are advised of the teaching program and their child's progress in a number of ways throughout the year including:

- Class Information Sessions – conducted by teachers early in the school year.
- Case Conferences – conducted on a needed basis throughout the year with parents of children identified as at educational risk.
- Parent-Teacher Interviews – these can be conducted at your request or teachers at any time during the year.
- Learning Journey – school opens in the early evening. You attend with your children to look through their classroom and see the work they have been doing. (Term 3, date will be advised).
- Student Summative Reports – these are distributed at the end of Terms 2 and 4 via email and Connect (Kindergarten to year 6).
- System reports – e.g. NAPLAN, on entry assessment (for applicable years).
- Parents are always welcome to make an appointment to discuss their child's progress with their teacher.

## Learning Support

An Associate Principal oversees Student Services which includes Students at Educational Risk and students with disabilities and learning difficulties. This may include liaison with parents, school psychologist, classroom teachers, education assistants, consulting teachers and other professional experts and external agencies.

In partnership with teachers, the Associate Principal oversees processes and maintains a data base to ensure students with special needs are appropriately supported.

## STUDENT HEALTH INFORMATION

If your child requires medication during school hours, you will need to complete a Medication Request form at the office before medication can be administered. The medication must be in the original packaging as provided by the pharmacy detailing the patient script information.

### Health Conditions

Parents of students with particular medical conditions e.g. epilepsy, allergies, asthma will be required to provide a Health Care Plan for their child. Please speak with the front office staff regarding any medical conditions and allergies that may require a plan.

### Allergies

Upper Swan Primary school is an allergy aware school. Please do not send food items with peanuts and traces of peanuts or nut products.

Allergy Policies are available on the school website [upperswanps.wa.edu.au](http://upperswanps.wa.edu.au)

### Medical Emergencies

In case of a medical emergency children will be treated by the staff member on duty (within the limits of their expertise). Every effort will be made to contact parents however, if necessary an ambulance will be called. The ambulance service will invoice the family directly.

### Minor Injuries

Students with minor injuries are given first aid and sent back to class. If necessary, parents will be contacted.

**Please ensure that all data relating to HEALTH, EMERGENCY CONTACTS and MEDICAL PRACTITIONER on your child's ENROLMENT CARD are up to date.**

### Sick Children

It is advisable for children with colds, sore throats, coughs and ear infections to be kept at home – even if they feel well and want to come to school. This will prevent infecting other children and staff and avoid your child becoming distressed unnecessarily. Infectious Diseases information can be found at <http://www.health.gov.au>

Sick children cannot be left unattended in the medical room.

- Parents or emergency listings will be contacted to collect the child  
or
- The child will be sent back to the classroom to be supervised by the teacher.
- Sore throat



***‘Provide every student with a pathway to a successful future’***

## **Head Lice**

If your child gets head lice, do not be alarmed, as they are quite common in schools and are annoying but not harmful. Your child will come home with a form requiring treatment of head lice. This needs to be signed and returned with your child to show that treatment has commenced.

**Children cannot return until treatment has commenced.**

Treatment of head lice can be treated effectively following the 10-day hair conditioner treatment recommended by the Health Department of WA. Alternatively, a recommended insecticide shampoo or lotion can be used. All treatments must be followed by regular combing and removal of the eggs. Student cannot return to school until treated.

## **Toileting**

If toileting becomes an issue at school, your teacher will discuss with you the importance of training your child at home and may advise you to seek medical help from your GP, paediatrician or community health nurse, who have the expertise to assist you. A meeting may be arranged with a member of the administration team, school nurse and school psychologist if the problem persists.

## **Dental Therapy**

The School Dental Service provides a free dental service for school children, commencing the year the child turns 5 years, and continuing through until the end of Year 11. Children are recalled periodically for examination and any necessary treatment. Each child will have their orthodontic situation assessed at each recall, but in particular, all newly enrolled children, Pre-Primary, Year 4, 7 and 10 will be screened by the dentist to ascertain any orthodontic problems, and the possible need for a referral. Parents are informed if such treatment is considered advisable. The service is located in the grounds of Middle Swan Primary School. Parents will be asked to fill in Dental History Sheets prior to their child/ren being seen.

