



Dianella Heights Primary School
Independent Public School

"Soaring to new heights in excellence through unity"

Information Booklet 2024

WELCOME

Dianella Heights Primary School is committed to teaching and learning excellence. We believe this can only be achieved by developing meaningful partnerships to ensure our future direction is reflective of the changing needs of the local and global community. We are a learning community that practices inclusivity, innovation, collaboration and flexibility while inspiring and nurturing lifelong learning for students and teachers. We strive for excellence by ensuring that our practices and strategies are based on current and informed research. We hold ourselves accountable for the outcomes we achieve. Using reliable data, we rigorously reflect and assess our processes and achievements. We celebrate our successes and make informed and confident determinations about our future direction.

Central to our school ethos are the core values of:

- Pursuit of knowledge and achievement of potential.
- Self-acceptance and respect of self.
- Respect and concern for others.
- Social and civic responsibility.
- Environmental responsibility.

Core Beliefs

At Dianella Heights we have identified 8 components in effecting continual improvement in our school.

1. **Professional Leadership** – Our leadership is, shared collaborative, strategic and instructional. Our school is committed to having strong and supportive leadership, with clear vision and direction.
 2. **Focus on Teaching and Learning** – We are focused on shared pedagogy, accountability for student learning, effective research based professional learning, mentoring and developing very high levels of staff morale.
 3. **Purposeful Teaching** – The principles of early childhood pedagogy underpin our practice. Teachers draw on a rich repertoire of pedagogical practices to promote children's learning by:
 - adopting holistic approaches
 - being responsive to children
 - planning and implementing learning through play
 - intentional teaching
 - creating physical and social learning environments that have a positive impact on children's learning
 - valuing the cultural and social contexts of children and their families
 - providing for continuity in experiences and enabling children to have successful transition
 - assessing and monitoring children's learning
 - to inform provision and to support children in achieving learning outcomes.
 4. **Shared Vision and Goals** - Our school's priorities are focused on the things that are most important to student learning and student well-being. This means a focus on literacy and numeracy.
 5. **High Expectations** - We believe all children should achieve minimum benchmarks (set by the school) and teachers are accountable for student performance.
 6. **Professional Learning Communities** - We work consciously to build teacher capacity around our core priorities, including the development of leadership skills. Our school has an emphasis on simultaneously recruiting the expertise that the school needs and developing our existing staff.
- Accountability and Data** - Sharing and using data to analyse school and student performance, is paramount to driving improvement. What is distinctive in our school is the systematic way in which the data is widely shared and discussed by the staff, and that we look to additional sources of evidence such as normed referenced assessments, to provide a comprehensive picture of student performance and individual student needs.
7. **Stimulating and Secure Learning Environment** - Ensuring an orderly learning environment throughout our school is a fundamental precondition for improved teaching and learning, and student outcomes to occur. Student engagement is central to our approach in achieving this.

Guided Play and Free Play are essential components of the early Learning Program at Dianella Heights Primary School.

Play is a context for learning that:

- allows for the expression of personality
- enhances dispositions such as curiosity and creativity
- enables children to make connections between prior experiences and new learning
- assists children to develop relationships and concepts
- stimulates a sense of wellbeing.

The *National Quality Standards* and *The Early Years Learning Framework* underpin the Early Years Learning, at Dianella Heights Primary School. *Belonging, Being and Becoming* are key elements of the Early Years Learning Framework, and the diversity in family life means that children experience *Belonging, Being and Becoming* in many different ways. They bring their diverse experiences, perspectives, expectations, knowledge and skills to their learning. Children's learning is dynamic, complex and holistic. Physical, social, emotional, personal, spiritual, creative, cognitive and linguistic aspects of learning are all intricately interwoven and interrelated.

Education is a shared process between students, teachers and parents. We encourage your involvement with the school and look forward to a partnership with you. We sincerely hope that your children and you enjoy your time with us.



SCHOOL VISION, MISSION, MOTTO AND VALUES

SCHOOL VISION

“Soaring to new heights in excellence through unity”

SCHOOL MISSION STATEMENT

**We empower our DHPS community to aspire to a future of limitless opportunities,
ignite a passion to learn together and achieve new heights.**

SCHOOL MOTTO

Aspire, Learn, Achieve

SCHOOL VALUES

<i>Aspire</i> Respect	<i>Learn</i> Responsibility	<i>Achieve</i> Resilience
Excellence	Integrity	Creativity
Unity	Honesty	Kindness

OVERARCHING VALUES STATEMENTS

We aspire to respect, developing excellence through unity

We learn responsibility through integrity and honesty

We achieve resilience balanced by creativity and kindness

OUR CORE VALUES (THE 3Rs)

Respect	We treat ourselves and others with dignity and courtesy
Responsibility	We hold ourselves accountable and make wise choices
Resilience	We grow together as a community with courage and perseverance

SUPPORTING VIRTUES

Excellence	We do our best in everything
Unity	We accomplish more together
Integrity	We live by our highest values
Honesty	We are truthful and trustworthy
Creativity	We share talents and are inspired by imagination
Kindness	We are caring and compassionate

GENERAL INFORMATION

PRINCIPAL:	Mr Peter Jakimowicz
DEPUTY PRINCIPALS:	Mr Ben Taylor Ms Michelle Robins
MANAGER CORPORATE SERVICES:	Mrs Jackie Kelly
LEARNING SUPPORT COORDINATOR:	Mrs Diane Syme
TEACHER DEVELOPMENT & CURRICULUM COACH:	Mrs Laura Duggan
SCHOOL OFFICER:	Mrs Leah Walker Mrs Lesley Protheroe Ms Nicola McLachlan
SCHOOL PHONE:	9218 1450
ADDRESS:	9 Beaman Street DIANELLA WA 6059
SCHOOL HOURS:	Commence: 8:45am Recess: 10:35am - 10:55am Lunch: 12:35pm - 1:15pm Finish: 2:55pm



2024 SCHOOL CALENDAR

Term planners are published each term. Term planners include important dates and events that are subject to change but correct at the time of publication. Term planners can be found on SchoolStream app, our school website dianellaheightsprimary.wa.edu.au, attached to our school newsletter or you can get a copy from the school office.

