

Hampton Park Primary School

(An Independent Public School since 2011)



Parent Information Booklet



Phone: 9413 4200

Email: hamptonpark.ps@education.wa.edu.au

Web: www.hamptonparkps.wa.edu.au

Hampton Park Primary School

- ✚ Offering a rich curriculum, including numerous cultural activities that celebrate our multicultural community.
- ✚ Experienced and dedicated teachers delivering academic and social programs that are research based and proven to deliver good outcomes for our students.
- ✚ Developing the whole child to ensure they reach their academic, sporting, social and emotional potential.

Goals

- ✚ Our school goals are outlined in our Business Plan which is available on our school website.
- ✚ The Business Plan is prepared every 3 years with input from parents, teachers and the School Board.

School Enrolment Process

- ✚ Complete an Application for Enrolment for consideration by the Principal.
- ✚ Complete Enrolment form ensuring Immunisation History Statement, birth certificate and visa information is included.
- ✚ We are a local intake school and therefore give priority to students in our intake area. Out of area students are welcome however allowing room for future local enrolments may preclude these students.

School times

First Siren	8:45am
Recess	10:35 - 10:55am
Lunch	12:35 - 1:15pm
Recess	2:05 - 2:10pm
School Closes	2:55pm (Kindy and PP) & 3:00pm (Yrs 1-6)

- ✚ Parents dropping off students in the Kindergarten and Pre-Primary are requested to remain with their children until the doors are open.
- ✚ Kindergarten & Pre-Primary students will only be released to a parent or guardian as specified on the enrolment forms unless prior arrangements are made.
- ✚ Parents are requested not to send their children to school prior to 8:30am.
- ✚ Students arriving earlier than 8:30am will sit on the verandah around the quadrangle until that time.
- ✚ Students arriving after 9.00 am are considered late and are to report to the Office for a "Late Note" which they will present to their classroom teacher.

Term Dates

- ✚ For all term details please visit our website or the Departments website

<http://www.det.wa.edu.au/termdates/detcms/navigation/current-dates/>

Absences from school

- ✚ When a child is absent from school for any reason, parents are asked to notify us stating the reasons for the absence.
- ✚ Classroom teachers will follow up all unexplained absences.
- ✚ Absences can be advised to the school in writing, via telephone, email or SMS from the website.

Assemblies and Special Events

- ✚ Each Wednesday morning our children in years K - 6 are involved in a student assembly. Every second Wednesday formal Parent Assemblies are held throughout the term. Dates for these assemblies are published on the school website and in the newsletter. The other Wednesday is a student assembly and parents do not attend this assembly as school administrative matters are raised with the students
- ✚ Parent assemblies commence at 8.50am and involve a class item. Certificates are presented at the assembly.
- ✚ From time to time we will have special assemblies which will be publicised via the newsletter and school calendar.

Bicycle Use

- ✚ The wearing of bicycle helmets in this state is law and therefore helmets must be worn by all cyclists.
- ✚ No responsibility for bicycles ridden to school can be accepted by school staff. Bikes will be placed in the bike enclosure. Please provide an individual lock.
- ✚ Students are required to walk bikes onto and from the school grounds.
- ✚ Parents are strongly urged to accept Bikewest Council recommendations and NOT ALLOW children in Years 1, 2 and 3 to ride bikes to school.
- ✚ Where students do not comply with rules, they may be banned from bringing bikes onto school premises for some period.

Bullying

- ✚ The Student Engagement Policy outlines the schools' approach to handling bullying of all forms. The School Engagement Policy is published on the schools' web page.

Canteen

- ✚ The P&C run the canteen, which provides nutritious food in accordance with the School's Healthy Eating Policy which is available upon request from the office or from the school website.
- ✚ This operates Wednesday, Thursday and Friday. Items available are listed on a menu at the canteen. (these days are subject to change.)
- ✚ Children need to order lunch before school at the canteen window. Orders can also be placed online via flexischools.
- ✚ Information on Flexischools can be found on our website and phone app.
- ✚ Any enquiries should be directed to the Canteen Manageress. You can contact them via the School Number on 9413 4200.