If you have any enquiries, please phone 9250 7342

## **School Nurse**

The school nurse visits the school on a regular basis. A vision and hearing screening through the Government Health Service will be conducted in Kindergarten or if missed, followed up in Pre-Primary. Consent forms will be sent home for parents to complete prior to the screening. If you are concerned about your child's vision, hearing, growth or development and wish for your child to be assessed, please discuss this with the class teacher. A Referral to Community Nurse form then needs to be completed and signed by the Parent/Guardian prior to any health assessment. All services offered are free.

## **School Psychologist**

A school psychologist works in partnership with our student at Educational Risk team (SAER). This service assists schools to improve outcomes for students through the application of Education Psychology Services to the academic, social, emotional and behavioural needs of children. Parental permission is required before any child can be referred.

## **School Chaplain**

A school chaplain is available to provide non-religious pastoral care to students. You can request this service through your class teacher, or your child may be referred by the SAER team, with parent permission.

## **CONTRIBUTIONS AND CHARGES**

Students are entitled to participate in an educational program that satisfies the requirements of the Western Australian Curriculum and Assessment Outline. Principals, in consultation with their school board, and in accordance with the School Education Act 1999, the School Education Regulations 2000, determine all contributions and charges requested of parents for the education of their children.

### **Contributions**

A voluntary payment requested from parents towards the cost of materials, services and facilities used by K-10 students in the educational program.

Financial support provided by parents has always played an enabling role in the provision of resources that extend the school's capacity to add value to students' learning experience. Whilst contributions are voluntary the quality of our teaching and learning program will be maximised when each family makes its contribution to the cost of supplementing funding gained from other sources, including the State and Commonwealth Governments.

### **Charges for all Extra Cost Optional Components**

Participation in these components is voluntary, but a charge is payable if the student opts to participate.

#### **Payments can be made the following ways;**

- EFTPOS
- Direct Deposit      BSB:                306 041  
                                 Account:        4194582  
                                 Account Name: Upper Swan Primary School  
                                 Description:    Use student's full name & event e.g. TOM SMITH, SWIMMING

### **School Payments**

Upper Swan Primary School is a cashless school. Our aim is to make processes convenient and simple, to reduce money handling and students losing coins, while ensuring faster transactions for our community. We aren't cash free but cash-less. This means Excursions, Incursions and any other student activity requiring payment, will be paid via Direct Deposit (preferred payment option) or Eftpos. Please also ensure all payments are paid in full before the due date.

### **Online Consent Forms**

In line with our Waste Wise program to reduce environmental impact, we use online consent forms. This process provides an instant response and will not require students to collect and hand in forms. This process is more convenient, smooth, efficient and mobile friendly. The added benefit of knowing that the form has been given to the school will be an additional bonus. Incursion and Excursions will event details and Consent forms will be emailed to parents via Connect. Paper copies will also be available from the front office. More information will be sent home as events occur.

### **Personal Items Lists (Booklists)**

These are issued each November for the following year. We endeavour to keep the cost to a minimum and some items can be carried forward from year to year, e.g. pencil cases. These items are essential for day-to-day classroom learning and we ask that all children have them. Pencils and pens will need to be replaced during the year. Please ensure all items are clearly labelled with your child's name. We encourage students to cover their books.

## GENERAL INFORMATION

### Class Placement

Our school caters for children from Kindergarten through to Year 6. The number of classes we form and the amount of children in each class is determined by the amount of funding our school receives. This funding is linked to the number of students we have. There are rules on the number of students allowed in various year levels. Class placement will be determined in the best interest of our students and in the best interest of our school operation.

The school's Class Placement Policy is available on the website [upperswanps.wa.edu.au](http://upperswanps.wa.edu.au)

### School Uniform

Upper Swan Primary School has a dress code endorsed by the whole school community, which indicates that all students are expected to wear the school's uniform.

