



PARENT INFORMATION 2020

TERM DATES - STUDENTS

Semester 1

Term 1

Monday, 3 February–Thursday, 9 April

Term 2

Tuesday, 28 April–Friday, 3 July

Semester 2

Term 3

Monday, 20 July–Friday, 25 September

Term 4

Monday, 12 October–Thursday, 17 December

Student Free Days (Staff Development Days)

Thursday, 30 January 2020

Friday, 31 January 2020

Other Staff Development days to be advised early in 2020.

Public Holidays

Australia Day Holiday – Monday, 27 January

Labour Day – Monday, 2 March

Good Friday – Friday, 10 April

Easter Monday – Monday, 13 April

ANZAC Day – Monday, 27 April

Western Australia Day – Monday, 1 June

Queen's Birthday – Monday, 28 September

SCHOOL HOURS

Gates open	8.00am
Classroom doors open	8.15am
School Starts	8.30am
Recess	10.35am
End of Recess	10.55am
Lunch	12.55pm
End of Lunch	1.25pm
School Finishes	2.30pm
Gates close	2.45pm

ADMINISTRATION

Hours	8.00am to 4.00pm Monday to Friday.
Address	89 Boardman Road, Canning Vale WA 6155
Phone	9456 1144
Website	www.caladeniaps.wa.edu.au
Email	caladenia.ps@education.wa.edu.au
Absences	0417 984 196
App	www.ischoolapps.com.au/caladeniaps

Arrival/Departure of children at school

We ask parents to co-operate to see that children arrive at school **before 8.30am**, however, we do not encourage children to arrive too early in the mornings. Children should not be at school prior to **8.15am** as supervision of children will not take place



before that time and, therefore, their safety cannot be guaranteed. Children may not enter classrooms unless their own teacher is present and gives permission. Children sit outside their classrooms until they are invited into the classroom.

No person is permitted to play on any equipment **before** or **after** school.

Please remember that we do not look after children before and after school. Be on time to pick up children as they may be at risk being left outside the school for long periods of time.



CONTRIBUTIONS AND CHARGES

The cost of education, including instruction, administration, establishment and maintenance of buildings are met by government funding. The Education Act 1999 allows government school budgets to be supplemented by local fundraising and prescribed contributions and charges to further enhance the learning experiences of children.

Contributions

The total amount of contributions parents and carers are being asked to pay for students at Caladenia Primary School is **\$60 per child**, no matter which class they are in.

The quality of our teaching and learning programme will be maximised when each family makes its contribution to the cost of supplementing funding gained from all sources.

Money collected is used to supplement school expenditure in the areas listed below:

- Classroom resource materials e.g. art materials, computer equipment, etc.

- Library materials
- Cooking and Craft (Kindergarten and Pre-primary students only)
- Photocopying for class work
- Sporting equipment

The School Board has stated that Contributions may be collected by Ziggies Enterprises on our behalf, as indicated on Personal Student Requirements List 2019.

Charges for extra cost optional components

Charges apply to extra, optional components of educational programmes provided in Kindergarten to Year 6.

Extra cost options are specific activities, services or facilities that schools offer for students to use or take part in. As students choose to take part in these activities, the associated charge **must** be paid. Students who do not participate will be provided with an appropriate educational activity.

A breakdown of **estimated** charges for your child's participation in incursions/excursions and activities for 2019 is set out in the schedule below.

*The amounts indicated on the schedule represent the **maximum** charge. The actual charge may be less, and we may not hold all of these activities.*

Costs associated with specific learning activities, available to *all* students but conditional on a payment being made.



Activities – Maximum costs These activities will not apply to all students.	Per Student
▪ School Photos	Up to \$100
▪ SIMS Instrumental Music - Hire of Instrument if required	\$110
▪ Music, Books and Resources	\$80
▪ Year 6 Graduation Shirt	\$35-\$45
▪ Swimming - 2 weeks lessons includes pool entry and transport costs	\$50-\$65
▪ Incursions & Excursions - approx. 2 excursions and 3 incursions	\$120
▪ Year 6 Camp	Up to \$400
▪ Participation in Interschool Carnivals - approx. 4 events	\$30
▪ Music Performances - Ticket price for family members	Up to \$100
▪ Performances/Excursions for Music Program Students	\$100
▪ PEAC	\$300
▪ Charitable Collections	\$1-\$20

SCHOOL DRESS CODE

The Caladenia Primary School Community has established a dress code for all students attending the school.

