

INFORMATION BOOKLET



GLENDALE
PRIMARY SCHOOL
INDEPENDENT PUBLIC SCHOOL



Notes:

School Office Details

Opening Hours:	Monday to Friday 8.00am to 4.00pm
Telephone:	(08) 9352 2700
Email:	Glendale.ps@education.wa.edu.au
Website:	www.glendaleps.wa.edu.au
Postal Address:	21 Glendale Avenue, Hamersley WA 6022

School Hours

School Starts:	8.45am
Lunch:	11.15am – 11.55am
Afternoon Recess:	1.45pm – 2.05pm
End of Day:	3.00pm

Accidents

Minor accidents are dealt with at school. In the case of a serious accident the school will, if possible, contact you. If this is not possible your child will be taken to the doctor nominated on the Enrolment Form or to the nearest doctor available. In an extreme case an ambulance will be called.

Please make sure a current contact number is supplied to the School and notify us of any changes immediately.

Allergies

We have an ever growing number of children who can be affected by life threatening food allergies. The main ingredients that can cause problems are nut and egg based products. In some cases, the children affected can react to these products by touch via incidental skin contact. We ask for your help in reducing this potentially dangerous risk by not including in lunch boxes food items that may contain traces of these substances. These include: peanut paste, nutella, egg sandwiches etc. If you provide food which is being shared in class, please also supply a list of ingredients.

Assembly

School assemblies are held fortnightly on Wednesday throughout the year. Assembly dates are set at the beginning of each year. Parents and carers are advised of the dates via the school website.

The school will notify parents/carers off all students who will be receiving merit certificates prior to the assembly.

Assessment and Reporting to Parents/Carers

Teachers regularly collect data to inform their teaching and communicate this with parents and carers. This information helps guide teachers planning and how to attend to individual student's needs. You will receive two formal reports, one at the end of each semester.

In term one teachers will carry out On Entry Assessment in Literacy and Numeracy. This is a Departmental requirement and a parent/carers information sheet will be sent home once data has been collected.

We hope that this will be the beginning of a happy and rewarding partnership between your family and our School. The Early Childhood staff look forward to working with you throughout the year to provide the best care and education.

Attendance

Pre-Primary through to year 6 are compulsory years of school. In line with the Education Department's Attendance Policy, Glendale Primary School expects regular attendance and is required to record and report on lesson attendance for all students.

What do you need to do?

If you know your child is going to be absent, please notify the school. Please be advised, an explanation/reason for the absence is a requirement of the Department of Education. If no reason is given your child's absence will be marked on our system as unexplained. If your child is away a written note should be provided when he/she returns. Absentee notes not returned with three days will be followed up by additional letters and phone calls. Chronic absenteeism will be referred to the District Attendance Officer.

The SMS number for absences is **0408 942 938**.

Lateness

It is also important for students to arrive on time at school ready for the start of the day. Lateness can impact, not only your child's learning but also the teacher and the rest of the class. Classes are open at 8.30am and the bell rings at 8.45am giving you 15 minutes to prepare your child for the day.

If your child arrives late to school, please collect a late note from the school office before bringing your child to the classroom.

Vacations during school term

Families who wish to take holidays during term time must make written application to the Principal for approval. Taking holidays during term means that students miss out on vital areas of learning which can seriously impact on a student's academic development. Families are strongly encouraged to book their holidays during school vacation periods.

Before and After School

Your child must not be left unattended before or after school. Students should be accompanied by an adult to their Pre-Primary classroom each morning. **Students should not arrive at school before 8.30am.** Educational assistants **do not** have duty of care.

When your child is in Pre-Primary, staff have a duty of care and can only **release students to an authorised adult or carer** (over eighteen). Please be prompt at pick up time to avoid the upset that can occur if your child is left waiting.

If you need to take your child out of school during the day, please fill out the leave book located at the school office. Your child will not be released to you unless the teacher receives the signed yellow leave pass.

Bicycles and Scooters

It is strongly recommended that in the interest of safety, children up to Year 4 ride bicycles to school with an adult (this is a recommendation from Australian Safety Council). Scooters cannot be stored inside classrooms or wet areas for safety reasons.

