

Parent Information Handbook

2020



Wickham Primary School is a Positive Behaviour School (PBS)

PBS : High Expectations : Respect : Safety

SCHOOL LOGO

Our school logo is represented by multiple elements that combine to portray the values, vision, creativity and sense of community purpose of Wickham Primary School. It is representative of our location within the Pilbara Region and links into our school song "Fly".

The light blue wave represents our location under the Pilbara Sky. It shows a sense of calmness and connection to the wider world.

The dark blue wave represents the ocean that is vital to our mining industry allowing trade through shipping.

The green wave represents the spinifex that blankets the hills that surround Wickham.

The rusty red wave represents the Ngarluma land and the iron ore which links to the mining industry.

The image of the lizard represents the Tata lizards that grow and roam widely around our community. The Tata is known because of the distinctive way they lift their front leg to wave at you just before they skidaddle.



WELCOME TO WICKHAM PRIMARY SCHOOL

Wickham Primary School prides itself on providing a positive and caring learning environment for your children. The strength of Wickham Primary School is our strong belief that the success of our students is built on a genuine partnership between home and school and the children are at the centre of all our learning programs.

I and the staff look forward to your interest and involvement in the school's activities and to your co-operation in ensuring that your child receives an enjoyable and beneficial year of education.

This booklet contains details on matters related to the day-to-day running of our school. It is a recognition that the effective operation of our school requires that the whole school community understands the established lines of communication, has an effective knowledge of how our programs operate and an understanding of our aspirations and vision.

The school incorporates Kindergarten, Pre-Primary and Primary.

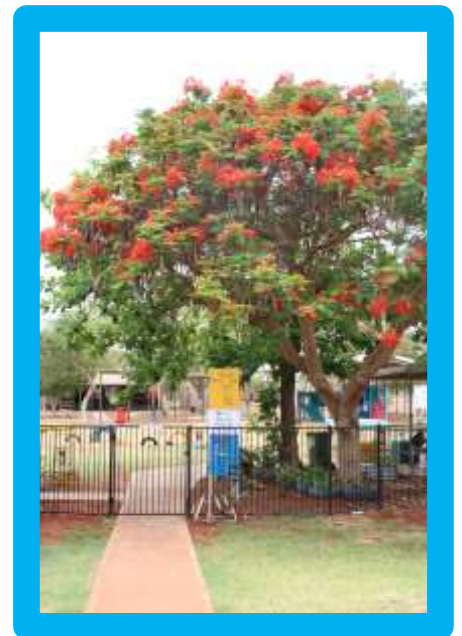
Principal: Mark Donaldson

Deputies: Sheryl Hicks

Registrar: Michelle Schut

School Officer: Alison Loveday

If you have any questions about the school please do not hesitate to contact us.



Contact Us

Important contact details:

Phone- 9187 1089

Email- Wickham.PS@education.wa.edu.au

Facebook Group: www.facebook.com/#!/groups/1427686097469989/

Website : www.wickhamprimaryschool.com

Wickham Skoolbag App: available to download free from your providers App Store



INTRODUCTION

For more than 45 years, Wickham Primary School has offered a high quality education for our Kindergarten to Year 6 students. We value a safe, friendly and inclusive learning environment for staff, students and their families with respect to the strong cultural history of the Ngarluma people.

Our school is an established and integral part of the small town community spirit that defines Wickham. It is important to note that Wickham Primary School became an Independent Public School (IPS) from 1 January 2019, which ensures the school can make decisions based on its specific context.

Our highly experienced staff are able to build solid relationships with students and parents by implementing our whole-school positive behaviour support program of High Expectations, Respect for all and Safety.

Through these partnerships we are committed to assisting children reach their full potential in all education areas while supporting their social and emotional wellbeing.

Our programs are enhanced through collaboration with associated professionals including support staff, school psychologist and community volunteers.

Wickham Primary offers a variety of specialists programs which include physical education, science and Indonesian. Talk-4-Write is a whole-school evidence-based approach to transform students' reading, writing and vocabulary skills.

With the success of the established intervention programs Mini-Lit and MacqLit, our school has implemented a new Literacy Program call Initialit that is targeted at the foundation years Pre-Primary to Year 2.

Initialit-foundation for Pre-primary students offers an explicit and effective model for teaching reading and related skills to children in their first year of schooling in a fun and engaging way. The program incorporates daily lessons in phonemic awareness, reading and spelling as well as rich language instruction using children's literature.

Initialit-1 for Year 1 students which is an evidence-based whole-class literacy program will provide our students with the essential core knowledge and strong foundations to become successful readers and writers.

Initialit-2 for Year 2 students has commenced being implemented in 2019.

We work hard to integrate technology into the curriculum through the use of a well-equipped computer laboratory, school wide network, interactive smart boards in every classroom and Ipads and laptops for teachers and students.

We are aware that the global economy is changing and the need for students to develop their STEM (Science, technology, Engineering and Maths) skills for the future. With the advancement in technology, STEM at school provides the foundation for students to succeed in our ever changing world. Our school is renowned for its participation and leadership in Robotics, particularly as the first school to hold the Robocup event in the Pilbara.

Our school has continued its journey of embracing our local Indigenous cultures and during 2018 we are implementing a range of strategies including embedding Two-way Language in all classrooms, the inclusion of a student Aboriginal Torres Strait Islander leadership group and forming a parent working group to help guide the implementation of cultural learning within the school.

