INTRODUCTION

This information booklet is designed to help parents come to know some of the standard procedures associated with the running of our school. Specific items are listed on the contents page for a more convenient reference. We hope that the details provided will assist the communication chain between school and home. If there is still something about which you are unsure, please ask, or you can visit our website at www.eastnarroginps.wa.edu.au.

East Narrogin Primary School welcomes you and hopes your involvement with our school will be a rewarding one.

Thank you for being part of our school community.

Ms Fiona Collopy
PRINCIPAL
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### TERM DATES FOR STUDENTS 2014

<table>
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<th>TERM</th>
<th>Start Date</th>
<th>End Date</th>
<th>Dates</th>
</tr>
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<tbody>
<tr>
<td>TERM 1</td>
<td>Monday 03 February</td>
<td>Friday 11 April</td>
<td>03 February - 11 April</td>
</tr>
<tr>
<td>TERM 2</td>
<td>Monday 28 April</td>
<td>Friday 04 July</td>
<td>28 April - 04 July</td>
</tr>
<tr>
<td>TERM 3</td>
<td>Tuesday 22 July</td>
<td>Friday 26 September</td>
<td>22 July - 26 September</td>
</tr>
<tr>
<td>TERM 4</td>
<td>Tuesday 14 October</td>
<td>Thursday 18 December</td>
<td>14 October - 18 December</td>
</tr>
</tbody>
</table>

Please note these dates on your calendar.

### SCHOOL DEVELOPMENT DAYS

Students do not attend school on these days.

- Thursday & Friday 30 January & 31 January
- Friday & Tuesday 30 May & 03 June
- Monday 21 July
- Monday 13 October
- Friday 19 December

### PUBLIC HOLIDAYS

<table>
<thead>
<tr>
<th>Date</th>
<th>Public Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 January</td>
<td>AUSTRALIA DAY HOLIDAY</td>
</tr>
<tr>
<td>03 March</td>
<td>LABOUR DAY</td>
</tr>
<tr>
<td>18 April</td>
<td>GOOD FRIDAY</td>
</tr>
<tr>
<td>21 April</td>
<td>EASTER MONDAY</td>
</tr>
<tr>
<td>22 April</td>
<td>EASTER TUESDAY</td>
</tr>
<tr>
<td>25 April</td>
<td>ANZAC DAY</td>
</tr>
<tr>
<td>02 June</td>
<td>WESTERN AUSTRALIA DAY</td>
</tr>
<tr>
<td>29 September</td>
<td>QUEEN’S BIRTHDAY</td>
</tr>
<tr>
<td>25 December</td>
<td>CHRISTMAS DAY</td>
</tr>
<tr>
<td>26 December</td>
<td>BOXING DAY</td>
</tr>
</tbody>
</table>

Note: The Public Holidays falling during term have been highlighted.
Primary Years K-7

**Voluntary Contributions**

The maximum contribution that can be requested of parents towards the cost of a standard educational program which satisfies the curriculum requirements for Years K-7 is $60.

**Charges**

Where extra cost optional components are selected, an additional compulsory charge will apply.

Extra cost optional components refer to:

a) Optional courses of study which have a high cost associated with this provision (eg Primary Extension and Challenge).

b) Optional activities in any course for which there is a high cost associated with their provisions (eg excursions, camps etc).

c) Other optional school-based activities which address broad learning outcomes and for which there is a high cost (eg school social events such as graduation dinners of end-of-term picnics, etc).

Participation in components a), b) and c) is voluntary but a compulsory charge is payable if the student opts to participate.

**Other Costs**

- **Personal Items** – These are personal items that students need to own. The list is detailed and provided to parents with the school contributions and charges list. These can be purchased from any supplier. A copy of the list of personal use items for each class is available from the office and also on our website.

- **Other Services** – These are services or facilities which students might choose to use. Schools make provision for these on a cost-recovery basis. Examples include the provision of photocopy facilities and printing facilities for computer-generated assignments.

**ABSENCES FROM SCHOOL**

An explanation is required for every absence from school. Written notes are preferable, however Parents/Caregivers can give verbal explanations to the class teacher or through the office. Verbal explanations will not be accepted from students. Frequent absences are investigated.

Parents wishing to take students out of school during school hours must obtain a leave pass from the front office before collecting the student from their classroom.

**ARRIVAL TIME AT SCHOOL**

In order to ensure adequate supervision for your children please do not allow them to arrive at school before **8.20am**. Students attending Breakfast Club are to report straight to the Community Centre at this time.
ASSEMBLIES

Specific Class Assemblies will be held up to three times each term and will be conducted by students. The host class will perform an item and alternate classes will give an overview of the learning that has been happening in their classroom.

Assemblies commence at 8.50am and provide parents with various reports, messages for communication and presentation of Honour Certificates. These special events mostly occur on Fridays with a schedule provided each term. Assemblies will be advertised in the school newsletter and on the website.

All parents, friends and community members are always welcome at our assemblies and at times are invited to attend morning tea in the Community Centre afterwards with the class and teacher.

BEHAVIOUR EXPECTATIONS

All children have certain rights, responsibilities and should enjoy their time at school.

**Students have a right to:**

- Respect, courtesy and honesty;
- Learn in a purposeful and focussed environment; and
- Work and play in a safe, secure, friendly and clean environment.

