



## **2017 Parent Information**

**School Contact Information**

**Principal**

Mrs Melissa Guy

**Deputy Principal**

Mrs Jemma Temby

**Acting Manager Corporate Services**

Mrs Kelly Wells

**School Address**      53 Gingin Road  
Lancelin WA 6044

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**Principal's email:** [Melissa.Guy@education.wa.edu.au](mailto:Melissa.Guy@education.wa.edu.au)

## CONTENTS

INTRODUCTION

STAFF

OUR PURPOSE

SCHOOL PRIORITIES

TERM DATES 2017

SCHOOL HOURS

CURRICULUM

ATTENDANCE

BUSHFIRE ZONE REGISTER

SCHOOL DRESS CODE

SCHOOL – HOME COMMUNICATION

- Parent/Carer/Teacher Interviews
- Reports
- Newsletters
- Assemblies
- Complaints

HOMEWORK

SIP & CRUNCH

FINANCIAL MATTERS

SCHOOL COUNCIL

PARENTS AND CITIZENS ASSOCIATION

HEALTH AND SAFETY

VALUABLES AT SCHOOL

BUSES

CANTEEN/LUNCH PROVISION

BICYCLES/SCOOTERS

STUDENT MOBILE PHONE USE AT SCHOOL

BEHAVIOUR MANAGEMENT

BULLYING

STUDENT COUNCIL

SCHOOL FACTIONS

SUPERVISION OF STUDENTS

ENTRANCE TO THE SCHOOL

## **INTRODUCTION**

Welcome to Lancelin Primary School.

We have produced this information book to provide families with a reference on topics that are important in the effective running of our school. We acknowledge the important role you as parents or carers play in the education of your children and believe that we are at our strongest when we all work as a team for the benefit of your children.

Lancelin is situated on the coast 120 kilometres north of Perth. The Lancelin community services the local rock-lobster fishing industry and tourism. Other industries include mining and various forms of agriculture. With the ocean on one side and the dunes the other, there are many recreational activities that include surfing, wind-surfing, fishing and off-road vehicles.

Lancelin Primary School provides an inclusive education for approximately 140 students from Kindergarten through to Year 6. Children come from the town of Lancelin and the surrounding communities of Seaview Park, Ledge Point, Ocean Farms, Seabird and Redfield Park. The school opened in 1960 but has had additions on to the original buildings. It now includes a four-classroom teaching block, an Early Childhood Education Block, one transportable classroom, a purpose built library resource centre, Music and Arts block and a covered assembly area. Natural vegetation, trees, well kept ovals and gardens make the school an environmentally pleasant place in which to learn and work.

We look forward to your involvement with our school and trust that a close and effective working relationship between the school and home can be established in order to ensure that your children learn in a climate that is optimal for success.

Melissa Guy  
Principal

## **STAFF 2017**

Principal	Mrs Melissa Guy
Deputy Principal	Ms Jemma Temby
Acting Manager Corporate Services	Mrs Kelly Wells
School/Library Officer	Mrs Keva Jankovic
Teacher	Mr Peter Madden
Teacher	Mrs Vicky White
Teacher	Ms Rhonda Brentnall
Teacher	Mrs Kirrily Skoglund
Teacher	Ms Sue Collins
Teacher	Mrs Jemma Temby
Teacher	Ms Lee Smeathers
Teacher	Mrs Kim Campbell
Education Assistant	Mrs Sheree O'Neil
Education Assistant	Ms Vanessa Paterson
Education Assistant	Ms Tracey Coussens
Education Assistant	Mrs Vanda McDonald
Gardener	Mr Robert Seitz
Head Cleaner	Mrs Raeleen Mason
Cleaner	Ms Dennise Mickle
Cleaner	Mrs Sheryle Williams

## **OUR PURPOSE**

The purpose of Lancelin Primary School is to provide a quality education for all students. Students should develop their full potential in academic, social, physical, cultural, creative and practical areas, and be equipped to make a valuable contribution to the community.

## **SCHOOL PRIORITIES**

Our school priorities for 2017 are:

### ***Literacy***

Lancelin PS is currently achieving expected results in NAPLAN and school based assessment data. We wish to continue to improve results and continue achieve expected results.

### ***Numeracy***

Lancelin PS is currently achieving above expected results in NAPLAN and school based assessment data. We wish to continue to improve results and achieve expected results.

