

2023

Swan View Primary School



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Information Booklet

2023

SWAN VIEW PRIMARY SCHOOL

380 Morrison Road,
Swan View 6056

Administration Team

PRINCIPAL:	Mrs Margaret Dove
DEPUTY PRINCIPALS:	Mrs Tracey Armstrong Mr Rob Wright
MANAGER CORPORATE SERVICES:	Mrs Vanya Thomas
SCHOOL OFFICER:	Mrs Leonie Harrison
TELEPHONE NUMBERS:	
School	9257 0400
Canteen	0421 246 530
Dental Clinic	9294 1072

INTRODUCTION

This Information Booklet is provided to each family so that parents and carers have easy access to vital and relevant information regarding school procedures and it aims to provide a greater understanding of the day-to-day running of the school.

Items are arranged in alphabetical order for convenient reference.

The school's objective is to work co-operatively with families to optimise educational opportunities and learning outcomes for students.

The staff look forward to working with you in the education of your child/children.

If you have any queries or concerns please contact the school.

Marg Dove
PRINCIPAL



CALENDAR FOR THE ACADEMIC YEAR 2023

A term calendar containing information about school events is produced week two of each term.

2023

January						
Monday	2	9	16	23	30	
Tuesday	3	10	17	24	31	
Wednesday	4	11	18	25		
Thursday	5	12	19	26		
Friday	6	13	20	27		
Saturday	7	14	21	28		
Sunday	1	8	15	22	29	

February				
	6	13	20	27
	7	14	21	28
1	8	15	22	
2	9	16	23	
3	10	17	24	
4	11	18	25	
5	12	19	26	

March				
	6	13	20	27
	7	14	21	28
1	8	15	22	29
2	9	16	23	30
3	10	17	24	31
4	11	18	25	
5	12	19	26	

April				
Monday	3	10	17	24
Tuesday	4	11	18	25
Wednesday	5	12	19	26
Thursday	6	13	20	27
Friday	7	14	21	28
Saturday	1	8	15	22
Sunday	2	9	16	23

May				
1	8	15	22	29
2	9	16	23	30
3	10	17	24	31
4	11	18	25	
5	12	19	26	
6	13	20	27	
7	14	21	28	

June			
5	12	19	26
6	13	20	27
7	14	21	28
1	8	15	22
2	9	16	23
3	10	17	24
4	11	18	25

July					
Monday	3	10	17	24	31
Tuesday	4	11	18	25	
Wednesday	5	12	19	26	
Thursday	6	13	20	27	
Friday	7	14	21	28	
Saturday	1	8	15	22	29
Sunday	2	9	16	23	30

August				
	7	14	21	28
1	8	15	22	29
2	9	16	23	30
3	10	17	24	31
4	11	18	25	
5	12	19	26	
6	13	20	27	

September				
	4	11	18	25
	5	12	19	26
	6	13	20	27
	7	14	21	28
1	8	15	22	29
2	9	16	23	30
3	10	17	24	

October					
Monday	2	9	16	23	30
Tuesday	3	10	17	24	31
Wednesday	4	11	18	25	
Thursday	5	12	19	26	
Friday	6	13	20	27	
Saturday	7	14	21	28	
Sunday	1	8	15	22	29

November				
	6	13	20	27
	7	14	21	28
1	8	15	22	29
2	9	16	23	30
3	10	17	24	
4	11	18	25	
5	12	19	26	

December				
	4	11	18	25
	5	12	19	26
	6	13	20	27
	7	14	21	28
1	8	15	22	29
2	9	16	23	30
3	10	17	24	31

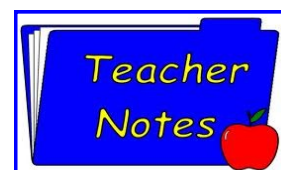
Start of Term
 Term
 Public Holiday
 NAPLAN

School Holidays (students)
 School Administrators at school
 Student Free Day (School Development)
 Swimming Lessons

ABSENCES AND ABSENTEE NOTES

The school requires a written note for all absences, if the absence has been communicated by phone this is sufficient.

Withdrawal from physical education and swimming is only sanctioned for medical reasons. A note must be provided before the lesson takes place.



When withdrawing students from school during a school day, you are required to go to the front office, fill in an appropriate form and hand it in to the classroom teacher when you collect your child. If a person unknown to staff is collecting a child on behalf of a parent or carer they will be required to show some form of identification and or written permission.

Students arriving late to school are to collect a late note from the office before going to class.

