2014

PARENT INFORMATION
BOOKLET

Kindergarten
To
Year 7

Cnr Arpenteur and Tranby Drive
Baldivis, WA, 6171

Phone 9523 2335
Fax 9523 2336

Website: www.settlers.wa.edu.au
SETTLERS SCHOOL SONG

Settlers Primary the school for you and me
Sharing and caring as we work in harmony
Settlers Primary to learn and work is fun
Our school is built together and we all work as one

Our school is the ultimate, the greatest in the west
That is why at Settlers we strive to do our best
The Power of One will always live deep inside of me
Building friendships based upon respect and honesty

Settlers Primary the school for you and me
Sharing and caring as we work in harmony
Settlers Primary to learn and work is fun
Our school is built together and we all work as one

Settlers Primary Settlers Primary

BULLYING OATH ©

“I will not bully others.
I will not stand by while others are bullied.
I will report bullying whenever I see it because
I have the POWER of ONE.”
SETTLERS PRIMARY SCHOOL
Corner Tranby and Arpenteur Drive
Baldivis WA 6171

Telephone: 08 9523 2335
Fax: 08 9523 2336

Absentee Text Line - 0418 938 233

Website - www.settlers.wa.edu.au

Dental Therapy Unit: 9523 2146

Canteen Manager - Sharon Cheesman: 0418 877788

Principal - Stephen Yates
Deputy Principals - Jennifer Webb (Yrs 6/7)
                  Petra Letter (Yrs 4/5)
                  Lorraine Koontz (Yrs 2/3)
                  Edward (Tim) O’Keefe (K-Yr 1)

Business Manager - Lynne Phillips

OUR SCHOOL DAY

Prior to 8.30am Assemble outside D-Block
8.30am Classroom doors open
8.50am* Siren—school commences
10.00am Siren - recess
10.07am Warning siren—line up outside classroom
11.00am Siren—class begins
11.10am Siren—lunchtime
12.20pm students released to go play
12.25pm Warning siren—line up outside classroom
12.30pm Siren—class begins
1.00pm Siren dismissed for the day
3.00pm* Siren—students dismissed for the day

*The offsite Kindergarten at Smirk Road will operate on an alternate timetable, with students commencing at 8:30am and dismissed at 2:40pm.
Introduction
Welcome, we look forward to your involvement with Settlers Primary School and trust that a close and effective working relationship between the school and home can be established in order to ensure the satisfactory and continual educational development of all children.

This booklet should help provide most of the important information parents may need at the commencement of the school year. It should also provide a handy reference throughout 2014.

Vision
Settlers Primary School has developed a vision designed to outline our goals and ambitions for each student. The vision is detailed below.

To provide every student with:
- the opportunity to excel (Excellence)
- fundamentals for life success (Success)
- skills to positively contribute to society (Citizenship), and
- a safe, happy and caring environment (Security).

We Believe in:
Sharing responsibilities through:
- Sharing leadership
- Building and utilising teaching and leadership expertise
- Building a culture of sharing and responsibility
- Collaborative practices

Holding high expectations
- Ensuring a high level of student expectation
- Structuring teaching for student success
- Ensuring teacher efficacy
- Ensuring an orderly environment
- Engendering pride

Focussing on what matters most
- Focussing on Literacy and Numeracy
- Focussing on pastoral care
- Using data to drive improvement
- Ensuring initiatives support the overall direction of the school

We Value:
- Learning—We value the pursuit of knowledge to improve outcomes
- Equity—We value each student's knowledge, skills, values, experiences and cultural backgrounds.
- Care—We value respect and concern for all.
- Excellence—We value best practice to teaching and learning.
TERM DATES 2014

Term 1  Monday 3rd February—Friday 11th April
Term 2  Monday 28th April—Friday 4th July
Term 3  Wednesday 23rd July —Friday 26th September
Term 4  Tuesday 14th October—Thursday 18th December

SCHOOL DEVELOPMENT DAYS FOR 2014

The School Board has endorsed the following School Development Days. These days have been co-ordinated with all of the Baldivis public schools to reduce any inconvenience. Students do not attend school on these days:

Thursday 30th January
Friday 31st January
**Friday 30th May (Long weekend)**
Monday 21st July
Tuesday 22nd July
Monday 13th October
Friday 19th December