We believe that a dress code:

- Fosters and enhances the public image
- Assists in building a school and team spirit
- Ensures that students are safely dressed for specific school activities
- Encourages equity among the students
- Prepares students for work, as many places have dress and safety codes

School Uniform

Caladenia Primary School has a uniform that all children are expected to wear. School uniforms are available through Uniform Concepts which is conveniently located at 30 Kembla Way, Willetton 6155. The Uniform shop is open on Monday to Friday 9am to 5pm, Thursday to 6pm and Saturday 9am to 1pm.



Payment can be made by cash, credit card or EFTPOS. (Diners, Amex & Cheques are not accepted)

Girls' Uniform - Years K – 6 Summer

- Unisex purple/with navy insets Polo shirt displaying the Caladenia Logo, short sleeved (Official School Uniform)
- Year 6 only – Graduate White Shirt (printed and Caladenia logo) – MUST be worn on formal occasions or optional for every day
Formal occasions are, School Photos, Important visitors to the school, Formal Assembly Events ie ANZAC Day etc. Any event identified by the Principal, all school excursions.
(Students will be excluded from the above events if they are not in the required dress)
- Navy blue skirt with Caladenia logo
- Navy blue active stretch Pants with Caladenia logo
- Faction Shirt with Caladenia logo
- Navy blue rugby shorts with Caladenia logo – PE and sport
- Reversible (Faction colour) Caladenia logo brimmed hat

Girls' Uniform – Years K-6 Winter

- Unisex purple/with navy insets Polo shirt displaying the Caladenia Logo, short sleeved (Official School Uniform)
- Year 6 only – Graduate White Shirt (printed and Caladenia logo) – MUST be worn on special occasions or optional for every day
Formal occasions are, School Photos, Important visitors to the school, Formal Assembly Events ie ANZAC Day etc. Any event identified by the Principal, All school excursions.
(Students will be excluded from the above events if they are not in the required dress)
- Navy blue nylon fleece track pants with Caladenia logo
- Navy blue 'College-Style' nylon zip jacket with Caladenia logo (banded bottom and cuffs)
- Navy blue jumper with Caladenia logo and school colours neckband and cuffs (must be worn with Polo Shirt underneath)

- Navy blue skirt with Caladenia logo
- Navy blue active stretch pants with Caladenia logo
- Faction Shirt with Caladenia logo
- Navy blue rugby shorts with Caladenia logo – PE and sport
- Reversible (Faction colour) Caladenia logo brimmed hat

Boys' Uniform - Years K – 6

Summer

- Unisex purple/with navy insets Polo shirt displaying the Caladenia Logo, short sleeved (Official School Uniform)
- Year 6 only – Graduate White Shirt (printed and Caladenia logo) – MUST be worn on formal occasions or optional for every day
Formal occasions are, School Photos, Important visitors to the school, Formal Assembly Events ie ANZAC Day etc. Any event identified by the Principal, all school excursions.
(Students will be excluded from the above events if they are not in the required dress)
- Navy blue cargo shorts with Caladenia logo
- Navy blue cargo Pants with Caladenia logo
- Faction Shirt with Caladenia logo
- Navy blue rugby shorts with Caladenia logo – PE and sport
- Reversible (Faction colour) Caladenia logo brimmed hat.

Boys' Uniform Years K - 6

Winter

- Unisex purple/with navy insets Polo shirt displaying the Caladenia Logo, short sleeved (Official School Uniform)
- Year 6 only – Graduate White Shirt (printed and Caladenia logo) – MUST be worn on special occasions or optional for every day
Formal occasions are, School Photos, Important visitors to the school, Formal Assembly Events ie ANZAC Day etc. Any event identified by the Principal, All school excursions.
(Students will be excluded from the above events if they are not in the required dress)
- Navy blue cargo shorts with Caladenia logo
- Navy blue cargo Pants with Caladenia logo

- Faction Shirt with Caladenia logo Navy blue rugby shorts with Caladenia logo – PE and sport
- Reversible (Faction colour) Caladenia logo brimmed hat

Shoes

Black / White / Navy blue practical shoes. All shoes should have toes enclosed. Some shoes do not meet the requirements of the Community.