Rules for bicycles and scooters:

- Are to be dismounted at the school boundary and must not be ridden on school grounds
- Are to be placed neatly in the bike racks (preferably locked)
- Are not to be ridden during school time
- Must not be ridden through the car park
- Should not be lent to other children
- Children, as required by law, must wear helmets.

Birthdays

On the nearest day to your child's birthday, some parents/carers like to send in a treat for the students to share. When sending in birthday treats be conscious we are a nut aware school. Please check you're your classroom teacher if there are any allergies you need to be aware of. Please check the packaging on items such as birthday cakes or icy poles etc. to make sure they are free of these products so we can safely celebrate these happy occasions.

Birthday buckets (containing icy poles for all the students in the class) may be ordered from the canteen via the Qkr! app and will be delivered to your child's classroom on the nominated day.

It would be appreciated if birthday treats are pre-cut or individually packaged and that can be handed out straight away.

Please also note if you are having a party you are not required to invite the entire class, numbers are always your choice. To avoid disappointment however, please hand invitations out directly to parents/carers after school and not to students during class time. This can save a lot of heartache for those not invited.



New at Glendale

Celebrate Your Childs Birthday
with
A Special Delivery to them
and all their classmates

Birthday Buckets
Only \$15

Includes Berri Quelch Icy Sticks
for the whole class and an
Ice-cream Voucher from The Snack Shack
for the Birthday Boy/Girl.
Available to order through Qkr!
Any queries, please contact the Canteen 😊



Canteen

The canteen is open on Wednesday and Friday in the undercover area. The current menu is available on the school website and on Connect.

Children must order lunch at the Canteen before school commences, or on Qkr! before 8.30am. Students can order recess snack boxes on Wednesdays only. Students **are not able to order recess** from the canteen on Fridays so will still need it packed when ordering a lunch order.

Please ensure you have enclosed the correct money. Please note that older siblings **are not able** to bring food over from the canteen for Kindy students. Late orders will not be accepted.

Please write on the lunch bag: Child's Name, Room Number, Teachers Names, Food Order.

Parent and carer help in the canteen is always needed and appreciated. Contact the Canteen Manager, Nerilee on 0407 429 292 or via the school office if you are able to offer assistance.

Care for Kids OSHC



The privately run out of school hours care (OSHC) service at Glendale Primary School is run by Care for Kids. The service is available for children from Kindergarten to Year 6, opens from 7am until 6pm each school day. The OSHC is licensed, is run by qualified and experienced staff and the fun activities include sport, art/craft, drama and various other projects.

For further information or to make a booking please visit the Care for Kids staff on site or contact them on glendaleoshc@careforkidswa.net.au or 9246 9551. You may

like to complete an enrolment form for Care for Kids and if at any time you are held up your child can then use this service and you will be charged accordingly.

Dogs Not Allowed on School Property

Parents, carers and community members are asked not to bring dogs onto the school grounds during a school day. This decision is to ensure the school is a safe environment for all. Please note, service dogs are exempt from this policy.

Any person found to have a dog on school grounds will firstly be made aware of this Policy. Failure to comply a second time and a report will be made to the City of Stirling Council for their follow up and action.

Excursions and Incursions

Children will from time to time participate in organised educational excursions and incursions. The cost of these may include a bus hire component which is non-refundable should a child not attend the excursion. Payment must be made by the stated date or your child may be excluded from the event.

Food and Drink



Water

The children will also be required to bring a bottle of **water every day**. Please ensure the bottle is clearly marked with your child's name and placed in the basket inside the classroom.

Lunch/Afternoon Recess

Students are required to bring their own lunch. Please provide lunch boxes and wrapping that require no adult assistance and are packed in a separate container from their fruit/recess. We encourage healthy lunches that do not include lollies, chips etc. Please ensure lunch boxes are clearly labelled. The school also encourages sustainability and we ask you use reusable packaging in your child's lunchbox to reduce waste.

Crunch and Sip

Crunch and Sip is for students to eat fresh fruit or salad vegetables and drink water in the classroom each day. Canned fruit is not permitted.