### ***Pedagogy***

**Pedagogy** is the study of being a teacher or the process of teaching. The term generally refers to strategies of instruction, or a style of instruction. Staff at Lancelin PS recognises that a constant focus on how they teach and the most effective, research based methods of teaching will improve their ability to meet the needs of their students.

### ***Health and Wellbeing***

Lancelin PS recognises that health and wellbeing is an important aspect of school. Data collected indicates a need for a focus on attendance, phys/ed and social and emotional learning. These areas will all be addressed under the health and wellbeing banner over the 3 year cycle.

The Arts & Drama also play a huge role in building self-esteem and a positive image.

These priorities are supported by a detailed school plan which is regularly revised and re-visited to ensure we are meeting student needs.

### ***Term Dates 2017***

#### **Semester 1**

**Term 1** Monday 1<sup>st</sup> February – Friday 7<sup>th</sup> April

*Break* Saturday 8<sup>th</sup> April – Sunday 23<sup>rd</sup> April

**Term 2** Monday 24<sup>th</sup> April – Friday 30<sup>th</sup> June

*Break* Saturday 1<sup>st</sup> July – Sunday 16<sup>th</sup> July

#### **Semester 2**

**Term 3** Monday 17<sup>th</sup> July – Friday 22<sup>nd</sup> September

*Break* Saturday 23<sup>th</sup> September – Sunday 8<sup>th</sup> October

**Term 4** Monday 9<sup>th</sup> October – Thursday 14<sup>th</sup> December

## **SCHOOL HOURS**

School Commences at 8.50 am and finishes at 3pm. Please do not send your children to school earlier than **8.30am** as there is limited supervision available prior to this time. The school day is broken up as follows:

- 8:50 Start of School
- 10:40 Recess
- 11:00 End Recess
- 1:00 Lunch
- 1:40 End Lunch

3:00 End School (2:30pm Wednesday)

## **CURRICULUM**

All Western Australian Schools are required to use the WA Curriculum Guidelines as a basis for curriculum provision. The curriculum is currently divided into 8 learning areas:

English	The Arts
Mathematics	Science
Health and Physical Education	Technology and Enterprise
Humanities & Social Sciences	Languages Other than English

Meanwhile, the new West Australian Curriculum is continuing to be implemented in the school with Maths and English being the main priority, followed closely by Science and History. As other subject areas are released from ACARA they will be unpacked and implemented by teaching staff.

Lancelin PS offers a comprehensive curriculum. LOTE is offered via Schools of Isolated & Distance Education with Indonesian being the Asian language studied. Students participate in sporting, cultural and educational excursions outside the school and various performing groups visit the school periodically to enrich the learning program.

- **NAPLAN**

Students in year 3, 5 sit for NAPLAN (National Assessment Program, Literacy and Numeracy) testing in May of each year. The NAPLAN data gives us a glimpse of how our students compare with their peers nationally and is one part of a whole suite of information collected by teachers and schools to assist in planning for improvements in educational programs. Year 2, 4, and 6 students are also tested to give us a baseline starting point and to monitor progress in Year 4 and 6.

- **PEAC**

Students are tested in year 4 and identified students are invited in years 5-6 to attend PEAC courses. Sessions are conducted at PEAC Centres at Balcatta and Kinross and parents are required to provide transport for participating students. More detailed information is provided to parents of identified students.

- **SPORTING SCHOOLS PROGRAM**

Students from K – 6 have the opportunity to participate in the Sporting Schools Program. This sports based program is run by teachers and volunteers and generally occurs after school. Sports included in the program change each term. Notes are sent out at the start of the term inviting participation. There is no cost to families for these programs.

- **INDIVIDUAL EDUCATION PLANS**

IEP's are set by class teachers for those students who have particular needs not met through regular class planning. This is done in conjunction with the appropriate in-school and inter-agency staff such as Students at Educational Risk Coordinator, Speech Therapists and School Psychologist. IEP's are presented to parents for their contribution and agreement. The class teacher will contact you if they feel the need to design an IEP and should you have concerns the class teacher is the first person you should discuss these with.

## **ATTENDANCE**

Regular attendance at school is proven to have a positive impact on your child's results. Research shows that an absence rate of more than 10% over a term (i.e. 5 school days) is proven to adversely impact on your child's achievement at school. It is very important to try to ensure that your child attends school as much as possible. However, there are occasions e.g. illness where your child cannot attend. In these cases all absences must be explained either in writing or through a phone call to the school. If your child will not be at school it is a legal requirement that the school be notified and an acceptable reason given. Whilst we acknowledge that some families choose to take vacations during term time for a variety of reasons we cannot condone this practise and it does not always constitute an acceptable reason for absence from school. Absences due to vacation must be approved by the school Principal so please contact the Principal if you intend taking a vacation during term.

