



# **PARENT INFORMATION BOOKLET**

**2023**



# Welcome to Carcoola Primary School

Encouraging The Best From Everyone

We believe that every child matters every day with parents, teachers and the community working in partnership to ensure students become happy, healthy and successful learners.

Carcoola Primary School has a strong commitment to the fostering of shared community values across the curriculum. All staff support and model a culture of mutual respect which results in a learning environment where all students feel safe, happy and able to 'have a go'. Parents are encouraged to take an active role in the education of their children. Carcoola Primary School is a Positive Behaviour Support School.

*Every child matters every day and all students can be high achievers.*



At Carcoola Primary School, we strive to ensure all students graduate with the attitudes, skills and confidence to achieve their individual potential and contribute to society.



## Message from the Principal

The realisation of students' potential at Carcoola Primary School is achieved through a strong sense of community within the school where the culture is based upon partnerships in education and ensuring all stakeholders feel valued.

We promote a safe, caring and happy environment where students recognise and strive to achieve their potential, developing the skills and attitudes to become lifelong learners.

At Carcoola Primary School every student matters, every day and teachers hold high expectations, believing that all students can be high achievers. Carcoola Primary School stimulates students to reach their potential, with a strong foundation in Literacy and Numeracy through a mixture of high impact teaching strategies and evidence-based approaches.

Children are nurtured at every stage, so that they can develop confidence and self-esteem and learn how to express their feelings and respect others.

The Carcoola Primary School Community lives its motto: "Let Us Grow"

Beverley Garnett  
Principal

# Staff

The friendly staff at Carcoola Primary School are a dedicated, hard working team who enjoy working with families to provide the best possible educational environment for students.

## Administration

Principal	Ms Bev Garnett
Deputy Principal	Ms Peta Kapor
Manager Corporate Services	Mrs Diane Snowden
School Officer	Mrs Amanda Millington
Learning Support Coordinator	Ms Peta Kapor

## Teaching Staff (2023)

Kindy	Mrs Debbie Beswick /Mrs Patrice Clitheroe
Pre-Primary/Year 1	Mrs Trish Milward /Mrs Patrice Clitheroe
YEAR 2/3:	Mrs Nina Guerriero
YEAR 4/5:	Mrs Anna Butler/Mrs Susan Flashoff
YEAR 5/6:	Ms Sharon Hunt
Health/PE	Mrs Patrice Clitheroe
Languages (Indonesian)	Ms Peta Kapor
Arts	Mrs Susan Flashoff
Science	Mrs Fiona Pattison

## Education Assistants

Mrs Mandy Dubberlin  
Mrs Linda Watson  
Mrs Raquel Willey  
Mrs Stephanie McGlenchy  
Mrs Petra Darlington

## School Support Staff

School Psychologist	Ms Laura Chisholm
School Chaplain	Mrs Karen Burke
Gardner/Handyman	Mr Peter Wopereis/Mrs Bev Ree- Simpson
Head Cleaner	Mrs Sue Smit
Cleaners	Mrs Teresa Hawker Mrs Linda Hortin



# 2023

## WA Term Dates & Public Holidays

Period	Start	Finish
Term 1 - 10 Weeks	Wednesday 1st February, 2023 Monday 6th March Labour Day	Thursday 6th April, 2023
School Holidays	Friday 7th April, 2023	Sunday 23rd April, 2023
Term 2 - 10 Weeks	Monday 24th April, 2023 Tuesday 25 April ANZAC Day Monday 5 June WA Day	Friday 30th June, 2023
School Holidays	Saturday 1st July, 2023	Sunday 16th July, 2023
Term 3 - 10 Weeks	Monday 17th July, 2023	Friday 22nd September, 2023
School Holidays	Saturday 23rd September, 2023	Sunday 8th October 2023
Term 4 - 10 Weeks	Monday 9th October, 2023	Thursday 14th December, 2023
School Holidays	Friday 15th December, 2023	Tuesday 30th January, 2024

## Bell Times

8:45am	Start Classes
10:50am	Recess
11:10am	Resume Classes
1:10pm	Lunch Eating Time
1:20pm	Lunch Play
1:45pm	Resume Classes
3:00pm (2:30pm every Monday)	Home Time

### School Office Hours

8.00am - 4.00pm

Monday to Friday

Parents are asked to notify the School Office promptly if their child will be absent, of any changes to their contact details or any other relevant family details. Emergency contact details and notification of health issues are essential.

