



PIARA WATERS

PRIMARY SCHOOL

K-6 PARENT HANDBOOK 2024

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Welcome to our school

Welcome to Piara Waters Primary School.

This booklet provides a summary of key information for new families. Please also visit our school website for more detailed and the most up-to-date information about our school.

Our school was established in 2012 and focuses on ensuring a high-quality education for all Kindergarten to Year six students. As an Independent Public School, we benefit from the strength of a strong public school system, but also have the flexibility to make more decisions locally, better meeting the needs of our diverse community.

Our key values of Respect, Active Participation, Collaboration, Responsibility, and Generosity underpin all that we do.

We focus on the success of individual students, and whilst we are a large school (approximately 1050 students), we are committed to knowing, teaching and valuing every child. Everyone should learn, grow and thrive.

The staff are committed to ensuring the very best for students. We are proud of the quality of our teachers and education assistants. Our classroom teachers have a strong focus on literacy and numeracy. Students also benefit from specialist teachers in physical education, French, visual arts, drama, music, and science.

We want our students to be effective and efficient in their learning, and we utilize iPads as a learning tool where appropriate. We also teach students digital technology skills so they can be lifelong learners.

Parents and carers are most welcome at Piara Waters Primary School and are important partners in the learning process. We value your opinions and are always looking for ways to improve. Please don't hesitate to contact your classroom teacher if you have any questions. Alternatively, you can contact me or one of our deputy principals;

- Mrs Kylie Gallagher (Kindergarten / Pre-primary)
- Mrs Jane Weir (Years 1 and 2)
- Mrs Jill Doyle (Years 3 and 4)
- Mr Karl Voloczi (Years 5 and 6)
- Mrs Lisa Skepper (School operations and events)

We look forward to sharing your child's learning journey and welcome your involvement and contribution to help us keep making Piara Waters great. We trust you will enjoy working with us as much as we will with you!

Miss Alison Ramm
Principal



Important times

OUR FRONT OFFICE HOURS

The office is open between 8:00am to 4:00pm each day during the school term.

It is also open for enrolments, via appointment, during the school holiday period. Please email PiaraWaters.PS.Enrolments@education.wa.edu.au if you wish to complete an enrolment during the school holidays.

THE SCHOOL DAY

8:00am – 8:15am: Students may arrive at school from 8:00am. Between 8:00am and 8:15am, students and their families sit under our flag poles. This is important as it is the only area where we provide supervision before school.

8:15am – 8:30am	Classrooms open, and students prepare for learning
8:30am – 10:30am	Class learning periods 1 and 2. Crunch and Sip is during this time for all students
10:30am – 10:35am	Recess eating time
10:35am – 10:50am	Recess play time
10:50am – 12:50pm	Class learning periods 3 and 4
12:50pm – 1:00pm	Lunch eating time
1:00pm – 1:20pm	Lunch play time
1:20pm – 2:30pm	Class learning period 5

2:30pm: Home time. Students are dismissed by teachers at 2:30pm. Teachers are not able to supervise students after 2:30pm. Please be prompt if children are being collected from classrooms. After school, there are only staff on duty in the Kiss n Drive and ECE Carpark assisting traffic management.

We appreciate that our playgrounds are fun, and we are accepting of students having one final play on the way out at 2:30pm, but **ONLY** if supervision and duty of care is provided by parents. Unsupervised children are not able to access playgrounds after school.

All parents (unless in a meeting) and children must have left the school grounds no later than 2:45pm as gates are locked from this time.

SCHOOL GATES

To keep our students and staff safe, the school gates are locked between 8:30am and 2:15pm each day. Outside of these times, please use the front office door. Please note that only parents who have scheduled appointments, including student dentist appointments or who are attending school events, are able to be inside the school grounds between 8:30am and 2:15pm. If your child is late or needs to be picked up early for an appointment, the office staff will assist.

Important 2024 dates

TERM DATES (Students attend on these days)

- Term 1: Wednesday, 31 January to Thursday, 28 March (8 weeks)
- Term 2: Monday, 15 April to Friday, 28 June (11 weeks)
- Term 3: Monday, 15 July to Friday, 20 September (10 weeks)
- Term 4: Monday, 7 October to Thursday, 12 December (10 weeks)

STAFF DEVELOPMENT DAYS (Students do not attend on these days)

Students are not required to attend school on the following dates. On these days, staff undertake professional learning and strategic planning. The [OSH club](#) is open these days; however, early booking is essential.

- Friday, 10 May
- Friday, 30 August
- Friday, 8 November

PUBLIC HOLIDAYS (DURING THE SCHOOL TERM)

Students are not required to attend school on the following public holidays, which fall during the school term in 2024.

- Labour Day – Monday, 4 March
- Good Friday – Friday, 29 March
- Anzac Day – Thursday, 25 April
- WA Day – Monday, 3 June

OTHER IMPORTANT DATES

Please see the calendar on our school website and the term planners provided to parents via Connect for information about 2024 school events.



Attending school every day

It is a legal requirement that every child of school age attend school every day unless they are unwell. The likelihood of learning success is strongly linked to regular attendance and engagement in educational programs. Students who do not attend regularly risk poor academic achievement and a greater risk of social disadvantage.

If a child misses:

- Five days each term, they miss out on about three terms of primary school
- One day a week, they miss one and a half years of primary school
- 1.5 days a week, they miss just over two years of primary school
- Three days a week, they miss just over four years of school

HOW TO NOTIFY THE SCHOOL OF YOUR CHILD'S ABSENCE

Parents are responsible for informing the school if their child is absent and the reason for this absence. Parents/Carers are asked to notify the school on the first day of any absence by giving a reason for the absence and a likely date of return.

There are 6 ways to contact the school regarding your child's absence.

Preferred ways of communicating an absence:

1. Use the online absentee form on this website: [Absentee Form](#)
2. Use the Connect absentee form.
3. Send an email to PiaraWaters.PS.absentees@education.wa.edu.au

Additional ways of communicating an absence:

1. Send the class teacher a written note
2. Phone the school directly on 9397 4300
3. Speak with your child's teacher

Students who are away from school due to illness are assumed to be too sick to complete work. In the event they are required to isolate due to a contagious disease (eg, COVID-19, Chicken Pox) but are well enough to complete work, please contact your classroom teacher.

FAMILY HOLIDAYS DURING THE SCHOOL

We discourage parents from taking children out of school during term time for family holidays. If you wish to take your child out of school for a holiday during term time (for three or more days), you must first make an application to the Principal. Download the [Application for Student Leave](#) form.

Schoolwork is not provided, but we strongly promote keeping a journal, doing plenty of reading, and practising basic number facts, addition, subtraction, multiplication, and division. You can find some ideas [here](#).

Please remember that every day away from learning programs can impact on your child's achievement and progress.

BEING ON TIME FOR SCHOOL IS IMPORTANT

- Students need to arrive at school at 8:15am, ready for when their classroom door opens.
- Formal learning starts at 8:30am.
- Students who arrive after the 8:30am siren are marked as arriving late.
- Students are required to check in at the front office if they arrive late. Students will need to explain why they are late and complete a late form, which must be handed to the classroom teacher.