Working together with our wider community is at the heart of our school. Wickham Primary collaborates with school committees, the P&C and the School Board to improve educational outcomes and school grounds.

WELCOME FROM THE PRINCIPAL

Dear Parents/Caregivers

It is with the greatest of pleasure that I extend to you and your children a warm welcome to Wickham Primary School. I am sure your association with the school will be a happy one.

The Wickham Primary School Staff are professionally devoted to providing a rigorous learning environment where the social development and enhancement of tolerance, excellence, sportsmanship, good humour and cultural appreciation, are extremely important.

Each student is treated as an individual and all are encouraged to reach their potential in a caring and supportive environment. This can only come about when we all join together as a community with both a positive mindset and purpose.

We encourage you to be interested, have personal involvement and work in partnership with the school staff in doing so you will come to feel very much a part of our school. I encourage you to keep informed by talking often with your child's teachers, reading school newsletters, joining the schools facebook page and regularly reading the schools website.

I look forward to working with you during the course of your association with our school and encourage you to become actively involved in your child's education.

Mark Donaldson
Principal



SCHOOL PURPOSE

Our school purpose is to provide an engaging, challenging and safe environment where students can achieve, explore and thrive.

SCHOOL VISION

Our School Vision is to create a positive mindset where students believe: I can learn anything, I can know anything, I can be anything, Don't just fly, soar

SCHOOL VALUES

Our school values were developed by the staff in October 2018 and endorsed by the School Council. The values are based on our beliefs about learning and our Positive Behaviour Expectations. They are as follows:

| | |
|--|---|
| High Expectations <ul style="list-style-type: none">◆ Always aiming high to achieve academic and personal best | Respect <ul style="list-style-type: none">◆ To demonstrate, care, consideration and be courteous to ourselves, others and the environment. |
| Safety <ul style="list-style-type: none">◆ Responsibility to keep everyone's mind and body safe, as well as the environment | Community <ul style="list-style-type: none">◆ Building relationships by working together with students, parents, staff, community and shareholders |

STAFF BELIEFS



Wickham Primary School staff are committed to providing every child with the highest level of education possible. Our beliefs about learning are as follows:

Strong, respectful relationships: We value the relationships we have with members of our school community, staff, students, parents/caregivers, and community members.

Every child will succeed, just not at the same time: We believe that every child has the ability to succeed and understand that each child takes a different amount of time to learn new concepts on their pathway to success

Whole School Approaches: We believe in and value consistent school-wide approaches that provide a platform for all students to build on from one year to the next.

Engaging for all students: We believe in providing a learning environment that engages and motivates all students to learn and achieve academic success.

Collaboration: We believe in working in collaboration with our colleagues to plan and implement highly effective learning programs that provide our students the pathway to success.

Every child has the right to the best education and the right to be heard: We strongly believe that all children have the right to be provided with the best education possible, combined with their right for their thoughts to be listened to.

Happy, positive environment: We believe in creating an environment where children feel happy and positive to come each day and learn.

Teacher passion: We believe that teachers and education support staff need to be passionate about their role in educating children and that passion should translate into all aspects of their role as educators.

2020 TERM DATES

| | |
|--------|---|
| Term 1 | Monday 3rd February 2020 to Thursday 9th April 2020 |
| Term 2 | Tuesday 28th April 2020 to Friday 3rd July 2020 |
| Term 3 | Monday 20th July 2020 to Friday 25th September 2020 |
| Term 4 | Monday 12th October 2020 to Thursday 17th December 2020 |

Please note these are Education Department Dates, Wickham Primary will announce their School Development Days (pupil free days) in the new year !! Please look out for Facebook and/or SMS updates .

SCHOOL TIMES

The classroom doors open at 8.00am with the first siren sounding at 8.15am by which time all students should be seated in class.



Please Note: Children are only allowed on school grounds from 8.00am when staff are on duty

Students who arrive after 8.20 am are to attend the administration office to receive a late slip to take to class.

Students are not permitted to leave school grounds during school time without an adult signing their child out and obtaining a 'Class Withdrawal Slip'.

| | | |
|------------------|---|--------------------|
| First Siren | - | 8.15am |
| School Commences | - | 8.20am |
| Recess | - | 10.20am to 10.40am |
| Lunch | - | 12.40pm to 1.20pm |
| Close | - | 2.30pm |

DAYS OF ATTENDANCE

Students in Pre Primary to Year 6 are required to attend Monday to Friday.

Students in **Kindergarten** will attend five days a fortnight on a rotational basis per kindy group being two days one week and three days the next. The exact roster for your kindy group will have been provided to you prior to the end of the 2018 school year.

SCHOOL DROP OFF KINDERGARTEN & PRE PRIMARY STUDENTS

A responsible adult must accompany your child until the classroom teacher has opened the doors and they have entered the classroom. You are strongly encouraged to stay and spend the first 15-20 minutes with your child helping them with their morning routine learning activity.

Children are not to use the play equipment before school starts for safety reasons.

END OF DAY PICK UP KINDERGARTEN & PRE PRIMARY STUDENTS

A responsible adult is required to pick up your child. The teacher will only allow children to leave the room with people nominated by the parents. If any changes or special arrangements have been made please notify your child's teacher in person, by phone or write it into the class communication book.

In addition please ensure your child is collected promptly at 2.30pm to avoid unnecessary stress on their behalf.