- The classrooms open at 8.30am. Children who arrive before 8.30am stay in the undercover area where they are safe and supervised from 8.15am. Students are not permitted in play areas prior to school starting or after school finishing.
- Students who arrive after 8.45am need to go to the office for a late pass.
- Early Close 2:30 on Mondays for staff meeting.

## SCHOOL UNIFORMS

All children are expected to comply with the school Dress Code and wear the school uniform, except on special occasions.

**Shoes:** Closed in shoes or sandals. Suitable shoes should be worn for participation in sport and climbing on play equipment.

**Hats:** A CPS Broad brimmed hat or alternative (plain navy blue) must be worn by all students when outside at all times. This applies to all school terms. A no hat – no play policy applies. Students without hats are restricted to shaded areas during breaks.

**Sport:** The students are expected to wear faction shirts with the school logo on Sport days. School shorts should be worn with faction shirts.

A copy of the school Dress Code Policy is available from the front office.

2023 Prices		
Product	Kids Sizing	
Microfibre Pants	\$ 26.00 ea	
Microfibre Jacket	\$ 45.00 ea	
Fleece Jacket	\$ 36.00 ea	
Polo Shirt	\$ 29.50 ea	
Faction Polo Shirt	\$ 30.00 ea	
Microfibre Shorts	\$ 25.00 ea	
Skorts	\$ 24.00 ea	
Skirt	\$ 25.00 ea	
Polo Dress	\$ 35.00 ea	
Faction Bucket Hat	\$ 16.00 ea	

All uniforms are manufactured by Eclipse. Orders can be taken at the office for distribution after payment has been processed off site. We stock a supply of all uniform items in the Admin building.





# MEDICAL

## **MEDICATION**

While we appreciate that there will be a need to administer medication on occasions, it is preferred that parents administer medication to their children at home. However when the school is required during the course of the school day to administer medication to a student, the parent must complete a Student Medical Request Form available from the office. Any medication provided by the parent, must be clearly marked with the student's name and dosage. The medication will be kept securely in the office. Non prescription medication is not administered by school staff.

## **ILLNESS**

If a child is unwell they must not attend school until they are well again. Sending an unwell student to school exposes students and staff to illness and infection unnecessarily. Parents of children who are sick at school will be called to come and pick them up. The school requires a written explanation or medical certificate following an absence.

## **ACCIDENTS**

Minor injuries or illness during the day are normally attended to at school. In more serious emergencies, every endeavour is made to contact a parent to arrange for the child to be collected from school. In extreme emergencies the child may be taken directly to a doctor or hospital, or an ambulance requested.

## **SCHOOL NURSE**

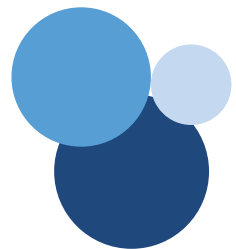
A School Nurse conducts a school Entry Health Assessment when children commence Kindergarten. Families will receive further information regarding this at the start of the school year. If you wish to raise concerns with the school nurse you can make an appointment through the school office.

## **DENTAL THERAPY**

The dental staff at the Pinjarra Primary School Clinic examine all children on a rostered basis and treat most dental problems as they find them or as they arise. Children requiring more complex treatment may be referred to other agencies. The Dental Therapy Centre at Pinjarra Primary School can be contacted on 9531 1846.

## **EARBUS**

The EARBUS is sponsored by ALCOA and visits Carcoola Primary School once a term. They provide auditions screening for selected students. If you would like to have your child visit the EARBUS, please contact the office.



# GENERAL INFORMATION

## **BOOK LIST**

Book lists are issued during Term 4 for the items needed for the following year. Parents should complete and return lists to the school by the due date. Online ordering is also available. Details are on the booklist. There is no obligation for parents to purchase list materials from a particular supplier. However the school will place student orders with the supplier who offers the best value for money. Parents collect and pay for packaged orders from the supplier prior to the start of the year.