Communication

School communities thrive on open communication where staff, students, parents and carers have opportunities to share good news, discuss issues and maintain an open dialogue.

You can expect the following from our school:

- regular communication through our school approved channels
- reports on your child's progress and achievement
- celebration of your child's achievements
- notification of any serious single issue or ongoing issues concerning your child
- scheduled opportunities to meet with the classroom teacher
- other opportunities to meet with the teacher, by appointment
- updates about important developments in your child's class
- notifications or invitations to school events
- opportunities to provide respectful and productive feedback.

HOW DOES THE SCHOOL COMMUNICATE WITH FAMILIES?

Staying in touch with our school community and ensuring everyone is fully informed of what is happening in our school is very important to us. We use a range of methods to communicate with you.

- **Connect** – to communicate all important information from the Principal and also classroom teachers. Students' Semester 1 and 2 formal reports are also uploaded to Connect. Connect can be accessed online or through the free Connect Now app on your device. It is essential that all parents and carers check Connect regularly, and we recommend you turn on notifications to advise you of new posts.
- **Parent Update** – our weekly Parent Update provides important information about the week ahead. It is shared with families via Connect and the website.
- **Facebook** – the Piara Waters Primary School Facebook page is used to remind parents of upcoming events and to celebrate achievements with our school community.
- **Website** - our [website](#) contains all the information you need to know. It houses our policies and plans; provides information about learning at Piara Waters Primary School; and has an up to date Calendar about upcoming events and due dates.
- **Seesaw** – teachers use Seesaw to give families an insight into their child's learning. Parents and carers can see and comment on the work their child has completed at school.

Information and login details for Connect and Seesaw are provided by the school when you enrol your child at Piara Waters Primary School. More information about how to access these is on our school website.

HOW CAN FAMILIES COMMUNICATE WITH THE SCHOOL?

- **In person** – before or after school you will often be able to have a quick chat with your child's classroom teacher. If you wish to discuss your child's progress or another aspect of their school life, please make an appointment with them.
- **Connect** – click on the message icon to send your child's teacher a message. It will be delivered to them as an email.
- **Email** – if you send an email to the school email address PiaraWaters.PS.Admin@education.wa.edu.au it will be forwarded to the appropriate person. Please be aware teachers may not have an opportunity to respond during class time if you email them directly and are not expected to respond to emails during their personal time.
- **Website** – complete an online Absentee Form if your child will absent from school.

You should contact the school as soon as possible if:

- You have concerns about your child's academic or social progress
- Medical issues arise or their diagnosis changes
- There are changes in family circumstances
- You want to make or reschedule a meeting

Talking to your child's teacher is the best place to start.

If you wish to meet with a member of the leadership team, contact the front office to set up an appointment.

HOW CAN FAMILIES COMMUNICATE WITH THEIR CHILD AT SCHOOL?

If you need to communicate with your child during the day, phone or email the front office and a message will be relayed to them.

In line with the Student Mobile Phones in Public Schools Policy, students who bring a mobile phone to school are required to leave it at the front office before they go to class in the morning and collect it after they are dismissed in the afternoon.

Phones must be off when students enter the school gate in the morning, and not switched on until they leave the school gate in the afternoon.

Students do not have access to their mobile phone to respond to you if you contact them directly, until after the school day has ended.

CONNECT AND RESPECT

Student learning is strengthened when school staff, parents and carers are actively and positively involved in their education. Every student, staff member, parent or carer has the right to feel safe and be safe at Piara Waters Primary School.

It is expected that parents and carers will:

- Work together with staff to resolve issues or concerns
- Promote and model expected behaviour
- Use the school's communication channels and processes to address concerns
- Respect the rights of staff to disconnect from work outside of school hours
- Ensure your child attends school ready to learn
- Schedule meetings at an agreed time for an agreed purpose

The Department of Education has [published information](#) about working respectfully and connecting with your school.



Department of Education
GOVERNMENT OF WESTERN AUSTRALIA

Shaping the future

Connect and Respect Expectations

Our schools are committed to providing quality education to all students in a safe, inclusive and caring learning environment. We value working together with parents and families as critical partners in student learning outcomes.

Schools draw on the diversity and strengths of local communities to create opportunities to work collaboratively and set directions for students. Building mutually respectful relationships with each local community is fundamental to this.

A school community contains a wide variety of individuals and groups who strive to work together to educate students to become confident, well-educated young people; prepared to lead happy, successful lives and make contributions to local and global communities.

School staff will engage with families to understand the interests, personalities and needs of their children. All students need access to a quality education within safe and secure learning environments, and with the right supports to progress and achieve.

There may be times during your child's schooling when additional support is needed, or issues arise. Your school will support you and your child to productively resolve these issues and we encourage you to raise concerns as early as possible.

Shared and respectful expectations and values will enable us to work together in the best interests of our children.

All students need access to a quality education within safe and secure learning environments.

What parents and carers can expect from our schools

Communication between you and your school is an important part of your child's education. School communities thrive on open communication wherein staff, students, parents and carers have opportunities to share good news, discuss issues and maintain an open dialogue.

Schools are made up of hard-working and dedicated professionals who will listen, care and respond to your concerns and work with you to resolve complaints. We have found over time even the most challenging of circumstances can be worked through. You can expect some of the following from your school:

- regular communication through school approved channels
- reports on your child's progress and achievement
- celebration of your child's achievements
- notification of any serious single issue or ongoing issues concerning your child
- scheduled opportunities to meet with the classroom teacher
- other opportunities to meet with the teacher, by appointment
- updates about important developments in your child's class
- notifications or invitations to school events
- opportunities to provide respectful and productive feedback.



Student learning

Teaching and learning at Piara Waters Primary School is informed by the Western Australian Curriculum, which outlines the content for students to be taught, and expected student performance for each year level. Our teachers use the curriculum to organise student learning, responding to students' needs and interests.

The curriculum is organised into eight learning areas, each including specific curriculum content and the Achievement Standard for each year of schooling, from Pre-primary to Year 10.

The School Curriculum and Standards Authority (SCSA) is responsible for the Kindergarten to Year 12 curriculum, assessment, standards and reporting for all Western Australian schools. The [SCSA Parent Website](#) provides information about:

- What children should learn
- How they are assessed
- The standards expect in each learning area for each year level

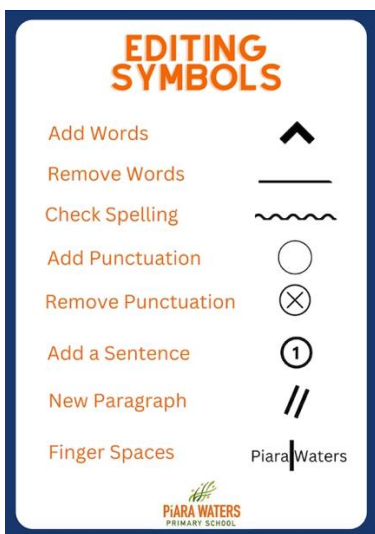
ENGLISH

The English curriculum covers Writing, Reading, Viewing, Speaking and Listening. Students learn to appreciate language and develop their ability to express feelings, share information, form ideas, interact with others, entertain, persuade and argue.