In 2017 children with excellent attendance levels (95 -100%) each term will be entered into a raffle draw. They will be eligible to win a prize valued at around \$100 per term.

Lancelin PS uses SMS messaging. If your child is absent and the reason is not known you will receive a message from the school via SMS.

### **As a parent, what do I need to do?**

If you know your child is going to be absent, please call the school well before the set SMS sending time which will be 10.30am every day. If you do not contact the school, the SMS system will automatically send you a text message advising you that your child is not at school.

### **How do I reply to an SMS message from the school?**

When you receive an SMS about an absence, reply to the number and make sure that the text includes the student name, date of absence and **reason for absence**. Do not call the number as it is an automated system using a virtual number.

Jane Citizen, 11 Feb, Sick
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Standard SMS charges apply, depending on your mobile phone carrier and plan. The cost of an SMS is usually cheaper than a local telephone call.

### **What if my mobile number changes?**

Please notify the school *immediately* if your mobile number changes.

### **What if I don't have a mobile phone but I still want to receive messages about my child?**

Contact the school to discuss the available options for receiving messages.

### **What if I decide that I don't want to receive the messages anymore?**

Contact the school. A form will need to be completed to have your details removed from the SMS Messaging system.

## **BUSHFIRE ZONE REGISTER**

The Department of Education (the Department) is determined to maximise the safety of its students and staff. Lancelin Primary School is included on the Bushfire Zone Register. Inclusion on this register means that the school may be required to invoke pre-emptive closure on a day for which a Catastrophic Fire Danger Rating (FDR) has been declared for the Shire of Gingin. A Catastrophic FDR means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

When given advance warning by FESA that a Catastrophic FDR has been forecast for a given day, the Deputy Director General of Schools may direct the pre-emptive closure of Lancelin Primary School. If the school receives such a direction, you will be informed of the possible planned closure by a letter sent home with your child. Parents of students absent on the day this letter is sent home will be contacted by telephone, so please ensure the school has up to date contact details for you. In the intervening period between the declaration of the pre-emptive closure and the day of planned closure, FESA will monitor weather patterns to keep the Department informed of any change to the forecast for the declared day. The final decision to pre-emptively close the school will be confirmed by the Department with the principal no later than 1.30 pm on the day before the declared day. If the forecast changes after that deadline, the closure will stand, regardless of improvements to the weather conditions later in the afternoon of the day before the declared day or overnight. The intention is to limit confusion or uncertainty for parents and to allow you ample time to make alternative child care arrangements.

Parents will be advised of the confirmation of closure, or its reversal if earlier than 1:30pm, by SMS Message and a note sent home with your child on the day before the planned closure. Again, parents of students absent on this day will be contacted by telephone.

## **SCHOOL DRESS CODE**

All students at Lancelin Primary School are strongly encouraged to wear school uniform each day. Students are not permitted to wear make-up or excessive jewellery to school. All students must wear a blue school hat at school. The following items are available from the school uniform shop. The shirts and winter tops are printed with the school logo. Year 6 students have the option of wearing leaver's shirts.

Please ensure that all clothing and personal items are clearly labeled with your child's name.

### **Shirts**

Navy polo shirts (White shirts being phased out)  
Faction polo shirt on sports days

### **Shorts**

Navy blue cargo shorts  
Navy blue long leg shorts  
Navy blue pleat-front shorts

### **Pants**

Navy blue jazz pants  
Navy blue track pants

### **Winter Tops**

Navy blue/white collar rugby jumper  
Navy blue rugby jumper (no collar)  
Navy blue zip jacket  
Navy blue tracksuit top

### **Skirts**

Navy blue skirts  
Navy blue sports skirts

### **Hat**

Wide Brimmed Blue school hat.

## **SCHOOL – HOME COMMUNICATION**

The relationship between home and school plays a very important part in your child's education. We believe that you, as a parent or carer, play a vital role in your child's learning. Effective communication between home and school is key to the success of this relationship.

We have a variety of ways of communicating between school and home.