The School Office opens on **Wednesday 24 January 2024**. The Principal, Deputy Principals, Manager Corporate Services and School Officers will be in attendance on these days during normal school hours for acceptance of voluntary contributions, new enrolments and general enquiries.

TERM 1

OFFICE ADMIN OPEN:	Wednesday	24 January 2024
TEACHING STAFF RESUME:	Monday	29 January 2024
STUDENTS COMMENCE:	Wednesday	31 January 2024
ENDS:	Thursday	28 March 2024

TERM 2

STUDENTS COMMENCE:	Tuesday	16 April 2024
SCHOOL DEVELOPMENT DAY:	Monday	15 April 2024
	Friday	31 May 2024
ENDS:	Friday	28 June 2024

TERM 3

STUDENTS COMMENCE:	Tuesday	16 July 2024
SCHOOL DEVELOPMENT DAY :	Monday	15 July 2024
ENDS:	Friday	20 September 2024

TERM 4

STUDENTS & STAFF COMMENCE:	Monday	7 October 2024
ENDS:	Thursday	12 December 2024

SCHOOL DEVELOPMENT/PUPIL FREE DAYS

Monday 29 January, Tuesday 30 January, Monday 15 April,
Friday 31 May, Monday 15 July, Friday 13 December

Please note these are subject to change, please check Term Planner and SchoolStream



ENROLMENT PROCEDURES

When children are enrolled in the school, enrolment cards are completed and signed. These forms are **legal documents** and provide us with essential information such as addresses and phone numbers in case of emergency. It is essential that you **keep us up to date** with this information as time is critical in the case of an emergency.

A Student Update Form will be provided for you to check all current student details and contacts, make necessary changes, sign and return to the front office.

Where there are special custody and/or access arrangements, it is necessary to provide the school with legal evidence of custody and access arrangements from the Family Court.

Please note it is not the school's responsibility to interpret or enforce court orders.

ATTENDANCE

Once a student is enrolled at Dianella Heights Primary School attendance is compulsory, this includes the Kindy classes. Regular attendance is important in developing essential literacy and numeracy skills. This is particularly important in the early years of a child's education to eliminate gaps in student learning. Please consider this when planning family holidays.

ATTENDANCE TIMES

Classroom doors open at 8:30am. Children are encouraged not to arrive at school before 8:25am as we cannot guarantee the availability of supervision prior to this time.

School Gates are locked at 3.15pm daily, for security reasons. We also have after school arrangements with third parties who have a contracted agreement to use school facilities. For these reasons we ask parents to depart school grounds promptly at the end of the day.

Kindy – Year 6

Commence: 8:45am

Recess: 10:35am – 10:55am

Lunch: 12:35pm – 1:15pm

Finish: 2:55pm

Our school has strict arrival and departure times. This is to allow our staff to meet in the mornings and after school for planning, preparation and meetings. Before and after school care is provided at reasonable rates. Please see office for details.

KINDY GROUPS

K1 & K3 - Monday, Tuesday, Wednesday (odd weeks)

OR

K2 - Wednesday (even weeks), Thursday, Friday

ABSENCES

If your child is absent from school, we request that you inform us by completing an absence form through our communication app, School Stream, or by telephoning the school prior to 9.00am. Any unexplained absences will trigger an automated text message which will be sent to parents after 9.30am.

EARLY COLLECTION OF CHILDREN

If your child needs to be collected from school during school hours, **it is a legal requirement that you report to the school office to complete a leave pass**. Children are permitted to be collected by nominated adults listed at the school office ONLY. Adults not listed as contacts on our school data base will not be allowed to collect children without verbal permission from parent/guardian. ID will be requested. These measures are to ensure the safety of all children at our school.

If your child is coming back from an appointment in school hours, we request that you sign your child in through the same process. See the school office staff.

LATE ARRIVAL OF CHILDREN

Please be punctual. Learning commences at 8.45am sharp. If your child is late arriving to school (after 8.45am) you are required to report to the school office with your child, to collect a late pass and be signed in. An automated text message requesting an explanation will be sent to parents who do not accompany their late child to the office.

LATE COLLECTION OF CHILDREN

If you are late to collect your child, you must contact the school office staff. Children are instructed to come to the office if they are not collected on time. For this reason, it is essential that we have up to date contact phone numbers.

If children are regularly collected late, the principal will request an explanation and procedures will need to be put in place to prevent future occurrences.

OUTSIDE SCHOOL HOURS CARE WITH YMCA WA / The Y

The Y Dianella Heights OSHC provides before school, after school and vacation care for children from Kindergarten to Year 6. The service is located at Dianella Heights Primary School. They have a team of qualified and passionate educators who are committed to providing a high quality and inclusive environment for all school aged children.