Hats

Glendale Primary School is a "No Hat, No Play" school all year around.

All students require a sun smart Glendale Primary School hat for outside play every day. The school hat is available for purchase via the Qkr! app and from the admin office for \$15.



Health and Safety

We have various professionals who visit our school to aide in your child's welfare.

School Nurse

A trained nurse visits the school several times during the year to carry out routine medical checks. Parents/carers are advised if a child appears to need attention. In some cases, teachers may refer a child to the nurse if there appears to be a problem. Parents/carers are welcome to do the same. Please contact the office or see the class teacher.

School Psychologist

A qualified School Psychologist visits the school weekly. The role of the School Psychologist is to assist the children who have academic, behavioural or emotional problems. The school, in consultation with parents/carers, may refer such children.

Immunisation Clinic

An immunisation clinic is operated by the City of Stirling. Parents/carers are notified when visits are pending.

Dental Services

Greenwood Dental Services provide dental services at Glendale Primary School and can be contacted on 9203 5611 if you have any further enquiries.

Home Situations

Home situations have a great influence on your child. If there are any changes in the normal routine at home (eg. death in the family etc.), please let us know. If we are notified of these changes, we can be more aware of your child's needs. Confidentiality is assured.

Illness

Children who are obviously ill before school should not be sent to school. **If your child has diarrhea or vomiting please keep them at home for 24 hours after the last episode.**

Is your child feeling unwell?

In the best interest and protection of all students and staff, if you think your child has contracted a communicable infestation/infection or disease such as head lice, measles, conjunctivitis or chicken pox, **you must notify the school immediately.** A list of common diseases and exclusions is available at the end of this booklet under the section *Appendix (Communicable Diseases)*. Should your child become ill while at school, we will do our best for your child until you are contacted and arrive to take them home.

Learning Through Play

Children learn so much through play. It allows them to explore, discover, negotiate, take risks, create meaning and solve problems – all the important foundations for developing literacy, numeracy and social skills. It is central to the Australian Government's Early Years Learning Framework (EYLF).

At Glendale Primary School we have adopted the evidence based pedagogy that is the Walker Learning Approach. We balance the explicit teaching of literacy and numeracy and other learning areas in an individually meaningful and culturally relevant way by drawing upon children's own interests, experiences and lives. Promoting learning through a dynamic, open ended creative learning environment that supports active investigation, meaningful play and deep engagement.



In Pre-Primary we have created a dynamic learning environment by creating a multitude of learning spaces that cater to students' needs and interests. These may consist of dramatic play and role play, collage to develop fine motor, sensory areas, construction, reading corners, writing and math stations. Through play-based learning, skilled educators introduce and reinforce concepts for children to learn in a way that engages each child.

Library

Your child will need a library bag (not a plastic carry bag) to protect borrowed material. **These are available from the P&C Uniform Shop.** Please ensure that the bag is clearly labelled with their name on the outside. No library bag will mean that your child is unable to borrow a book.

Students are encouraged to borrow regularly. They have a borrowing session with their class once a week. Students from Pre-Primary to year 3 can borrow 1 book and those in years 4 to 6 can borrow 2 books. Senior students may borrow more resources for research assignments.

Your assistance in ensuring that students care for Library Resource Centre materials and return them on time would be appreciated. Parents/carers will be asked to contribute towards the cost of replacing library books that have been lost or damaged. If damage is found, please notify the library.

Borrowing privileges are suspended if books are not returned.

Lost Property

Items found at the school are put in lost property located in the entrance to the staffroom (see map attached to the back of this booklet). At the end of the term unclaimed items are given to charity. Please ensure that this does not happen to your child's belongings by labelling everything. Labelled articles can be returned to the owner. Occasionally check to see that the name has not faded or worn off. Please remember to rename articles passed on to your child by others.

Medications

The Department of Education has specific guidelines controlling the administration of medication to students which are covered in a comprehensive policy available from the School Office. Due to the legal requirements of this policy, parent/carer awareness of and adherence to the policy and process is essential. The school must be notified in all instances of students bringing medication to school. This includes asthma prevention medication. Specific requirements should be discussed with the Principal and the class teacher.

