

East Narrogin Primary School School Handbook 2024



ENPS Vision

*To achieve the highest possible social and academic outcomes for children
in our care.*

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School Information

EAST NARROGIN PRIMARY SCHOOL

Homer Street Narrogin WA 6312
Phone: 9882 1600
eastnarrogin.ps@education.wa.edu.au
www.eastnarrogin.ps.com.au
Facebook: East Narrogin Primary School

LEADERSHIP AND ADMINISTRATION

Principal:
Miss Ashleigh Dixon
ashleigh.dixon@education.wa.edu.au

Deputy Principal:
Mrs Joanna Hayes
joanna.hayes@education.wa.edu.au

Deputy Principal/Learning Support Coordinator:
Mrs Evelyn Wilkie
evelyn.wilkie@education.wa.edu.au

Manager Corporate Service:
Mrs Fiona Kirby

School Officer:
Mrs Josephine Reynolds

SUPPORT STAFF

Aboriginal Education Islander Officer:
Miss Laycee Coles

Chaplain:
Mrs Desi Wilkie

School Psychologist:
Ms Ines Zorndt

Our Values

Be Respectful

We believe that to gain respect we must show respect.

Be Responsible

We take responsibilities for our actions.

Be Caring and Considerate:

We treat others and the environment the way we would like to be treated.

Be your Best:

We strive to achieve our own personal best and support others to do the same.

Day to Day Information

Important School Dates and Times

Schools have School Development days each year for staff professional development and school planning. Students do not attend school on these days.

Session Times	
8:20am	Breakfast Club in the Art Room
8:45am	School start time
10:40am	Recess
11:05am	End of recess
12:42pm	Lunch-eating
1:15pm	End of lunch
3:00pm	End of Day
<i>Tuesday is early close at 2:30pm</i>	
Semester 1	
Term 1	Wednesday 31 January to Thursday 28 March
Term 2	Monday 15 April to Friday 28 June
Semester 2	
Term 3	Monday 15 July to Friday 20 September
Term 4	Tuesday 7 October to Thursday 14 December
School Development Days	
<ul style="list-style-type: none"> * Monday 29 January, Term 1, Week 1 * Tuesday 30 January, Term 1, Week 1 * Friday 26 April, Term 2, Week 2 * Friday 20 September, Term 3, Week 10 * Monday 7 October, Term 4, Week 1 * Friday 15 December, Term 4, Week 10 	
Public Holidays During Term	
<ul style="list-style-type: none"> * Monday 4 March, Term 1, Week 6 * Thursday 25 April, Term 2, Week 2 * Monday 3 June, Term 2, Week 8 	

Attendance: Every Day Counts

Teachers plan programs sequentially, so when children do not attend school regularly, they miss out on important information, learning and skills which places them at risk of missing out on the basic building blocks in core learning areas. It is therefore important that regular attendance habits are established in Kindergarten.

We do however understand from time to time, your child may be unwell and need to stay home. It is important that you let us know if this is the case with an explanation. This is a legal requirement and schools are expected to follow up on unexplained absences. Advising us could be through letting your child's teacher know using, Compass, ringing the school, responding to our SMS which is sent out if we have not received any communication from you.

Parking and Traffic

Please be mindful of traffic signage for parking and buses, our children's safety is paramount. Kiss drop is available on Homer Street and the staff carpark.

Bus Services

Any student travelling out of town 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 application has been approved, the contractor will make contact with the parents detailing pick up points and pick up and drop off times. All information and application forms may be obtained from the website schoolbuses.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 provide assistance). Behavioral management guidelines for students travelling to school by contract school buses are available using the same website as listed above. School Bus Services can be contacted on 9326 2625. Parents of children who travel on the Town Bus should ring Nicholls Bus Services on 9881 1736 for any questions or concerns.

Your Contact Details

The safety and well-being of your child is important. In case of an emergency, we need your current contact details including an emergency contact, for when we are unable to get in touch with you. If this changes over the year, please let us know. We also need your email and mobile number for Compass communications, please notify the front office if these details change.

Voluntary Contributions

The East Narrogin Primary School Board endorses the schedule of Contributions and Charges each year. We aim to keep the contributions and charges affordable and are happy to accept part payments as we understand that many families may be experiencing financial stress. Exercise and Scrap books are provided by the school to help reduce costs to families. The Voluntary Contribution for 2023 remains at \$60.00 per student. Payments can be made by cash at the School Office or by electronic payment to:

East Narrogin Primary School, BSB: 06 6040 Account 1990 1631.

Support for Students

Government schools are for all children. Diversity among students and their families is recognised and welcomed. All school staff and teachers are committed to working with you to provide every possible assistance and support for the wellbeing of your child. This includes working in partnership with the School Psychologist, Chaplain, Aboriginal Islander Education Officer and School Health Services each year for students, and any new students/families, who require the School Nurse services.

The School Health Service's role is to work with children, families/guardians and classroom teachers for the early detection of physical, health and development issues. Care provided to individual children and their families may include assessments, health information, referral, monitoring and support. The School Health Service (School Nurse) will implement the School Entry Health Assessment program for all Kindergarten students which includes vision, hearing and developmental screening and BMI assessment.