From Kindergarten to year 2, students participate in a daily **phonics** lesson using the *Heggerty* program.

All Kindergarten to year 6 classes have a strong focus on **reading**, developing word knowledge, fluency and comprehension. Year 1 to 6 students are provided with a whole school reading log to record their home reading.

There is a focus on developing students' **editing skills and processes**. Starting in Pre-Primary, the Western Australian Curriculum states that students will be able to reread and edit their writing to improve punctuation, text structure, grammar and meaning by the time they reach year 6. We have a consistent use of symbols and processes for editing across the school.



EDITING SYMBOLS

Add Words	^
Remove Words	—
Check Spelling	~
Add Punctuation	○
Remove Punctuation	⊗
Add a Sentence	①
New Paragraph	//
Finger Spaces	

Piara Waters

PIARA WATERS PRIMARY SCHOOL



CUPS

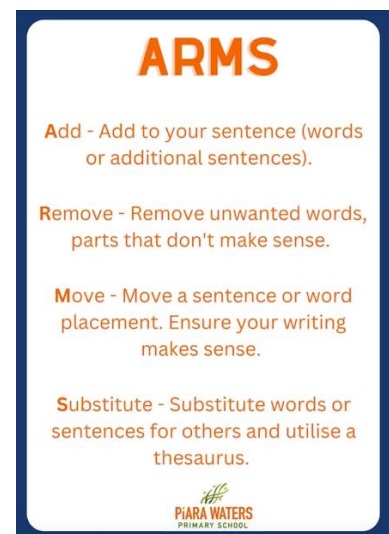
Capitalisation

Usage

Punctuation

Spelling

PIARA WATERS PRIMARY SCHOOL



ARMS

Add - Add to your sentence (words or additional sentences).

Remove - Remove unwanted words, parts that don't make sense.

Move - Move a sentence or word placement. Ensure your writing makes sense.

Substitute - Substitute words or sentences for others and utilise a thesaurus.

PIARA WATERS PRIMARY SCHOOL

At Piara Waters Primary School we teach students the **NSW Foundation Style Font**. You can find out more about our Handwriting font and expectations [here](#).

In Kindergarten to year 1 classrooms, **Oral language skills** are explicitly taught by teachers and supported by using the *Language Express* toolkit. This is an evidence-based resource, developed by literacy experts and speech pathologists.

As students progress through their primary schooling, they are taught to use a variety of strategies to engage in group and class discussions and make presentations. We work to develop effective listeners and students who contribute actively, ask questions, and communicate successfully.

MATHEMATICS

Maths is taught by classroom teachers from Kindergarten to Year 6. In the Mathematics learning area, students build numeracy skills and their understandings of mathematical ideas and processes. Numeracy helps students with their daily lives.

The Maths Curriculum is broken into the content strands;

- Number and Algebra
- Measurement and Geometry
- Statistics and Probability

HUMANITIES AND SOCIAL SCIENCES (HASS)

In the Humanities and Social Sciences (HASS) learning area students learn about the world they live in. They study people and places and learn about the past and the present. HASS includes:

- Civics and Citizenship – introduced in Year 3 and carries through to Year 10
- Economics and Business– introduced in Year 5 and carries through to Year 10
- Geography – introduced in Pre-primary and carries through to Year 10
- History – introduced in Pre-primary and carries through to Year 10.

HASS is taught by classroom teachers at Piara Waters Primary School.

TECHNOLOGIES

Technologies includes two related subjects:

- **Design and Technologies:** Students use design thinking and technologies to create solutions for real needs and opportunities.
- **Digital Technologies:** Students use computational thinking and information systems to define, design, and implement solutions. This includes early coding skills.

Students at Piara Waters Primary School engage in Design and Technologies in Semester 1 and Digital Technologies in Semester 2.

THE ARTS

The Arts learning area consists of Dance, Drama, Media Arts, Music, and Visual Arts. Subjects from The Arts build students' creativity and communication skills. Students learn how to express their ideas and solve problems.

The Arts is taught by both classroom teachers and specialist teachers at Piara Waters Primary School. Every year, students will do at least one performing arts (Music, Drama or Dance) and one visual arts (Visual Arts or Media).

In Kindergarten, classroom teachers expose students to the Arts.

In Pre-Primary, students will participate in a specialist lesson in both Drama and Music. Classroom teachers will teach Visual Arts.

In Year One to Three, students will participate in a specialist lesson in Visual Arts for one semester. They will also participate in a specialist lesson in either Drama or Music for one semester.

In Year Four to Six, students will participate in a specialist lesson in Visual Arts for one semester. They will also participate in a specialist lesson in either Drama or Music for one semester. Families had the option to nominate a preference for Drama or Music at the end of the 2023 school year. Students have been grouped into Drama or Music based on these preferences and class availability. Students who are in the IMMS program must do Music.

Pre-primary to Year 6 students have an hour a week dedicated to The Arts with a specialist teacher. Students engage in a different arts subject each semester, providing them the opportunity to develop their skills in both performance and visual aspects of The Arts.

LANGUAGES (FRENCH)

In the Languages learning area, students learn a language other than English. At Piara Waters Primary School, the chosen language is French.

All students in Years 3 to 6 learn French for one hour a week with a Specialist Teacher. We also have a French Language Assistant to support our program.

Interested Years 5 to 6 students are invited to join the French Club, after school, one day a week. Students extend their language skills through engaging activities such as singing, playing games, watching films, performing, sampling French culinary specialities and preparing for competitions.

PHYSICAL EDUCATION

The Physical Education curriculum focuses on the explicit development of movement skills and concepts required for students to participate in a range of physical activities with competence and confidence.

Physical Education is taught by specialist Physical Education Teachers from Pre-Primary to Year 6.

- In Pre-Primary, students have a one-hour dedicated Physical Education lesson each week. All Pre-Primary children also participate in a combined Fundamental Movement Skills session led by classroom and specialist Physical Education teachers.
- In Year 1 and 2, students have a one-hour dedicated Physical Education lesson each week.
- In Year 3, students have a one-hour dedicated Physical Education lesson each week and also participate in four daily fitness sessions a week, focusing on the development of fundamental movement skills and building strength and fitness.
- In Years 4 to 6, students have a one-hour dedicated Physical Education lesson each week. They also participate in a combined sports session with other students in their year level for an hour a week. This session allows them to put the skills learnt in Physical Education into practice in modified games and sports.

Year 3 – 6 students have the opportunity to be selected to represent our school in a range of interschool sporting events across the year.

HEALTH

Health Education is taught by a classroom or specialist teacher. There is a strong focus on health eating, road safety and being SunSmart.