Physical Education Uniform

- Students are to wear their faction shirts only on days when they have physical education or sport.
- Students must wear closed in sports shoes appropriate for running and participating in physical activity.
- Caladenia logo Rugby shorts (navy blue, for both girls and boys)
- Nylon fleece double knee track pants with Caladenia logo (navy blue, for both girls and boys) – winter time / cool days



Hats

The Caladenia hat is to be worn as part of the Caladenia Primary School uniform. No other hats are to be brought to school.

Hats are required to be worn at all times for all activities outside the classroom. Caladenia Primary School endorses the '**no Caladenia hat no play**' policy.

Jewellery

Jewellery is not to be worn at school - this includes bangles, dangling earrings or any item of that nature.

Items of jewellery that students are allowed to wear are:

- Sleepers
- Stud earrings

- Jewellery that needs to be worn for cultural or religious reasons.

Hair and make up

Hairstyles is a matter that requires good taste and judgment as to what is in the best interests of the community/school overall. We ask students to adhere to the following:

- Hair is to be neatly groomed and hair on/below the shoulders must be tied up. This applies to both girls and boys.
- Our community does not adhere to a "look at me" attitude at school
- Patterns cut into hair are not acceptable.
- Extreme hairstyles (length, colour or design) are not acceptable.
- Make-up is not to be worn at any time.

Skirt Length

Please ensure that your child wears their skirts no shorter than half way between their knee and thigh. Your help in this matter is appreciated.

Sanctions for non-compliance

A student not complying with the school policy can expect:

1. To be questioned by their teacher, an Assistant Principal or Principal on why they are not wearing the correct uniform – a Uniform Slip will be sent home by the class teacher.
2. If the student fails to comply to the dress code twice, then the Teacher will communicate with the Office and the parents will be notified.
3. The third occurrence will result in a parent/school meeting.

Further information can be obtained on the schools website at:

<http://caladeniaps.wa.edu.au/policy/dress-codes/>

GENERAL INFORMATION

Communication

Email Notifications

Email is the primary means of communication by the school to notify parents of upcoming events, replacing paper newsletters and notices.

To help us keep you up-to-date with news and emergencies, please ensure correct mobile numbers and email addresses are provided on your child's enrolment application.

Newsletter/Notifications

A newsletter is published every Friday fortnight and distributed to parents via email. The newsletter provides a wide variety of IMPORTANT INFORMATION concerning school programs and activities.



Website

Information can also be found on the school website at www.caladeniaps.wa.edu.au.

School App

The App is designed to provide immediate information to parents, students and community members and can be used for enquiries, absences, school information, school calendar and term dates and much more. At this stage the app is available for all smart phones (ie Apple and Android) and iPads.

Please visit www.ischoolapps.com.au/caladeniaps for more information and a short demonstration. The App can be downloaded free of charge from your store (eg Google Play or iTunes).

Staff/Parents/Administration

Parents are always welcome but for more formal discussions it is advisable to make an appointment to ensure that you have sufficient time in which to fully discuss concerns, issues etc. If you need to see your child's teacher, please, either speak with them directly to make an appointment or phone the Front Office.

Absences and Leave Passes

Short Message Service (SMS) – via text

The school uses this service to notify parents/caregivers of unexplained student absences.

Unless otherwise advised by the parent/guardian, SMS messages will be sent to the *Parent Guardian 1*. If this is not the case for your family, please notify the office of the person/mobile number you would like absence notification messages sent too.

If you do not have a mobile phone to receive notification of an unexplained absence please contact the school office to discuss the options available.

Absences

It is a legal requirement that parents provide an explanation for a child's non-attendance. Please ensure that you contact the school either by return SMS, the School App, in writing, by telephone or in person as to the reason for your child's absence. Notes should be dated and will be retained at school.

Leaving School Grounds

Parents/caregivers collecting children during school hours must sign them out at the front office and collect a pink Student Release slip. If your child is being collected by a relative/friend, please phone the school and inform admin staff. Children will not be released to a person who is not listed as a contact on the student file.