The Wickham Primary School uniform promotes a positive image of the school, creating a sense of identity. The uniform is appropriate for a range of school activities. Denim is not considered part of the school uniform. Please ensure your child wears the school uniform when attending Wickham Primary School. A uniform order form is available from the administration office. Please ensure all items are clearly labelled.

The operating hours for the uniform shop are contained in this booklet. We are a **'No Hat, No Play'** School which means if children are not wearing the school hat at recess or lunchtime they will be asked to sit in the undercover area and will not be able to play out in the sun.

Students that have ear piercings are advised to wear earrings that do not hang from the lobes, ie. studs or sleepers. Any other jewellery that is worn should not interfere with the child's ability to carry out every day school activities. Children and parents are asked to ensure that 'sensible' jewellery is worn. Please note that the school takes no responsibility for any items lost or misplaced.



Our School Uniform:

Girls: School Polo Shirt with Royal Blue Skorts or Royal Blue Shorts, School Dress, School Jumper

Boys: School Polo Shirt with Royal Blue Shorts, School Jumper

All students: Wickham Primary School hat



Shoes or sandals must be worn for all occasions. For safety reason, THONGS are considered inappropriate footwear.

Sports Uniform/Faction Shirts:

In 2019 a new student faction shirt will be introduced based on the current colours of each faction. It will have a new emblem for each faction which is tied to our location and derived from river and sea animals. The shirt itself will be made from the same fabric as our everyday school shirt. Students with the old faction shirts will be able to continue to wear them during 2019, however at the commencement of 2020 all students will be expected to wear the new faction shirts.

Maitland, Manta Rays (Bilangara)– Orange

Fortescue, Mud Crabs (Tharrburl) – Yellow

Harding, Turtles (Thatharruga) – Light Blue

Sherlock, Tiger Shark (Yirratharnangga) – Dark Green

For Interschool Sports Competitions the Interschool Polo Shirt is to be worn.

ATTENDANCE

In accordance with the Education Act:

a) Non Attendance – When a child is absent a note signed by the parent or guardian must be sent to the class teacher, or the parent/guardian may phone through to the administration office to advise of such. Alternatively, you can send a text message to us on 0409 370 832 or submit an absentee form via the WPS Skoolbag App.

b) Late- When a child arrives late they are required to go to the administration office and obtain a late note.

c) Leaving School Grounds –No child is allowed to leave the school grounds at any time during the day unless advised by the parent/caretaker. When the parent arrives at the school to collect their child a 'Class Withdrawal Slip' is required to be obtained from the administration office before collecting your child from class.

d) A note from the parent/guardian is required for exclusion from a School Program, ie. Sport, Physical Education



SCHOOL SMS SYSTEM

The school uses an automated SMS system to communicate school absences quickly with parents. Parents can reply to the SMS number to explain any absences. This system may also be used to communicate quickly to parents' any general information or in case of emergency. Please ensure the school has up-to-date contact details at all times.

ENROLMENT REQUIREMENTS

Departmental regulations require that a child's Birth Certificate or Extract, Immunisation History Statement (no more than eight weeks old), Proof of Address and any court orders must be sighted before a child is permitted to enter school. Parents usually undertake this procedure when completing the child's admission and enrolment forms.

BEHAVIOUR MANAGEMENT

Wickham Primary School is a Positive Behaviour School and basis its behaviour management on a highly structured set of guidelines. A copy of the WPS Behaviour Management Guidelines is available on request and is located on the school website.

The school is responsible for the creation and maintenance of a safe and positive learning environment and have developed effective processes to effectively manage student behaviour.

BEHAVIOUR MANAGEMENT CONTINUED

Wickham Primary School uses a "7 step" behaviour system across the whole school. All staff are expected to follow this procedure as shown below:

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| | Students are placed on green at the beginning of each school day. |
| | Student is given a verbal/non-verbal prompt as a warning. |
| | Student is moved to orange for not correcting their behaviour. For example "Blake I am moving your name to orange as you are not being respectful by allowing others to work independently. Please change your behaviour to move back to green." |
| | Student is given a verbal/non-verbal prompt as a warning. |
| | Student is moved to red if they have repeated the minor behaviour after a verbal prompt from being on orange. Student moved to time out in class |
| | Student is given a verbal/non-verbal prompt as a warning. Reminding them of the expected behaviour |
| | Student is moved to black if they have repeated the minor behaviour after a verbal prompt from being on red. |
| | The student is now issued with a Yellow slip for repeated minor behaviours and sent to Buddy Class. Following Buddy Class if behaviour continues |

The approaches used at Wickham Primary School

Are preventative in nature;

- Promote positive behaviour, student wellbeing and the development of self-discipline;
- Focus on early intervention; and
- Outline the procedure for the management of ongoing or serious misbehaviour.

Managing student behaviour is encompassed in the teaching and learning process. Wickham Primary School provides a social context which allows students to be supported, whilst being taught how to accept responsibility for their own behaviour.

Students are given opportunities to develop appropriate behaviours, self control and resiliency through interactions with teachers, other staff, their peers and the curriculum.

These opportunities are reinforced consistently in order to enhance their understanding of responsible social behaviour.