ASSEMBLIES

Assemblies are held on selected alternate Wednesdays beginning at 2.00pm. The dates of assemblies are published in the newsletters and on the term calendar. During assemblies Honour Certificates are awarded to students for their effort in the classroom. A class item is presented along with reports and announcements. Parents, carers and friends are welcome and encouraged to attend.

BICYCLES AND SCOOTERS

Bicycles with a secure lock are to be placed in the bicycle racks. Bicycles and scooters must be wheeled in and out of the school grounds as riding within the school grounds is not permitted.

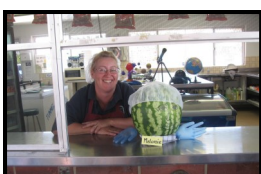
The school does not encourage children under the age of 10 years to ride a bicycle, scooter or skate board to school.

BY LAW CHILDREN ARE TO WEAR BICYCLE HELMETS



CANTEEN

Morning tea and lunch are available from Tuesday to Friday through the school canteen. Orders are to be placed at the canteen before school. The Canteen also has an online service, drop by and find out the details. The canteen



cannot extend credit. Any issues relating to the canteen can be discussed with the Canteen Manageress.

The canteen runs on the goodwill of volunteers. All parents should consider volunteering for canteen duty, even if it is only one day per term.

CHILDREN'S PROPERTY

Valuables and toys are not to be brought to school as the school is unable to accept responsibility for these articles. All items owned by the students, especially items of clothing, must be clearly labelled with a name.

DOGS ON SCHOOL PREMISES

Dogs are **not permitted** on school property, even on a leash. Dogs and children are unpredictable in their behaviour and the outcome can be serious if a dog feels under threat.



DRESS CODE

At Swan View Primary we expect all children to wear the school uniform. The School Dress Code outlines the policy. See Parent brochure titled "Dress Code".



The aim of wearing a uniform is to have all children take pride in their school and personal appearances. We ask your co-operation in seeing that your children come to school clean, neat and tidy, wearing the correct school uniform.

Hair that is beyond shoulder length must be tied up. School uniforms are available from the Uniform Shop located in the Canteen. Opening times will be advertised in the school newsletter.

• **Hat Policy**

In line with very strong recommendations from the Cancer Council of WA our school has adopted the **"No Hat – No Play"** policy. Please refer to the 'Dress Code' for further information. Students are to wear the school uniform hat available from the Uniform Shop.



- **Footwear**

Thongs are not permitted (with the exception of swimming lessons). Students must wear enclosed shoes.

DUTY OF CARE BEFORE SCHOOL

Students are to arrive at school from 8.30am onwards. If a child arrives before this time, they must remain in the undercover area until dismissed by a staff member.

EVACUATION PLAN

The school has an Emergency Evacuation and Risk Management Plan should an emergency occur.

EXCURSIONS

Throughout the year children may participate in a number of excursions to places of educational and recreational interest. Parents will be given notice of upcoming events and the specific educational outcomes. Parents and carers are required to complete the permission slip and health form to enable students to attend.

Children who do not demonstrate acceptable school behaviour will not be able to attend excursions.

THE WEARING OF FULL SCHOOL UNIFORM, INCLUDING A SCHOOL HAT, IS A REQUIREMENT FOR ATTENDING SCHOOL EXCURSIONS.

GOOD STANDING POLICY

At the beginning of each year all students commence with and retain Good Standing whilst they demonstrate behaviours that align with the schools values. Please ask for the full Policy at the Front Office for more details.

HEALTH

Minor injuries or illness during the day are normally treated at school. In more serious instances every endeavour is made to contact the parent to arrange for the child to be collected from school. In extreme emergencies the child may be taken to a doctor or hospital. It is most important that parents always provide updated **EMERGENCY CONTACT NUMBERS**. These numbers are kept on enrolment forms and parents need to ensure that the school office is advised of any changes to addresses or telephone numbers. If your child has been attended to in the First Aid Room, he/she will bring a note home regarding the incident / accident.

- **First Aid**

Minimal First Aid can be offered by staff. The general procedure is to assist a child to become more comfortable and to return to their lessons. Where the injury or illness is deemed to be beyond minor First Aid, parents will be contacted at home or at work, to decide whether or not the child remains at school. Whenever there is any doubt concerning a child's condition, the problem is referred to the parents who can then make a decision on the treatment required for their child.



- **Sickness**

We have no facilities for diagnosing or treating illnesses at school. Parents are asked not to send children to school who are obviously unwell especially when there is a risk of affecting the health of others.

- **Medication**

If at any time you find it necessary to send medication (tablets, inhalers, etc.) to school for your child's use, please hand the medication to the school office with signed written instructions, as to how the medication is to be administered. Regulations prevent us from dispensing medication without written parental permission.