Children are not permitted to leave school grounds during school hours, unless written permission has been received by

parent/ guardian and approved by the Principal.



Money

The school accepts the following methods of payment for excursions/incursions, charges and contributions, etc.:

- Cash/cheque should be brought to the front office in a sealed envelope, clearly labelled and deposited in the Money Collection Box located in the front office. Where possible, please present the correct money.
- Direct debit to the school's bank account via internet banking **BSB 066040 A/C 19900612** - please remember to put your child's name or family name in the reference field.
- EFTPOS (NO CASH OUT).

Money **MUST NOT** be handed to the class teacher.

P&C Money Collections

Money for P&C activities, e.g. fundraising, discos, Scholastic Book Club, uniforms, etc. are separate funds and cannot be paid through the school bank account. A P&C Money Collection Box is also located in the front office. Correct money should be placed in a sealed envelope with your child's name and the activity.

Internet Policy

The Internet is an exciting and powerful tool for students to research information for both academic assignments as well as their own personal interests. As part of our curriculum, pupils have controlled access to the Internet and other computer communication facilities. They learn how to use libraries, databases and

information sources on a wide variety of topics.

We recognise that some inappropriate material on the Internet may be accessed intentionally or by accident, even though the school has Internet filtering in place. We teach students the importance of responsible use of the web and Email as well as providing basic rules to maintain the privacy of students.

At all times, pupils must agree to follow the **Student Code of Conduct for Internet Use**.

To enable your son/daughter permission to use the Internet please read and discuss the **Student Code of Conduct for Internet Use** and return the permission slip enclosed in your enrolment pack to the front office. Further information can be found on the school website.

Telephone messages

Telephone messages may be left for children in special circumstances i.e. changes to parent pick up.

Canteen

Canteen services are provided to Caladenia Primary School by Forest Crescent Primary School Monday to Friday for students in Kindy to Year 6. Orders can be placed either online or by writing up an order before school on a lunch bag with your child's teaching block clearly marked at the top of the bag.

If ordering online you must set up your own Flexischool account using the following website:
www.flexischools.com.au

Written orders and money are to be placed in the tub located in the School Office by 8.30am.

Parent volunteers deliver orders to Forest Crescent by 8.35am and lunches are returned to school by 12.50pm. Lunches are handed out to students at their

teaching blocks. Menus are available at the school office. Paper lunch bags can be purchased from the supermarket – these are not provided by the school.

Access Rights

A copy of a Family Court Order must be supplied to the school so staff members are aware of family arrangements, restricted access, etc. Documentation is required otherwise both parents will have equal rights of access to students.

Evacuation or Bushfire

In the event of an Evacuation or Bushfire the school will contact parents via an SMS message. We ask that parents restrict calling the school at this time, and to seek up to date information through the ABC local radio. The school will contact parents to advise collection procedures if needed.



Emergency Contacts

To assist us in keeping these records up to date, please let us know of any changes to the following important information :

- Parent phone numbers – home, mobile & work.
- Address
- Emergency contact names and phone numbers
- Marital status
- Parental responsibility arrangements /access rights
- Medical conditions
- Visa Subclass Numbers

Parking

Parking around Caladenia is very limited and we ask where possible to seek alternative ways to drop off and collect your child from school.

The following safety rules are employed at our school to ensure the safety of all of our students;

- Travel one way around the school (anticlockwise) so that students are dropped off and let out of the car on the school side of the road
- Use the Kiss 'n' Drive bays as quick drop offs only – no parking
- Do not park in illegal places such as grass verges, footpaths or opposite sides of the road
- Do not take up Staff Bays in Staff Car Parks
- Please use Parent parking as parking bays only and not as a drop-off area

Your Move

As of 2020, our school will be participating in the *Your Move* program which is a community-focused program that supports schools and students to use active and sustainable transport to and from school more often. We ask families to support and encourage this initiative by adapting alternative ways to school such as riding bikes, scooters, using public transport or walking instead of driving.

Bicycle Safety

The Police and safety experts consistently recommend that children **under 10** years do not ride bicycles on the road, so we discourage children under **Year 5** from riding bicycles to school unless accompanied by an adult. Children are required **by law** to wear a cycle helmet.