Hours of Operation

- Before School Care: 6.30am until school starts
- After School: until 6.00pm
- Supervisors are able to be contacted from 1.00pm in the afternoon
- Vacation Care: 7am – 6pm

Dianellaheights.oshc@ymcawa.org.au

MEDICATIONS

Teachers are unable to give medication to a child. Medical forms, available through the office, must be completed when requesting medication be given to a child. All medication must be handed in to the staff in the office. Students are **not** permitted to have any medication in their possession at school. Parents of children with severe medical conditions (example: Anaphylaxis, Asthma or other serious medical condition) are required to meet with the front office staff so the appropriate processes can be put in place.

SICKNESS AND ACCIDENTS

The Department of Education policies stipulate that children must not be sent to school under any circumstances if they are unwell. We have strict policies to protect the students and staff from unnecessary illness and we appreciate the support of the community. If you are contacted to pick your sick child up, you must respond to the request within a reasonable amount of time. We thank you for your cooperation in helping us sustain a safe environment.

IT IS VERY IMPORTANT THAT PARENTS KEEP THE SCHOOL FULLY INFORMED OF CONTACT TELEPHONE NUMBERS IN CASE OF EMERGENCY OR SICKNESS.

Please see the office staff when updating student information.

If your details change, please see our school office for a [Student Update Form](#).

MESSAGES FOR CHILDREN

Only urgent messages will be taken for children.

If you are unable to collect your children due to unforeseen circumstances, please organise alternate arrangements rather than relying on a message being conveyed to children during class time.

SCHOOL COMMUNICATION APP



At Dianella Heights Primary School, we use the SchoolStream app for instant messages, school information, news and alerts. It is designed to be fast and easy-to-use with many automated processes that ensure relevant information is delivered to the school community in a safe and private way. SchoolStream provides advanced newsfeed, event reminders, school calendar and an easy-to-use absence form.

All parents are requested to download the SchoolStream app as it is our main form of communication with parents and regular, important messages are delivered in this way.

To sign up for SchoolStream at Dianella Heights Primary School

1. Download the free 'SchoolStream' app on your smartphone
2. Open the app and type "Dianella Heights Primary School" into the search bar to load the school's profile.

3. Make sure you agree to "Push Notifications" when prompted.

You will now receive notifications and reminders for school events and be able to inform us of absences via the app. Please see our school office if you need any assistance in joining or using SchoolStream.

NEWSLETTER & WEBSITE



The school publishes an electronic newsletter three times each term which is distributed via email. The Newsletter may also be viewed via the newsletter tab on SchoolStream.

Our website contains important information about school programs, as well as copies of school policies and procedures, Dianella Heights PS Business Plan and annual reports.

Please provide the school office staff with an active email address.

PHOTOGRAPHS

Photographs are used for learning activities, work sample books, newsletters, Facebook and are sometimes added to our website after excursions/events. **We encourage all parents to give consent for their child's photograph to be used in these contexts. Further information and permission form can be found on SchoolStream.**



FACEBOOK

Like and follow us on our Facebook page <https://www.facebook.com/DianellaHeightsPS/>

MONEY COLLECTIONS

Parents are requested to make various payments to the school for items such as voluntary contributions, IT contributions and other activities that may occur during the year. Detailed information regarding these payments can be found in the Personal use items document sent home to parents towards the end of each year. Our preferred method of payment for voluntary contributions is by direct deposit into our bank account or by EFTPOS in the front office. Include your child's surname, room number and a brief description of the activity being paid for in order that we may allocate funds to the correct child, eg: SMITHRm12, vols. Payment for incursions and excursions are made through the SchoolStream app.

School bank account details:

Westpac

BSB: 036 059

Account: 322 228

UNALLOCATED CREDIT

From time to time, students may accrue credit on their billing account (due to over payment in error for example). This credit may be used at any time against other outstanding items, or a refund requested.

REFUND DUE TO EXCURSION NON-ATTENDANCE

Should a student not attend a paid excursion, the refund will not include the bus portion of the cost. This is because costings for buses are calculated based on all students attending and therefore cannot be adjusted.

EXCURSIONS/INCURSIONS

Information regarding incursions and excursions are sent home to parents via our SchoolStream app approximately four weeks prior to an activity. Payment and permission for activities is to be returned via the app, as paper forms are no longer used in the majority of cases. To assist with planning, each activity has a strict cut-off date and time for payment and permission to be returned to the school. Forms will be removed from the app at 3pm on the cut-off date and absolutely no late payments or permissions will be accepted on the day of the activity. Students without payment and/or permission will be unable to attend the activity and will be given alternative work.

Should you wish to set up a payment plan, please contact Jackie Kelly, Manager Corporate Services at the school office.

ASSEMBLIES

These are held regularly throughout the year and take place in the covered assembly area. Each assembly is conducted by a class from Pre-Primary to Year 6. The assemblies commence at 8:45 am and last approximately 45 minutes. Parents will be notified of the assembly timetable in the Term Planner which can be found on our school website.

PUPIL REQUIREMENTS



At the end of each year, your child will be given a list of requirements for the following year. These items can be ordered online unless directed otherwise. Please ensure that all items are marked with your child's name. Estimated costs are shown in the personal use items schedule which is distributed prior to the end of Term 4.

DENTAL THERAPY CENTRE

Children from this school use the Camboon Dental Therapy Centre at Camboon Primary School. This is a free service with the purpose of providing a continuous and preventative dental service for children enrolled at Dianella Heights Primary School. Appointments are made by the Dental Clinic and require parents to transport their children to the Centre.