**Students have the responsibility to:**

- Make sure their behaviour is not disruptive to the learning of others;
- Help in keeping the school environment neat, tidy and safe;
- Make sure they are punctual, polite, prepared and display a positive manner;
- Behave in a way that protects the safety and well being of others; and
- To know and abide by the East Narrogin Expected Behaviours.

To help keep students safe and happy and achieve these rights and responsibilities the children are expected to follow our behaviour expectations. These have been articulated in our East Narrogin Behaviour Matrix which identifies the expected behaviours appropriate for different places and times during the school day.

We operate a school based incentive and consequences system designed to reinforce desirable behaviour and extinguish undesirable behaviour inside and outside the classroom. A range of incentives exist at classroom and whole school level.

Students can earn ENEe Bee points for displaying our expected behaviours. ENEe Bee is our school mascot who helps us remember the East Narrogin Expectations.
<table>
<thead>
<tr>
<th>All the me</th>
<th>Learning Areas and classrooms</th>
<th>Playground</th>
<th>Before and after school</th>
<th>Undercover area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Be respectful</strong></td>
<td><strong>Be responsible</strong></td>
<td><strong>Be caring and considerate</strong></td>
<td><strong>Be your best</strong></td>
<td></td>
</tr>
<tr>
<td>Use good manners</td>
<td>Stay in appropriate areas within the school grounds</td>
<td>Move around the school without disruption</td>
<td>Wear school uniform</td>
<td></td>
</tr>
<tr>
<td>Be friendly and greet others</td>
<td>Be responsible for our own property</td>
<td>Use the appropriate voice for different situations</td>
<td>Keep ourselves clean, neat and tidy</td>
<td></td>
</tr>
<tr>
<td>Keep to the left when walking on stairs, verandahs or breezeway</td>
<td>Use resources wisely</td>
<td>Wait in lines patiently and for our turn</td>
<td>Be a positive role model for all students</td>
<td></td>
</tr>
<tr>
<td>Respond quickly to signals and instructions</td>
<td>If we make a mistake, explain truthfully</td>
<td>Keep hands and feet to ourselves</td>
<td>Be proud of our efforts</td>
<td></td>
</tr>
<tr>
<td>Use the 5Ls for listening</td>
<td>Use pathways to walk around the school</td>
<td>Keep our words and actions kind and free of hurt</td>
<td></td>
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<tr>
<td></td>
<td>Consider others’ safety</td>
<td>Help others in need</td>
<td></td>
<td></td>
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<td></td>
<td>Put all rubbish in bins provided</td>
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<td><strong>Learning Areas and classrooms</strong></td>
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</tr>
<tr>
<td>Be aware of others’ personal space</td>
<td>Line up and keep sports equipment still after breaks</td>
<td>Wait for our turn to speak</td>
<td>Settle to work quickly</td>
<td></td>
</tr>
<tr>
<td>Look after school and others’ property</td>
<td>Have our equipment ready for class</td>
<td>Let others have a go</td>
<td>Strive to complete activities even when the work is hard</td>
<td></td>
</tr>
<tr>
<td>Listen and respect others’ ideas</td>
<td>Take care when moving around the classroom</td>
<td>Cooperate with others</td>
<td>Keep our work area clean and tidy</td>
<td></td>
</tr>
<tr>
<td>Follow teachers’ signals for ‘tuning in’</td>
<td>Stay within the learning environment</td>
<td></td>
<td>Work hard to achieve our own goals</td>
<td></td>
</tr>
<tr>
<td>Follow the procedures for different zones</td>
<td>Walk in line quietly</td>
<td></td>
<td>Have a go but ask for help when we need it</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td><strong>Playground</strong></td>
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<td><strong>Playground</strong></td>
<td></td>
</tr>
<tr>
<td>Choose only safe games to play</td>
<td>Be responsible for class equipment</td>
<td>Share sports equipment</td>
<td>Keep the school toilets and playground clean and litter free</td>
<td></td>
</tr>
<tr>
<td>Avoid rough play or contact games</td>
<td>Go to the toilet and get drinks in plenty of time before the siren</td>
<td>Allow others to join in games</td>
<td>Be Waterwise</td>
<td></td>
</tr>
<tr>
<td>Play games fairly</td>
<td>Wear shoes at all times</td>
<td>Walk on the verandahs and around buildings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agree on game rules before starting</td>
<td>Keep track of own things</td>
<td>Play with children in our own age group</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Wear hats when outside</td>
<td>Bounce balls only in quadrangle and oval</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>Report problems to the duty teacher</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
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<tr>
<td><strong>Before and after school</strong></td>
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<td><strong>Before and after school</strong></td>
<td><strong>Before and after school</strong></td>
<td></td>
</tr>
<tr>
<td>Look after our own things</td>
<td>Leave all toys at home</td>
<td>Stop ball games when people are passing through quadrangle</td>
<td>Be Roadwise</td>
<td></td>
</tr>
<tr>
<td>Touch only what is yours</td>
<td>Use the Izzy footsteps to enter and leave the school</td>
<td>Help clean up after Breakfast Club</td>
<td>Be on time for school (after 8.20am and before 8.45am)</td>
<td></td>
</tr>
<tr>
<td>Play ball games in quadrangle only</td>
<td>Order lunch between 8.20 and 8.40am</td>
<td></td>
<td>Hand in mobile phones at the office</td>
<td></td>
</tr>
<tr>
<td>Walk bikes and scooters on school grounds</td>
<td>Lock up bikes and helmets</td>
<td></td>
<td>Hang up bags on pegs outside classroom</td>
<td></td>
</tr>
<tr>
<td>Respond immediately to the siren</td>
<td>Bring and take home reading folders, homework, hat and water bottle each day</td>
<td></td>
<td>Get organised for the day</td>
<td></td>
</tr>
<tr>
<td>Go straight home after school</td>
<td>Visit Breakfast Club between 8.20am and 8.40am</td>
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<tr>
<td><strong>Undercover area</strong></td>
<td><strong>Undercover area</strong></td>
<td><strong>Undercover area</strong></td>
<td><strong>Undercover area</strong></td>
<td></td>
</tr>
<tr>
<td>Speak clearly and use manners at the canteen</td>
<td>Be prepared with lunch and water bottle</td>
<td>Remain seated when eating</td>
<td>Eat a healthy lunch</td>
<td></td>
</tr>
<tr>
<td>Sit on bottoms with legs crossed when listening at assembly</td>
<td>Move promptly to undercover area at recess, lunch and assembly time</td>
<td>Use manners when eating</td>
<td>Stand straight with hands by our side during the National Anthem</td>
<td></td>
</tr>
<tr>
<td>Remove hats</td>
<td>Eat our own food</td>
<td>Be nut allergy aware</td>
<td>Participate in singing and speaking when required</td>
<td></td>
</tr>
<tr>
<td>Remain seated until dismissed by class or duty teacher</td>
<td>Sit in your class area</td>
<td></td>
<td>Show appreciation by clapping at appropriate times</td>
<td></td>
</tr>
<tr>
<td>Wait until the bell before buying from the canteen</td>
<td>Sit patiently in bus lines and community circles</td>
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STUDENT BEHAVIOUR MANAGEMENT PROCESS