## **ATTENDANCE**

Regular attendance at school is fundamental to your child's learning. As parents or legal guardians of an enrolled child, you are responsible under the State Education Act 1999 to ensure the attendance of your child at school every day. It is important to assist your child's achievement and learning by making regular attendance a priority in your child's life. Under Department of Education regulations, the only acceptable reasons for absence from school are illness, or medical/dental appointments that cannot be arranged outside school hours. The Principal does not have the authority to approve absences for family holidays, shopping excursions, caring for other family members, birthdays or absences other than illness, religious and/or cultural observances. Please ring the school on 9531 5900 to notify the reason for your child's absence or reply via the school MGM text messaging system.

## **VOLUNTARY CONTRIBUTION**

Our voluntary contribution of \$40.00 has the approval of the Department of Education - you are asked to pay for all or part of it depending on whether children enrol at the start of the year or later on. Items bought from this source include essential resources for use by all students. The contributions and charges (other costs for excursions, swimming etc) are outlined in Appendix One.

**Please note that we do not extend credit for excursions and incursions etc. Payment must be received prior to the outing to ensure your child's participation.** In some circumstances, payment plans can be arranged in advance. Please discuss with Diane Snowden.

## **GROUND AND SECURITY**

Security risks and the incidence of vandalism make it imperative that parents insist on children keeping away from **SCHOOL BUILDINGS** out of normal school hours. In the event of any police inquiries being necessary, those seen on the premises are the first to come under suspicion. The school is protected by a fully electronic security system backed up by regular patrols by security personnel.

## **LEAVING SCHOOL GROUNDS**

No child is permitted to leave the school grounds during school hours without the permission of the Principal and this will usually be given only after parental contact has taken place. Parents are asked to go to the front office to sign their child out. Office staff then collect the student from the classroom.

## **KINDY/ PRE PRIMARY**

Students are to be dropped off and picked up by an adult who is on the student's contact list on their enrolment form.

## **HOME READING DIARY**

Students in Years 1-2 receive a Home Reading Diary for recording nights read for the RIB-IT program.

## **LIBRARY**

All students require a library for loan of library books.



# TRANSPORT

## **BICYCLES**

- Please make sure children know all safety rules relating to bicycles, scooters, skateboards and rip sticks before allowing them to ride to and from school.
- Children riding to school **MUST** wear a safety helmet.
- Bicycle racks are provided. Bicycles, scooters, skateboards and rip sticks must be placed in the racks **and securely locked.**
- Bicycles, scooters, skateboards and rip sticks must not be ridden on the school grounds.

It is not recommended that students below year four ride to school unless supervised by an adult or older student. We also recommend students' bikes be engraved as a deterrent to would-be thieves.

## **CAR PARK SETDOWN AND PICKUP**

Please be mindful of children walking through the car park at drop off and pick up times. Parking is available in the carpark located at the front of the school. Staff parking is located at the back of the school. NO children are to be dropped off or picked up from this area.

## **WALKING TO SCHOOL**

Children are encouraged to walk to school using the walkways provided.

# STUDENT'S PROPERTY

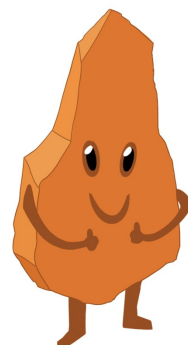
We recommend that children do not bring excessive amounts of money, valuables, expensive toys or sport equipment to school, as security cannot be guaranteed.

## **LOST PROPERTY**

Articles of clothing left around the school are placed in a lost property bin, found in the undercover area. Parents can help by ensuring that all items of clothing are clearly named so they can be returned to their rightful owner.

## **MOBILE PHONES**

Students are not permitted to use mobile phones at school. If the school deems it necessary for a student to contact their parents, they will use the school's phone system. If parents insist, for safety reasons, that their child has a mobile phone, it must be handed to the office upon arrival at school. Misuse of a mobile phone by a student will result in the confiscation of the phone. A confiscated phone must be picked up by a parent. It will not be returned to the student.





# STUDENT COUNCIL

Each year, Student Councillors are elected from the year 6 students by the staff and students. Amongst their duties they organise some social events, help with fundraising for charities adopted by the school and assist with student issues and running of formal assemblies.