School uniforms items are available for purchase online via Perm-A-Pleat Schoolwear, with the choice of collecting your order from the school or having it delivered to your preferred address for a flat rate of \$10 incl GST.

Online ordering and the Dress Code Policy is available on the website [upperswanps.wa.edu.au](http://upperswanps.wa.edu.au)

Upper Swan Primary School has a **No Hat. No Sun.** policy. All hats must be Sun Smart. They can be bucket, broad brimmed or legionnaire style. Hats are required to be worn all year round for outdoor play. Please note the front office does not keep a supply of spare hats. Other hats or beanies should not be worn.

Students are expected to wear appropriate footwear for Physical Education lessons and sport activities.



### Lunch and Recess

Please provide a nutritious lunch and recess for your child. When packing a lunchbox for your child, you should feel confident that you're providing them with a nutritious supply of food that will get them through the day with the energy they need to function.

Which may include:

- **Main lunch item** – a sandwich, roll, wrap or salad based on grains such as pasta, rice or quinoa.
- **Nutritious snack** – choose a snack from the five food groups such as a cold chicken drumstick, crackers with cheese, veggie sticks and hummus, or yoghurt.
- **Piece of fresh fruit** – whatever is in season.
- **Drink** – always include a water bottle.



### Crunch and Sip®

Students are allowed to bring plain water to drink and fruit or vegetables into class to eat during Crunch and Sip® time. No processed foods are allowed.

### After Hours, Weekends and School Holidays

The school is out of bounds on school holidays, weekends and after hours.

Parents and community members are asked to report any suspicious activity at the school to the School Watch Security 1800 177 777 or Police 131 444.

## **Walking and Cycling to School**

It is recommended that children under 10 years of age should not walk or ride to school independently, as they cannot accurately judge traffic speed and distance.

- Cyclists must wear a helmet to and from school. **THIS IS THE LAW.**  
This includes students who use scooters.
- Cyclists must walk their bikes once on school grounds.
- Riding of bikes on school grounds is strictly prohibited.
- Children on bikes must give way to pedestrians at all times.
- Children walking to school are requested to keep to the footpaths at all times.
- Pedestrians are not to take shortcuts through the staff car park or other parking areas. This is for their safety and to avoid collisions with vehicles.
- Encourage children to look RIGHT, LEFT, and then RIGHT again before crossing a road.

## **Bicycles, Scooters, Skateboards and Rollerblades**

Students are **NOT** permitted to bring skateboards, rollerblades and toys to school. This policy has been established for safety reasons and to prevent theft and damage of personal property. No child may play near the bike rack area or is permitted to borrow another student's bike.

## **School Bus**

Transperth Bus Services are available to and from Upper Swan Primary School. For more details, visit the Transperth website.

Upper Swan Primary School Bus Service is provided to Parkerville, Brigadoon and Millendon areas. Parents are required to apply for this service by phoning 9326 2578.

## **Parking Safety**

To reduce the risk of incidents around our school all parents are encouraged to adhere to the following guidelines. It is also important that other people who may take your child to and from school (e.g. grandparents or babysitters) are made aware of this information.

- Always drive slowly and watch for children
- Be courteous and patient with other road users
- Great Northern Highway is 60km per hour speed limit outside the school on school days between 7:30am-9:00am and 2:20pm-4:00pm. The Slip Way is 15km per hour and Carpark is 10km per hour at all times.  
Motorists who fail to obey the speed limits at the times shown may face a fine
- Parents with an ACROD permit can access all disabled parking bays  
An infringement notice can be issued by Council Rangers for incorrect use of these bays.
- Parking is prohibited in the Staff Car Park and designated bus bays
- U-Turns are unsafe where children are walking and cycling
- No parking in driveways, on footpaths or verges
- Do not double park
- Take particular care when reversing



## Kiss-n-Drop and Parent Parking

Please remember to be safe during the morning drop-off and afternoon collection times. We have a lot of congestion at the entrance to the parent parking due to those entering kiss-n-drop. If you are using the kiss-n-drop please do not stop in gate entrance area as this blocks the pathway for parents wanting to park (see the yellow shaded area on the below image).