1. Observe problem behaviour.

2. Problem solve with students.

Is behaviour office managed?

3. Follow MINOR behaviour response.

Behaviour Consequences

CLASSROOM
- GOLD (Excellent worker)
- SILVER (Good worker)
- GREEN (Ready to learn)
- AMBER (Stop and think)
- RED (In-class isolation)
* Buddy Class (referral form)

PLAYGROUND
- GREEN (Play safely)
- AMBER (Sit out of play)
- RED (Walk and talk)
* Bench (referral form)

Teacher Actions
- Prompt (low key responses)
- Re-direct (restate matrix behaviour)
- Re-teach (tell, show, practise, acknowledge)
- Provide choice
- Consequence

Teacher Managed
1. Talking at inappropriate times
2. Annoying or distracting others
3. Being rude or using bad manners
4. Not following instructions
5. Walking around at inappropriate times or in out of bound areas
6. Being late to class without explanation
7. Not keeping hands and/or feet to oneself or rough play
8. Teasing others or using putdowns
9. Answering back when disciplined
10. Not settling to work quickly
11. Being inattentive

Admin Managed
12. Misusing or damaging property
13. Making racial, gender or crude remarks
14. Displaying bullying or intimidating behaviour
15. Throwing objects with intent to hurt/damage
16. Misusing technology
17. Leaving class/school to avoid consequences
18. Swearing or being verbally abusive
19. Fighting and/or being physically abusive
20. Spitting with intent to insult
21. Repeated minor behaviours

Response to ALL student misbehaviour is:
CALM  CONSISTENT  BRIEF  IMMEDIATE  RESPECTFUL  PRIVATE

Complete Minor Behaviour Referral Form (to office)
- Buddy Class (classroom)
- Bench (playground)

Teacher Actions
- Inform student of the violation
- State expected behaviour
- Complete Major Behaviour Referral Form (to office)
- Student to administration/time out

Administrative Actions
- Review incident
- Determine consequences
- Enter data in SIS
- Inform guardian
- Provide teacher feedback
- Consequence

Behaviour Consequences
- Restorative process
- In-school or home suspension
- Removal (if required)
- Follow up restorative process on return to school

Admin follow up and intervention
- Support teacher to develop and implement Individual Behaviour Plan/ Risk Management Plan
The success of this policy relies heavily on the strategies employed by the teachers and support and follow-up by parents. When dealing with children who misbehave, teachers at our school use these strategies.

1. **Involving the children and discussing with them the rules and consequences for their classroom so they feel a sense of ownership.**
2. **Use of "I messages" so the teacher focuses on the child's behaviour, feelings and effects and not the child as a person.**
3. **Use of "Reflective Listening" so the teacher can hear the child's feelings and meanings behind the words.**
4. **Use of "Problem Solving" to help the children define the problem and identify solutions.**

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**BREAKFAST CLUB**

Every morning between 8.25am – 8.45am, students can come to school for breakfast in the Community Centre. The menu consists of toast with spread, cereal with fruit and milk and warm Milo. Parents are welcome to attend with their children.