Faction Captains are also elected from the Year 6's. Student representatives are elected from Years 2—5 classrooms to represent their classes at meetings.

All student leaders engage in school-based activities designed to develop their understanding of what makes a good leader and grow their own leadership skills.

## 2023 STUDENT LEADERS

Elise Garlett  
Cooper Sinagra



## 2023 SCHOOL COUNCILLORS -

Trinity Moir  
Te'harni Keatley  
Kody Robinson  
Xavier Reedman



## 2023 FACTION LEADERS

**DJARLMA:**  
Cooper Sinagra  
Trinity Moir  
**PINJAR:**  
Kody Robinson  
Te'harni Keatley  
**KAARLA:**  
Xavier Reedman  
Summer Anderson



# Behaviour Management and Support

The CPS Student Behaviour Policy ensures the creation and maintenance of a safe and positive learning environment for all students. It includes the development of processes for the effective management of student behaviour. The emphasis is placed upon the expectation that good behaviour is a priority and that both students and parents must accept responsibility for ensuring good behaviour.

## Positive Behaviour Support

The Positive Behaviour Support (PBS) Team has been developed to guide the implementation of school wide positive behaviour and connectedness in all students at Carcoola Primary School.

The purpose of the PBS team is to develop and implement school wide positive behaviour support in order to improve behaviour, teach social skills and achieve higher educational outcomes for all students. Based on a common language, it is the intention to develop a positive and consistent SMART culture enabling the school community to live its motto, "Let Us Grow".

## SMART

The SMART culture is based around our acronym SMART. The SMART characters symbolize each of the expected values, which are:

**Strive to achieve: Bina (Yellow)**

**Motivate yourself to learn: Kaarla (Red)**

**Accept challenges and leadership: Pinjar (Blue)**

**Respect yourself and others: Boya (Orange)**

**Take care of the environment: Djarlma (Green)**



# COMMUNICATION AND REPORTING TO PARENTS

*We consider parent-teacher communication vital and have a comprehensive raft of structures in place to ensure parents are kept as up to date as possible with student progress. We welcome parents to be involved at all levels of their children's education.*

## **Information Session**

Teachers will invite parents to a Parent/Teacher information session early in Term 1. Each teacher talks to parents as a group, explaining procedures, policies and expectations for the class. Attendance at these sessions is an excellent way of knowing what will be happening and getting to know the class teacher.

## **Term Planner**

A term planner is published at the start of each term and updated regularly throughout the term.

## **Newsletter**

A School Newsletter, published twice a term, containing information on a range of topics from school happenings and coming events to suggestions on how to help your child.

## **Signage**

There are a number of whiteboards located strategically around the school informing parents of special events, meetings or urgent situations. These can be found outside the Kindergarten and Pre-Primary as well as outside the Junior and Senior teaching blocks.

## **Notes**

Notes from the class teacher are occasionally sent home and will contain information specific to your child's class.

Notes with regard to student behaviour are sent to parents. These can be in relation to positive or negative behaviour incidents. When children are involved in serious or repeated breaches of school rules, parents/caregivers will receive a phone call direct from the school.

## **Website**

The schools website contains a variety of information. Visit [www.carcoola.wa.edu.au](http://www.carcoola.wa.edu.au) Our MGM/Outreach message app is available on all mobile phones. Please see the office for more information.

## **Reports**

Reports are sent out at the end of each semester, as well as a NAPLAN report for Years 3 and 5. On Entry Assessment Reports are sent out to Pre Primary and Year 2 students midway through Semester 1.

*The school endeavours to keep parents informed on an on-going basis and may ask for special interviews with parents to discuss specific issues which may arise. Parents wishing to discuss their child with the class teacher, specialist teacher or Principal are asked to make an appointment to ensure adequate time is available.*

## **ASSEMBLIES**

General assemblies are held every Monday from 2.00pm in the Undercover Area. Each class Pre primary to year 6 will host a presentation assembly. You will be notified if your child will be receiving an award and if your child's class is going to be presenting an item.

## **HOMEWORK**

Homework is seen as a valuable opportunity to practise and consolidate class work and to enable parents to share in the responsibility for their children's learning. Here are some points that may help you with your children's homework.