Please follow the map below to ensure that we have three lanes outside the school;

- Bus lane – to be kept clear for bus use only
- Green lane – for kiss-n-drop traffic only
- Blue lane – for parents who are parking

These three lanes, and keeping the entrance to the school clear from kiss-n-drop traffic will enable our parents to park and for traffic to continue to flow even with the line waiting for kiss-n-drop.

Thank you for being kind to each other out there.



## Homework

Please refer to the school's Homework Policy on the website [upperswanps.wa.edu.au](http://upperswanps.wa.edu.au)

## Assemblies

Assemblies are conducted by the students, with a class or the Student Council hosting the occasion. You will be advised if attendance is possible.

Dates for assemblies are included on the school Connect calendar.

## Awards

*Honour Awards* are awarded by a teacher to students. Students will receive their Honour Award at assembly. Parents will be contacted by the classroom teacher before the assembly.

## Green Club

Students can earn GREEN CARDS in class by doing the following things:

- Following the class rules
- Following the school rules
- Following the School Code
- Working to the best of their ability

All GREEN CLUB members receive a badge once they reach a certain number of cards:

5 GREEN CARDS	BRONZE BADGE
10 GREEN CARDS	SILVER BADGE And a small reward
20 Green CARDS	GOLD BADGE And a special gift
30 GREEN CARDS	PLATINUM BADGE And a special gift.

## Birthdays

If your child would like to celebrate their birthday with the class, we encourage non-food items for sharing. If cupcakes are supplied, a list of ingredients needs to be handed to the teacher. Please discuss your plans with the teacher before you bake them as we need to ensure the ingredients are safe for all children. Lollies are a “red zone” food and not allowed at school. Please ensure the school is aware of any food allergies your child has. Please inform your classroom teacher if you DO NOT WISH to participate.

## Pets

Parents are asked not to bring pets onto the property. The Ranger is advised of all dogs on school grounds, because dogs are not permitted on Department school grounds.

## Accident Insurance

The school does not carry an insurance policy against accidents. While there are teachers on duty during recess and lunch breaks, on occasions, accidents do occur.

## Excursions

Children are not permitted to attend school excursions without the written consent of parents. The school will provide details of the excursion, its link to the curriculum, the cost of the activity and a permission slip to enable parents to make an informed decision regarding their child’s participation. Students must wear full school uniform on excursions unless otherwise stipulated in correspondence sent home by the school.

## Incursions

The school runs several whole school incursions. These activities are included as part of the teaching and learning program.

Upcoming excursions and incursions are on the school Connect Calendar. The participation of a student in an excursion or incursion is conditional on payment of the costs by the due date.



### **Instrumental Music**

Selected students in Years 5 and 6 are provided the opportunity to learn a musical instrument through the School of Instrumental Music (SIM). Musical aptitude tests are conducted to assist in the selection of students towards the end of Year 4.

### **P.E.A.C. (Primary Extension & Academic Challenge) / Early Years Extension**

Special interest and extension classes are offered to students who are identified in Pre-Primary and Year 4 through testing. Courses are run off-site and administered by the North Metropolitan Education Region. Parents will be notified in writing if their child is invited to participate in one of the off-site courses. Additional costs may apply.

### **Library**

Each class is timetabled to attend the library weekly. This provides children with the opportunity to borrow books and develop information skills. Please encourage your child to return their books promptly each week and to use a suitable bag to protect the books. No books will be loaned without a bag. The school will request parents to pay for any books that are lost, damaged or destroyed so that we can purchase replacement books to maintain our collection.

### **Lost Property**

A large amount of clothing and lunch containers are lost and unclaimed each year. Please label all property and clothing. The Lost Property Box located near the steps in the undercover area. Unclaimed items are donated to the Uniform Shop and local charitable organisations.