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**BUS SERVICES**

Any student travelling on a school bus service needs to have submitted an application and have it approved by the Public Transport Authority before accessing a school bus.

Once applications have been approved the contractor will make contact with the parents detailing pick up points and pick up and drop off times.

All information and applicable application forms may be obtained from the web at [www.pta.wa.gov.au](http://www.pta.wa.gov.au). It is important that parents complete all relevant sections of the applications, especially the distance information requested.

If parents have any queries, the school will give any assistance necessary.

Behavioural management guidelines for students travelling to school by contract school buses is available using the same website as listed above.

Pupils must obey these basic rules for bus travel.

- **Must wear seatbelts where provided.**
- Do not change seats while the bus is in motion.
- Do not lean out of the window or against the door at any time.
- Do not cause any disturbance or interfere with other pupils.
- Children must obey the instructions of the bus driver.
- After alighting from the bus, children must stand back until the bus has moved away and not cross the road until they can see that the road is clear.

Parents of children who travel on the Town Bus should ring Leonie Nicholls (9881 1736) if there are issues.
**CANTERBURY**

Our P & C operate a canteen service daily for your convenience and rely heavily on voluntary help to keep the service operating at a minimal cost to the students. If you're able to offer your services on a canteen roster, please phone our canteen managers at school on 9881 1581.

The menu is updated regularly and copies distributed to all families.

Orders will be taken at the canteen window 8:20am - 8:45am each morning with items delivered to the classrooms just before 12:30pm and distributed by the teachers.

Morning Tea items are also available at recess.

**CHAPLAINCY PROGRAM**

Our chaplain is employed on a part-time basis to work within the school as part of a professional student services team by:

- Building relationships with students, families and staff.
- Offering pastoral care (informal counselling).
- Being a mentor.
- Providing additional practical help for teaching and administrative staff.
- Offering input into spiritual and “meaning of life” questions (when asked).
- Being a positive role model.
- Providing a link between school and local communities.

*Teaching scripture is NOT part of the Chaplain's role.*

If you would like to have a chat with the Chaplain, please contact the school and arrange an appointment.

**CLASS STRUCTURES**

The school has adopted a split year level structure i.e. Yr 2/3 in several classes. This approach allows the school to keep classes numbers low, while providing scope for the school to grow in numbers. Split classes are created on a year to year basis, where the need is required. Student placement within upper and lower splits is based on a range of factors including:

- Gender numbers
- Family relations
- Student behaviour factors
- Academic ability
- Social considerations
- Class recommended numbers

Parents and families are encouraged to provide input around these factors at the end of each year to assist in the groupings of each class for the following year.

**COMMUNICATION ABOUT STUDENT PROGRESS**

It is our intention to supply you with as much information as possible about your child's performance at school. We intend to do this in the following ways:

**Formal Reporting**

During 2014, parents can expect to receive a comprehensive written report at the end of Semesters 1 & 2. Other methods of reporting are detailed in the School Assessment and Reporting Policy, available in the school foyer and on our website.
**Learning Journeys**

During the year our school will invite parents and caregivers to attend a Learning Journey. This entails your child showing you around their classroom and other areas of the school such as the library or computer lab. They will show you what they have learnt, their work samples and describe their future learning goals for the rest of the year. Parents will have time to discuss their child’s work with their child in a positive setting. If more detailed or confidential information is required then you can make an appointment to see the teacher one on one. The Learning Journey helps students to be more responsible for their own learning.

**Parent Information Meetings**

At the beginning of the year teachers provide information meetings for parents to explain the teaching program. Your attendance at this meeting is essential for you to find out about the learning program, routines and other valuable information about how to support your child at school.

**Teacher Contact And Communication**

The most important aspect of learning about your child's progress is through having a conversation with your teachers. If at any time throughout the year you have concerns or reservations make an appointment and discuss it with your teachers.

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**DAILY TIMETABLE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:20 am</td>
<td>Children permitted to arrive at school.</td>
</tr>
<tr>
<td>8:45 am</td>
<td>Siren Classes Commence.</td>
</tr>
<tr>
<td>10.40 am</td>
<td>Siren Morning recess.</td>
</tr>
<tr>
<td>11.00 am</td>
<td>Siren End of recess for children.</td>
</tr>
<tr>
<td>11.03 am</td>
<td>Siren Classes resume.</td>
</tr>
<tr>
<td>12:45 pm</td>
<td>Siren Lunch supervised by duty teachers.</td>
</tr>
<tr>
<td>1:05 pm</td>
<td>Children dismissed for lunch recess.</td>
</tr>
<tr>
<td>1:25 pm</td>
<td>Siren End of lunch recess for children.</td>
</tr>
<tr>
<td>1:28 pm</td>
<td>Siren Classes resume.</td>
</tr>
<tr>
<td>3:10 pm</td>
<td>Siren School concludes.</td>
</tr>
</tbody>
</table>

**Please note that the school will have an early close day every Monday. On this day school will finish at 2.30pm.**

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**DENTAL CLINIC**

A Dental Clinic situated at Narrogin Primary School (in Williams Road) caters for all children at this school with dental therapists and assistants in the clinic from July to December. This service is free for all children Pre-Primary to Year 7.

An enrolment form and information sheet will be sent home in July for new admissions. Children will be examined throughout the year, but emergencies will be dealt with immediately.