- Notes, phone calls and possibly class newsletters from class teachers.
- **Parent/Carer/Teacher Interviews -**  
Interviews between parents/carers and teachers can be called by either party. If you wish to see your child's teacher it is better to phone or call in to make a time. This enables the teacher to gather any required information and ensure you are allocated time to talk. 'On the spot' interviews are often difficult as the teacher may be supervising the class or performing other duties at the time.
- **Reports -**  
Written reports are sent home at the end of Semester 1 and Semester 2.
- **Newsletters -**  
Newsletters are sent home every second week. These often contain important information and details of school events past and present. Please take the time to read through this each fortnight. Families may elect to receive their newsletter via email. If this is the case please contact the school office and give your email address. Families who are emailed newsletters do not generally receive a paper copy of the newsletter unless specifically requested.
- **Assemblies -**  
Short assemblies are held every Wednesday morning from 8.50 – 9.15am. These assemblies pass on messages and give out weekly awards.  
Longer assemblies which include class items and performances are held twice per term. These are held on Wednesday afternoons from 1.40pm.
- **Complaints**  
If you have any concerns regarding your child's class work, behaviour or relationships it is always best, in the first instance, to approach the class teacher for help or an explanation of the work being done. Please be prepared to voice specific concerns that can be addressed rather than a general comment such as "He's not doing well." If you feel your concerns are not met following discussion with the class teacher, please do not hesitate to come and see the Principal. There is a pamphlet available in the office titled "Talking to Your School" that gives a good explanation of how to raise issues that concern you.

## **HOMEWORK**

Homework provides a link in a child's work between school and home. Its purpose is to provide further opportunity to practice skills and to provide opportunity to revise areas of need.

School policy states that teachers must set homework that is relevant to the class program. They will inform parents of their homework regime and maintain contact with parents about student performance.

We encourage you to be actively engaged in the homework process and contact your child's teacher if you have any concerns at any time.

## **SIP AND CRUNCH**

As a part of our health promotions initiative Lancelin Primary School participates in the Sip and Crunch Program. This allows the children to drink water and snack on fruit or vegetables during class times to promote healthy eating and drinking for optimal learning. Please send your child to school with a piece of fresh fruit or some vegetable pieces and a water bottle containing water each day to enable them to participate in this program.

## **FINANCIAL MATTERS**

The State Government and the Department of Education permit the school to seek payment of Voluntary Contributions and Charges for each student enrolled at the school. The Voluntary Contributions provide the school with funds to supplement our own resources in purchasing materials and resources valuable in the education of students enrolled at the school. Prompt payment of the Voluntary Contribution will be greatly appreciated. The Voluntary Contribution and Charges schedules have been endorsed by the School Council and are published here to inform parents of anticipated costs for 2013.

<b>Possible Charges Throughout the Year for Extra Optional Items</b>								
Description	Kindy	PP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Incursions/Excursions	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80
Camps (Jumper not included)						\$100	\$1200	\$1200
Graduation								\$35
Interm Swimming		\$50	\$50	\$50	\$50	\$50	\$50	\$50
Year 6 Leavers Shirt								\$40
<b>Voluntary Contributions</b>								
Voluntary Contributions	\$60	\$60	\$50	\$50	\$50	\$50	\$50	\$50
<b>Personal Items List</b>								
Stationery, Scrapbooks, Workbooks etc	\$100	\$100	\$140	\$140	\$140	\$140	\$140	\$140
Other possible costs may include Class Activities School Photos Special Events Fundraising eg free dress days  Please note that <b>Contributions</b> , while voluntary, greatly assist the school in delivering an extensive curriculum. Prompt payment would be greatly appreciated. The <b>Possible Charges</b> are associated with class activities of your choice. It is anticipated that the table will give you some idea of the possible costs for 2016								

## **SCHOOL COUNCIL**

The School Council is comprised of the Principal, three parent representatives, a member of the P&C and three staff members.

The council meets once each term.

The council:

- Determines priorities and objectives for the next planning cycle,
- Endorses the School Plan,
- Endorses the budget associated with the School Plan to see that it is consistent with the priorities set,
- Reviews the School Plan based on the analysis of student outcomes,
- Reviews the Annual School report, and
- Reviews the Schedule of Fees and Charges.

## **PARENTS AND CITIZENS ASSOCIATION**

The P&C provides an opportunity for all parents and citizens to learn about the educational programs in the school, and support the provision of amenities. We recognise and appreciate the need for teachers and parents to work together and to do all we can to facilitate children's learning. Involved parents can work to ensure the school provides the best possible education programs to our children.

Funds are raised through a wide variety of activities throughout the year all profits are then re-distributed by the P&C through a variety of projects to provide much needed extra amenities at our school for the benefit of our children's education. The P&C meets twice per term at 3pm in the school Pre Primary building. Dates are advertised in the school newsletter. Please come along, everyone is welcome. New members are always valued at our school P&C.