PUBLIC HOLIDAYS FOR 2014

New Year's Day - Tuesday 1 January
Australia Day - Monday 28 January
Labour Day - Monday 4 March
Good Friday - Friday 29 March
Easter Monday - Monday 1 April
ANZAC Day - Thursday 25 April
Western Australia Day - Monday 3 June
Queen's Birthday - Monday 30 September
Christmas Day - Wednesday 25 December
Boxing Day - Thursday 26 December

<table>
<thead>
<tr>
<th>SCHOOL HOURS</th>
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<tbody>
<tr>
<td>Classes commence: 8:50am</td>
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<tr>
<td>Morning recess: 10:50am - 11:10am</td>
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<tr>
<td>Lunch: 12.20pm - 1:00pm</td>
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<tr>
<td>Classes conclude: 3pm</td>
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Students should not be at school prior to 8.30am
Absences & Attendance
Enrolment in any K-7 class at Settlers Primary School means that parents are undertaking to send their children to school punctually on each and everyday of the school term.
Parents are reminded that attendance from Pre Primary to Year 7 is compulsory and mandated by government.
From time to time we understand that students may be absent from school due to illness, family crisis or other serious unforeseen difficulty. On these occasions, Section 25 of the School Education Act 1999, requires parents to notify the school of the reason for their child’s absence as soon as possible or within three days of the first day of absence. A note or a phone call to the front office is sufficient. A SMS message is sent out to all parents if a phone call or note has not been received.
To SMS the school please message child’s name, date and reason to 0418 938233—this is a computer generated mobile number.
We thank parents for their understanding and cooperation in these matters.

Accidents
If your child has an accident or becomes ill, all care and attention will be given and you will be contacted. Minor injuries or illnesses during the day are attended to at school. In an extreme emergency best endeavours will be made to contact you, however in the event that you cannot be contacted the school will seek outside medical assistance which may incur some cost for a parent. To ensure we can care for your child, please notify the administration of any change in address or telephone numbers, work contact details and/or emergency contacts at the earliest convenience.

Assemblies
Student orientated and conducted assemblies will be held regularly in the school undercover area. Dates of assemblies are published in the school newsletter which can be found online on the school’s website www.settlers.wa.edu.au Parents and friends are always invited to attend.

Attendance - Vacations during term time
All parents are strongly urged NOT to take their children on holidays during term time.

There is a recent body of educational research that shows that any time missed from school can be detrimental to a student’s learning. It also shows that the effects of absences are cumulative meaning the detrimental affect increases with the number of days absent.
School vacations occur at various times throughout the year and allow parents 12 weeks of opportunities to have family holidays.

If an absence during term time is unavoidable please provide written advice and negotiate this absence with the relevant Deputy Principal.

Each teacher has a planned approach to program delivery. If your child is away from school for an extended period due to family holidays the school will not be providing work packages.

If you would like your child to continue with school work while you are away you may like to get your child to complete a visual, written or electronic diary. In addition there are many websites that can assist in self paced student learning such as Mathletics. Other sites have reproducible worksheets that can be completed by students. Many retail outlets also sell reproducible worksheet books.

If your child is away from school for a large part of any reporting period, this absence may impact on the teacher’s ability to accurately report academic progress in the student report.

If you would like to research this topic the report called *Student Attendance and Educational Outcomes: Every Day Counts* is available online at [childhealthresearch.org.au](http://childhealthresearch.org.au)

**Behaviour Management**
In the interest of the school community, it is important that parents, teachers and students work together to ensure high standards of behaviour. At Settlers Primary School we pride ourselves on our high standards of behaviour.

The key to maintaining these high standards, which ensure an effective learning environment for students, is respect and care for others. Parents as members of our school community are asked to encourage their children to support these values, which in turn show support for our school.

If you have concerns about your child’s behaviour please contact your child’s teacher. The teacher will contact you if they have concerns.

**Bicycle/Scooter/Skateboard Use**
All cyclists must wear protective helmets. Students are required to walk bikes and scooters in the school grounds. Parents are asked to ensure that their children ride in a safe manner. Parents are strongly urged to accept Bike West Council recommendations and not allow children from year 1 to year 3 to ride bikes to school. Sanctions may be imposed on students who continually use their bikes in an unsafe
manner. As our bike racks are not enclosed it is advisable that all cycles are locked up. Riding of bikes, rollerblades, scooters and skateboards or any other device through the school is strictly prohibited.

**Canteen**

Our canteen is organised and run by the P&C Association. The canteen provides a summer and winter menu and is open for recess and lunch Monday to Friday. Lunch orders need to be in before 9.30am. Alternatively, our online canteen ordering system is an easy and convenient way for parents to order their children’s school meals. Please go to [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au) and sign up. If you are able to assist in the canteen in any way please contact administration on 9523 2335.