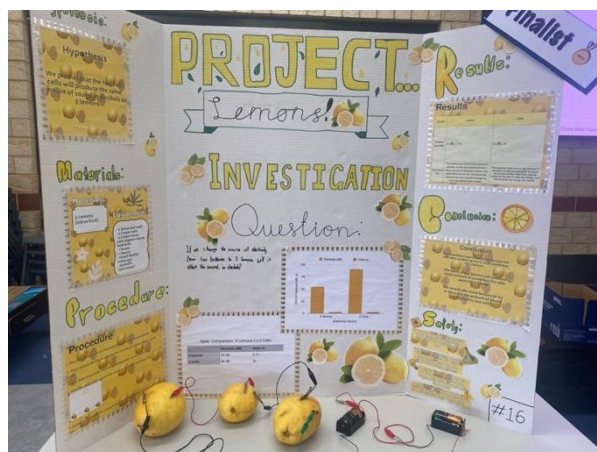
From 2024, changes have been made to the [Western Australian Curriculum](#) to ensure all students from Kindergarten to Year 6 are taught about healthy relationships and consent. Throughout the year, students will be explicitly taught the mandated content and given opportunities to develop and practice strategies to help keep themselves safe.

Year 5 and 6 students will learn about the dangers of vaping as part of a new curriculum introduced across all Western Australian schools in 2024.

SCIENCE

At Piara Waters Primary School, Pre-Primary to Year 6 students are taught Science by a specialist teacher. In Kindergarten, the classroom teacher teaches Science.

Two hours have been allocated to Science for every Pre-Primary to Year 6 class. The first hour of focuses on understanding content and concepts. The second hour is set aside for developing students' inquiry skills which will help further engage and challenge your child's involvement in science.



A highlight of our school year is the Year 6 Science Expo which showcases the scientific talent among Piara Waters Primary School students.

INTERVENTION PROGRAMS (YEAR P-6)

If a student is not achieving at the expected standard for their year level, they may be identified for participation in an intervention program. We provide Intervention programs for maths, reading, writing and EAL/D vocabulary.

If a student is selected, their parent will be sent a letter notifying them of their child's participation. Interventions can be 15 minutes to 1 hour and may happen multiple times throughout the week.

EXTENSION PROGRAMS (YEAR 1-6)

Classroom teachers are responsible for ensuring all students meet their full potential. Students are extended beyond the age level curriculum, where they have met the full requirements of their year level.

There are also additional extension programs that we put in place outside of the classroom. These programs aim to challenge and extend Year 1-6 students' knowledge and skills in their areas of strength. The programs also aim to develop students' employment skills, such as communication, teamwork, problem-solving, initiative and enterprise, organisation, resilience and critical thinking.

Students who are selected for programs will receive a contract to sign, before participating in the program.

Maths extension takes place throughout the year for Year 2 to 6 students. Writing, creative thinking, public speaking and science extension programs take place at different times of the year, for a range of students across Year 1 to 6.

What to wear - Our school uniform

STUDENT DRESS CODE

The Department of Education requires that public schools have a **dress code**. It is the school's policy that students wear the school uniform every day, including on school excursions. For some interschool events, an interschool uniform will be provided.

Please label all uniform items to make it easier to return to your child should the item be lost. Our lost property bins are placed outside the flag poles.

Our Uniform

- Royal/Navy polo shirt (displaying the school logo)
- Navy Zina Skirt
- Navy Jazz Pants
- Navy Cargo shorts
- Navy PE shorts
- Navy nylon fleece track pants
- Navy nylon fleece zip jacket (displaying the school logo)
- Navy Hat (Bucket/ Wide Brim). Hats may be purchased which are double-sided, to also show the student's faction colour.
- Year 6 students may also wear their Leavers Shirts and Leavers Jumpers.

Socks and Shoes

- Students are encouraged to wear plain coloured socks or sports socks.
- Appropriate footwear must be worn. Students will be participating in regular physical activity, so sports sneakers are the most appropriate footwear.

Faction Shirts

Students may wear their school faction shirts on any day of the week, however, they are encouraged to do so on the day of their Physical Education lesson. Faction shirts should also be worn for faction cross country and athletics carnivals.

Jewellery

- Jewellery should be restricted to a watch, sleepers or studs.
- Items of jewellery relating to a child's religious or cultural background may be worn.

Hair and make-up

- Hair below the shoulders must be tied up neatly.
- Make-up is not to be worn at any time, including school excursions and events.

NEW UNIFORMS

All new school uniforms are purchased from Uniform Concepts.

Address: 24/26 Solomon Road, Jandakot. WA. 6164

Telephone: (08) 9270 4650

The price and item list is [here](#)

Further information is available from the Uniform Concepts [website](#).

SECOND-HAND UNIFORMS

Second-hand uniforms can be purchased from the PWPS P&C. You can purchase items on the Qkr! App, and these will be delivered to your child's classroom during the week. Please note this second-hand uniform service only operates during the school term in Weeks 2 to 9.

BAGS

The P&C sell new library bags and school bags, from the front office. Students are able to use any bag for library and any branded school bag, however, these are good sturdy options for students.

Please purchase your bag via Qkr! and collect it from the front office.

- Library Bags (school logo) \$10.
- Large School Bags (school logo) \$55
- Medium School Bags (school logo) \$42



High standards and expectations of behaviour

SCHOOL RULES AND VALUES

In 2021, the school staff and students reviewed the school values and our golden rules. It is expected these are followed by all students.

Our values are on display on the grass area between the office and library.

At Piara Waters Primary School, students demonstrate our values of:

- Demonstrate respect
- Actively participation
- Engage responsibly
- Take responsibility
- Show generosity



Our Golden Rules

At Piara Waters Primary School, all students are aware of the 19 golden rules that were collaboratively developed with students to ensure a safe and positive learning environment. These are displayed in classrooms and on our school website. Our Golden Rules are on display around the school and in all classrooms.

At Piara Waters Primary School, we...

Sit and wait quietly at the flagpoles if we arrive at school between 8-8.15am	Do not use equipment, playgrounds, basketball courts or the oval before or after school	Leave school straight away at 2.30pm	Wear the school uniform and follow the school dress code
Walk inside and on the paths	Move quietly around the school during learning time	Report unsafe or inappropriate behaviour to an adult	Sit and eat in our allocated area and wait until the double siren to go and play
Only eat, touch and buy our own food	Leave personal items, including toys and sports equipment at home*	Follow the iPad and ICT agreements	We only use our devices as part of our learning when instructed by the teacher
Line up quietly with our class as soon as the siren goes	Wear our hats to play, otherwise we sit near the flagpoles	Eat icy poles and extra canteen food on the benches outside the undercover area	Do not go into classrooms or storerooms without a teacher unless permission is given
Close our bags and keep them neatly outside our classrooms	Walk our bikes, skateboards and scooters inside the school grounds	Place our bikes, skateboards and scooters inside the bike cages	

Faction Tokens – positive behaviour reward

During physical education, students have the opportunity to receive faction tokens for active participation and good sportsmanship. Students give the tokens to their teacher and the Faction Captains collect and count the tokens for each faction. The winning faction is rewarded at the end of each term with extra lunch time.

Gold Tokens – positive behaviour reward

Gold tokens are given out to students by school staff for demonstrating the school values and following the golden rules. Once a student has received 10 tokens, the teacher will present the student with a certificate which they take home for parents to see. The parents sign the bottom and the student places this in the Goldie Box (outside the undercover area) for a chance to win a prize each term.

Classroom Reward Systems

Classroom teachers have their own student reward system.