Positive behaviour is acknowledged and encouraged in a variety of ways at Wickham Primary School including through the use of:

- Verbal and written encouragement and feedback

- Rewarding of behaviour tokens for displaying our three behaviour expectations of High Expectations, Respect and Safety
- Faction rewards for reaching set goals (behaviour points) as a faction
- Stickers and certificates

Each class teacher will have their own incentive program which is tailored to the needs of their students within their classroom and fits in with our whole school Positive Behaviour program.

If a student displays a major negative behaviour, a yellow slip is completed by the teacher and they refer the student immediately to a member of administration.

SCHOOL BUS REGULATIONS – POINT SAMSON & TRANSITION STUDENTS

The following Department rules and regulations are designed to ensure everyone's safety. Consistently poor behaviour may cause the service to be withdrawn for your child.

We therefore ask that students:

1. Stay in the same seat for the duration of the trip
2. Keep all body parts inside the bus
3. Respect yourself and other students
4. Listen to adult instructions
5. After alighting from the bus, stand back and do not cross the road until the bus has moved away and you can see the road is clear



This simple set of 5 common sense rules has been designed to ensure the safety of all who travel on the bus. Please help us to keep our bus service safe and enjoyable for all by discussing the rules with your child.

Travel on a school bus requires the completion of a registration process. This needs to be completed before the student can utilise this service and can be done by calling Fortescue Bus Services (08) 9185 4377

STATEMENT ON BULLYING

At Wickham Primary School, we aim to establish a community in which everyone feels valued, respected and safe, and where individual differences are appreciated, understood and accepted. Everyone has the right to enjoy their time at school.

Bullying is:

- A targeted, repeated, unjustifiable behaviour that may be physical, verbal, sexual and/or psychological
- Intended to cause fear, distress or harm to another
- Conducted by an individual or group in an attempt to assert power
- Against an individual or group who is unable to effectively resist.

STATEMENT ON BULLYING CONTINUED

| Examples of Repeated Bullying Behaviours (Please note, this is not an exhaustive list) | | |
|--|--|--|
| | Direct | Indirect |
| Physical | <ul style="list-style-type: none"> • Hitting, slapping and punching • Kicking • Pushing, strangling • Biting • Pinching, scratching • Throwing things, e.g. stones • Tripping | <ul style="list-style-type: none"> • Getting another person to harm someone |
| Verbal | <ul style="list-style-type: none"> • Mean and hurtful name calling • Hurtful teasing • Demanding money or possessions • Forcing another to do homework or commit offences like stealing | <ul style="list-style-type: none"> • Spreading nasty rumours • Trying to get other students to not like someone • Cyber bullying • Written notes |
| Non Verbal | <ul style="list-style-type: none"> • Threatening or obscene gestures | <ul style="list-style-type: none"> • Deliberate exclusion from a group or activity • Removing and hiding and/or damaging others' belongings |

We recognise that stopping bullying is everyone's responsibility and that the problem lies with the bullying behaviour, not the victim.

- The Wickham Primary School community is committed to supporting and empowering students who are being bullied by using the following prevention and intervention strategies:
- Modelling of respectful, courteous and ethical behaviour by all staff;
- Treating bullying seriously and investigating the facts of any incident;
- Recording incidents of bullying in a consistent way that allows for monitoring i.e. using Integris Behaviour Module;
- Discussing Wickham Primary School's Code of Behaviour and school rules with all students;
- Implementing social skills and anti-bullying programs, (i.e. Positive Behaviour Support and Fish! Philosophy), to improve students' interaction with others.

These will be linked with relevant curriculum;

- Making classrooms and the playgrounds supportive and safe environments where learning takes place free of put downs, harassment and isolation;
- Organising whole school special days, where students can work in different environments and with other students, e.g. School Culture Days;
- Providing parents with information about bullying;
- Using the Pilbara Education Regional Office Students Services team where appropriate.

Resolution of bullying incidents will involve:

- Mediator led discussions;
- This is a mediator led discussion with those students involved in a bullying incident

- Contacting Parents/Caregivers to notify them of the incident if it goes to step 5 of the 5 Step Behaviour Management Plan or to a severe clause.

Please note: Parents/Caregivers should not approach those involved in alleged bullying incidents. These should be referred to the school leadership team.

Wickham Primary School encourages its teachers to incorporate a whole school Anti-bullying program into their classrooms and to react promptly and firmly when bullying occurs.