**Collecting Students During School Hours**

Parents collecting students from school during school hours for any reason are asked to first visit the school office so that a pass can be completed. Pink slips will be issued immediately prior to the collection of your child. In order to further ensure the safety of students we will be requesting some form of identification before the pass is issued. This will allow us to ensure that appropriate adults are collecting children from school. If parents require a friend or relative to collect any child on their behalf, a signed note to this effect would be appreciated.

Permission for a student to leave the school grounds without a parent present will generally not be granted unless written advice from a parent has been received.

**Contributions and Charges**

The Settlers Primary School Board has determined that the voluntary contributions sought for parents are set at $40 per student from Kindergarten to Year 7.


**Councillors**

Year 6 and 7 students are elected as student councillors. Councillors perform duties which give responsibilities aimed at enhancing their learning outcomes and developing their leadership qualities.
Curriculum
All students will be involved in learning activities, which enable them to demonstrate outcomes in the eight learning areas of the Australian Curriculum and Curriculum Framework. The learning areas are Arts, English, Health and Physical Education, Languages other than English, Mathematics, Science, Society and Environment and Technology and Enterprise.

Custody Issues
Parents are reminded that the School Education Act 1999 obliges parents to inform schools of any Parenting Plans, Family Court orders or other orders which are applicable to their children. All details are treated in the strictest confidence. Enquiries can be made through the school office.

Dental Care
Settlers Primary School Dental Therapy Centre is situated at the school and can be accessed from Fullman Turn, parking is available. Please contact them directly on 9523 2146.

Dress Code
A dress code pamphlet is available from the Administration Office, it is also available on the school website. Of particular importance the school does not permit denim as part of the school uniform.

Enrolment
It is necessary for parents of children attending Kindergarten programs this year (2014) to apply at the school for Pre Primary placement in 2015 if you wish your child to continue attending Settlers Primary School. Students in Pre Primary in 2014 will automatically roll over into Year 1 in 2015 and beyond. Parents will be informed via the school newsletter when applications for 2015 are due.

Settlers Primary School is a Department of Education designated Local Intake school. As such, the school provides places for all eligible students. Please refer to the Department of Education website http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/enrolment.en?oid=au.edu.wa.det.cms.contenttypes.Policy-id-11569963 for more information about enrolment policy and procedures relevant to a Local Intake school.

Details of our defined local intake areas can be obtained by downloading the document from our website http://settlers.wa.edu.au/uploads/Admin%20Documents/Settlers%20LIA%20Small.pdf
Acceptance of enrolment at Settlers Primary School does not confirm acceptance of enrolment at other local schools, including Baldivis Secondary College. The Department of Education Enrolment Policy applies for applications to each individual school.

**Excursions/Incursions**
It is intended that excursions/incursions will be organised as an integral part of the school's programs throughout the year. It is therefore desirable that all students participate in them. There are classroom activities before and after each excursion and if the excursion is missed, much of the related classroom work is less meaningful to students.

Full details will be provided to families before each excursion, including the date and time, cost, clothing and food requirements and travel arrangements. As a precautionary measure, we require information about each child's special health needs before each excursion.

**Hats**
It is essential that children wear a broad brimmed hat (bucket hat) if they are playing in the sun. The school policy is 'NO HAT, NO PLAY'. Children will be asked to play in the undercover area or the verandah if they don't have an appropriate hat. Bucket hats are to be worn for the entire school year. Hats are available for purchased from the Uniform shop.


**Information, Communications and Technology**
All students have access to a range of information technologies including computers, laptops, digital cameras, iPads, smart boards and a digital video camera. The school network is linked to the Internet and all students and parents are required to enter an agreement to ensure the system is used responsibly within our legal guidelines.

**Insurance**
The Department of Education does not carry insurance for students or their possessions both at school and when participating in educational activities away from the school site (camps involving an overnight stay are an exception). It is the responsibility of parents or carers to ensure that their children are adequately covered by insurance for accidents that are not caused through negligence on behalf of an employee of the Department. The cost of an ambulance is also not covered regardless of whether it is called by the school or another party.
Kiss and Drive
Parent volunteers in conjunction with the school operate a Kiss and Drive system, whereby children are dropped off and collected via a drive-through process. New parents should contact the office for more information should they wish to utilise this service.