Services are available to support students who have additional needs including psychologists, speech pathologists, occupational therapists and other related professionals. These professionals are involved in a range of activities, including student and family support, assessment, crisis response, consultation with school staff, group work and the facilitation of early intervention programs in schools. If you would like any further information regarding support services, ask your teacher.

Assemblies

Class assemblies, hosted by the students, are held on Friday mornings. Assemblies include a class item and presentation of Honour Certificates. Assemblies are advertised in the school newsletter, term planner and on the website.

P&C

The Parents and Citizens' Association (P&C) at our school is involved in supporting the school through fund raising, Uniform Shop, catering for school and community events, school improvement projects and much more. P&C meetings are held on the second Monday of each month in the school staffroom, commencing at 7.00pm.

School Board

ENPS is an Independent Public School. Independent Public Schools set their own strategic directions, have authority for day-to-day decision making and are in an ideal position to make decisions that best cater for their students. Parents and community members have an

important and enhanced role in this initiative through the School Board. The School Board meets Week 4 and Week 8 of each term. Details of our current Board members are available on the school website. Notice of the upcoming elections to the School Board will be indicated in the school newsletter and on the school website.

Being Involved

Children love to see their parents/carers at their school, whether helping out in the classroom, Breakfast Club or being involved in other ways. Research shows that students perform better at school when their parents or carers take an active interest in their school work. Your contribution to the school is needed and valued. If you have special skills or hobbies you would like to share, let us know so you can help to enrich our program.

Canteen

Lunch orders can be ordered through Narrogin Senior High School Canteen on Mondays and Fridays. The children are able to place lunch orders with Mrs Wilkie in the Art Room before school.

Breakfast Club

Breakfast Club will operate out of our Art Room every school day between 8:00am–8:30am, students and families are welcome to join for a free breakfast. If you are interested in volunteering at Breakfast Club please speak with Desi Wilkie, Breakfast Club Coordinator/School Chaplain or the School Office.

Uniform

School uniforms can be purchased from the Uniform Shop by appointment. Uniform order forms and prices are available on our school website.

Our school's Dress Code Policy was developed in conjunction with the School Board and is compulsory. The uniform shop has second hand uniforms available for a gold coin donation. Please label all items of clothing.

Factions and colours

Jarrah: Blue

Marri: Green

Wandoo: Red

Winter Dress Requirements

- Bottle green long pants, tracksuit pants, sports skirt, skort or shorts
- Bottle green jumper with yellow collar
- Green polo shirt
- Flat closed in shoe
- Wide brimmed hat

Summer Dress Requirements

- Bottle green long pants, tracksuit pants, sports skirt, skort or shorts
- Green polo shirt

- Wide brimmed hat
- Sports Dress Requirements*
- Bottle green sports shorts, skirt or skort
 - Faction shirt

Internet Use

The Internet is a valuable educational resource, however it may also provide access to information that is inappropriate for students. All students are expected to adhere to the Department's Students Online Policy when using the school's network and other electronic resources. For this reason, we ask parents/carers to give consent for their child/ren to access the internet at school, at the time of enrolling.

Electronic Devices and Mobile Phones

Electronic devices are not permitted at school. Children in possession of electronic devices or mobile phones are required to hand them to the school office at the beginning of the day. They can then be collected at the end of the day. The school will not be responsible for the loss or damage of these items.

Communication

Communication With Your Child's Teacher

We encourage you to keep in regular contact with your child's teacher to discuss activities your child is involved in, find out how they are adjusting to school and assist the teacher to find out more about what your child's interests are. Keep the teacher informed of any changes in your child's life that may impact on their work or enjoyment of school.

Parent Concerns

Whilst teachers are always available to chat with parents/carers, concerns are better managed through planned appointments rather than trying to discuss when dropping and/or picking up your child which can be busy times. By arranging a meeting we are ensuring you get quality and confidential time with your child's teacher.

Newsletter

The school will issue a hardcopy newsletter to parents fortnightly on a Tuesday. Newsletters are also available on Facebook, our website and Compass Digest.

Term Planners

The school will issue hardcopy term planners to families at the beginning of each term. Term planners are also available on Facebook and our website. Please remember that term planners are subject to change and updated details will be communicated through our fortnightly newsletter and compass digest.

Facebook

We use Facebook to share events and activities that are

happening around the school. Facebook is also used to share important updates and information.

Website

Our website is used to share school information to the wider community. Information such as newsletters, term planners, P&C information, school board policies, school handbooks etc. Information on the website is regularly updated and a great way to keep updated across all aspects of our school.

Please visit, www.eastnarrogin.ps.wa.edu.au.

Compass

We use the Compass App as a communication tool for staff and families and this is our main source of communication. Compass is used to notify parents of absentees, school events via the Compass calendar, online consent for incursions/excursions, sharing newsletters, term planners, canteen menus and other important information. We encourage families to download the Compass App so they don't miss out on any school updates. Please contact the school to if you require your username and password.

Other Communications

We will also contact parents and carers by phone, SMS notification to share important announcements.