## **HEALTH AND SAFETY**

The welfare of children at school is an important responsibility of the school. When health or accident issues arise it is important that procedures enable effective treatment for the student concerned and that there is wider protection for the general school community.

Should your child have any specific medical needs, please notify the school or class teacher immediately. Allergies can be of particular concern. We have a number of students in the school with allergies, the most serious being nut allergies. Please avoid the use of nuts or products containing nuts when providing lunches and snacks for your child as this can endanger the health of other students.

Coughs, colds and stomach ailments tend to go in cycles and it is best children are kept at home to reduce the chances of infecting other children. If your child has any of these conditions it is imperative you notify the school immediately. Should a student be sufficiently ill to be withdrawn from class, a parent will be contacted and asked to collect the child from school.

The Department of Education has established guidelines about the administration of medication to students. All schools are required to comply with these guidelines. The guidelines are quite complex but in general the following conditions apply:

- Parents are required to provide the school with written information about the following:
- the reason for taking medication;
- details including the name of the medication, dosage, when it must be taken and any other relevant information; and
- whether the student is able to self-medicate or if staff supervision is necessary.

If the child is unable to administer their own medication, then the parent/carer needs to complete Sections 1 and 2 of the Health Care Authorisation form available from the office.

School staff must not administer analgesics such as paracetamol to students without written or verbal instructions from the student's parent / carer. **Aspirin** must **never** be administered to students without a medical practitioner's written instruction because of the possibility of Reye's Syndrome (potentially fatal disease of childhood). Health Care Authorisation forms are available from the office and we suggest that parents / caregivers obtain a copy of these **before** going to the doctor with a sick child.

**Please note all medications except Asthma puffers etc must be held in the office unless class-based medication is indicated by a health plan.**

## **Infectious Diseases**

Should your child contract any of the following illnesses they will require exclusion from school. In the interests of others it is important to notify the school immediately.

**Conjunctivitis:** Exclude from school until discharge from eye has ceased.

**Chicken Pox:** Incubation period of 10 – 21 days. It is infectious from 5 days before the rash appears to 6 days after onset of last crop of blisters. Your child should not return until he/she has recovered or until at least one week after the first eruption appears.

**Diphtheria:** Exclude from school until a medical certificate of recovery is issued. Exclude family contacts until a medical certificate is issued.

**German Measles (Rubella):** Communicable from 3 days before, to at least 4 days after the onset of symptoms or rash. Exclude from school for at least 4 days after the onset of rash.

**Glandular Fever:** Develops over 5 – 14 days and is not infectious. It is recognised by swollen glands in the whole body, fever, sore throat and abdominal pains. Should not return to school until clinically well.

**Hepatitis A:** Exclude from school until a medical certificate of recovery is issued.

**Hepatitis B & C:** Exclusion is not necessary.

**Measles:** An incubation period of 7 – 21 days and is infectious five days before the rash appears to five days after the rash develops. May be re-admitted on Medical Certificate of recovery or at least four days after appearance of the rash. Non-immunised contacts should be excluded for 14 days after the appearance of the rash in the last case identified in the school.

**Mumps:** Communicable 2 – 3 days before and during period of swelling. Exclude from school for at least 9 days after the onset of symptoms.

**Parvovirus B19 (“Slapped Cheek” Syndrome):** Airborne or droplet viral infection. Symptoms are fever, red cheeks/neck, itchy lace-like rash on the body/limbs. Incubation period of 1-2 weeks. Not infectious after the rash appears. Exclude from school until well.

**Ring Worm:** A fungus infection transmitted by direct contact. Exclude until person has received anti-fungal treatment for 24 hours.

**Scabies:** Itching usually begins within 48 hours. Exclude until the day after treatment has commenced.

**School Sores (Impetigo):** A bacterial infection transmitted by direct contact. Should remain at home until all sores are healed.

**Whooping Cough:** Exclude from school for 2 weeks from onset of illness or for five days after starting antibiotic treatment.

**Vomiting Before School:** Keep at home for the day.

**Head Lice:** Anyone can catch head lice where people work and play together. Look for small whitish specks stuck to hair, especially behind ears and on the back of the neck. These are nits (eggs). Lice are seldom seen, except when combing. Lice are smaller than fleas or a pinhead. If you find nits, see your chemist or local shire regarding treatment and please notify the school. It is important to inspect the hair of everyone in the family and treat if affected. Your child may need several treatments before the head lice are eradicated. We appreciate that the occurrence of head lice can be considerably stressful for a family. However it's critical that all members of the school community accept the control of head lice. If a family does not treat their child's hair when infected, in all likelihood the child will infect other students. Children may attend school one day after treatment has commenced.