Behaviour Management

A whole school behaviour management process is in place where each classroom has a Behaviour Tracking Book. This is used to record student's behaviour that does not align with our school values and golden rules.

Teachers follow the below steps;

1. A verbal warning and a reminder of appropriate behaviour

If the behaviour continues

2. The student's name is recorded in the Behaviour Tracking Book

If the behaviour continues

3. Re-set in class (Students sit alone to reflect on behaviour)

If the behaviour continues

4. Re-set in a different class

If the behaviour continues

5. The student will need to discuss their behaviour with the Principal or a Deputy Principal and complete a reflection sheet. Appropriate consequences will be given and parents/guardian's will be contacted.

The school's Good Standing Policy also requires students to uphold the school values. Three reflection sheets in a school term, will result in the loss of good standing for the term. This means they will be unable to participate in an upcoming event such as sporting events, whole school rewards, lunchtime clubs/activities, incursions, excursions, camp and graduation activities.

Getting your child to and from Piara Waters Primary School

We encourage students and families to walk, ride or scoot to school. We do not have a car parking bay for everyone, so if you do need to drive your child to school, please be patient and allow plenty of time.

The Department of Police provides a **Children's Crossing guard** at a designated point on Wright Road. The Cross Guard works before and after school each day. This is the safe place to cross the road on Wright Road.

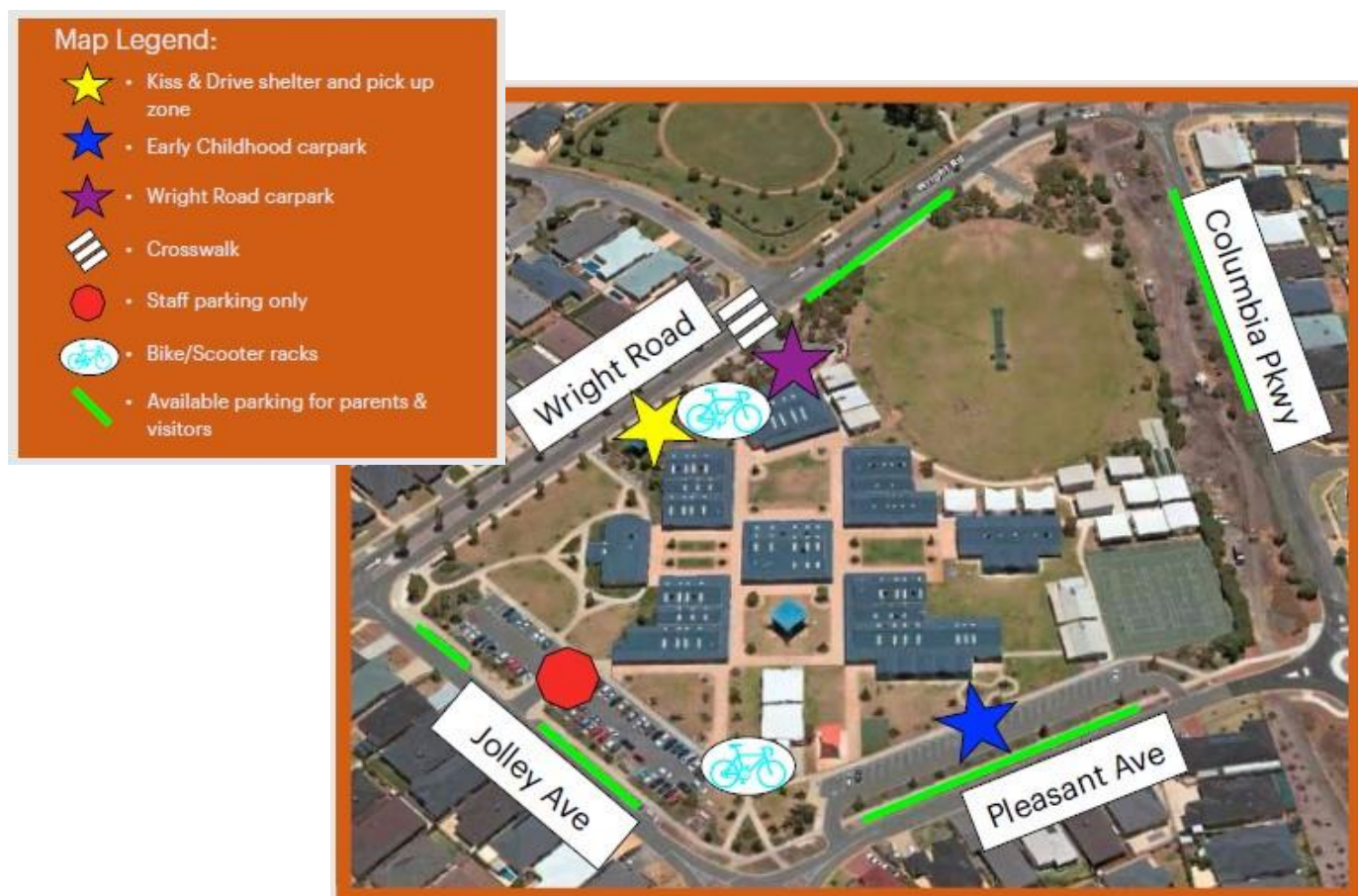
We encourage students to be dropped off and picked up at the **Kiss n Drive area** on Wright Road. In this area, cars pull up, children exit on the left hand door of the vehicle, and walk themselves to/from class. There is a deputy or principal on duty every morning from 8:10am to 8:25am and afternoon from 2:30pm to 2:45pm at the Kiss n Drive area.

Kindergarten and Pre-primary parents may utilise the **Early Childhood carpark** on Jolley Avenue. This is a short stay carpark, where parents should only park for a few minutes, whilst they drop/collect their child from class.

If parents want to stay longer than a few minutes, then there are a small number of car pays for parents and the public on Wright Road, Columbia Parkway, Jolley Avenue and Pleasant Avenue.

The **staff car parks are for staff only**. Please do not use the entrances of these car parks for drop offs.

The staff car park on Wright Road is available for **pick ups and drop offs at OSH** before 8am and after 3pm.



General information – an A-Z guide

ACCIDENTS/ILLNESS AT SCHOOL

Minor playground injuries will be dealt with at school. However, if your child has an accident or becomes sick at school, every effort will be made to contact parents/carers to arrange medical attention. For this reason, it is essential that the school has the most up-to-date contact details for you including phone numbers, email address and an additional emergency contact.

ANAPHYLAXIS AND ALLERGY AWARENESS

Piara Waters Primary School implements the 'Best practice guidelines for anaphylaxis prevention and management in children's education and care'.

If your child has Anaphylaxis, please notify the front office prior to them starting at school, so appropriate plans can be put in place. Our website contains detailed information about our management of Anaphylaxis.

Our school is **allergy aware**, and we adopt a range of procedures and risk minimisation strategies to reduce the risk of a child having an anaphylactic reaction. Fellow students will be made aware of students in their class or groups with allergies and Individual Anaphylaxis Health Care Plans.

We do not have a ban on foods (eg, nuts), however one of our Golden Rules states "we only eat, touch and buy our own food".

ASSEMBLIES

School assemblies are held on Friday mornings, from 8:35am to approximately 9:30am in the Undercover Area.