The phone number for the Camboon Dental Therapy Centre is 9276 2488.

UNIFORM AND DRESS

Wearing the school uniform is a requirement and endorsed as policy by the School Board. Parents are asked to support the school by ensuring their child/children wear school uniform. The uniform represents our school, is economical, practical and promotes a sense of inclusion in our school.

Dianella Heights Primary School uniforms are sold at Eclipse Universal and orders can be placed online.

Eclipse Universal

Unit 2/10 Stanford Way
Malaga
Ph: 08 9249 4344

Online Ordering: <https://schooluniformstore.com.au/>
Search: Dianella Heights Primary School
Enter Code DHPS016

<u>SUMMER</u>	BOYS:	Royal Blue Shorts Royal Blue Polo Shirt
	GIRLS:	Royal Blue Skort Royal Blue Polo Shirt Zipfront Dress
<u>WINTER</u>	BOYS:	Royal Blue Long Trouser Royal Blue Zipfront_Jacket
	GIRLS:	Royal Blue Bootleg pants Royal Blue Zipfront_Jacket

1. Long hair needs to be tied up.
2. A sun safe blue hat is to be worn all year.
3. No jewellery is to be worn except sleepers.

SHOES: Sandals or sneakers with socks for health and hygiene reasons.

NO THONGS or SLIP ONs for safety reasons.

SPORT - On sports days the students wear their Faction shirt.

Unisex sports shorts or sports skirt can be worn on sports days.

HATS IN THE SUN



The school has a Health and Safety Policy in which Sun Safe Hats are required when the children are in the sun. Such a move is to help in lowering the incidence of skin cancer by preventing sunburn and skin damage in the primary years. This policy has been endorsed by the School Board. School hats are available from Eclipse Universal.



Children without hats will be restricted to playing on the verandah and in the shade areas.

WHOLE SCHOOL RULES

Students of our school community are to:

1. Be respectful and courteous to everyone.
2. Follow staff instructions.
3. Play and eat in correct areas.
4. Use equipment and facilities correctly.
5. Be health and safety conscious.
6. Be punctual and organised.
7. Obtain permission from a teacher to leave the school grounds.

The teachers and administration team will ensure procedural fairness and restorative practices are implemented, when dealing with behaviour issues within the school.

BEHAVIOUR MANAGEMENT POLICY

AIMS *Dianella Heights Primary School aims to use approaches which:*

- are preventative in nature;
- promote pro-social behaviour, student well-being and the development of self discipline;
- focus on early intervention;
- outline procedures for the management of ongoing or serious misbehaviour.
- promote pro-social behaviour and positive social interactions amongst staff and students;
- provide opportunities for students to learn and practise appropriate social behaviours and self discipline;
- encourage appropriate and fair sanctions for students who display inappropriate behaviours.

CODE OF BEHAVIOUR

All members of Dianella Heights Primary School community will accept responsibility for their personal behaviour. They will treat all other members of the school community with respect, courtesy and tolerance.

WHOLE SCHOOL APPROACH: 'REFLECTIVE BEHAVIOURS'

We have implemented a whole school behaviour management program called Reflective Behaviours. The philosophy behind Reflective Behaviours is to change student behaviour, reduce the interruption to teaching and learning, reduce conflict between teacher and student and develop resiliency and capacity of students to deal with conflict.

'Reflective Behaviours' provides the student with the language and tools to develop successful strategies for dealing with inappropriate behaviour that interrupts the learning environment. It provides the students with the language of 'Conflict Resolution.' Importantly it develops a platform for teachers to build a culture of changing behaviour – not managing behaviour.

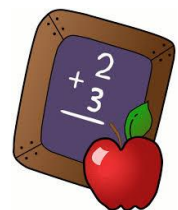
IMPORTANT COMPONENTS

Green Card – All students commence the cycle on a green card and strive to remain there. Should a child fail to follow classroom or school rules, the following steps occur:

- Warning for behaviour
- Orange Card – Student changes card to orange
- Red Card – If appropriate behaviour continues, student changes card to red and goes to the designated timeout class.
- If the behaviour continues in timeout or on their return to class, the teacher records this on a White Slip and sends the student to the office with this notification and the student will receive a recess or lunch detention.
- A reflection will be done at the end of the day or first thing in the morning.
- If student behaviour has not improved, they remain on their current card.
- If behaviour has improved, they move down one card i.e. orange to green or red to Orange. Students must change their behaviour to change their card.
- Students who have behaved appropriately all week will participate in a reward activity.
- We value and model restorative practices, and students are provided with multiple opportunities to earn their 'reward time'.

POSITIVE PRACTICES AMONG STAFF AND PARENTS

Staff and parents at school will model and actively reinforce appropriate behaviour. The school will institute positive initiatives to target and encourage specific interpersonal skills such as self control, resiliency and personal responsibility.



REPORTING PROCESS

Reporting to Parents Policy

Rationale

Reporting to parents is a vital part of developing and maintaining the partnership between the school and home, as it provides a basis for ongoing dialogue.

Reporting to parents is part of a partnership of communication between parents and teachers. The framework for making judgements is transparent and staff work collaboratively.

Purposes

- Reporting processes and practices are a regular part of the teaching and learning process.
- Reporting provides clear, comprehensive and accurate information for parents and caregivers.
- Reporting supports children in their pursuit of excellence and achievement of potential.