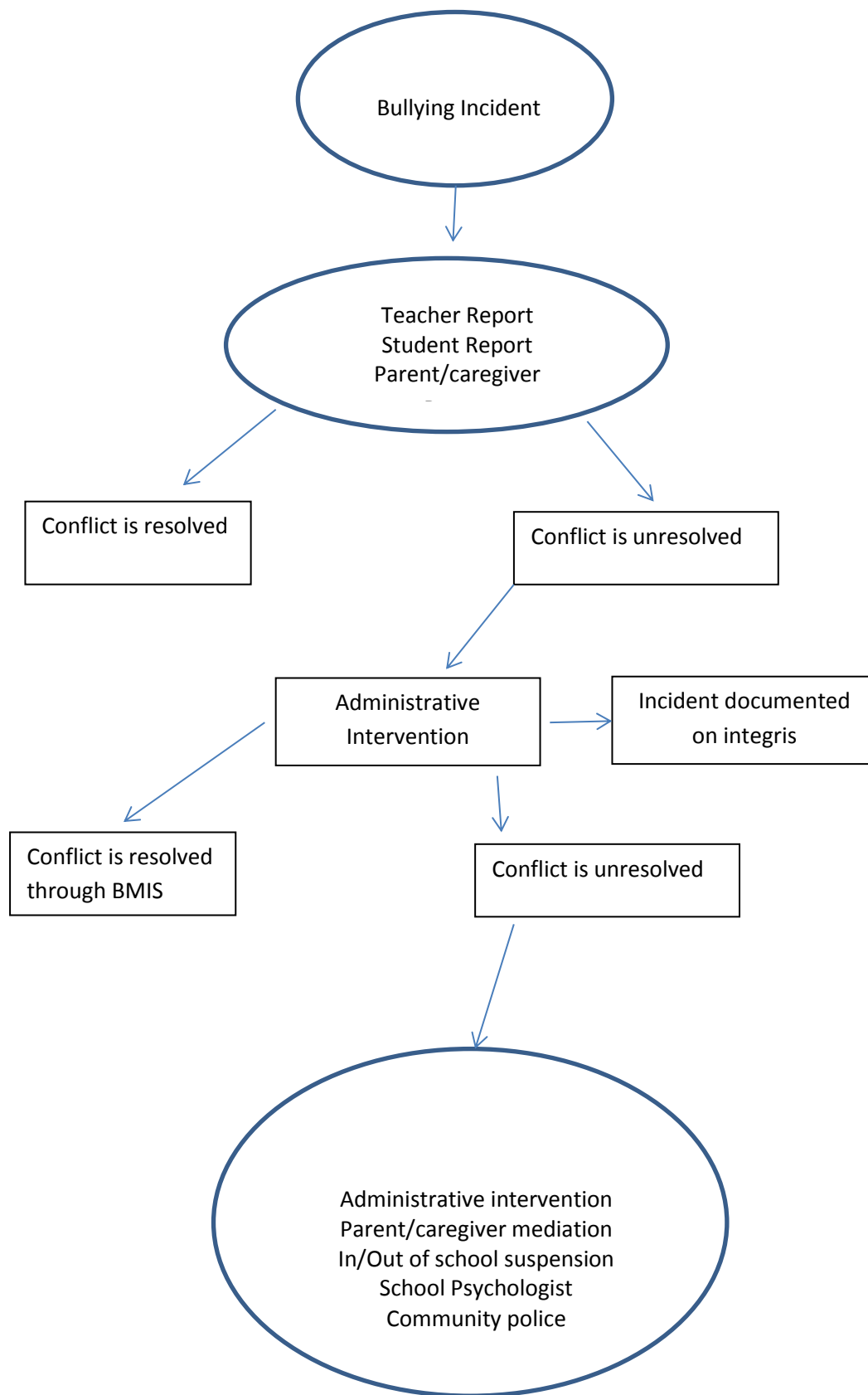
The key aims of the intervention plan are to:

- Stop the immediate behaviour or harassment;
- Ensure the person involved in the bullying action, changes his or her behaviour.
- Ensure that all parties feel supported



High Expectations ● Respect ● Safety





PERSONAL BELONGINGS

Children should not bring mobile phones, electronic games, toys, mp3s or valuables of any kind to school as no responsibility can be accepted for these items. If your child does bring a mobile phone or camera to school they will be instructed to leave the item in the administration office until the end of the school day.

Bicycles, skateboards, roller-blades and scooters must be walked into the school grounds. All students riding bicycles to school are required to wear a helmet. Bikes and Scooters need to be secured at the bike racks with a lock.

The school and school grounds are out of bounds outside of school hours.

LIBRARY

All children are encouraged to make use of the library and may loan books during their pre-arranged



class booking time. Children are allowed to borrow up to two items at a time (depending on their age group). All loans are on a weekly basis, with the option to extend to two weeks. Parents are asked to provide their child with a library bag as this assists us to preserve our reading resources. A sturdy plastic bag is sufficient although a cloth bag with the child's name on it is a more durable option. If children do not have a suitable bag, they will not be able to borrow resources.

Please help to ensure that all library materials are returned on time to assist in the maintenance of a quality service.

PERSONAL INFORMATION

Please keep your child's records up to date by informing the administration office of any change in address, phone number, place of employment, emergency and medical information and any other information you consider relevant which enables us to provide appropriately for your child. This is a particularly important administration function, as on occasion we may need to make urgent contact with parents or medical personnel.

PARENT INVOLVEMENT IN SCHOOL ACTIVITIES

The development and education of children should be a shared experience between the school and the parents. The learning program that is taught in Kindergarten is the responsibility of the teacher however, parents also play a very important part in their child's educational development. You can assist with this by:



- Returning all forms as quickly as possible.
 - Being on time for each session.
 - Being on time at the end of the day.
 - Taking part in school activities (e.g. rosters and meetings).
- Notifying the teacher/ school (text, call, note) when your child is absent.

- Notifying the teacher/school if you know that your child will be away for an extended period.
- Discouraging your child from bringing toys/possessions from home (unless otherwise requested).
- Keeping in touch with the teacher on matters concerning your child's health, emotional and family situations.
- Making sure discussions with teachers are conducted during a scheduled interview with the teacher.

Incidental discussions are very important however, please try not to discuss issues in front of children and be aware that it is impossible to hold parent discussions during session time. Fortnightly assemblies, special days, sporting and social events are usually very well attended and teachers appreciate help given in conjunction with class activities (eg. oral reading, conference writing, art & craft etc).