### **Mobile Phones**

The Department of Education does not permit student use of mobile phones in public schools unless for a medical purpose.

All phone communication by parents or students must be done through the front office.

The school's Mobile Phone Policy is available on the website [upperswanps.wa.edu.au](http://upperswanps.wa.edu.au)

### **No Smoking**

The Department of Education is committed to providing and maintaining safe and healthy working and learning environments for all staff, students and visitors. Parents and visitors are asked to adhere to the Department of Education policy prohibiting smoking on school grounds.

Smoking is not permitted in any Department school premises, as follows:

- The land area up to the boundaries within five metres of any Department grounds.

### **School Bag**

We suggest a large carry bag or backpack that your child can manage easily. For kindergarten students, we would prefer the children not to have the suitcase style bag as they are difficult for the children to manage.

### **Reading Resources**

Parents are asked to ensure books are cared for and returned to school each day. The school will request that parents pay for any books that are lost, damaged or destroyed so that we can purchase replacement books to maintain our collection.

## Student Leadership Program

Student leadership is an integral part of life at Upper Swan Primary School. Students of all ages are given the opportunity to be involved in making decisions, raising issues of concern and discussing solutions.

Student Leaders at Upper Swan Primary School attend the Young Leader's Day Conference at the beginning of the school year as part of their training.

## Student Councils

Selected Year 6 students are appointed after a successful application process. Student Councillors meet once per week to raise and discuss issues, organise fundraising events, carry out various responsibilities throughout the school and to organise events, such as the Chess competition and Talent Quest.

## Peer Mediator

Selected from Year 6 and operate at recess and lunch times to assist students who are having minor conflicts and disagreements. They receive two days of training at the start of the year. Peer Mediators meet once a week to discuss their concerns or raise any relevant issues. Mediators work in pairs. There are three pairs on duty at any one time.

A monthly report is provided to the Principal detailing types of issues dealt with, students involved and help that was provided.

## The Faction (House) System

We have four factions at the school; each faction has a colour and historical significance in the district. All students are placed in a faction on admission to the school. Whenever possible, students are placed in the same faction as other family members.

*The four factions are:*

Belhus – Green

Loton – Blue

Shaw – Gold

Nolan - Burgundy

**Belhus Faction** is so named because 'Belhus' was the property name of the Barrett Lennard family along West Swan Road (Belhus was also the name of their family home in Essex, England). The family purchased the property in 1897 and have long been associated with the area and the school.



**Loton Faction** has drawn its name from the Loton Family who purchased 'Belvoir' Estate from the Shaw family in 1874. The family donated the land the school is built on in 1905 and additional land for the ovals in 1960. Their association with the school has continued for over 100 years with Mr Harold Loton representing the family at the Centenary Ball in 2005.

**Shaw Faction** has been named for the Shaw family who settled the land around the school in 1829 and named it 'Belvoir', pronounced Beaver. They were very prominent members of the early settlement and their lives have been chronicled in the book "To Be Heirs Forever" by Dame Mary Durack.

**Nolan Faction** is named after the first European settlers who owned the land to the north of the school; between the school boundary and the Swan River. The first area post office was owned by the Nolan family and this was located on the left near the bridge. The logo represents the river, hills and trees that line the river banks.





## Specialist Curriculum Areas

The school has specialist teachers in the curriculum areas of Music, Drama, Visual Arts, Physical Education and Mandarin.

Upper Swan Primary School also encourages students to participate in our sports carnivals and inter-school activities. Students are expected to wear the correct uniform whilst attending these events.

Sport is an area of endeavor where parent help as umpires and coaches is invaluable. You are invited to contact the specialist teacher if you have an area of expertise that you would like to share with us.

Students have the opportunity to audition for Drama Club and perform for the school as well as participate in district competitions.

## Swimming

In-term swimming lessons are conducted annually for Pre-Primary to Year 6 students. All students are encouraged to attend. There is no charge for instruction but a fee is applied to cover the cost of bus transport and pool admission. School requests for specific lesson dates and times are considered, but are ultimately determined by the in-term swimming provider.