Appointment cards are issued and every effort should be made to keep to the time allocated. It is the responsibility of parents to take their children to and from the clinic. Appointments may be cancelled or confirmed by phoning the Dental Clinic 9881 2281.

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**FACTION COMPETITION**

Every child, Years 1 - 7, will be placed in a faction for various competitions run throughout the year culminating in a perpetual shield awarded for the winning faction at the end of the year. Students are allocated to factions according to their age group as at 31 December. We endeavour to keep age groups across the factions as even as possible and it is therefore likely that some family groups may be separated.

The factions are: Wandoo (Red), Jarrah (Blue) and Marri (Green).
HOMEWORK

Children may be asked to do homework in such areas as reading, maths, spelling or completing tasks begun at school. Teachers will outline what is required and will be appreciative of parents who provide a supportive environment for children to complete homework.

Considerations for parents regarding homework:
- Time spent with child where possible.
- A balance of time provided between homework and leisure.
- Not used as punishment.
- Homework at this stage is viewed as developing the skills and attitudes for students to manage their time effectively.

LEAVING THE SCHOOL GROUNDS

During the hours from 8:45am to 3:10pm children are our responsibility, and whilst in our care, will be required to seek permission from the Deputy Principal or Principal before leaving the school premises. If, for example, your child has a medical or dental appointment, please inform the class teacher by writing a note. Children will not be permitted to leave the school premises without permission from the Deputy Principal or the Principal. You are also asked to inform the class teacher if your child/children goes home regularly for lunch. Students must obtain a leave pass from the front office if leaving school grounds.

LUNCH TIME PROCEDURES

GOING HOME FOR LUNCH - Parent/Caregivers must provide a note indicating that their child/children will be going home for lunch. If this is to be a regular occurrence one note to cover the year is sufficient.

EATING LUNCH AT SCHOOL - Children who eat their lunch at school will do so under teacher supervision. 12.45pm - 1:05pm. The children will be dismissed at 1:05pm when the lunch area is clean and tidy.

SUNSMART POLICY

East Narrogin Primary School is a Sunsmart School and therefore has a ‘No Hat No Sun’ Policy all year round. This means that if a child does not have a hat, he or she will not participate in any outdoor activity in the sun (including lunch and recess breaks) and will be instructed to sit in the undercover areas. Please ensure your child’s hat has his/her name on it and that it is Sunsmart and provides appropriate coverage. Our school uniform hats are a wide brimmed hat and a bucket hat, which can be purchased at the school canteen. Please note that peaked caps are not considered to be Sunsmart and are not permitted to be worn at school.

PARENT CONCERNS

We are committed to providing a quality service for our community and as such are keen to respond quickly to issues raised by parents.

For this reason don’t hesitate to contact your child’s classroom teacher, relevant staff member or Principal if there is an issue you wish to discuss. In some cases parents discuss what they feel are issues with other parents and neglect to notify the school. No issue can be resolved if we are unaware of it. Remember also, that there are two sides to every story. Quite often stories which go home with children are confused versions of what really happened. Contacting the school and discussing the relevant issues gives us the chance to perhaps present another perspective of events which occur.
PARENT INVOLVEMENT

Education is a shared process, and as such parents and caregivers are encouraged to participate in their child's education.

Through this involvement parents/carers can form a partnership with the school that will allow teachers to provide the best learning opportunities for our students.

Passport Program

East Narrogin operates the ‘East Narrogin Passport for Participation’ to acknowledge and encourage parent involvement in school based activities. The points earned by families who participate in these activities can be redeemed for ‘East Narrogin Dollars’ and then used to pay for canteen food, school uniforms and excursions. Many of the activities that can earn points are things that parents and students are already doing e.g. returning excursion notes, explaining student absences and participating in the home reading program. Every ten points earned equals one ‘East Narrogin Dollar’. This dollar can then be put towards the payment of a particular item. Families participating in the Passport System will be asked to nominate a target for which they would like to aim. This may be an item of uniform clothing or payment of an excursion. Once the target is reached the family will be notified and a voucher for the item will be provided. A new target can then be set and points begin accumulating again.

More detailed information is available for families interested in participating, once they receive their Passport. Please contact the school if you are interested in participating in the East Narrogin Passport System.

PARENTS AND CITIZENS ASSOCIATION

Our P & C endeavours to:
• foster community interest in education.
• promote closer liaison between school and community.
• assist in the provision of school amenities.
• provide a forum for discussion on a wide variety of educational issues and topics.

The East Narrogin P & C Association is a vital group of dedicated workers who have achieved much for the school over the many years that they have been operating.

Meetings are held on the second Monday of each month in the staffroom at 7.30pm.

Those wishing to have voting rights on P & C matters must pay $1.00 at the first P & C meeting they attend in the calendar year.

RELIGIOUS INSTRUCTION (CRE)

Christian Religious Education (CRE) has been taught at East Narrogin Primary School for over 20 years. The trained, voluntary CRE teachers are Department of Education registered and welcome children of all religious and cultural backgrounds from Years 1-7 for a weekly 30-minute lesson. Christianity has made a significant contribution to Australia culture. Values presented in CRE are consistent with values identified in the National Framework for Values Education. We believe that CRE adds great value to the educational experience for students.
What does CRE teach?
- How selected Bible stories focus on key life values (love, hope, honesty, forgiveness, etc)
- That these Bible stories and the values they present are positive and life affirming
- How Bible story values can be applied to and improve day-to-day life.
- The central belief underpinning CRE is that the student is valued and loved.