Reporting Formats

At Dianella Heights Primary School, we report in the following ways:

- Formal Reports (Terms 2 & 4)
- On Entry (PP only)
- NAPLAN Year 3 and Year 5
- Informally in diaries & teacher notes, communication books and SchoolStream
- Individual teacher / parent verbal contact (telephone, email and face to face)
- Parent Night (Term 3)
- Teacher / parent formal meetings
- Student Services Case Conference (at a point if need)

Please note, our teachers provide more reporting than is required under their Enterprise Bargaining Agreement.

Reporting Schedule

Term 2: System Summative Report – DET Standard Format for all WA Schools

Term 3: Parent Night

Term 4: System Summative Report – DET Standard Format for all WA Schools

STARTING SCHOOL

Points to remember:

Children commence full-time compulsory attendance from the beginning of the school year. Attendance is compulsory and every absence, even if half a day, must be explained.

Please advise your child's teacher in writing, call the school office on 9218 1450, complete the absence form on SchoolStream app.

Some tips to help:

- At least 10 – 12 hours sleep is essential for children of this age.
- A nourishing breakfast helps children concentrate in class.
- On the first morning, please take your child to his/her room, introduce your child and yourself to the teacher and settle your child with a puzzle or a book and then leave as you did in Kindergarten or Pre Primary.
- Make sure your child has the required equipment and that everything is clearly labelled, with your child's full name.

FAMILY – SCHOOL PARTNERSHIPS

The school encourages parent/teacher contact. If any matters arise during the year that you feel you need to discuss with your child's classroom teacher, please contact the school so that a suitable time can be arranged. A parent/teacher information session is held early in the year to outline programs and procedures.

It can be difficult for teachers to discuss anything at length with you during school time. Therefore, it is important that you contact the teacher either by phoning the school or by a note, so that a meeting time suitable to both parties can be arranged. Please be mindful that the morning is not an appropriate time for a parent-teacher interview. The school encourages families to participate in class activities and excursions, and with assistance in the library and canteen.



LUNCH ORDERS

Our P&C have partnered with Pasta In The Valley to deliver restaurant quality lunches at an affordable price to our students. Please use this online ordering service:

<https://w.abacus.co/store/3955665> Please remember to include student's name and room number in the notes on each item ordered.

Deadline for online orders is STRICTLY 9:30am
*****NO ORDERS AVAILABLE ON MONDAYS*****

GAMES AND ELECTRONIC EQUIPMENT

Children are not encouraged to bring toys, mobile phones, electronic games, card collections, portable radios or other expensive items to school, as staff cannot accept responsibility for loss or damage of this property. Exceptions may be made when these items are for a class activity. In these cases, the items are not for play. The school provides play equipment. If your child needs a mobile phone for an emergency, it must be kept off during school time and kept in a safe place. Please discuss this with the classroom teacher.

HOMework

The amount of time required for any extra work at home depends on the individual teacher's learning programs and the child's age, perhaps ranging from 10 minutes silent and oral reading for the very young, to approximately 30 minutes each day for the upper primary child. During study time, the Year 4 – Year 6 child could:

- Complete work set by the teacher.
- Self-drill tables and number facts.
- Study current spelling lists.
- Practise handwriting.
- Practise a particular type of calculation.
- Research for information.
- Undertake wider reading in areas of interest.
- Read for pleasure, either fiction or non-fiction.
- Write a diary or write for pleasure.



Adults reading to children provide a valuable role model and interest in this area of learning. Children of this age also need plenty of time for recreation, leisure and rest.

Your child's teacher will let you know early in the year, the emphasis that will be placed on homework within these guidelines.

LOST LIBRARY/READING BOOKS

Reading and library books are valuable resources in a school. The cost of these is ever-increasing and replacement of these resources is essential. Therefore, we may request parents fund the cost of replacing books lost or damaged by children. All students require a strong waterproof library bag for carrying books between home and school.



LOST PROPERTY

Parents please make sure all clothes and personal items are **CLEARLY LABELLED**. If items are lost, they are usually handed in as lost property. Lost Property baskets are kept in the old undercover area.

P&C MEETINGS

Our P&C Association is a group of extremely committed parents who meet on the second Tuesday of the month as advertised. The P&C support the school by raising significant funds to provide improvements to the facilities and to supplement learning resources and educational programmes. A parent representative is elected from the P&C Association as a member of the School Board. It is important that we have as many parents as possible attending meetings so that a wide body of parents are represented to put forward ideas, opinions and contribute to the continuing success of the whole school. The P&C also support sport at our school and run a healthy canteen.

Meetings held Weeks 2 and 6 at 4pm for a duration of approximately 1 to 1.5 hours. Student supervision provided during meeting.

PARENT ASSISTANCE

Many opportunities are provided for parents to offer assistance to the classroom teachers and school events. This is welcomed and appreciated. If you are volunteering in the classroom or on an excursion you will be required to complete a WWCC Parental Declaration Form available from the office.



SCHOOL BOARD

The School Board has an important role in contributing to school policies, ratifying the budget and voluntary contributions, and the general direction of the school that may include but are not limited to: finance, code of conduct and uniform policy etc.

The School Board meets once a term in the school staffroom. The number of meetings may vary each term according to need. The meetings commence at 4:00pm and usually last approximately one hour. Forthcoming meetings will be advertised in the school newsletter.

SCHOOL BUSINESS PLAN

Independent Public Schools are required to develop a three-year Business Plan. This plan is developed in consultation with the School Board and staff. This plan guides the general direction of the school and is a public document that provides a direction-setting, strategic overview for the school and typically spans a number of years. School Plans include objectives, priorities, improvement targets, major strategies (particularly whole-school strategies), resources, reference to systemic policies and directions, (including a provision for annual review). The Business Plan and related documents can be found on the school website.