Library
Our library is fully automated. Children have access to the library for weekly sessions and during Tuesday and Thursday lunchtimes. Children are encouraged to borrow books on these occasions. Should a book become lost or damaged, parents are asked to pay the cost of the book. Library bags are available through the P & C uniform shop.

Lost Property
Please label all your children’s clothing with their name in a permanent pen to avoid large amounts of lost property. Articles of clothing and other lost property found within the school grounds are held for collection in the conference room.

Medication
If your child requires medication you must complete a Medical Request Form (available from the Administration Office) and it must be endorsed by a Administrator prior to any medication given.

This is a legal document that must be retained at the school and due to this we will not give medication to any student without the form completed and signed.

Medical Conditions
If your child has asthma, allergy, anaphylactic reaction, epilepsy or any other severe medical condition please see the administration team for a Medical Action Plan.

Mobile phones
It is understood that for communications and safety reasons parents may wish their child to carry a mobile phone to school. Whilst at school, however students are able to contact parents/guardians through the school phone system and correspondingly,
parents are able to leave messages for their children. As such it is the school’s position that whilst at school, mobile phones should be switched off and not used by students. Full details of our Mobile Phone Policy can be found on our website http://settlers.wa.edu.au/index.php?page=mobile-phone-policy

**Newsletters**

Newsletters are available through the school website. Please visit www.settlers.wa.edu.au and click on the link for Newsletter subscription to be added to our mailing list. An email is sent out to parents advising them of updates to the website. Newsletters are updated every fortnight.

**Nut Free Zone**

Settlers Primary School supports a peanut free zone. We have several students, who could have life threatening reactions to peanuts. We look for your support in this area and in particular, discouraging your child/children from sharing food or bringing food that contains nuts or traces of nuts.

**Parents & Citizens Association**

Settlers Primary School has an active P & C Association. Meeting are held monthly in the school’s Staff Room. Further information about the P & C can be found on their Facebook page https://www.facebook.com/SettlersPrimarySchoolPcAssociationInc and on page 17 of this booklet.

**Parking**

Our high enrolment numbers at Settlers Primary school means increased congestion and potential parking difficulties around our school. The car park located at the corner of Arpenteur and Tranby Drive opposite Settlers Primary School is a joint carpark with Tranby College. Parents are encouraged to park here and walk with their children to school. With this in mind Settlers Primary School operates a volunteer run Kiss & Drive system aimed at alleviating some of the congestion and parking issues and increasing the level of safety so as to minimise the risk of an incident occurring at school due to unsafe parking and driving habits. Kiss & Drive is a designated area for parents to drop off and pick up their children from school. It eliminates the need for parents to find a parking spot.

Please refrain from parking on corners, paved areas, footpaths and lawns of surrounding homes. Parking in such areas greatly reduces visibility for other drivers and children crossing roads. No parking signage along these areas is
enforceable by the Ranger.

The Staff car park is just that, for staff only. Please refrain from parking here.

PEAC (Primary Extension and Challenge Program)
PEAC is a special program for children who are academically talented. Students have the opportunity to be tested for inclusion in PEAC when they are in Year 4. Fremantle Peel Education District Office personnel select students to participate in the program.

Pick up and Drop off Book (Kindergarten and Pre-Primary only)
If your child is leaving the school with an adult other than a parent or legal guardian please inform the classroom teacher of your arrangements through the Communications Book. This includes Kiss n Drive arrangements.

Reporting to Parents
Assessment is an ongoing practice in the classroom, which enhances students learning, teaching practices and reports progress to parents. Reporting is an ongoing process where teachers and parents share the progress of each student. Parent/teacher interviews to discuss children’s progress are available on request. Please phone 9523 2335 to arrange an interview time.

School Choir
Students from Years 4 to 7 are selected by the Music Teacher to participate in this programme.

School Health Service
A registered nurse from the Community Health Service visits the school on a regular basis. The nurse works as part of a team within the school along with the teaching staff and psychology service. Your school nurse is a resource person for health and social services in your community. The nurse can be contacted by calling the school on 9523 2335.

As part of the service, the nurse sees children in Kindergarten and Pre Primary for a full health appraisal. Other students are checked if referred to the nurse.
School Psychologist
The services of a school psychologist are available to parents and student's. Teachers refer children who require this specialist attention, in consultation with parental permission.