Communicable Diseases

- ✚ Please speak with the office regarding your child attending while suffering from any complaint that may be communicable.
- ✚ For more information go to the Health Department website www.health.wa.gov.au or Healthinsite at www.healthinsite.gov.au
- ✚ Our "Head Lice Policy" is available on our school website.

Computers

- ✚ Access to Information Technology (ICT) is important in education and as such the school has an extensive range of computers, iPads and other mobile devices which are integrated into the learning programs run at the school. The curriculum requires children to use the internet for research purposes.
- ✚ Hampton Park Primary School has a fully interactive website.
- ✚ All students (and parents) must complete an authority form prior to students using the web site. This authorisation will also allow the school to publish student work and photographs on the School website.

Dental

- ✚ A Dental Therapy Centre is attached to this school - 9275 1648

Homework - School Policy

- ✚ There is a strong belief shared by the School Board, parents and teachers that homework is essential to develop good habits such as revision, research and extension work.
- ✚ The school's Homework Policy is available on the school's website

Languages Other Than English

- ✚ The School is committed to exposing the students to a language other than English. Currently students in years 1-6 learn Mandarin.

Leaving School Grounds

- ✚ Children are not allowed to leave the school grounds during school hours, unless accompanied by a parent. On no account are children allowed to leave the school grounds during school hours without a written request from parents.
- ✚ Parents need to visit the front office for a leave pass before collecting their student. The leave pass is then given to the classroom teacher.

Library

- ✚ The school has a modern library which children are encouraged to use.
- ✚ In order to borrow a book from the library, each child is to have a library bag, to prevent books being damaged.

Medications at school – Education Department Policy

- ✚ For administration of short term medication such as a course of antibiotics, our school requires written authority from parents/carers. This authority can be provided by completing an Administration of Medication form which can be obtained from the office or from our website.
- ✚ For long term medication (anything to be administered for longer than two weeks) you will need to complete a *Student Health Care Summary* and a *Management/Emergency Response Plan* for your child's particular health need. These are available from the Deputy Principal.

Mobile Application

- ✚ The school has a mobile app available for smartphones (Android & iPhone) The apps allow you to access our newsletter, website, events calendar, canteen menu and uniform shop at your convenience.

Mobile Phones & Other Electronic Equipment

- ✚ Mobile phones and electronic equipment are only to be brought to school if it is absolutely essential. They are to be kept in the office during the day for safe keeping and need to be signed in and out at the Office.

Newsletter

- ✚ Is emailed to families every second Wednesday and is an important method of communication between the school and parents.
- ✚ The newsletter is published on our website and a printed copy is available from the office if you do not have access to the internet.
- ✚ Community items are a welcome addition. Please hand any material to the office for inclusion in the following week's Newsletter.

P&C Association

- ✚ Hampton Park has a strong P & C Association, which has provided many school facilities and given great support to the school staff.
- ✚ New members are very welcome at meetings which are held Monday nights week 3 & 7 of each term.

Parent-Teacher Interviews

- ✚ Parents are asked to phone the school for an appointment. Arrangements will be made to release teachers from their classrooms to communicate with parents if required however most interviews occur before and after school or during the teacher's non-contact time.
- ✚ The class teacher is the first point of call for all issues and queries. If further discussion is required, the class teacher can refer the parent to the administration.
- ✚ In most cases these issues are resolved to all party's satisfaction however if parents are not satisfied with the outcome they will receive advice on how best to handle it and whether a complaint needs to be lodged. For this, the administration will refer the parent to the "Complaint Handling Policy" available from Department of Education website.