Assemblies are hosted by two or three classes, and generally alternate between Junior (Kindy to Year 2) and Senior (Year 3 - 6) phases of learning. Parents are invited to attend assemblies. Please check term planners, school website or the weekly parent update for assembly dates.

BEFORE AND AFTER SCHOOL CARE

OSHClub is the current provider of Before School Care, After School Care, and Holiday Programs at Piara Waters Primary School, operating out of the Undercover Area and the wet area in Block 3.

The service drops off and collects Kindergarten and Pre-Primary students directly to/from their class. Year 1 - 6 students make their own way between OSH and the classroom.

Children can attend regularly or on a casual basis. For further information or to book a place, please visit their website, www.oshclub.com.au or call **1300 395 735**.



BIKES AND SCOOTERS

Bikes, scooters and skateboards need to be walked inside our school grounds. Racks for bicycles are located near the undercover area and behind Room 5. Scooters cannot be stored in classrooms or the front office. To prevent theft, it is advisable that bicycles are locked to the racks. By law, children are required to wear helmets for their personal safety.

BIRTHDAYS

Birthdays are an important event in children's lives, and we are happy to celebrate them as a class. Please feel free to bring in a birthday cake or something for your child to share with their class. It is best if you provide individual pieces (eg, cupcakes) as teachers aren't able to cut food into portions.

BOOK AWARDS

Academic and Endeavour class Book Awards are presented for each K-5 class at the end of year concert at the end of Term 4. Specialist teacher awards are also provided.

BOOKCLUB

Book Club is run by our library staff, 7 times a year (twice a term, except Term 3 when the Book Fair is held). All orders are to be placed and paid for (by credit card) via the Scholastic Book Club website or app - [Loop](#). When the books arrive, the library officers pass the orders on to classroom teachers for distribution.

COLLECTING STUDENTS DURING SCHOOL HOURS

If you are picking up your child/ren at any time other than the normal school times, please come to the office and the staff will collect your child from class. We recommend you place anyone who will be collecting your child on the emergency contact list, or in writing to the front office - including daycare providers. This procedure helps to protect our students and their wellbeing. Children will not be released into the care of any person not on your contact list, or unless you have provided prior notice to the front office.

COURT ORDERS AND CUSTODY ARRANGEMENTS

If there are current court orders, including custody arrangements, which pertain to your child, please advise the principal and provide copies of relevant documentation to be held on your child's record files.

CRUNCH AND SIP

Our Kindergarten to Year 6 classes all have a [Crunch & Sip](#) break between 8:30am and recess. This is a set time in class to eat (crunch) fruit or vegetables and drink (sip) water in the classroom. Please pack a piece of fruit or provide a separate container with cut-up pieces of fruit or vegetables for your child to snack on during this time.

Some children may find eating a whole apple or orange difficult. It is a good idea to cut the fruit and vegetables into manageable pieces.



DENTAL THERAPY UNIT

The [Piara Waters Primary School Dental Therapy Clinic](#) provides a free service for children between Pre-primary and Year 11 (or the year a child turns 17). The dental team comprises of the dentist, dental therapist and dental clinic assistant.

The unit is run by the **Department of Health** and services students at Piara Waters Primary School, and surrounding schools. All appointments are posted out by the Dental Centre and parents are encouraged to attend appointments with their children.

The Piara Waters Dental Therapy Centre is open Monday to Friday from 8:00am – 1:00pm and 1:30pm – 4:00pm.

All visitors to the Dental Centre are required to sign in at the school's front office and obtain a visitor's sticker to enter the school grounds. If your child has a scheduled appointment, the front office will assist you to collect your child from their class.

DOGS ON SCHOOL GROUNDS

Dogs are not permitted on school grounds at any time (guide dogs excepted).

EXCURSIONS / INCUSIONS

Educational excursions and/or incursions may be arranged for your child's class during the year. Written advice is sent to parents for every excursion or incursion. It is desirable that all students participate in planned activities which support their in-class learning.

Payment for excursions and incursions can be made through the Qkr! app, by EFTPOS at the front office, through bank transfer into the school bank account, over the phone by credit card or with cash in a sealed envelope. In the event of financial difficulty, please contact the front office.

FACTIONS

We have four factions at Pira Waters Primary School. Kindergarten to Year 6 students are placed into a faction upon enrolment. Siblings are placed in the same faction.

Faction shirts are available via our uniform supplier – Uniform Concepts. Students may wear their faction shirt to school on any day of the week.

Our four factions are:



Blue



Green



Purple



Red

FOOD – RECESS AND LUNCH

The students are given 5 minutes to eat their recess and 10 minutes to eat their lunch. Pack food your child enjoys and is relatively quick and easy to eat. Usually, it is a snack for recess and something more substantial for lunch. However, your child may eat more at recess than lunchtime, and that is ok. Please see the section on Lunch Orders for information about our lunch delivery system.

Information and suggestions for parents can be found in the [Department of Education's Healthy Food Guide](#)

HEAD LICE

From time to time, nits (eggs) or head lice are present in the hair of students. When we are aware of this, we notify all parents in the class, via Connect. Parents are asked to check their child's hair and if any nits or lice are found, commence treatment as recommended by the [Department of Health](#).

Under the *School Education Act 1999*, if your child has head lice, they must stay away from school until treatment has started.

Your child may return to school when all live head lice have been removed. There is no need to stay away from school if there are only a few remaining eggs, but you must continue treatment over the following 10 days to ensure that all eggs and hatchlings have been removed.

HOMEWORK

Classroom teachers may assign homework (in addition to home reading which is recorded in the Reading Log) which may include completing unfinished assignments, and reinforcing concepts learnt at school.

HOME READING AND SCHOOL READING LOG

At Piara Waters PS, we want all students to read well! Reading is not only an essential skill for success at school but also to thrive in society as they grow up. Our reading programs are based on evidence-based practices. In class, the teachers explicitly teach students the skills needed for reading success.

Every kindergarten to year six student is provided with a reading log. All students need to record their reading at home, in their log, four times a week. We encourage students to read every day, however four times a week is what needs to be recorded.

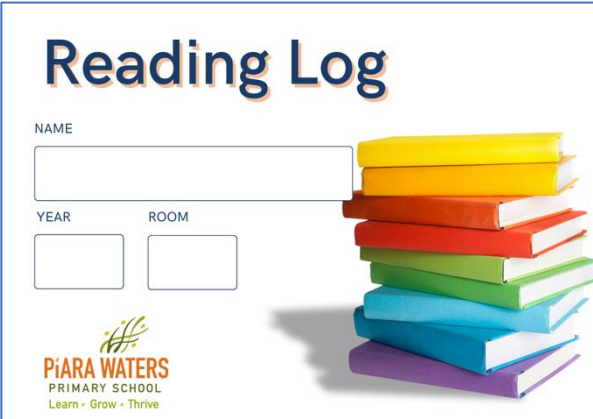
Every student must bring their completed Reading Log to school each Monday (or Tuesday if it is a public holiday).

ICT & IPADS

Students at Piara Waters Primary School have access to iPads to enhance and access their learning.