- Set aside a definite time for homework and organise the evening meal to suit
- Try to make homework time a positive experience
- Give your children a specific quiet place to work, away from television and other distractions

# Parents/Caregivers

**We invite all parents/caregivers to be involved in their child's education. Some of the ways you can be involved are:**

## **P&C - Parents & Citizens Association**

Parents and Citizens' Associations are established for the purpose of supporting a strong government school system for the benefit of all students to achieve the aims and objectives of the school.

The P&C hold fundraising events including Discos and Fun Runs. These provide funds to buy resources for educational programmes and to make improvements around the school.

The functions of the P&C are to:

- Develop parent participation and involvement in the school.
- Promote and support communication and co-operation within the school community and to advocate for the school to the wider community.
- Provide amenities and resources for the benefit of the school students.

All parents are invited to attend Parents & Citizens' Association's meetings and take part in any of the activities organised by this group. Dates for meetings and events are published on the term calendar. All parents are especially welcome to attend the meetings and volunteer to help in any way.

## **School Council**

Our School Council consists of the Principal and elected representatives of the school's staff, parents and community members and works with the school community to achieve the best outcomes for students. It plays an important role in contributing to good school governance so that school resources are used efficiently, and community expectations and the school's priorities reflect the needs of students.







### **Fundraising**

Fundraising events provide funds to buy resources for the educational programmes and make improvements around the school. You can help by supporting these events.



### **Breakfast Club**

Breakfast Club provides a nourishing breakfast to students, but it's purpose is also to offer opportunities for positive social interaction. It is a good incentive to get to school early, as well as build more positive memories. It runs from 8.15am to 8.30am every Wednesday and Thursday morning in the undercover area. It is run by volunteers so if you are able to help please contact the office.

### **Canteen**

Unfortunately our Canteen is not in operation this year due to lack of volunteers. If you have the passion for the canteen, please contact our P&C



### **PROTECTIVE BEHAVIOURS**

This is a personal safety programme that aims to promote resilience and educate the students on “safe” behaviours. The students learn to assert their right to feel safe, listen to what their body tells them, follow up by taking action themselves or seek help from others.

### **PATHS**

#### *Promoting Alternative Thinking Strategies*

PATHS is an important part of the curriculum. It aims to promote:

- Self-Control
- Emotional Understanding
- Positive Self-Esteem
- Relationships and Interpersonal Problem-Solving Skills

### **SDERA**

#### *School Drug Education and Road Aware*

The school runs the SDERA Challenges and Choices program to encourage resilience, road safety and drug awareness.

### **HEALTH**

The Health programme aims at helping children develop the knowledge, attitudes and skills necessary for healthy living, including healthy eating, self-concept, self esteem, human growth and development and leading to drug awareness programmes and physical and emotional development in young adolescents.

### **LEARNING SUPPORT COORDINATOR**

The Learning Support Coordinator (LSC) consults and liaises with the School Principal, Deputy Principal, the School Psychologist, Chaplain and other outside agencies such as disabilities services, consulting teachers, parents and staff to address student needs.