Mobile Phone Policy

The Student Mobile Phones in Public Schools Policy bans students from using mobile phones from the time they enter school grounds to the conclusion of the school day. This includes smart watches and listening accessories, such as headphones and earbuds.

Phones must be turned to flight mode and are to be left at the front office and collected after school.

The new policy supports staff and students to:

- reduce the potential for learning distraction
- protect the privacy of staff and students
- improve health and wellbeing
- reduce the chance of students bringing external issues to school through technology.

P&C Association



The Glendale Primary School P&C Association has a long history of being involved and working for the betterment of the school.

Meetings are usually held on a **Monday or Wednesday** evening in Week 3 and 8 of each term in Room 6. Please check the newsletters for further details.

Parent/Carer and Teacher Communication

Please check your child's bag daily for notes. Notes that apply to the whole school are sent home via your eldest child. Whole school notices are also issued via Connect and this app will also issue reminders closer to important dates. There is a noticeboard that will display rosters, newsletters and notes.

Newsfeeds, via our website are updated every second Friday. Our website address is www.glendaleps.wa.edu.au.

Parent/Carer and Teacher Interviews

Please come and see the teacher if you are concerned about your child's progress in any way. An interview time needs to be arranged to discuss any problems or concerns you may have. This can be done by seeing the teacher directly, emailing the teacher or ringing the school office to arrange a meeting.



Parent/Carer Help

A child's view of their first classroom years will be greatly influenced by their parents' and carers' attitude and interest towards school. Children will enjoy these experiences even more when their parents/carers come along to share part of their day with them.

Volunteers helping on school premises, or assisting during incursions or excursions, will need to complete a Confidential Declaration Form, sign in at the school office and obtain a visitor's sticker before helping out.

Parking

There is plenty of street parking available around the school. The staff car park and canteen driveway **must not** be used for dropping or picking up your child as this is also a delivery and loading zone.

Payments

From time to time payments will need to be made for school related activities (i.e. excursions or incursions). The preferred payment method for contributions and payments is online to Commonwealth Bank account:

Name: Glendale Primary School
BSB: 066 140
Account No: 00900462
Description: Enter your child's name in the Description



Alternatively, you can pay through the app Qkr! or by cash/cheque during office hours, Monday to Friday, by placing your completed payment envelope in the payment box inside the school office. Exact cash or cheque should be placed in the payment envelope with your child's name, class and reason for the payment written on it. Please ensure you have the correct money, as we are unable to give change. Any overpayment will be used to clear unpaid items on your child's account, or held as credit for future expenses. **No money should be given to classroom teachers.**

Personal Items/Booklists

All items need to be labelled (eg. hats, water bottle, lunch box, spare clothes, plastic zip lock wallet and all booklist items). Please do not cover any books in contact.

Pre-Primary at Glendale Primary School

Pre-Primary for many children may be their first time away from family for five full days each week. If you are used to having your child home with you during the week this can often feel uncertain for all involved. Saying goodbye is sometimes difficult and please feel free to stay with your child until they feel settled. Often our staff can help with farewells. If you feel this might be a difficult transition for your child, please make the classroom teacher aware so that they can assist and offer support. Once your child has settled into class, a short and reassuring goodbye encourages independence, a siren will signal the start of the day at 8.45am when students will independently sit on the class mat. Always tell your child that you are leaving and who will be picking them up at the end of the day.

We always welcome parents and carers in to visit the classroom at the start of the school day. By visiting the classroom, you can find out what your child is doing at school. The teacher might write the classroom topic on a noticeboard outside of the classroom or you may receive a newsletter via Seesaw or Connect. Students are often encouraged to participate in a morning activity before the siren rings and we encourage parent/carer assistance with this. It may range from fine motor activities such as threading or using tongs to develop their pincer grip to writing their name or additional skills we have been learning.

School Board

The School Board consists of the Principal, parents, carers and staff. The role of the School Board is to provide a forum for all school community members to have voice in developing school policies, finances and governance. The School Board discusses issues and concerns that all stakeholders have about what is happening in the school. Information is available on the school website.