All parents are required to sign in at the administration office when attending the school as a parent helper.

PARENT / TEACHER INTERVIEWS

The Principal, Deputy Principals and teachers welcome contact with parents and are always happy to meet with parent's concerning matters which may arise. A more satisfactory meeting usually results when a prior appointment is made. Teachers have been requested not to meet with parents personally or by telephone whilst classes are in progress. Parents wishing to make an appointment may do so by contacting the administration office or speaking with or sending a note to the teacher. When requesting an interview please list some alternate times to ensure that all parties' timetables are considered.

SCHOOL BOARD

Wickham Primary School has a School Board, with representation from community members, parents and teaching staff. Councillors have two year tenure with vacancies advertised through the school newsletter.

VOLUNTARY CONTRIBUTIONS

Voluntary contributions help to cover the items that are used by the students on a daily basis to enhance their learning experiences and opportunities. Please see Administration for a copy of the most recent Fees and Charges Schedule.

ASSEMBLY



School assemblies involve Primary and Pre-Primary students and are held every second Tuesday morning at 8.30am. Parents and community members are encouraged to attend. These will usually be held in weeks 2, 4, 6, 8 and 10 of each term.

NOTICES

Information regarding school matters will appear in the school newsletter, school Facebook Page, WPS Skoolbag App and the Wickham Primary School website. The newsletter is issued in week 4 & 9 of each Term. The newsletter is distributed via Facebook, WPS Skoolbag App, email and hard copy (by request only).

PARENTS & CITIZENS ASSOCIATION

This Association is an officially recognised forum where anyone over the age of 18, who is interested in the welfare of the Wickham Primary School, can meet to discuss education issues. Meetings are generally held monthly and the date & time advertised in the school newsletter, notice board and Facebook Group.



Our P&C operate two small businesses, the School Canteen & School Uniform Shop

This P&C has formed to promote the interests of the school through:

- Cooperation between parents, teachers, students and members of the general community
- Assisting in the provision of resources, facilities and amenities for the school; and
- The fostering of community interest in educational matters

Canteen

- The School Canteen is only operational if the positions within the Canteen Sub-Committee are filled
- The canteen is considered a service for all students and does not operate as a fundraising mechanism for the P&C
- The P&C endeavours to provide a summer and a winter menu which will be issued to the eldest child in each family
- A new menu will be issued if there is a change in menu choice or prices



Lunch Orders – Monday, Wednesday and Friday ONLY

There are two ways in which school lunches can be ordered:

1. By utilising the QuickCliq online canteen system an ordering your child's lunch before the start of the school day. Further information can be found at www.QuickCliq.com.au
2. Lunch orders are to be placed in the classroom basket prior to the commencement of the school day.



3. Clearly print your child's name, room number, teacher and lunch order on the outside of a brown paper bag. Brown paper bags are available at Woolworths and are not supplied by the canteen.
4. Place the correct money inside and seal. If you do not have the correct money please write how much money is enclosed.
5. If placing an order for more than one child and wanting to put money in one envelope, please make a note on all order forms/lunch bags as to which bag contains the money and the amount

Uniform Shop

- Located in the undercover area
- Only in operation if the positions within the Uniform Shop Sub-Committee are filled
- Opens once per week on a Wednesday morning from 8.30am to 9am
- If there are any changes to the opening days/times it will be published in the School Newsletter
- If you are unable to attend during opening times, order forms are available from the Administration Office
- Orders will be filled when the uniform shop is next open. Orders will be left in the Administration Office for collection.
- Orders cannot be collected from the Administration Office without payment either at time of placing order, or upon collection. EFTPOS facilities are available at the office.

PARKING – SCHOOL CAR PARK

There are two car parks on Tamarind Place, the first one on the right as you enter is for parent use, the left hand smaller carpark closest to Administration is for staff parking only. If dropping your children on the other side of the school we ask that you use Oleander as a one-way pick up or set down making the area safer for the children. When dropping off or picking up children please follow the diagram below.



Pre-Primary/Kindergarten parents/carers are able to use the Jacaranda Place car park and are also asked to use this street in a one-way pattern. Please remember the 40km speed limit on Oleander Place.

DOGS

Please do not bring dogs into the school grounds. Parents are requested to make sure their dogs do not follow children to school. Dogs can create a considerable nuisance and dangerous situations may arise. Straying dogs will be reported to the Shire Ranger. We do not want to be responsible for a much loved pet being handed over to the Ranger.

LOST PROPERTY

Any lost property is placed in a box in the Administration Office. Any valuable items that are found will be kept in a secure location in the Administration Office.

MEDICAL

A child who becomes ill at school will be made as comfortable as possible until they can be collected. In this case he/she will be given first aid treatment with medical assistance being sought when considered advisable. Please ensure the school teacher and administration office staff is fully informed of any medical conditions affecting your child and all contact details are kept up to date at all times.

Parents share in the responsibility with the school, to ensure the provision of appropriate health care for their child. This includes:

- Providing accurate and relevant information about their child's health history, any medical condition or health care needs at the time of enrolment and ensuring a medical plan and relevant forms have been submitted to the school and any medication required
- Advising staff if their child is bringing any medication to school and completing a Health Care Authorisation. Medication cannot be administered without this form being completed.
- Providing advice about their child's health from a health professional when requested by the Principal.
- Providing written permission for a Principal or identified staff member to be able to directly contact a health professional.
- Assisting the school to develop a Health Care Authorisation in response to identified health care needs or medical conditions.