Sun-cream
Settlers Primary School encourages all students to be sun smart and use sun cream from home. Sun cream is available in the classroom for top-ups during the day. Our Sun Smart Policy is available on the Settlers website. http://settlers.wa.edu.au/index.php?page=sun-protection-policy

School Uniform – see Dress Code
The School Board has established a school Dress Code for all students. The school colours of royal blue polo's (kindergarten to year 5) or maroon (year 6 & 7's) and navy blue shorts (boys) and tartan skirts/skorts (girls) are available for purchase at the uniform shop located on the school premises.

Uniform Shop
Please see a Uniform Order Form (available from Administration or via the school website) for shop times and prices.

Water Bottles
Drink bottles are welcome inside the classrooms as part of our 'Crunch n Sip' program, but we do stress WATER ONLY. Cordial, soft drink and juice is not allowed inside the classroom. Please have drink bottles clearly labelled.
**Communicable Disease Guidelines**

Recommended minimum periods of exclusion from school, pre-school and child care centres for contacts of and cases with infectious diseases.

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>EXCLUSION</th>
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<tbody>
<tr>
<td>Chicken Pox</td>
<td>Until all vesicles have crusted.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased for 24 hours.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease</td>
<td>Exclude until all vesicles have crusted/ dried.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until 14 days after onset of illness or 7 days after jaundice appears.</td>
</tr>
<tr>
<td>Herpes simplex &quot;cold sores&quot;</td>
<td>Young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until after antibiotic treatment has commenced. Lesions on exposed skin should be covered with a waterproof dressing</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for 4 day after the onset of rash. Do not exclude from vaccinated or previously infected contacts. All other contacts should be excluded for 14 days after the onset of the rash in the last case.</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until after treatment has been completed</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days after onset of symptoms.</td>
</tr>
<tr>
<td>Parvovirus (fifth disease)</td>
<td>Exclude from pregnant women.</td>
</tr>
<tr>
<td>Pediculosis (head lice)</td>
<td>Exclude until hair has been treated and lice removed.</td>
</tr>
<tr>
<td>Ringworm, scabies and trachoma</td>
<td>Exclude until person has received antifungae treatment for 24 hours.</td>
</tr>
<tr>
<td>Rubella (german measles)</td>
<td>Exclude for 4 days after onset of rash. Exclude from pregnant women.</td>
</tr>
<tr>
<td>Streptococcal (scarlet fever)</td>
<td>Exclude until person has received antibiotic treatment for 24 hours</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Exclude until 5 days after appropriate antibiotics treatment for 14 days from onset of coughing.</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude until diarrhoea has ceased for 24 hours.</td>
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</tbody>
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Emergency after hours advice please contact Health Direct 1800 022222
Welcome to the Settlers Primary School Parents & Citizen’s Association.

ROLE
The role of the P & C is to:
- Promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation.
- Assist in providing facilities and equipment for the school.
- Promote the recreation and welfare of the students at school.

MAIN ACTIVITIES
The P & C, among other things, operates:
- The Uniform Shop—open Friday mornings between 9:00am—10:00am
- The Canteen—open Monday—Friday for recess and lunch. A menu is available from the front office or on the school website.
- Kiss ‘n’ Drive—before and after school drop off and pick up.

The money raised by the Canteen and the Uniform Shop is used to fund school projects that will benefit all children at Settlers Primary School. Each year the P & C seeks volunteers from the School Community (ie. parents and students) for projects that will benefit the school.

Information about the P & C’s activities are posted on their facebook page https://www.facebook.com/SettlersPrimarySchoolPcAssociationInc
Updates and other important information is also placed in the school newsletter.

HELP US HELP THE SCHOOL
You can help us help the school by:
1. Attending P & C meetings
2. Getting involved in a P & C Sub-committee, such as volunteering to help in the uniform shop, in the canteen, Kiss ‘n’ Drive or as part of the Fundraising Committee.

The P & C Association can also be contacted by emailing settlerspandc@yahoo.com.au
ADVANCE AUSTRALIA FAIR

Australians all let us rejoice,
For we are young and free;
We've golden soil and wealth for toil;
   Our home is girt by sea;
Our land abounds in nature's gifts
   Of beauty rich and rare;
In history's page, let every stage
   Advance Australia Fair.
In joyful strains then let us sing,
   Advance Australia Fair.

Beneath our radiant Southern Cross;
   We'll toil with hearts and hands;
To make this Commonwealth of ours
   Renowned of all the lands;
For those who've come across the seas
   We've boundless plains to share;
With courage let us all combine
   To Advance Australia Fair.
In joyful strains then let us sing,
   Advance Australia Fair.