## **VALUABLES AT SCHOOL**

Valuables ought not to be brought to school. Any valuables brought to school are the responsibility of their owner unless given to the teacher for safe storage. All electronic equipment such as DS's and iPods must be handed to the Front Office at the start of the day. They are not used by students during the day – if this occurs, staff will confiscate the phone and keep until end of day and the behaviour management policy will be followed.

## **CANTEEN/LUNCH PROVISION**

Lancelin PS does not operate a full time canteen. However, on Mondays and Fridays the School Councillors sell healthy eating pies and sausage rolls as a fundraiser. These orders are to be placed at school and will be delivered in time for lunch. Menus will be sent out early in the school year.

## **BUSES**

Lancelin Primary School has two school bus runs administered by the Public Transport Authority.

One services the communities of Redfield Park, Seabird, Ledge Point and Seaview Park. The other also services Seaview Park and Ocean Farms to the North.

Applications for bus transport may be made online at: <http://www.schoolbuses.wa.gov.au/>. You will be notified when approval is given and of your pick-up time and location. It is important to be at the pick up point on time each morning so that the bus can keep to it's schedule.

All children from Kindy to Year 7 may use the school bus service. The same rules apply to all children.

- Children must be seated at all times.
- Children must wear a seatbelt at all times.
- No eating or drinking is allowed on the bus.
- Children must speak quietly.
- Driver's instructions must be obeyed.

Please help your child to remember these rules. Please notify the bus driver or school if your child will not be traveling by bus as usual. If your child does not normally travel by bus, but would like to (eg to visit a friend), please contact the bus driver and provide a written note.

Bus messages are relayed to classes before the end of each school day and given to the drivers as they are collecting the children.

## **BICYCLES/SCOOTERS**

It is recommended that **students below 10 years of age NOT ride bicycles to school without parent supervision**. Students are required to leave bikes in the racks provided whilst they are at school. It is strongly recommended that they be chained and padlocked for safekeeping.

The Department of Education does **not** accept responsibility for theft or damage to any child's bicycle brought onto the school property. Parents / Carers should make enquiries through their Home Contents insurance policy provider to insure their child's bicycle. Bicycles are **not** to be ridden in the school grounds at any time. Loitering at the bike racks is not permitted and students must not interfere with other students' bicycles. Students riding bikes/scooters are required to wear a helmet.

## **STUDENT MOBILE PHONE USE AT SCHOOL**

In this day and age many parents provide mobile phones to their children for safety and other reasons, this means that on some occasions children may bring mobile phones to school. At school we must protect the safety of all students in our care and maintain good order. Please note the following with regard to students with mobile phones at school:

- Student mobile phones need to be turned off for the whole day and handed in to class teachers or the office for safe storage.
- They are not used by students during the day – if this occurs, staff will confiscate the phone and keep until end of day and the behaviour management policy will be followed.
- Parents are requested to phone the school office if they want to leave a message for their children during the school day.

Instructions to schools from the Department of Education state that “using mobile cameras (still and video) to film people and their activities without their knowledge and/or permission is an invasion of privacy and will not be allowed.” “... School Principals to suspend immediately and any student found to be involved in recording, distributing or uploading inappropriate images or videos of students, parents or staff on school premises.” Please ensure that your children are aware of the rules and expectations surrounding the use of mobile phones in the school environment.

### **BEHAVIOUR MANAGEMENT**

Lancelin Primary School firmly supports the right of both staff and students to work and learn without being impeded by disruptive behaviour. No one has the right to hinder the progress of others. To achieve this, staff will adopt a consistent approach to eliminating disruptive behaviour.

The most effective consequences are predicated upon a quality educational program and a positive classroom environment. Staff need to employ an array of preventative strategies that will reduce the likelihood of inappropriate behaviour occurring.

Lancelin Primary School believes this can be best achieved by rewarding the positive behaviour our students display. To this end we have a whole school reward scheme based on Faction points. Awards are presented to individual children at each assembly and Factions accumulate points towards an award at the end of each term. “Cool to be Kind” awards are also presented at each assembly.

Implementation of the **PATHS** program will continue in 2017. This social-emotional education program teaches children to understand their feelings and the feelings of others and to respond to these feelings in appropriate ways.