When a child requires medication or treatment for more than three days, parents are required to complete a *Medication Request Form* and the child's doctor is also asked to complete a *Medication Instruction Form*.

Please enquire at the office for further information and to collect the required forms.

Please notify us in writing of any medical conditions from which your child suffers in case we need to seek medical assistance. Students with a medical condition require a *Risk Management Plan* which is written by the parent/carer, First Aid Officer and Principal. Asthma puffers should be left in the office or on the teacher's desk, not in school bags.

IMMUNISATION



On enrolment all immunisation records must be provided to the school. Children without measles immunisation will be excluded from school during a measles outbreak.

INFECTIOUS DISEASES

Sometimes children are sent to school when they are unwell. Teachers who are concerned as to the general well-being of a student will confer with Administration Staff.

The following Infectious Diseases summary is provided for the information of all parents:

- **Chicken Pox** – exclude from school until recovered or until at least 5 days after the first eruption appears. Some remaining scabs are not an indication for continued exclusion.
- **Conjunctivitis** – exclude from school until discharge from the eyes has ceased or until 3 days after commencing antibiotic treatment.
- **German Measles – (Rubella)** – exclude from school. Re-admit on recovery or at least 4 days after the onset of the rash.
- **Glandular Fever** – exclude until well.
- **Hepatitis A** – exclude from school. Re-admit with medical certificate of recovery or on subsidence of symptoms, but not before 7 days after the onset of jaundice.
- **Herpes (Cold Sores)** – exclude from school until effective treatment (including proper use of occlusive dressings) has been instituted.
- **Impetigo** – exclude until day after antibiotic treatment commenced. Lesions should be covered.
- **Measles** – exclude from school. Re-admit with medical certificate of recovery or at least 4 days from the appearance of the rash, if well. PARENTS ARE ASKED TO NOTIFY THE SCHOOL IMMEDIATELY AFTER A DIAGNOSIS IS CONFIRMED BY THEIR FAMILY DOCTOR.
- **Mumps** – exclude from school for at least 9 days after the onset of symptoms.
- **Pediculosis – Head Lice (Nits)** – excluded from school. Return following treatment or when all lice and nits have been removed.
- **Ringworms** – exclude from school until after treatment has commenced.
- **Scabies** – exclude from school until effective treatment has been administered. All members of the family will probably be infected and should be treated accordingly.
- **Whooping Cough (Pertussis)** – exclude from school for two weeks from the onset of illness or 5 days after starting antibiotic treatment.



HOMEWORK POLICY

Swan View Primary School promotes students practicing and extending learning skills at home within the family circle. It is expected that the students would spend between 10 and 30 minutes completing assigned tasks.

Homework gives the parents and carers an opportunity to see what the students are doing at school. It gives the students an opportunity to share successes with the parents and carers.

Homework prepares students for high school commitments.

GUIDELINES:

Year 1 to 4 10 to 20 minutes, four sessions per week.

- Oral Reading
- Tables
- Number facts
- Handwriting practise
- Simple sentence construction
- Writing Tasks including spelling and grammar



Year 5 and 6 30 minutes, four sessions per week.

- Reading
- Tables
- Number Facts
- Maths Tasks
- Writing Tasks—including spelling and grammar

NOTES:

It is the teacher's role to set the required task and it's the students role to take home and complete the set work.

It is the parents/carers role to set the time and place for the homework to be completed and communicate with the teacher if there is an issue.

LIBRARY BAGS

Bags are required for the protection of library books. Children will not be able to borrow books without this protection.

LOST PROPERTY

Children are encouraged to be responsible for their belongings. A lost property box is located in the Administration Block. Named articles will be returned to owners. **PLEASE CLEARLY LABEL ALL ARTICLES such as lunch boxes, drink bottles and bags.** Items not claimed by the end of the term will be given to charity.

MONEY

From time to time it may be necessary for money to be forwarded to the school. Please enclose the money in an envelope with the child's name, class and purpose of the money e.g. swimming, excursion etc and send to the front office. The office also has EFTPOS facilities for anyone wishing to make payments by card.

PARENTS AND CITIZENS' ASSOCIATION

The Swan View P & C has rendered great assistance to our school. It is composed of parents interested in providing the best possible education for our children. A friendly committee creates good community spirit and deserves your support and enthusiasm.

Regular meetings are held in the school parent room-C3 at 3:15 twice a term (Week 4 & 8). These meeting dates are published on the Term Planner. The P & C welcomes you to attend any meeting as new ideas and input are always appreciated.