Children who contract communicable diseases are immediately excluded from school. Before a child may return they must be cleared with the school administration. While not prescriptive, the following guidelines give some indication of procedures to be followed.

| | |
|-------------------------|---|
| Measles & Mumps | Exclude child from school. Re-admit on medical certificate of recovery or 7 days from onset if well |
| Pediculosis (Head Lice) | Exclude child from school until treatment has occurred |
| Infectious Hepatitis | Exclude from school until certified well by a medical practitioner or when symptoms have subsided |
| Chicken Pox | Exclude child from school. Re-admit when sufficiently recovered |
| Ringworm | Exclude child from school. Re-admit on medical certificate that child is no longer likely to convey infection |
| Rubella | Exclude child from school. Re-admit on medical certificate of recovery or on complete subsidence of symptoms |
| School Sores | Exclude child from school until medical advice has been sought |
| Whooping Cough | Exclude child from school. Re-admit on medical certificate of recovery, 4 weeks from onset of cough |

The best place for a sick or unwell child is at home.

STUDENT INSURANCE

Parents need to be aware that the school does not have accident insurance for children. Any parent who feels that they would like to have personal accident insurance needs to arrange this directly with an insurer. Ambulance cover is also something to be considered.



STATIONARY ORDERS

All textbooks, maths and science equipment and some stationery are either supplied by the Department of Education or bought by the school from contributions by parents. However, there are certain personal and consumable requirements for every child, which you are asked to provide at commencement of the school year. These items are used continually and therefore need to be replaced regularly throughout the year.

Booklists: order forms for the following year are distributed around Nov/Dec. Any family that did not receive an order form may obtain one from the school administration office.

Please ensure that all personal and individual pencils are clearly marked with the child's name. Please note that in our Kindy classes, this is not necessary as students supplies will be shared as a group. Please ensure personal items such as hat, water bottle and lunchbox are clearly marked with your child's name.

Voluntary Contributions: The School Council in consultation with the Wickham Primary School finance committee are responsible for approving contributions and charges for the students each year. A copy of the Contribution and Charges Schedule is distributed to families in November of each year to assist parents with future budgeting. A copy is available from the Administration Office at any time. Copies are also available on the Skoolbag App, Facebook and School Website (coming soon).

STUDENT ACHIEVEMENT REPORTS

At the end of each semester you will be emailed a link to your child's Achievement Report. This link only remains accessible for four weeks so it is strongly advised that you save or print out the report before the link expires. Reports are emailed to the address that was indicated on your child's enrolment forms. If at any point this email changes or you would like the report to go to another address please inform the school office.



WICKHAM PRIMARY SCHOOL

CYCLONE PROCEDURES

CYCLONE WATCH/WARNING

Children are to attend school as per normal.

GENERAL ALERT

During an alert period an assessment of conditions will be made by the Principal. Should there be a concern for the safety of staff, students and visitors, the Regional Executive Director will be contacted and a decision may be made to apply either immediately, or at a later time, either a Blue, Yellow or Red alert status. The Cyclone Communication Tree will be used to communicate this. The normal process will follow once an alert status is advised.

BLUE ALERT

The school will usually remain open.

YELLOW ALERT

If a Yellow Alert is called before school:

- Students do not come to school.
- Parents are informed of Yellow Alert by media (local radio as part of the standard SES message).
- Principal attends school to ensure good order before leaving (staff not required).
- Bus company informed of school closure.
- School site and resources made ready for cyclone.
- Duty of Care exists for any students present.

If any students inadvertently attend school:

- Parents are to be contacted to collect children.
- Students who are not catered for in this way must be supervised until an alternative Duty of Care can be assured (Department of Community Development or local Police may be of assistance in dealing with these children).

If a Yellow Alert is called during the school day:

- Students will not be sent home until instructions are received from parents.
- Parents are informed by media (local radio using normal SES Alert messages).
- **Yellow Alert before 12:00** – parents are encouraged to pick up students as soon as possible. The school will close at lunch time.
- **Yellow Alert after 12:00** – parents pick up students as soon as possible. The school will close at the usual time.

The above does not preclude immediate closure in extenuating circumstances and if deemed necessary by the Cyclone Committee. (Students who are not catered for must be supervised until an alternative Duty of Care can be assured.) Department of Community Development or local Police may be of assistance in dealing with these children after school finishes or if the intensity of the cyclone escalates.

In the event that a Yellow Alert is called at or after 2.00pm, schools will remain closed the following day.

In the event that a Yellow Alert is called at or after 2.00pm but subsequently cancelled, the Regional Director, in consultation with the Cyclone Committee, has the discretion to ensure that schools open the following day. It is expected that this will be a very rare occurrence and that the 2.00pm ruling will apply in most cases.

RED ALERT

- Schools will remain closed during a Red Alert.
- In the event that a Red Alert is proclaimed after 2.00pm, schools will remain closed the following day.
- In the event that a Red Alert is proclaimed at or after 2.00pm but subsequently cancelled, the Regional Director, in consultation with the Cyclone Committee, has the discretion to ensure that schools open the following day. It is expected that this will be a very rare occurrence and that the 2.00pm ruling will apply in most cases.