STUDENT SERVICES

The school is committed to identifying students at risk and addressing the needs of students as early as possible. We have a team that consists of the Deputy Principal, Learning Support Coordinator, the school Nurse, the School Psychologist and the School Chaplain. Under normal circumstances your child will receive three health checks during primary schooling, unless a concern requires further follow up. In such cases parents will be advised.

Children with learning difficulties may be assessed by the School Psychologist but only after informed parent consent. For students who require specific and intensive support, plans are designed to target student needs. Programs may replace or be additional to classroom instruction. These are delivered in small groups or individually. This requires collaboration with external agencies and the development of an Individual Education Plan. In such cases Individual Education Plans or Individual Behaviour Plans will be developed in partnership with parents to address their needs. For more information, please refer to our Students at Educational Risk Policy found on our school website or see the classroom teacher.

ECE – Early Childhood Education

Kindergarten and Pre-primary Information

The Program

The Kindergarten and Pre-Primary Programs are designed to develop the whole child. In accordance with the Department of Education the main emphasis in Kindergarten and Pre-Primary is on Belonging, Being and Becoming – The Early Years Learning Framework for Australia. The program provided for your child focuses on building oral language and early literacy and numeracy skills. Dianella Heights Kindergarten and Pre-Primary teachers explicitly teach students phonemic awareness, phonics and sight words as part of the literacy program.

The program integrates these essential developmental areas into themes to make learning more meaningful and relevant to the child. The specific needs of each child form the basis of the program. This is done by providing activities, which develop the skills, attitudes and knowledge that each child requires. The activities set for the children are designed so that each child can participate successfully. We create a supportive environment where children are encouraged to learn from their mistakes and build upon existing knowledge. Activities are designed so that children acquire skills that may otherwise not be achieved.

Learning in Kindergarten and Pre-Primary

Students will develop as confident learners and effective communicators, as well as being taught the prerequisite skills to read, write and succeed in math. This will be achieved through a safe and supportive environment where students feel confident to explore their curiosity and creativity.

Learning will be through activities that foster a sense of self and are culturally diverse. These experiences not only maximise learning, but also create a positive attitude to learning.

The program will be highly sensitive to the development of the social, emotional area. In fact, it is regarded as the most important area as a child's feelings about themselves form the basis of all other learning. To help each child, we will work towards achieving the following:

What do I learn at school?

- I learn independence and this may take me some time.
- I learn to work with teachers and other adults.
- I learn to work with other children.
- I learn to work alone.
- I learn to share and co-operate.
- I learn to follow simple rules and routines.
- I learn to complete a task or activity.
- I learn to question and answer.
- I learn to be independent - but not afraid to ask for help.
- I learn to select and choose.
- I learn to share my family and experiences with others.
- I need to learn all of these skills to help me grow into a happy, healthy person.



Reporting to Parents

At the end of Term 2 and Term 4 your child will bring home a formal report. A portfolio of work will come home at the end of the year. In Term 3 there will be an open night where parents are invited into the classroom to observe activities and students work.

Parent Interviews

If you wish to discuss your child's progress, please contact the teacher to arrange an appointment. Please avoid voicing concerns about your child in front of them or others as this may cause undue distress.

Accidents

Please supply your child with a full set of clothes in a plastic bag clearly marked with your child's name. Please ensure this is kept in your child's bag and appropriate for the season.

Kindergarten and Pre-primary Students Need

Each day please supply your child with:



1. A large bag for carrying a lunch box, library and take home folder, water bottle, jumper and a **spare change of labelled clothes (size and weather appropriate)** kept in a snaplock bag. Small bags make it difficult for children to independently pack/unpack their bags.
2. We encourage parents to pack healthy foods for recess and lunch. Parents of Kindergarten and Pre-primary students can order student lunches from Tuesday to Friday from Pasta in the Valley via the P&C link found on the SchoolStream App.
3. Water bottle. Must contain water only.



Attendance Times

Please be punctual - School starts at 8:45am sharp. Classroom doors open at 8:30am.

If you arrive after 8:45am please go to the office for a late note before attending class.

Students must be dropped off directly to the teacher by parents, not younger siblings.

Please collect your child on time at the end of each day. Children often become distressed when parents are late. If you are more than 10 minutes late, children will be taken to the school office.

No child will be permitted to leave the centre at the end of the day unless accompanied by a parent, a sibling who is in year four or older or another adult (who has been nominated by the parent through the office). ECE children are required to be picked up before older siblings in the main school.

Please contact the school office for a Student Update Form to add or change authorised adults allowed to collect your child, this form must be signed by Parent/ Guardian. For the safety of your child, you are required to let us know in writing prior to the time of collection.

Regular attendance is very important for the following reasons: The program is sequential, and it is important that no stage is missed. There is a long waiting list of children for our program and consistent non-attendance may be excluding another child. Please advise your child's teacher in writing, call the school office on 9218 1450, complete the absence form on SchoolStream app or **SMS 0437 704 654** any absences.

Children's Birthdays

Staff will make an effort to remember every child's birthday and congratulate them on the appropriate day. Parents can bring cupcakes to celebrate the day. Cupcakes are easier for us to distribute than a whole cake. Please check with the class teacher beforehand to identify any food allergies amongst children.