Kindergarten to Year 2 students will access school iPads when use is relevant and appropriate to their learning.

Learn • Grow • Thrive



Reading Log

NAME

YEAR ROOM

PIARA WATERS
PRIMARY SCHOOL
Learn • Grow • Thrive

Year 3, 4 and 5 students will share a school-provided iPad. This iPad will always stay at school. Students are required to bring their own headphones or earbuds.

In 2024, Year 6 students may bring their own iPad to and from school each day. Parents are asked to provide an iPad in a sturdy case, headphones and a small range of apps. If a student doesn't have their own iPad to bring, the school will provide one for use in class.

From 2025, Year 6 students will access a school-provided iPad, as the previous BYOD program will be completely phased out.

INSTRUMENTAL MUSIC SCHOOL SERVICES (IMSS)

Students in Year 4, 5 and 6 have the opportunity to participate in the Department of Education's instrumental music program, IMSS. Selection into the program is based on your child's musical aptitude and enthusiasm, and their availability to attend all lessons and practice daily. If your child is selected, this outstanding program will take your child's love of music to the next level. Instrumental tuition is free, however you will be required to purchase or hire a new or second-hand instrument for your child.

Students who are nominated for the IMSS program will be assessed for musical aptitude during Semester 2 in Year 3, for acceptance into the Year 4 String Program (Cello, Violin or Viola) and Year 4 for orchestral instruments (flute, clarinet or brass) which are taught in year 5 and 6.



IN-TERM SWIMMING

Each year, children in Pre-Primary to Year 6 are offered swimming lessons held during term time. These lessons are part of the school curriculum. The Department of Education meets the cost of swimming lessons for all eligible students. The cost of the bus transport and pool admission is met by parents.

Year 5 and 6 students undertake their lessons at Coogee Beach.

2024 in-term swimming dates are:

- Pre-primary to Year 4 – Series 1 26/08/2024 – 6/09/2024 (Term 3)
- Pre-primary to Year 4 – Series 2 09/09/2024 – 20/09/2024 (Term 3)
- Year 5 and 6 – 18/11/2024 – 29/11/2024 (Term 4)

LIBRARY

Our library is fully automated and is staffed by our Library Officers. Children may borrow books from the library for a week at a time which may be renewed upon presentation of the book/s. K-2 students borrow 2 books each week, and Year 3-6 students borrow up to 3 books each week.

Library bags are required for borrowing books. This can be a shopping bag, or school library bags are available for purchase for \$10 from the front office. We appreciate any time that families can volunteer in the library to help with book repairs, covering books, and other library duties.



LOST PROPERTY

All items of clothing should be clearly marked with your child's full name. Our lost property bins are located outside the library, under the flag poles.

LUNCH ORDERS

All kindergarten to year 6 students can order their lunch every day of the school term. Please note that there is no service for recess.

A private provider, Munch Box Food Service, provides lunches. Lunches are made in the approved canteen facility at Harrisdale Senior High School and/or Piara Waters Senior High School, delivered to our school, and distributed to classrooms in time for lunch.

All menu items meet the requirements of the Healthy Food and Drink Policy and Traffic Light System for WA Schools and School Canteens.

How to place an order

1. Create an account with Spriggy Schools.

- Do this on their **Website** or
- Download the app at the **Apple store: Spriggy Schools** or
- Download the app at **Google Play: Spriggy Schools**

2. Create a 'child profile' for each of your children and include;

- first and last name
- their room number

3. Log in and order your child/children's lunch by 9 am.

- The menu is **HERE**.
- You can also view the menu (and ingredients) on the Spriggy App.
- You can place orders up to 2 weeks in advance.

4. If your child will be away, cancel the order through the Spriggy App by 9 am.

If your child unexpectedly goes home before lunch, their order will be sent to the Front Office, where the office staff will contact you regarding what to do with the lunch (e.g. store it in the fridge or give it to a sibling).

Office staff and teachers are not able to assist with ordering. If there are any issues with your child's order, please contact Munch Box Food Service at **munchboxfoodsolutions@outlook.com**

MEDICATION

Except in an extreme emergency, eg, unexpected anaphylaxis, medication can only be administered by school staff if appropriate documentation has been completed by parents/carers.

This applies to both prescribed and non-prescribed medication.

Medication cannot be stored in student's school bags. All medication must be brought to the front office in its original packaging. Prescription medication must have the pharmacy label showing your child's name, the name of the medicine, and dosage information intact.

For administration of all medication such as antibiotics, or ADHD medication, all primary schools require written authority from parents/carers via the appropriate form. These forms can be found on the school website.

Asthma medication

Student with asthma require a Form 8 - Asthma Management and Emergency Response Plan to be completed and returned to the front office.

If your child requires an inhaler at school, this should be provided to the front office where it will then be logged and given to the classroom teacher to store in their black medical box.

The black medical box goes with the class to all specialist lessons (eg, PE) and on excursions.

Storing student medication

Medication CANNOT be stored in student's school bags. All medication must be brought to the front office in the first instance.

There are a number of places medication is stored, after it has been processed by the front office.

- Locked medical cabinet in the office.
- Classroom black first aid box.

Additional Epi-pens are stored at various points around the school in the event of an unexpected anaphylactic reaction.

Students with diabetes carry their requirements with them. Emergency supplies are also kept in the front office.

MERIT CERTIFICATES

Merit certificates are handed out at each Junior and Senior class assembly.

Class and specialist teachers give up to two merit certificates each. Teachers are best placed to decide what certificates are given for.

Not all students will receive a certificate each year. That's ok! There are a range of other ways that students are acknowledged at PWPS.

MOBILE PHONES

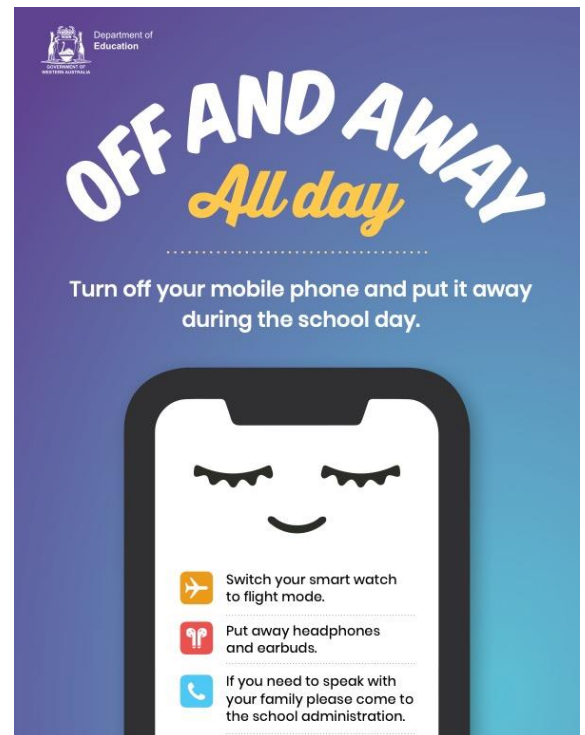
The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher-directed educational purposes. As we utilise iPads for educational purposes, our students should not have a mobile phone with them at school.