Parking

- ✚ We have a "kiss and drive" attached to our main carpark off Paine Road. Please remember one minute stopping only.
- ✚ Parking bays are provided on Paine Road. There are limited 10-minute parking bays available to ease congestion during busy times. Caution is to be used when backing out.
- ✚ There are a limited number of bays in Abbey Street on the Eastern side of Tonkin Highway for use when accessing the underpass.
- ✚ Children should not be collected from the street outside the parking area. Please remember that this is the most dangerous part of the day and there is a high volume of traffic.

Physical Education and Sport

- ✚ Sport is held each Wednesday afternoon (middle years) and Friday afternoon (senior years).
- ✚ All classes in years 1-6 participate in a fitness programme as well as having regular Phys. Ed. lessons.

- ✚ In-term swimming classes are held at a local Aquatic Centre for students in P-6.
- ✚ Children are expected to wear correct school uniform, including hats, for all outdoor sports activities & lessons.
- ✚ Notes are required if children are unable to participate in any sporting activities.

Reporting

- ✚ Every child (PP – Yr. 6) will receive the System Report (SSR) at the end of each semester. Other reporting opportunities will be advertised via the newsletter.

School Board

- ✚ Elected representatives of the school staff, parents and the community, join together to make decisions regarding the School Business Plan, the school's strategic direction and priorities.
- ✚ Parents interested in taking part in this type of involvement in education are invited to make themselves available for election at the Annual Public Meeting. The date of this meeting is published in the newsletter.

School charges / contributions

- ✚ Charges and voluntary contributions are reviewed annually in September and published in our newsletter prior to the end of the year.
- ✚ In addition to these voluntary contributions parents can expect to pay further optional costs to include such items as graduation, excursions, incursions, swimming/athletics carnival bus fares and pool entry which supplements the schools educational program.
- ✚ Not included are special one off items such as PEAC courses etc. A detailed breakdown of these charges is provided to all families in Term 4.

School Health Services

- ✚ The School Nurse visits the primary school regularly.
- ✚ Please make contact with the class teacher or through the front office for an appointment with the Nurse, or if you wish to discuss any children's health problems.

School Psychologist

- ✚ The school has a psychologist (part time) available to speak to your child's teacher.

School Chaplain

- ✚ The School Chaplain is available 2 days per week to support our students. Parents can request their child visit the chaplain via the school office or through their child's teacher. Children can also self-refer for time to speak with the Chaplain via deputy principals and class teachers.

School Staff Meetings

- ✚ Regular staff meetings will be held after school alternate Tuesdays and Thursdays on even weeks of each term. Parents are asked not to request interviews on these days.

School Uniforms

- ✚ The School Board has established a dress code for all students who attend Hampton Park Primary School from Pre-Primary to Year 6. Full details of the School Dress Code are available on the school website or from the office.
- ✚ School uniform can be purchased from the P&C's uniform shop, which operates online. Please refer to the P&C tab on the school's web page for further information.
- ✚ Recycled (second hand) school clothes are available from time to time from the clothing shop.
- ✚ Families that may experience difficulties regarding the purchase of uniforms school contact the School Administration to discuss the situation.

Student Engagement Plan

- ✚ The school focus is engaging students positively in learning and helping students learn how to manage their behaviour choices.
- ✚ Every family receives a copy of the Student Engagement Policy on enrolment and an updated copy is always available on the school website.

Student Parliament

- ✚ We have a very strong student council in the school.
- ✚ Students in Year 6 are elected to represent their fellow students.
- ✚ The Councillors assist in the smooth running of the school and are role models to their peers.
- ✚ Their activities may also involve a limited amount of fundraising.

Volunteering in classrooms

- ✚ All parents need to fill out the 'Confidential Declaration' form before working in the classroom.
- ✚ If a parent has a criminal conviction it is school policy that they must obtain a DET Criminal History Check (the forms can be provided at the Office). The cost is only \$10 for volunteers (fully refundable).
- ✚ Where a DET Criminal History Check is required the parent cannot help out in the classroom until we have sighted the 'cleared' documentation from DET.