What about the CRE Curriculum?
- A multi-level, age-appropriate curriculum specifically for use in government schools
- WA Education Department approved & used in all schools where CRE is taught
- Stimulating student activity books at four different levels
- Music, drama, games & craft activities enhance lessons & encourage student participation
- Teaches children about the Christian faith, does not tell them what to believe

Our CRE classes enable children to:
- explore personal values, choices and behaviours
- discuss & respect faith and beliefs, including those of other cultures
- discuss life experiences & key events
- understand Biblical references in art, literature and everyday life

Who are the CRE Teachers at East Narrogin Primary School?
We currently have 2 trained CRE Teachers at ENPS from different Christian churches, with professional backgrounds.

Further Information
- Teachers’ lesson books, student books & brochures to view at the school office
- Adele Maartens, CRE Coordinator at 9881 5562 or adelemaartens@westnet.com.au
- Cailey Raffel, Youth CARE CRE Field Officer. 9376 5000 www.youthcare.org.au

SCHOOL BOARD

East Narrogin Primary School is an Independent Public School, and therefore has a School Board rather than a School Council. East Narrogin Primary’s School Board was established on 24 October 2011.

Elected parent and staff representatives form the School Board, together with the principal and coopted community members. This group plays an active role in whole school planning and school governance. Your representatives on the Board will welcome any concern or matter you would like them to raise on your behalf.

School Board Members for 2014 are:
- Fiona Collop (Principal) 9881 1581
- Gemma Ward (Chair) 9881 1008
- Leigh Ballard
- Lisa Bradford (Secretary)
- Jenny Shepherd
- Mark Regan
- Jo Thomas
- Jenny Sterry
- Nicole Fowler
- Joanna Hayes
SCHOOL ENROLMENT IMMUNISATION RECORDS

Dear Parent/Carer

The Departments of Health, and Education and Training are required to record the immunisation history of your child at school entry enrolment.

The purpose of this is to help protect the health and wellbeing of your child, and all children in the school community.

You can access your child’s immunisation records by:

- Phoning the Australian Childhood Immunisation Register Freecall 1800 653 809.
- Accessing the website www.medicareaustralia.gov.au

Due to Privacy Laws only parents/guardians can access this information. You will need your Medicare number to access the records.

If your child has received four year old vaccinations since initial enrolment, we request that you provide an updated immunisation record to the school office.

Please note, the Department of Health does not accept homoeopathic immunisation as a substitute for vaccination.

In the case of Measles or Pertussis occurring, Western Australian schools are required to exclude students who have not received appropriate immunisation.

School Exclusion Table for Vaccine Preventable Diseases

<table>
<thead>
<tr>
<th>Disease</th>
<th>Children who catch the disease are excluded from school:</th>
<th>During an outbreak, children who are contacts and are not immunised are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles</td>
<td>Until at least 5 days from the appearance of the rash or until a medical certificate of recovery is produced</td>
<td>Excluded for 14 days unless immunised within 72 hours from last contact or given immunoglobulin within 7 days from last contact</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until 9 days after onset date and fully recovered</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella</td>
<td>Until at least 4 days after onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Pertussis (Whooping Cough)</td>
<td>Until 5 days after starting antibiotic treatment or until at least 14 days from onset</td>
<td>Excluded for 21 days if unimmunised or 5 days after prophylactic immunisation.</td>
</tr>
</tbody>
</table>

PLEASE RETURN PHOTOCOPY OF CURRENT IMMUNISATION STATEMENT TO SCHOOL OFFICE AS SOON AS POSSIBLE
SCHOOL HEALTH NURSE

The school nurse will be at the school weekly and can be contacted by phoning the school or Primary Health Services on 9881 0385. Throughout the year, the nurse will work with the school on Health Promotion; individual Health Care Plans; and monitoring of immunisation status. The nurse will also conduct the following routine Health Screening:

**Kindergarten**
- School entry screening – hearing and vision, address parent and teacher concerns

**Pre-Primary**
- School entry screening if not previously performed in Kindergarten, and follow up of ongoing concerns

**Year Six**
- Vision - information provided about colour blindness
- Menstruation (Girls)
- Growth and Development sessions

**Year Seven**
- Back Care
- Menstruation (Girls)
- Growth and Development sessions

**In all Years**
- Reviews of any screening procedures as necessary.
- Self/Teacher/Parent referrals for vision, hearing, health or social issues

Parents are contacted by the school nurse should a problem be discovered during these screening sessions. *If parents have any concern regarding their child's health, please do not hesitate to contact the school nurse.*

If your child becomes ill at school, you or your emergency contact will be called to collect him/her.

**We prefer that children who are unwell remain at home.** We understand that at certain times your child may require medication.

There are medication forms (Student Health Care Summary) available from the school and on our website that must be completed by yourself and a doctor before staff are able to give your child any prescribed medication. We are unable to give over-the-counter medications unless they are prescribed.