PARENT CAR PARKING

The staff car park is available only to staff members and on-site workers. Parking is available in Rhine Way and on Morrison Road. Parents picking up children after school are requested to take great care and to observe all traffic rules. It is of vital importance that children do not walk through the staff car park or dart out between parked cars. Please do not drop children off in the car park driveway, nor park in the bus bay.

PARENT TEACHER MEETINGS

Parents and carers are encouraged to approach staff concerning their child's progress or behaviours. It is preferable that an appointment is made with the classroom teacher to discuss relevant issues.

SCHOOL PHONE APP

The primary school has a phone app that can be download from either iTunes or PlayStore. You can access Newsletters, Term planners and minutes through the app and also notify the school of any student absences. The school can notify parents who have downloaded the application with notifications on activities happening around the school. To download the app just search for Swan View Primary School.



SCHOOL BAGS

School bags of a suitable size are necessary items to protect books and materials carried to and from school. Bags should be clearly labelled with your child's name.

SCHOOL COUNCIL

The Swan View Primary School Council meets once per term on the Thursday of week 8 at 2 pm in the Staff Room.

The Council consists of:

The School Principal

A P & C Representative

3 x Parent Representatives

3 x Community Representatives

3 x Staff Representatives

An Association Representative

The function of the Council is to take part in:

- establishing and reviewing, when required, the school's objectives, priorities and general policy directives;
- the planning of financial arrangements necessary to fund those objectives, priorities and directions;
- evaluating the school's performance in achieving set objectives;
- promoting the school in the community;
- formulating codes of conduct for students at the school;
- determining, in consultation with students, parents and staff of the school, a dress code for students when they are attending or representing the school at special events and excursions.

SCHOOL HOURS

8:45 am Lessons begin
11:00 am -11:15 am Recess
1:15 pm -2:00 pm Lunch
3.00 pm end of school day

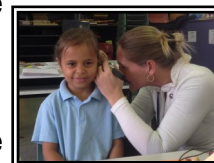


SCHOOL OFFICE HOURS

8.00 am – 4.00 pm Monday - Friday (during school terms)

SCHOOL CROSSING

A school crossing is supervised by a crosswalk attendant on Morrison Road. Please ensure that your children use this service. If crossing the road with parents, it is still a requirement to cross the road at the supervised crossing.



SCHOOL NURSE

The school nurse visits the school regularly to carry out routine medical checks. Parents are notified if their child requires attention. In some cases teachers may refer students to the Nurse.

SCHOOL PSYCHOLOGIST

A School Psychologist is appointed to the school each Tuesday to assist children with social and emotional issues or behavioural problems. Referrals to the School Psychologist are made by the Principal in consultation with teachers and parents.

STUDENT BEHAVIOUR POLICY

The school's policy is to encourage positive student behaviour. This system focuses predominantly on developing individual responsibility and self control and implements behavioural consequences. See the Parent brochure titled - 'Managing Student Behaviour Policy'. Our school believes in 'positive talk' to all children in our classes, in the playground and at home. We encourage children at Swan View to discuss their ideas and feelings positively with others through; appropriate language, no swearing or use of 'bad' words, taking turns to talk, listening to others, social conventions of conversations (eg body language), group or class discussions, role play and social stories. We use strategies such as; I like the way you said... That is great school talk, I can see your feel angry, let us use our 'school talk' words to solve the problem. Adults both at school and at home should be positive language role models for children. We need your support in promoting positive 'School Talk!' Please support the school at home by talking to your children about what is appropriate language and behaviour to use at school.



STUDENT MOBILE PHONES AND ALL OTHER DEVICES

The policy for our school states that devices such as mobile phones, iPods, iPads or any technology based devices must be handed into the office and signed for when they are collected after school. The school is not responsible for mobile devices should they be stolen or vandalised.



STUDENT REQUIREMENTS

The school provides most text books, art materials, mathematics and science equipment. Some materials will be on the Student Requirements list. Parents are expected to provide daily consumable items, to be replaced as necessary. The Student Requirement list is sent home in Term 4 and parents are advised of where these items may be purchased.

SWIMMING LESSONS

Department of Education and Training swimming classes are held in Term 4 of each year. It is expected that all children attend these lessons unless there is a medical reason for their withdrawal, in which case a note is required. Lessons are held over a two week period at the Bilgoman Pool in Darlington.



TRANSFER OF STUDENTS

When children are leaving our school, parents are requested to give the school one weeks notice in writing. This provides adequate time to ensure that all records, books, medical cards, reports, etc. have been completed or checked prior to the child's departure