School Watch

Glendale Primary School would appreciate your assistance in helping to stop vandalism and theft at the school. If, outside school hours, you see any suspicious behavior, in or around the school, would you please contact one of the numbers listed below and they will take whatever action is necessary.

Education Security: 1800 177 777
Police Communications: 131 444

Support and Chaplain

The Australian Government has established the '*National School Chaplaincy Programme*' to provide greater pastoral care and support students' spiritual wellbeing.

What is the role of a chaplain?

The school chaplain's role is to focus on the wellbeing of students, parents/carers and teachers in WA school communities, to make a real difference to educational outcomes. The Chaplain empowers people to grow, gives hope and helps students develop resilience to work through challenges. The chaplain is a listening ear in times of need and will respect confidentiality as required in pastoral care situations. The Chaplain is available every Monday and Tuesday. To make an appointment please call the school and we will arrange for the Chaplain to call you back.

Toys/Valuables

Please ensure your child **does not** bring toys to school. If they are asked to bring something in for news, please make sure it is no bigger than a shoebox and not valuable such as jewelry.

Uniform

Students are expected to wear school uniform to school each day unless provided with an exemption. **Please ensure all items of clothing are labelled with your child's name.**

No matter how careful we are, or the children are, toileting accidents may happen so we ask that a change of clothes, including underwear, is kept in your child's school bag.

The school uniform consists of the following items:

- School hat
- School dress
- School polo t-shirt & sport skirt, skort, or shorts all navy blue
- School or navy blue track pants
- School or navy blue jumper without hood
- School windbreaker jacket without hood
- School or navy blue jacket without hood
- Navy tights
- Sneakers, joggers or sandals as appropriate for school

Please choose suitable and comfortable covered-in footwear for your child to wear each day. Thongs are not suitable for safety reasons.

Hair past shoulder length is to be tied back at all times and no nail polish or make up is to be worn at school. Students with pierced ears are to wear sleepers or studs only. No other jewellery is to be worn unless for religious purposes.

Further details regarding uniforms is in the Dress Code Policy is available from the school office or the school website.

Uniform items are available for purchase from our P&C Uniform Shop which is located in the undercover area, next to the canteen. The full uniform list with prices is available to purchase via the Qkr! app. For further information, please contact the Uniform Shop Organiser, Sarah Cusack on 0411 474 878.



Updating Information on Enrolment Forms

The information that you provide on the enrolment form is important in helping us look after your child and should be kept up to date.

Please inform the school office immediately if any information has changed (such as but not limited to):

- Address and/or email
- Telephone numbers, both home and work
- Emergency contacts
- Anything that may make it difficult to contact a parent/carer in any emergency
- Students' medical information
- Family structure
- Australian Citizenship/Permanent Residency
- Languages other than English
- If you are an Aboriginal or Torres Strait Islander

Should any of these details change please visit the school office to complete and sign a Student Update form.

Voluntary Contributions

The school requests a voluntary contribution per child of \$60 each year which is endorsed by the School Board. The funds from these contributions are used to support the educational program. Parents and carers can pay the full amount at the beginning of the year or installments can be arranged.

For the 2022 school year the Voluntary Contribution has been set at \$60.00 per student (for families of three or more children \$150.00). Additional requests of parents are \$15 for an Early Childhood Levy for students in Kindergarten and Pre Primary and \$15 Engineering Levy for students in years 1 to 6.

Appendix (Communicable Diseases)

The medical practitioner treating a case of infection must decide whether others at risk need to be contacted.