Health and Medical Information

If Your Child is Sick at School

If your child is unwell or is injured at school, we will provide first aid and contact you. You will be called to come and collect your child if they are too sick to remain in class or if we feel they may need medical attention. For this reason, it is important to keep your current contact details with the school.

If Your Child is Sick at Home

If your child is obviously unwell or you think they are becoming unwell, please err on the side of caution and keep them at home, as we have a lot of children that can be affected. Please keep your child away from school and see your doctor if your child has:

- a fever of 38°C or above
- vomiting or diarrhea
- severe cold or flu symptoms
- rashes of unknown origin
- a persistent cough
- A running nose which is not clear

Immunisation

Children enrolling in Kindergarten must be up to date with all the scheduled immunisations for their age to be able to attend school. You are required to show your child's Australian Immunisation Register (AIR) Immunisation History Statement as proof of immunisation.

From Pre-primary onwards, if an outbreak of an infectious disease occurs at the school, parents of children who do not have an up to date immunisation status will be asked to keep them at home, until the danger has passed. You can check your child's immunisation status online:

www.medicareaustralia.gov.au/public/onlineservices

If your child has contracted a communicable disease such as chicken pox or measles, the school should be notified as soon as possible after the diagnosis has been confirmed.

Medication

Sometimes children need to have prescribed medications during the day and whilst it is preferable for parents to administer them, we are able to do so when given adequate information and a completed and signed Administration of Medication Form beforehand. The medication must be clearly labelled with the child's name and provided in packaging from the pharmacy or the manufacturer.

Allergies

If your child has an allergy you must alert administration upon enrolment and advise the class teacher. An allergy action plan which has been developed by your doctor, along with your child's medication, including a labelled EpiPen if prescribed, must be provided to the school.

Dental Clinic

A Dental Clinic is situated Narrogin Primary School (on Williams Road) which caters for all children from East Narrogin Primary School in the clinic from July to

December. This service is free for all children Pre-primary to Year 6.

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. The School Dental Clinic can be contacted on 0428 984 100.

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 0428 984 100.

Sun Smart Policy

ENPS is a Sun Smart School and therefore has a 'No Hat No Sun' Policy all year round. This means that if a child does not have a wide brimmed hat, they will not be permitted to participate in any outdoor activity in the sun (including lunch and recess breaks) and will be instructed to stay in the undercover area.

Please ensure your child's wide brimmed hat has their name on it. School uniform hats can be purchased at the school canteen. Please note that peaked caps are not considered to be Sun Smart and are not permitted to be worn at school.

Infectious Diseases 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 contacts.

Conjunctivitis

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

Impetigo (school Sores)

- Exclude for 24 hours after antibiotic treatment commenced.
- Lesions on exposed skin surfaces should be

- covered with a waterproof dressing.
- **Contacts:** Do not exclude.

Influenza

- Exclude until well

Measles (Must be notified)

- 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 AIR statement from medicate**
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 (08) 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 (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 (Head Lice)

- Exclude until day after treatment has commenced.
- **Contacts:** Do not exclude.
- 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 (08) 9881 0385.



Curriculum and Learning

Assessment

Throughout the year, teachers carry out evaluation and assessment of student learning. Assessment is continuous, ensuring judgements of student progress are based on multiple kinds and sources of information. Formal written reports of students' progress and achievement are issued to parents twice yearly at the end of each semester. We also encourage parents/carers to attend the Information Meetings at the beginning of the year. At these meetings, class teachers outline the learning program, routines and other information which will assist you to support your child at school.

NAPLAN

Students in Years 3 and 5 will sit the National Assessment Program in Literacy and Numeracy (NAPLAN) in Term 1. Results are sent to parents. In 2023, we expect students at East Narrogin Primary School to complete their NAPLAN testing online.

On-Entry

On-entry testing is conducted for students at various times throughout Pre-primary, Year 1 and 2 at the beginning of Term 1 each year. On-entry testing is used to determine what literacy and numeracy knowledge and understandings exist to assist the classroom teacher with learning area planning. Additionally, On-entry testing conducted for Year 1 and 2 students helps track student progress.

In-Term Swimming Lessons

In-term swimming lessons are provided over a two week period for all children from Pre-primary to Year 6. Dates will be confirmed each year in the newsletter and through a letter home. Tuition is free but there is a charge for pool entry and bus travel. The school subsidises the cost of the bus in order to reduce the cost to parents. Please contact the school if you require more information.

School Creed

This is our school
Let peace grow here
May the rooms be full of contentment
Let love abide here
Love of one another
Love of mankind
And love of life itself
Let us remember
As many hands build a house
So many hearts make a school

Australian National Anthem

Australians all let us rejoice
For we are one and free
We've golden soil and wealth for toil
Our home is girt by sea
Our land abounds in nature's gifts
Of beauty rich and rare
In history's page, let every stage
Advance Australia Fair
Beneath our radiant Southern Cross
We'll toil with hearts and hands
To make this Commonwealth of ours
Renowned of all the lands
For those who've come across the seas
We've boundless plains to share
With courage lets us all combine
To Advance Australia Fair
In joyful strains then let us sing
Advance Australian Fair