Bikes should be placed in the designated bicycle enclosure and locked or chained to the racks. The enclosure is locked between 8.45am and 2.15pm.

BIKES/SCOOTERS MUST BE WALKED WITHIN THE SCHOOL GROUNDS.

Riding a bicycle or scooter within the school grounds will incur disciplinary action. Children with bikes/scooters are only to go to the racks when arriving or leaving school.

Parent/Teacher Interviews

We would like to encourage parents to have close contact with their child's teacher. However, if you wish to visit the school during school time to check on your child's progress or if there is some other matter that you wish to discuss with the teacher, we ask that you phone the school so that a suitable time may be arranged. We believe in quality time.



In -Term Swimming

Children in Pre-primary to Year 6 have ten lessons during the school year. Parents are required to pay pool admission and transport costs. Qualified instructors teach children in all levels.

Lost Property

Any articles of clothing or personal items which are left around the school are put in the Lost Property boxes located in the Kindy/Pre-primary area and the Sheoak block. Unclaimed items will be cleaned out at the end of each term, named items returned and all other items will be donated to a local charity organisation.

Managing Student Behaviour

Behaviour Management in School (BMIS) is a joint staff, parent and student concern. The students and staff have a right to a supportive learning environment based upon mutual respect and co-operation. The school has a whole school Behaviour Management Policy that focuses on the rights and responsibilities of students, staff and parents. Please visit the school website for further information regarding the updated policy.



HEALTH AND WELL BEING

Illness and Injury

If your child is unwell before arriving at school, it is recommended they be kept home. Should your child become ill or injured at school, they will be taken to the sick bay for basic first aid and parents called to collect them.

It is important to inform the school if your child has a *medical condition* which may affect their daily health and well being e.g. allergy to bee stings, asthma, diabetes, etc. The school will need to develop a crisis management plan to assist your child if there is an emergency situation.

Please ensure that the school's admission details are kept up-to-date. Current address and telephone numbers are essential because the school has very limited facilities for supervising sick children for any length of time.

Administration of Medications

Should your child require medication during school hours, the parent must complete a Consent Form, available at the front office.

Children are not to carry any medication with them. Medications must be handed to the Front Office staff at the beginning of the day.

Staff **do not** administer medications such as paracetamol, aspirin, etc. and these are **never** provided to the children by staff members.

Head Lice

Please check your child's hair frequently and treat head lice where necessary, making sure to remove **all** the eggs. Children suspected of having head lice will be excluded from school until full treatment/investigation has been carried out.

Infectious Diseases

Medical Certificates are required before children who have suffered from certain diseases may be re-admitted to the school. In some cases a fixed period of absence is necessary. Please consult your doctor regarding school exclusion for the following illnesses:-

- | | |
|---------------------------|------------------------|
| ◆ Chicken Pox | ◆ Ringworm |
| ◆ Hepatitis A | ◆ Rubella |
| ◆ Impetigo (School Sores) | ◆ Scabies |
| ◆ Measles | ◆ Whooping Cough |
| ◆ Mumps | ◆ Hand, Foot and Mouth |

Sun Protection

The school enforces a '**No Caladenia Hat, No Play in the Sun**' policy. All children are required to wear a Caladenia Primary School hat during outside play. We prefer you to put sunscreen on your child prior to coming to school, although sunscreen will be available in the classroom. On very hot days, we reduce our outdoor play time and limit the play to shaded areas.

COMMUNITY

Out of School Care

Helping Hands has a facility at Caladenia Primary School for before and after school care, and vacation care. Please contact the centre directly should you wish to make enquiries regarding the use of their services.

Mobile 0448 025 638

Head Office 1300 612 462

Email

caladenia@helpinghandsnetwork.com.au

Excelsior Dental Clinic

There is a Dental Therapy Centre located at Excelsior Primary School (Tel. 9256 4170). On completion of enrolment at Caladenia Primary School, parents will be given forms to complete, to allow free dental treatment to be carried out on the children if required.

School Community Nurses

The Community Nurses will visit Kindergarten and Pre-primary children throughout the year to screen for sight and hearing. Parents will receive a Health Assessment, which will need to be completed and returned to the school.

This school complies with National Quality Standard:

- Quality Area 2