Photographs

Photographs are used for learning activities and work sample books. Please ensure you have signed and completed the Permission to Publish Students' Images and Work Form, available on SchoolStream.

Video Cameras/Photography

In keeping with the Department of Education's confidentiality policy, no equipment to photograph or video any students can be used by parents at school without permission of the Principal.

Toys

Toys brought to school are sometimes lost or broken. This often results in many tears and heartbreak. Please encourage your child to keep their precious toys and trinkets at home.

KINDY INFORMATION

Kindy Class Structure

The Kindergarten team consists of classroom teacher and an education assistant. Classes are numbered Group K1, K2 and K3. Kindergarten students attend 30 hours per fortnight.

Kindy Timetable

Term 1 in Kindergarten consists of teaching students routines and procedures of the classroom as well as social skills and developing independence to be away from parents. This may take time with some students.

Throughout the year students will participate in learning through hands on activities, which encourages students to develop individual identities through diverse and engaging activities.

1. Books and Puzzles

Children participate in a variety of table activities before the day commences.

2. Literacy – Phonics and Phonological awareness

In Kindergarten students will learn letter sounds in an enjoyable, multisensory way which creates the foundation for the school Phonics program. Phonics help students to read write. Phonological awareness is the knowledge of the sounds in language. Students will learn to hear syllables, rhyme and patterns.

3. Recess

Children sit and eat their recess and then play in the ECE area.

4. Outdoor Time

Children participate in activities to improve gross motor skills through obstacle courses, ball skills and sand play.

5. Numeracy Session

Children learn about numbers, shapes, patterns, time and measurement through engaging hands on independent and group activities with adult guidance.

6. Lunch Time

Children eat their lunch together on the verandah and have play time in the ECE area.

7. Afternoon Sessions

The afternoon's session will consist of integrated activities that support the social and emotion development of the student as well as activities to promote curiosity and

Parent Notice Board

Please keep an eye on the notice board outside the classroom to keep up to date with class events.

Homework

Parents are encouraged to read nightly with their child and discuss daily activities.

Arrival at school

- **Parents are requested not to bring or send children earlier than the published starting time.**
- **Please wait with your child outside until the door is open at 8:30am. If you should arrive early, children should stay with their parents.**
- **No-one should play on school equipment before or after school.**
- **Children should not be left unsupervised before school.**

Library

Each week the children visit the library. If they have a library bag, they will be able to borrow a book and read it at home over the next week. Each week they need to bring their library bags (Must be A3 waterproof folder as per booklist) to school with their book in it so it can be changed for a new one.

It is important that the book and bag are sent to school on library day or your child will not be able to borrow a new book. It will be the parent's responsibility to pay for any lost or damaged books. Your child's library day will be advertised on the parent whiteboard.

PRE PRIMARY INFORMATION

Timetable

The timetable consists of a literacy block, numeracy block and integrated learning block each day. This may change slightly throughout the year when other learning experiences are added.

1. Books and Puzzles

Children participate in a variety of table activities before the day commences.

2. Literacy Block

All children will participate in explicit teaching sessions. Literacy-based activities will support oral language, phonological awareness, phonics, reading, writing, speaking and listening.

3. Recess

Children sit and eat their recess and then play in the ECE area.

4. Numeracy Block

Math concepts will be taught sequentially, explicitly using concrete materials. Our math program is aligned with the West Australian curriculum.

5. Lunch Time

Children eat their lunch together on the verandah and have play time with students from the other ECE centre.

6. Integrated Block.

The afternoon sessions will consist of integrated activities that support the social and emotion development of the student as well as activities to promote curiosity and creativity. Students will gain knowledge in the areas of Science, History, Health and Physical Education, Geography and the Arts through thematic based programs.

7. Mat Session Reflection and Goodbye

Children discuss their day and we say goodbye to each other.



Classroom Achievements

The aim of our classroom is to provide the children with a safe and happy environment where they are able to achieve success. Children who produce good work or display good behavior are rewarded in the following ways:

- Verbal positive reinforcement.
- Stickers.
- Sharing - showing their work to other teachers, the Deputy Principals or Principal.
- Merit certificates - presented at each of the whole school assemblies.
- Individual classes have extra reward programs.

Children are rewarded throughout the day for their good behaviour and work. The methods for rewarding students may alter between classes.

Homework folders

Your child will receive a homework folder which will include a decodable reader along with high frequency and spelling words to read and write each night.

Assembly

Every two or three weeks on a Friday morning the school has an assembly. The Pre-Primary children will attend all assemblies. Parents are welcome to attend them as well. Each assembly is hosted by a different class who performs an item. Two merit certificates will be awarded to students from each class within the school.

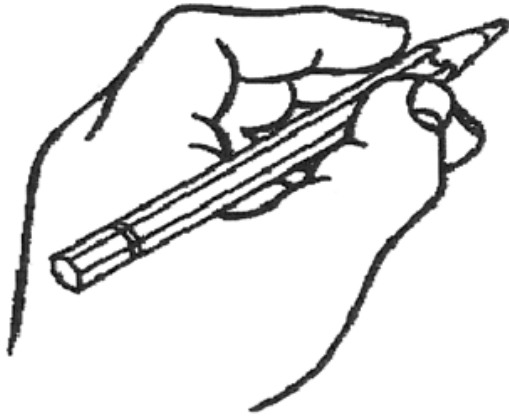
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HANDWRITING

One of the skills that we will be focusing on during the year is correct writing method. The first step to writing is to ensure your child holds their writing tool correctly. You can help us by ensuring your child holds their pencil as shown in the picture below. The pencil should be held in the 'tripod' grip between the thumb and first two fingers. If a child's hold starts incorrectly, it is very difficult to correct later on.