There are certain requirements for exclusion of children for some infectious diseases as specified below.

### PEANUTS AND PEANUT PRODUCTS

The school is a peanut and nut aware zone. Please do not bring products that have peanut as an ingredient onto the school site.

There are varying degrees of reaction for people who suffer from peanuts and peanut products. Some people are so sensitive that they can have a reaction after touching another person who has eaten peanuts, while some feel unwell whilst in the room where peanuts have been opened. Some people have a mild reaction, which might include an itchy rash, tingling on the lips, tongue or roof of mouth, stomach pain, diarrhoea or sickness. However, some people have a more serious reaction (anaphylaxis), which may include facial swelling, difficulty breathing, weakness, collapse. This serious reaction can be fatal.

Peanut butter sandwiches are not offered for sale from the canteen and teachers have been advised to remove peanut products from use in any lessons e.g. cooking.
One of the major causes of concern is with children sharing food items at school. Staff members are discouraging children from sharing food and educating them about possible hazards with this practice.

Your support with this, through reminding your children to only eat their own food, will be very helpful. I ask that you do not include peanuts or any product containing peanut in your child's lunch box. This will require parents to actively monitor the ingredients of products.

All staff will have access to current information on this allergy, and steps that can be taken to reduce the risk. The school has an Anaphylaxis Policy in place for further referral and reference.

**INFECTION DISEASES**

Please note the following common infectious diseases and the recommended exclusion times:

**CHICKEN POX**  Exclude for at least 5 days after the rash appears and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion.  
*Contacts:* Do not exclude.

**CONJUNCTIVITIS**  Exclude until discharge from eyes has ceased.  
*Contacts:* Do not exclude.

**IMPETIGO**  Exclude for 24 hours after antibiotic treatment commenced.  
*Contacts:* Do not exclude

**IMPEITGO (School Sores)**  Lesions on exposed skin surfaces should be covered with a waterproof dressing.  
*Contacts:* Do not exclude.

**INFLUENZA**  Exclude until well.

**MEASLES**  Exclude for 4 days after the onset of the rash.  
*Contacts:* Do not exclude vaccinated or previously infected contacts. All other contacts should be excluded until 14 days after the onset of the rash in the last case. If susceptible contacts are vaccinated within 72 hours of their first contact with the first case, then they may return to school following vaccination. Contact management will be coordinated by Department of Health staff.

**SPECIAL NOTE ON MEASLES**

1. Prior to enrolment of any child at pre-primary or primary school parents must ensure that their child has been immunised against measles. In W.A, a single dose of the combined measles/mumps/rubella vaccine is given at twelve months of age and second dose is given at four years of age.

2. On enrolment, parents must produce their child's Immunisation card for photocopying.

3. TO MAINTAIN EPIDEMIC CONTROL, PARENTS MUST REPORT ANY OCCURRENCE OF A SUSPECT CASE OF MEASLES TO THE SCHOOL NURSE AT PRIMARY HEALTH SERVICES ON PH: 9881 0385.

4. Children who have not been immunised or whose parents are uncertain of their immunisation status must discuss this with the School Nurse at their earliest convenience.
RINGWORM
Exclude until the day after treatment has commenced.
Contacts: Do not exclude.

SCABIES
Exclude until the day after treatment has commenced.
Contacts: Do not exclude. Family contacts should be treated.

WHOOPING COUGH
Exclude for 21 days from the onset of cough or for 5 days after starting antibiotic treatment.
Re-admit on medical certificate of recovery.
Contacts: Contact Management will be coordinated by Department of Health staff.

HAND, FOOT AND MOUTH DISEASE (Coxsackie A virus)
Airborne or droplet; faecal-oral.
Incubation Period: 3 to 7 days.
Infectious Period: As long as there is fluid in the vesicles. Faeces remain infectious for several weeks.
Exclusion from School: Exclude until vesicles have formed crusts.
Contacts: Do not exclude.

PEDICULOSIS
Exclude until day after treatment has commenced.
Contacts: Do not exclude.
(Head Lice)
There are several lotions and shampoos readily available from the chemist. Twice daily brushing of hair is the best deterrent of head lice.

There are many products available for head lice treatment. It is important that the treatment is carried out according to the instructions provided with each product and often need to be repeated for full effect. Dead nits should be removed with a fine toothed comb.

Your child can return to school following treatment as long as eggs are removed. Parents are requested to notify school immediately, of head lice in their family, so that the school can notify other parents to be vigilant of their children to avoid outbreaks of this troublesome problem.

Brushes, combs and hats should be thoroughly washed
If in doubt about treatment or for advice about which product to use consult your school or health nurse, at Primary Health on 9881 0385.

SCHOOL NEWSLETTERS
School Newsletters will be sent home with the eldest child in your family, once a fortnight on Tuesdays. The regular newsletter is an important medium of communication and its full use by members of the school community is welcomed and encouraged. It is also available on our website.
SCHOOL UNIFORM

Our school’s Dress Code Policy was developed in conjunction with the School Board. Your co-operation in this regard is absolutely essential.