Chicken Pox

Transmission:	Contact with an infected person or with articles freshly soiled by mucus or sores from an infected person. Scabs do not spread the infection
Incubation Period:	10 to 21 days (usually 12 to 16)
Period of Communicability:	From 5 days before rash to 6 days after onset of last crop of blisters
Exclusion from School:	Exclude until recovered, or until at least 1 week after eruption first appears. All blisters must have scabbed over; some remaining scabs are not cause for continued exclusion.
Contacts:	Do not exclude

Conjunctivitis

Transmission:	Direct or indirect contact with secretion from infected eyes.
Incubation Period:	1 to 7 days
Period of Communicability:	While eye discharge is present
Exclusion from School:	Exclude until discharge from eyes has ceased
Contacts:	Do not exclude

Diphtheria

Transmission:	Spray or droplet infection, or indirectly through articles freshly soiled by discharges from nose or throat of infected person
Incubation Period:	1 to 7 days (usually 3 to 4).
Period of Communicability:	Until C.diphtheriae is absent from secretion and lesions
Exclusion from School:	Exclude from school until medical certificate of recovery following at least 2 negative throat swabs; the first not less than 24 hours after completion of antimicrobial therapy, the second 48 hours later
Contacts:	Exclude from school, readmit on medical certificate of freedom from infection
Immunisation:	Diphtheria/tetanus/pertussis (DTP) at 2 months, 4 months, 6 months and 18 months. CDT booster at 5 years. ADT booster at 13 to 15 years, and every 10 years thereafter

Hepatitis A

Transmission:	Contamination of fingers, food or drinking water by fecal material from infected person. Flies may act as vectors
Incubation Period:	21 to 35 days
Period of Communicability:	From several days before onset of symptoms to 7 days after
Exclusion from School:	Exclude from school. Readmit on medical certificate of recovery or when symptoms have subsided but not before seven days after on-set of jaundice
Contacts:	Not to be excluded

Impetigo (School Sores)

Transmission:	Contact with infected person
Incubation Period:	1 to 3 days
Period of Communicability:	Until sores are healed
Exclusion from School:	Exclude until effective treatment (including the proper use of occlusive dressings) has been instituted
Contacts:	Do not exclude

Influenza

Transmission:	Spray or droplet infection, or indirectly through articles freshly soiled by discharges from nose or throat of infected person
Incubation Period:	1 to 3 days
Period of Communicability:	From 2 days before onset of symptoms to 5 days after
Exclusion from School:	Exclude from school until recovered
Contacts:	Not to be excluded

Measles

Transmission:	Spray or droplet infection, or indirectly through articles freshly soiled by discharges from nose or throat of infected person
Incubation Period:	1 to 3 days
Period of Communicability:	Until sores are healed
Exclusion from School:	Exclude, readmit on medical certificate of recovery, or 7 days after appearance of rash if well
Contacts:	Do not exclude immunised contacts. (All children should be immunised against measles, preferably at 12 months of age and certainly before entry into Pre-School or day care centre unless they have had the disease.) Non-immunised contacts should be excluded for 13 days after the appearance of rash in the last case identified in the school, unless contact was immunised with 72 hours of first exposure

Pediculus (Head Lice and Nits)

Transmission:	Contact with infected person or clothing
Period of Communicability:	Until lice and nits (eggs) are destroyed
Exclusion from School:	Exclude until effective treatment has been instituted and nits removed from hair
Contacts:	Do not exclude. Family contacts will probably be infested and should be treated. Other contacts should be checked regularly for signs of infestation

Rubella (German Measles)

Transmission:	Spray or droplet infection, or indirectly through articles freshly soiled by discharges from nose or throat of infected person
Incubation Period:	9 to 21 days (usually 14)
Period of Communicability:	From 3 days before to at least 4 days after the onset of symptoms or rash
Exclusion from School:	Exclude from school. Readmit on medical certificate of recovery or 4 days after onset of rash
Contacts:	Not to be excluded
Immunisation:	Measles/Mumps/Rubella vaccine from 12 months of age

Scabies (Itch Mite)