Parents will be informed in situations where children are consistently displaying inappropriate behaviour or have reached Level 5 or 6 in the Behaviour Management Procedures teachers are following.

Lancelin PS has an established Code of Behaviour and Rights and Responsibilities which are as follow:

***The school community has agreed that students and staff have a right to feel that they are:- Safe, Valued and Treated Fairly***

- Walk on verandahs, paths and other designated areas.
- Consider the safety of others when playing games. Only play non-violent games at school. Fighting and rough games where extreme physical contact is required are not allowed.
- Refrain from physical contact such as hitting, punching, kicking, pushing, inappropriate touching etc of other students or staff, in the classroom and playground.
- Keep all language used to communicate with others free from inappropriate words, swearing or teasing.
- Ride bicycles only to and from school. Bicycles are not to be ridden on school grounds.
- Obtain a permission note before you leave the school grounds during the day.
- Ensure that items brought to school will not cause damage to the environment. Do not bring such things as bubble and chewing gum.
- Keep the school in a neat and tidy condition. All food scraps and rubbish to be put into bins.
- Only enter or remain in a classroom during non-teaching time if an authorised person is present.
- Comply with directions from staff at all times.

## Rights and Responsibilities

<p>Students have the RIGHT to:</p> <ul style="list-style-type: none"> <li>• Learn in a purposeful and supportive environment;</li> <li>• Work and play in a safe, secure, friendly and clean environment;</li> <li>• Respect, courtesy and honesty.</li> </ul>	<p>Students have the RESPONSIBILITY to:</p> <ul style="list-style-type: none"> <li>• Ensure that their behaviour is not disruptive to the learning of others;</li> <li>• Ensure that the school environment is kept neat, tidy and secure;</li> <li>• Ensure that they are punctual, polite, prepared and display a positive manner;</li> <li>• Behave in a way that protects the safety and wellbeing of others.</li> </ul>
<p>Staff have the RIGHT to:</p> <ul style="list-style-type: none"> <li>• Respect, courtesy and honesty;</li> <li>• Teach in a safe, secure and clean environment;</li> <li>• Teach in a purposeful and non-disruptive environment;</li> <li>• Cooperation and support from parents.</li> </ul>	<p>Staff have the RESPONSIBILITY to:</p> <ul style="list-style-type: none"> <li>• Model respectful, courteous and honest behaviour;</li> <li>• Ensure that the school environment is kept neat, tidy and secure;</li> <li>• Establish positive relationships with students and parents;</li> <li>• Ensure good organisation and planning;</li> <li>• Report student progress to students and parents;</li> <li>• Report student concerns to parents.</li> </ul>
<p>Parents have the RIGHT to:</p> <ul style="list-style-type: none"> <li>• Be informed of course and curriculum material, behaviour management procedures, and decisions affecting their child's health and welfare;</li> <li>• Be informed of their child's progress;</li> <li>• Access a meaningful and adequate education for their child;</li> <li>• Be heard in an appropriate forum on matters related to the rights of their child to an appropriate education.</li> <li>• Be respected by teachers.</li> </ul>	<p>Parents have the RESPONSIBILITY to:</p> <ul style="list-style-type: none"> <li>• Ensure that their child attends school;</li> <li>• Ensure that the physical and emotional condition of their child is at an optimum for effective learning;</li> <li>• Ensure that their child is provided with appropriate materials to make effective use of the learning environment;</li> <li>• Support the school in providing a meaningful and adequate education for their children.</li> <li>• Treat staff with respect.</li> </ul>

## Overview of Procedures for Classroom Behaviour Management

Pre-Primary	Primary Years 1 – 6
<p>All children begin at green light.</p> <p>Level</p> <ol style="list-style-type: none"> <li>1. Proximity Praise and reward</li> <li>2. Rule Reminder</li> <li>3. Warning - <b>Change to yellow light</b> and teacher completes orange Behaviour Record Slip.</li> <li>4. If unacceptable behaviour continues - <b>Change to red light</b>, then isolation in class – 10 minutes.</li> <li>5. If unacceptable behaviour continues – send to Isolation Partner Teacher for 10 minutes</li> <li>6. If unacceptable behaviour continues <b>Refer to Deputy or Principal</b>, with information about unacceptable behaviour.</li> </ol>	<p>All children begin at green light.</p> <p>Level</p> <ol style="list-style-type: none"> <li>1. Proximity Praise and reward</li> <li>2. Rule Reminder</li> <li>3. Warning - <b>Change to yellow light.</b> Teacher completes orange Behaviour Record Slip.</li> <li>4. If unacceptable behaviour continues - <b>Change to red light</b>, then isolation in class – 10 minutes with continuation of class work.</li> <li>5. If unacceptable behaviour continues – send to Isolation Partner Teacher for 20 minutes – Student to complete “<b>Behaviour Reflection Chart</b>” (buff)</li> <li>6. If unacceptable behaviour continues <b>Refer to Deputy or Principal.</b></li> </ol>