AFTER THE CYCLONE

During the following day the school is closed, the Department of Housing and Works (DHW) will make every attempt to contact each Principal to do an external inspection for assessment and repair of serious damage. In the event a Principal is unavailable, DHW will proceed and then contact the Principal after the inspection.

If significant external damage is identified by DHW, it is likely there will be significant internal damage. In this case, a DHW person will accompany the Principal on an internal inspection. *These procedures may vary according to the isolation /remoteness of some school communities. It is strongly suggested that schools use the Principal's mobile phone as the direct means of contact to and from the Pilbara Education Regional Office (for alternative emergency contact phone numbers).*

AFTER ALERT IS LIFTED

During Yellow and Red Alert the school remains closed. **Under no circumstances is anyone permitted onto school grounds. Even if an Alert is no longer in place, no one is permitted on school grounds until advised by the Principal** (who will receive an advice from the Regional Executive Director). Prior to advising that schools can open or staff can have access, a full risk assessment will be made which includes advice from a range of stakeholders e.g. Emergency, Police, local government, Main Roads Authority, Department of Education.

COMMUNICATION TO STAFF DURING A CYCLONE: On school site

In the event of a cyclone approaching and the possibility of an Alert being issued, a meeting will be called either before or after school. Processes for Blue Alert and in the event of Yellow or Red, will be clarified (as outlined above).

On the day the alert is issued, communication of the Alert and the action the school will be taking, will be shared via Connect, School Email and SMS. Staff will be familiar with the processes given the earlier meeting. A meeting will be called either before school, during school or after school to further clarify processes. This will include advice that the school will close in the event of a Yellow Alert.

Off school site:

When a Yellow or Red Alert is advised, all staff will be contacted initially via the Communication Tree to ensure that everyone is aware of the Alert and school processes.

Ongoing updates will then be via SMS and a whole staff email. This could include:

- the Alert has been lifted but no one is allowed on school grounds until advised
- the school will continue to remain closed due to damage or potential risk
- staff are now permitted onto school grounds
- the school will be open as normal the following day
- there are flooding concerns and staff are to proceed with caution.

Wickham School Song

Written by: Students of Wickham Primary

Verse 1

*There is freedom here for you and I,
To be anything under the wide blue sky,
We can be HEROES you and I,
Safe to learn and free to try.*

Verse 2

*We walk up Tank Hill at sunset,
We can see the grounds of school,
It's where we're safe,
To laugh and learn,
Where everybody has their turn*

Chorus

*Like the Tata we are fast,
Like the cyclone we are strong,
Like the desert we endure,
Like the Red Dog we belong
When the turtle brings new life,
Underneath the Pilbara sky,
It reminds us of our dreams,
So toward them we can fly*

Verse 3

*I turned to my friend and asked
"Do you need some help from me?" I'll give you love
and protection,
You can be a guide for me. **Chorus**
Like the Tata we are fast,
Like the cyclone we are strong,
Like the desert we endure,
Like the Red Dog we belong
When the turtle brings new life,
Underneath the Pilbara sky,
It reminds us of our dreams,
So toward them we can fly*

Rap

*Respect, culture and education
That's the start of our school's own nation,
High expectations, equity, opportunities for all and
safety.
Respect everyone so you're working together
Wickham Heroes will be here forever
Never give up when we're feeling down
Because we know we'll forever represent this town*



What is an ACIR history statement?

An ACIR history statement is a record of your child's immunisation history.

A copy of your statement is posted to you when your child:

- is 18 months of age
- turns 5 years of age (or after they complete their 4-year-old immunisations, whichever comes first).

How do I get a copy of my child's ACIR history statement?

You can ask for a statement at any time by:

- phoning the ACIR on 1800 653 809
- visiting your local Medicare centre (Department of Human Services Centre)
- registering with the Department of Human Services online at: www.humanservices.gov.au

What if my child was not born in Australia?

If your child was born overseas and is not registered on the ACIR you should give your child's immunisation record to a Medicare office, or contact your immunisation provider (GP or child health clinic) and ask them to forward your child's overseas records to ACIR to ensure you get an ACIR statement for future use.

What if I have not immunised my child for medical or other reasons?

If you have not immunised your child for any reason, you still need to give the school an ACIR certificate which says your child has not had any immunisations.

Call ACIR on 1800 653 809 for more information.

When do I need to give the school my child's immunisation history?

Whenever your child starts at a new school, the law says that you must give the school your child's immunisation records. This includes:

- enrolling your child at kindy or pre-primary

- enrolling your child at secondary school
- every time your child changes school.

What if I change address?

If you change address, please inform your doctor, the school or community nurse, or a Medicare office in your area. This will help ensure that you can be contacted with immunisation updates if required.

Contacts

Australian Childhood Immunisation Register (ACIR)

Phone: 1800 653 809

Central Immunisation Clinic

Phone: 9321 1312

8.30am–4.30pm weekdays

Your local doctor

Your local community health centre, hospital or public health unit

www.healthywa.wa.gov.au/publichealthunits

HealthDirect Australia

Phone: 1800 022 222

More information

Department of Health

www.healthywa.wa.gov.au/immunisation



This document can be made available in alternative formats on request for a person with a disability.

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healthywa.wa.gov.au/immunisation



289 Tamarind Place
Wickham WA 6720
PH: (08) 9187 1089
www.wickhamprimaryschool.wa.edu.au