We understand some students travel to and from school alone and families provide them with a phone for safety reasons. If your child must bring their phone to school **then it must be turned off and handed into the front office before school, and collected after school.**

Phones need to be off and away all day, meaning from entrance to and exit from the school gate.

Students should only bring a phone to school with parental consent. If we are unsure if parents have provided permission, the admin team will contact parents to confirm.

If parents need to get a message to their child during the day, they must contact the front office, who will pass the message on.



ONLINE SAFETY

We want our students to access technology in a safe environment and take this responsibility seriously. Education about online safety is a priority for students, staff and parents. We continue to build the skills in our staff and keep as up to date as we can with current risks.

At Piara Waters Primary School we have a small list of carefully selected applications (apps) and websites which students will be using to support and enhance their learning. These apps and websites have undergone rigorous risk assessment by the Department of Education and have been deemed safe for our students to use. Parents will be provided a list of these apps and websites at the start of each school year. Third party consent for students to use specific apps and websites is given by parents as part of the enrolment process.

If you would like further information about eSafety for young people, the government website 'eSafety' is a useful resource. <https://www.esafety.gov.au/parents>

PAYMENTS

Any payment to the school for your child can be made by:

- Qkr (via the free Qkr app)
- EFTPOS (at the front office)
- Direct Deposit: - BSB 066 040; ACC 19903450 (Please reference student surname, initial and room number)
- Credit card – over the phone
- Cash – via the front office

PERSONAL ITEMS LIST (BOOKLIST)

You will find the 2024 Personal Items List for students (Booklists) on the [school website](#). You will find the 2024 Personal Items Lists (Booklists) for students on the [school website](#).

You may choose to order the items online from West School Supplies. We have made arrangements with West School Supplies for PWPS parents to receive free delivery on orders all year round.

Students need to bring these items to class on their first day, or as soon as possible after enrolment. All items should be clearly labelled with your child's name, except for Kindergarten and Pre-primary, where the class teacher will advise on what items are shared.

We have listed the quantity of Year 1 - 6 stationary that we expect would last a student for the year. If students run out of stationary during the year (eg, lead pencils, erasers, glue sticks), parents will be asked to restock them.

PHYSICAL EDUCATION

On the day your child is timetabled to have Physical Education they should wear sports shoes/runners, a hat and bring a drink bottle. They are encouraged to wear their faction shirt. Sunscreen is in each classroom and will be provided to students to use in PE lessons, it is their responsibility to apply when necessary. If your child is injured or sick and cannot participate in PE, please provide a note to your child's PE teacher.

PLAY AREAS

Kindergarten and Pre-Primary

Kindergarten and Pre-primary children play inside the fenced area outside the Kindergarten and Pre-Primary classrooms.

Teachers and education assistants are on duty in these areas at recess and lunch, ensuring the school meets the National Quality Standard for supervision of Kindergarten children of 1 adult for every 10 children. The area is divided into different play stations, which each support the growth and development of Kindergarten and Pre-Primary children.

Year 1 to Year 6

Year 1 to Year 6 students have a number of scheduled play areas each day. Children may choose from these areas where they will play at recess and lunch.

Areas are allocated to students in year levels, enabling games to be appropriate to their social and physical development and for students to find their friends more easily. Staff on duty in these play areas are familiar with the students. 'Where Can I Play' schedules are on display in classrooms and around the school and are reviewed and updated each term.

PARENTS AND CITIZENS ASSOCIATION (P&C)

The Parents and Citizens Association is a volunteer association. They support our school in a number of ways and undertake significant fundraising for our school. You can find out more about the P&C by following their Facebook Page <https://www.facebook.com/PWPSPandC>

Roles and responsibilities of public school P&Cs follow the guidelines of the WA Council of State School Organisations Inc.

You can contact the P&C, or let them know of your availability to volunteer via email;
General email: pwpsfamilies@hotmail.com • Fundraising email: pwpsfundraising@outlook.com.au

SCHOOL WATCH

If outside school hours, you see any suspicious behaviour in or around the school, please contact one of the numbers listed.

- *Police Communication* **131 444**
- *School Security* **1800 177 777**

STUDENT REPORTS

Assessing children's learning is a continuous process throughout the year. A Department of Education Formal Report will be provided for all Kindergarten to Year 6 parents at the end of Semester 1 and Semester 2 via Connect.

THERAPISTS

At Piara Waters Primary School, we encourage students to attend therapy outside of school hours. If therapy is to be conducted during school time, we provide the following options:

- Therapists (OT, Speech, Physio) work inside the classroom, alongside the student, teacher and EA during the regular lesson. This enables the teacher and education assistant to learn how to better adapt the curriculum for the student to increase their access.
- If these sessions span over a recess or lunchtime, the empty classroom may be used for one-on-one time. However, this will impact the student's recess or lunch break. Some therapists use this time to support the child/observe or work on social skills in the playground.
- Therapists may book the conference room or library for student sessions before or after school.

VOLUNTEERING

Volunteers support our students to thrive and make the most of every school day.

Before you volunteer at our school, you need to complete a Parent and Child Volunteer Declaration Form. You will be asked to complete the form annually if you want to continue volunteering. This form is not required if you have a Working with Children Check.

You are considered a volunteer when:

- assisting the kindy and pre-primary, or your child's classroom
- going on day excursions,
- helping at a sports carnival
- or carrying out P&C duties

You are not a volunteer when:

- picking up and dropping off your child
- observing events like school assemblies
- attending parent and teacher interviews

In addition to annually completing a ***Parent and Child Volunteers Declaration***, volunteers must sign in and out at the front office, even if they are not leaving school grounds after dropping off their child.

You cannot volunteer if you have a current Working with Children Negative Notice or Interim Negative Notice. If your circumstances change, and you are issued with a Negative Notice or Interim Negative Notice after completing the 'Parent and child volunteer declaration form', you must advise the principal.

A current Working with Children Check is required by all other family members and friends over 18 years of age who want to volunteer.

VOLUNTARY CONTRIBUTIONS, FEES AND CHARGES

A Voluntary Contribution of \$60 per child is requested for Preprimary to year Year 6 students and \$30 for Kindergarten students. While this is voluntary, it is expected that those who can afford to, will make the contribution.

In addition to Voluntary Contributions, the school also may pass on charges associated with extra cost optional items. Such items include excursions, incursions and other activities. For these activities, participation is only possible upon payment of the charge. A spreadsheet outlining the possible, maximum amounts that may be charged in 2024 is provided to families to assist with budgeting. This spreadsheet is also available on the school website. Requests for payment of charges will be made over the course of the school year and students will only incur costs when they are involved in a particular activity.

WALK TO SCHOOL WEDNESDAY

Walk to school Wednesday encourages students and their families to get active by walking, scooting or riding to school.

Student councillors will greet students and families at the gate each Wednesday morning and hand out raffle tickets. Students write their names on the raffle tickets and place them in the tub outside the library. Each term, during assembly, raffle tickets are drawn, and the winning tickets win a prize.

WATER BOTTLES

Students should bring a water bottle to school, to use in the classroom, in physical education lessons, and at recess and lunch. Only water (not fruit juice, or cordial) should be in your child's water bottle.