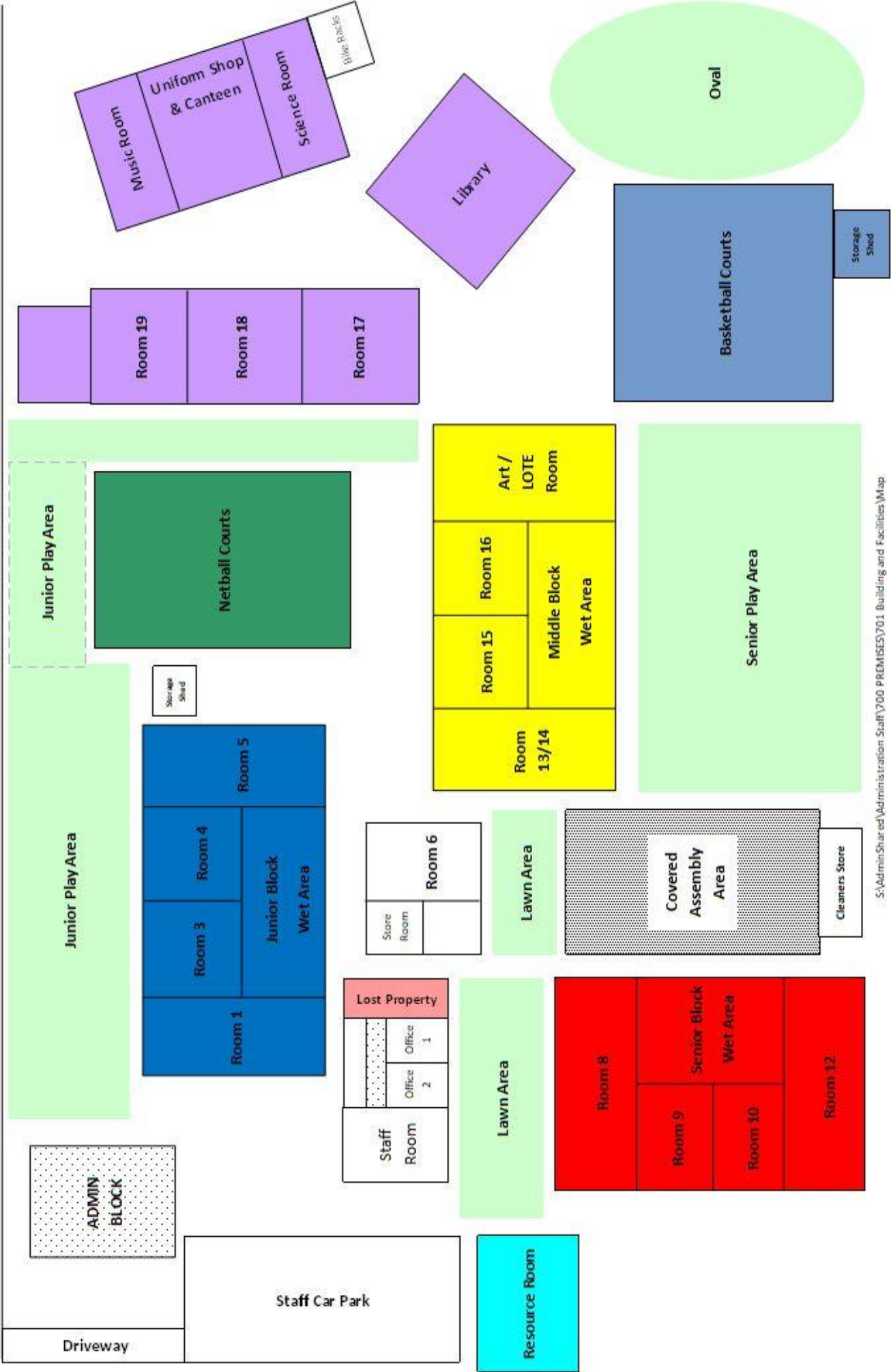
Transmission:	Contact with infected person, clothing or bedding
Incubation Period:	Itching usually begins within 48 hours
Period of Communicability:	Until mites and eggs are destroyed
Exclusion from School:	Exclude from school until day after treatment has commenced
Contacts:	Family contacts will probably be infested and should be treated. Exclude until examined and found non-infected (assistance is available from Community Health Services)

Tinea Corporis (Ringworm of the Body)

Transmission:	Contact with infected persons, articles or animals especially cats
Incubation Period:	4 to 14 days
Period of Communicability:	As long as lesions contain fungus and spores
Exclusion from School:	Exclude until the day after treatment has commenced
Contacts:	Do not exclude

Glendale Primary School Map

Glendale Avenue



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