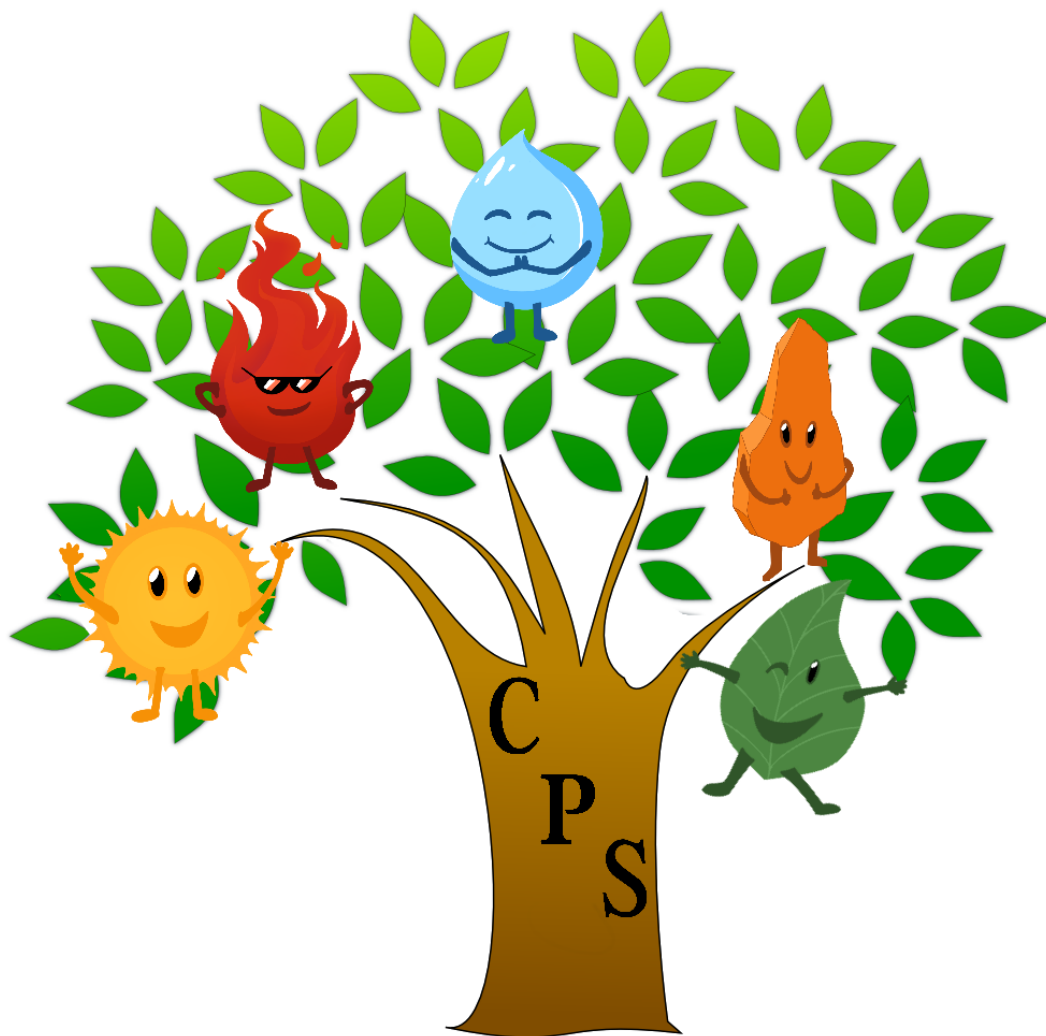
The LSC also collaborates with class teachers, the literacy and numeracy specialists and student services team to ensure Students at Educational Risk have appropriate learning programs. Students with medical health issues such as anaphylaxis, asthma and epilepsy are also monitored by the LSC.

### **SCHOOL CHAPLAIN**

School chaplaincy is a program officially endorsed by the Education Department and provided by YouthCARE WA who provide training, counselling and supervision to their Chaplains. The Chaplain's primary role is to cultivate the personal and social wellbeing of the school community. Our Chaplain facilitates small group programs and coordinates the Breakfast Club. They are a valuable link into the wider community and provide additional practical help for administrative and teaching staff. If you would like to see the Chaplain, or seek support for your child, ask your child's teacher or the office to send a message to the Chaplain.

### **SCHOOL PSYCHOLOGIST**

A School Psychologist visits the school regularly. Referrals to the school psychologist are to be made through the Learning Support Coordinator. The activities that school psychologists engage in are diverse and include consultation, assessment, implementation of prevention and intervention programs, referral processes, evaluation and the management of critical incidents. School psychologists also provide information to student populations, school staff, departmental staff, parents/guardians and external stakeholders. School psychologists work in a consultative, resourceful and supportive manner with parents/guardians, teachers, school administrators and external health service providers. School psychologists always work with the primary purpose of achieving the best outcome for students.



**S** *Strive to Achieve*



**M** *Motivated to Learn*



**A** *Accept Challenges and Leadership*



**R** *Respect Yourself and Others*



**T** *Take Care of the Environment*







## **CARCOOLA PRIMARY SCHOOL**

Wisteria Crescent  
North Pinjarra WA 6208

PO Box 475  
PINJARRA WA 6208

School Office: 9531 5900

[carcoola.ps@education.wa.edu.au](mailto:carcoola.ps@education.wa.edu.au)

<http://carcoolaps.wa.edu.au/>