All inappropriate behaviours will be recorded on the orange behaviour management slips which will be filed in the Administration Office. This will enable tracking of individual students, identification of any patterns which may in turn identify bullying. Thus we will be able to act promptly to eliminate it.

Detentions and suspensions are decided upon by the Administration Team. Should a child receive a detention for serious inappropriate behaviour, parents will be informed by a letter the child will take home. This is to provide the child with the opportunity to accept further responsibility for their behaviour by explaining to parents. There is a slip at the base of the letter for parents to sign and return. If the slip does not return to school a member of the administration Team will contact the parents by phone to confirm they are aware of the detention. Suspensions will be informed of by phone or meeting at school as well as a letter.

### **BULLYING**

Bullying is a wilful, conscious, repeated behaviour by one person or a group towards another person and group which is designed to hurt, injure, embarrass, upset or cause discomfort.

There are much negative behaviour which, although distressing to those involved, are not classified as bullying. These instances may often require teacher intervention and management, but should not be confused with bullying:

- Mutual conflict: where there is an argument or disagreement between students but not an imbalance of power, and where the conflict can be resolved.
- Social rejection and dislike: no specific or deliberate attempt to isolate any one individual over a period of time.
- Single-episode acts of nastiness, random acts of aggression or intimidation: single episode acts of nastiness or physical aggression are not the same as bullying. If a student is verbally abused or pushed on one occasion they are not being bullied.

Issues of bullying are taken very seriously and the school’s process for this is under constant reflection and review. Processes for managing bullying within the school are centred around prevention through education and teaching of social skills and strategies for identifying and dealing with issues. When instances of bullying arise they are investigated and dealt with in a manner that is deemed appropriate for the individual students and situation involved.

Should your child be bullied at any time please notify the school immediately. Parents are often involved in the resolution process for bullying issues.

## **STUDENT COUNCIL**

The student council is made up of a head boy, head girl, prefects and faction captains for each faction. Student Councillors are voted for and elected by students voting in the previous year. The student councillors work with the school staff to represent the school, plan events and show leadership amongst the students.

## **SCHOOL FACTIONS**

Lancelin PS students are placed into 3 factions for sports, behaviour and other events. The factions and the colours used to represent them are:

*SUCCESS* - **Yellow**

*ENDEAVOUR* - **Red**

*GILT DRAGON* - **Green**

These factions are named after ships that are a part of our history - some of which were wrecked along the Western Australian Coast.

## **SUPERVISION OF STUDENTS**

Students are supervised by school staff whilst at school. Each term a duty roster is set up and staff has set days, times and locations for duty. This is to ensure a safe environment for your children. Duty teachers will often sort minor problems out, administer first aid and supervise students playing. Serious behaviour issues or injuries that require first aid are referred to the office for attention.

There is very limited or no supervision available before 8.30am so please ensure students are not at school before this time. Children who arrive early must go to the office for supervision. Once the buses arrive at 8.30am students are allowed to go to classes if a teacher is present to prepare for the day or play on the big playground. There is a teacher on duty after 8.30am.

## **ENTRANCE TO SCHOOL**

The main entrances to the school are through the front of the school on Cray Street – along the path by the Pre-Primary and through the side of the school adjacent to Gingin Road. Please note that entering the school through the car park is not safe as students are at risk from vehicles moving throughout the car park. This should be avoided if at all possible.

## **SPORTING SCHOOLS PROGRAM**

Lancelin PS offers the Sporting Schools Program to our children. Notes will be sent out prior to commencement of the program advertising sports on offer, what year levels and commencement dates.

## SCHOOL CREED

This is our school  
In these rooms and on these playing fields  
We fit ourselves for the future  
Let us not throw away these precious years  
But gain from them all we can  
Let us always remember that a school is not a building  
But a gathering of minds and hearts  
And a place of friendly guidance and help

### *Lancelin Primary School Vision Statement*

*Lancelin Primary School will provide an inclusive learning environment that empowers individuals and develops core values so as to establish an ethic of life long learning.*