Left Handed Grip



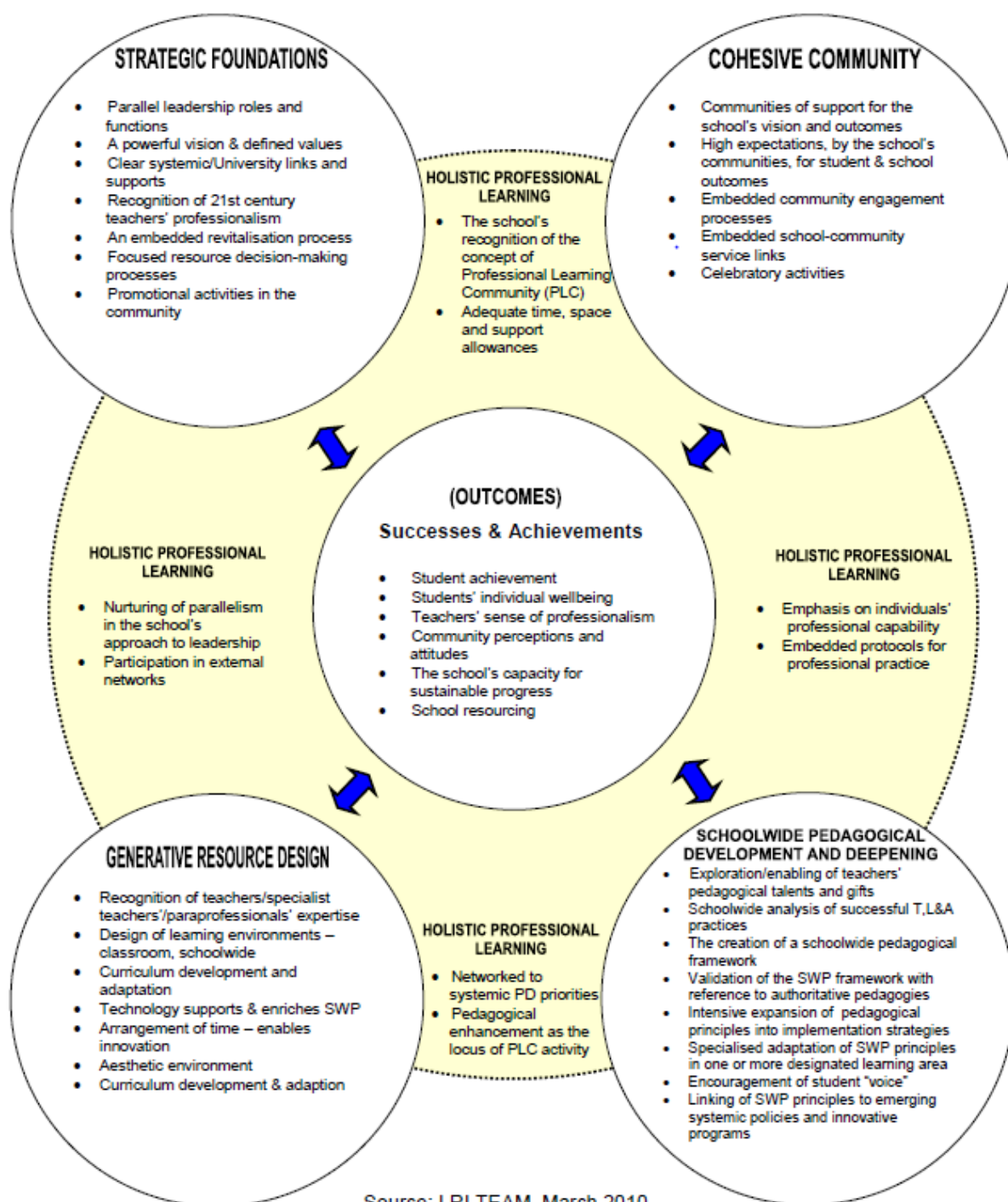
Right handed Grip

a b c d e f g h i
j k l m n o p q
r s t u v w x y z

1 2 3 4 5 6 7 8 9 0

A B C D E F G H I
J K L M N O P Q
R S T U V W X Y Z

RESEARCH-BASED FRAMEWORK FOR ORGANISATIONAL ALIGNMENT

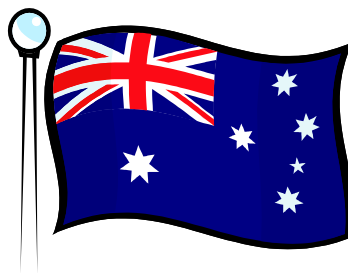


Source: LRI TEAM, March 2010

ADVANCE AUSTRALIA FAIR (Australia's National Anthem)

Australians, all let us rejoice
For we are one and free
We've golden soil and wealth for toil,
Our home is girt by sea.
Our land abounds in nature's gifts
Of beauty rich and rare,
In history's page let every stage
Advance Australia Fair,
In joyful strains then let us sing
Advance Australia Fair.

Beneath our radiant Southern Cross,
We'll toil with hearts and hands,
To make this Commonwealth of ours
Renowned of all the lands,
For those who've come across the seas
We've boundless plains to share,
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.



**We encourage parents to sing the National Anthem at our assemblies*

<https://www.youtube.com/watch?v=idBHMbailyl>