<table>
<thead>
<tr>
<th>Winter Dress Requirements</th>
<th>Summer Dress Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bottle green long pants or</td>
<td>Bottle green long pants or</td>
</tr>
<tr>
<td>Bottle green tracksuit pants</td>
<td>Bottle green sports skirt or skort or</td>
</tr>
<tr>
<td>Bottle green jumper with yellow collar</td>
<td>Bottle green shorts</td>
</tr>
<tr>
<td>Green polo shirt</td>
<td>Green polo shirt</td>
</tr>
<tr>
<td>Flat closed in shoe</td>
<td>Hat, wide-brimmed or bucket hat</td>
</tr>
<tr>
<td>Hat, wide-brimmed or bucket hat</td>
<td>Flat sandal with back strap or</td>
</tr>
<tr>
<td>Optional: Waterproof Jacket</td>
<td>Closed in shoes (no thongs)</td>
</tr>
</tbody>
</table>

**Sports Dress Requirements**
- Bottle green sports skirt or skort or
- Bottle green shorts
- Faction polo shirt
- Hat, wide-brimmed or bucket hat

**Factions and colours**
- Jarrah: Blue
- Marri: Green
- Wandoo: Red

Uniform items are available from the school canteen between the hours of 8.40am and 12.45pm:

<table>
<thead>
<tr>
<th>ARTICLE</th>
<th>SIZE</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short sleeved Polo Shirt</td>
<td>6 - 16 child</td>
<td>$18.00</td>
</tr>
<tr>
<td>Rugby Windcheater</td>
<td>6 – 16 child</td>
<td>$35.00</td>
</tr>
<tr>
<td>Long Cotton Pants</td>
<td>4 - 16 child</td>
<td>$20.00</td>
</tr>
<tr>
<td>Rugby Shorts</td>
<td>6 - 16 child</td>
<td>$15.00</td>
</tr>
<tr>
<td>Skort</td>
<td>6 – 16 child</td>
<td>$18.00</td>
</tr>
<tr>
<td>Hat (Wide brimmed)</td>
<td>XS-XL</td>
<td>$10.00</td>
</tr>
<tr>
<td>Bucket Hat</td>
<td>XS – XL</td>
<td>$5.00</td>
</tr>
<tr>
<td>Scarf</td>
<td>One size</td>
<td>$6.00</td>
</tr>
<tr>
<td>Waterproof jacket</td>
<td>6 – 16 child</td>
<td>$25.00</td>
</tr>
<tr>
<td>Tracksuit pants</td>
<td>4 – 16 child</td>
<td>$20.00</td>
</tr>
<tr>
<td>Girls Bootleg Pants</td>
<td>4 – 16 child</td>
<td>$25.00</td>
</tr>
<tr>
<td>Girls Dress (K-Yr 1)</td>
<td></td>
<td>TBA</td>
</tr>
</tbody>
</table>

(Prices correct at time of printing)

*It is important that you label all items of your child/children’s clothing.*
**STUDENT SERVICES**

We have access to Student Services through the Wheatbelt Education Regional Office. The Student Services’ major contribution is to work with the school to enhance the personal well-being and learning outcomes of all students. A School Psychologist may become involved when students experience normal childhood and adolescent problems that interfere with their own learning or the learning of others. These problems may be related to academic achievement, peer relations and/or personal adjustment. The School Psychologist may provide; counselling, assessment, teacher support, interagency liaison and/or assistance in the design, implementation and evaluation of specific learning, behavioural and transition policies and programs. In prep-primaries, pre-schools and primary schools, Psychologists typically become involved through teacher or Principal initiated referrals. Usually referrals requested by parents should be directed through the teacher or Principal of the school.

**SWIMMING LESSONS IN-TERM**

In-term swimming lessons, consisting of ten lessons, are conducted for all children from Pre-Primary 5 year olds through to Year 7. Dates will be confirmed early in each school year. Tuition is free, but there is a charge for pool entry and bus travel. Please contact the school if you have inquiries about this program.

**USE OF SCHOOL FACILITIES**

The appropriate use of school grounds on weekends, holidays and after school relies heavily on parental cooperation. If anyone wishes to use the basketball courts this can only be done with prior arrangement with the school. In any other circumstance this area is out of bounds.

At present, public use of the oval and the adventure playground is welcome. Children may use these two areas without parental supervision.

The on-site pre-primary equipment and play areas are not available for public use. This also applies to the off-site kindergarten.

If you are a part of a community group who would like to use some part of the school’s facilities, this can be arranged by contacting the Principal or Deputy Principal.
If children live with criticism, they learn to condemn.
If children live with hostility, they learn to fight.
If children live with fear, they learn to be apprehensive.
If children live with pity, they learn to feel sorry for themselves.
If children live with ridicule, they learn to be shy.
If children live with jealousy, they learn what envy is.
If children live with shame, they learn to feel guilty.
If children live with encouragement, they learn to be confident.
If children live with tolerance, they learn to be patient.
If children live with praise, they learn to be appreciative.
If children live with acceptance, they learn to love.
If children live with approval, they learn to like themselves.
If children live with recognition, they learn that it is good to have a goal.
If children live with sharing, they learn about generosity.
If children live with honesty and fairness, they learn what truth and justice are.
If children live with security, they learn to have faith in those about them.
If children live with friendliness, they learn that the world is a nice place in which to live.
If you live with serenity, your children will live with peace of mind.