## Valuables/Toys

Children are discouraged from bringing toys to school. It is recommended that children only bring this type of item to school under special circumstances and with prior arrangement with the class teacher for specific class activities.

Parents are advised that the school has a '*NO Liability*' stand on valuables such as wristwatches, electronic equipment and toys that are lost or damaged if brought to school.

## Visitors to the School

All visitors to the school are required to sign in and out through the front office. An identification sticker will be issued clearly outlining you as a visitor and is required to be worn at all times while on the school grounds during school hours. This is a Department of Education requirement.

*Working with Children Check Card* is to be provided by anyone over the age of 18 who is not a parent of a student at the school. This includes all grandparents helping within the school community or classroom.

Please see the front office or visit the Working with Children website

<https://workingwithchildren.wa.gov.au> if you require further information.

An application can be obtained from an authorised Australia Post outlet.



## School Board

The School Board is made up of elected parent members, community members, elected staff members and the Principal.

The School Board is formed with the fundamental purpose of enabling parents, staff and members of the community to engage in planning and school governance. While the Board has a significant role, it does not have input into the daily operations of the school.

Please visit the schools website for more information regarding the School Board and Board members [upperswanps.wa.edu.au](http://upperswanps.wa.edu.au).

## Code of Conduct

Please refer to the Code of Conduct for Parents/Carer and Other Visitors to School Policy on the school website. [upperswanps.wa.edu.au](http://upperswanps.wa.edu.au)

## Complaints

The relationship between home and school plays a very important part in a child's education. This two-way communication is a critical factor in this partnership.

Parents are encouraged to contact the school to discuss any concerns, complaints, suggestions or compliments.

What can you do if you have a concern?

- Try to identify the issue clearly before contacting the school.
- Make an appointment to talk to the teacher.
- Contact an Associate Principal if the concern is not resolved through discussion with your child's teacher.
- Try to stay calm. Even if you don't feel it, being calm will help to get your concerns across more clearly than if you are upset or angry.
- Please refer to the process outlined in the Complaints Management brochure, available at the school office or website [upperswanps.wa.edu.au](http://upperswanps.wa.edu.au).





## **PARENTS AND CITIZENS ASSOCIATION INFORMATION**

The P&C plays a vital role in promoting 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 group of schools; and
- The fostering of community interest in educational matters.

It is also a good way to meet other parents. The P&C welcomes volunteers to assist in a variety of different ways.

Notice of meetings is given in the school calendar and fortnightly P&C Grapevine newsletter. Meetings are held at the school on a Tuesday, twice a term, at 7.00pm. The Annual General Meeting is held early in Term 1.

The P&C can be contacted via email to the President ([uspspandcpresident@gmail.com](mailto:uspspandcpresident@gmail.com)) or Secretary ([uspspandcsecretary@gmail.com](mailto:uspspandcsecretary@gmail.com)). All parents are invited to become active members of our association.

### **Second-hand Uniform Shop**

The P&C Association manages the second hand Uniform Shop which is open on Thursday morning, 8.30am to 9.30am. Please consider donating your outgrown uniform items that are in good condition.

### **Canteen**

Upper Swan Primary School currently does not have an operational canteen.

Throughout the year the P&C offer different options including Subway, Toastie Tuesday, Pie/Sausage Roll days, Cheesies at Recess and Icy Poles. Dates for lunch and recess days are included in the Grapevine and on the noticeboard. Order forms are either emailed or sent home with students.

### **P&C Collection Box**

The P&C has a secure box located outside the entrance to the front office. P&C payments and correspondence such as; lunch orders, book club, fundraising orders and payments, year book, orders and messages, can be placed in here. The box is cleared and left unlocked from 3:15pm to 8:15am each day.

### **Book Club**

The P&C Association provides parents with the opportunity to expand their child's home library through Scholastic Book Club. Brochures are sent home detailing the books available for purchase.

***Find us on Facebook @UpperSwanPrimarySchoolPC***