

Ashdale Primary School Community Reference Book - 2020



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Vision Statement

We aim to provide all students and staff with ongoing opportunities to develop the knowledge, skills and confidence to achieve their potential and actively contribute to Ashdale Primary School as a 'school of excellence.'

Our vision is underpinned by a professional learning community model, which is driven by the following three elements:

1. Focus on LEARNING: The purpose of Ashdale Primary School is to ensure all students learn at high levels.
2. Focus on COLLABORATION: Helping all students learn requires a collaborative and collective effort.
3. Focus on RESULTS: To access our effectiveness in helping all students learn we must focus on results and use that evidence to inform and improve our professional practice.

As part of the Ashdale cluster of schools we enter a new era for Western Australian education. As an Independent Public School we are empowered with great responsibility to ensure that our local community of students have the best possible learning opportunities and outcomes.

Ashdale Primary School is a place of excellence where students strive to achieve their full potential. The students of Ashdale are the focus and they know they are valued. The effectiveness of the school is measured by the achievement, attitudes and character of the students and the integral part the school plays in the community.

Ashdale Primary School promotes the vision of the Department of Education, which is committed to providing the opportunity for students to achieve the highest standards of learning possible, equipping them to deal effectively with all opportunities and challenges they may encounter.

Students at Ashdale are equipped with, and confident in, the use of new blends of skills and knowledge necessary to achieve their potential throughout their lives and develop the skills and capabilities necessary for lifelong learning. They develop social and emotional resilience, supported by clear and effective pastoral care, which provides all students with the belief in themselves to play an effective role in society and provide their families with the confidence that the school has an individual approach to optimising learning.

All students have access to quality education that will lead to successful learning outcomes. Individual differences are identified and catered for, maximising each student's learning that leads to all students achieving successful learning outcomes. Strong curriculum planning and pedagogy provide the basis for quality instruction guided by the principles of the West Australian Curriculum. A strong pedagogy and knowledge of best practice leads to the achievement of innovative and dynamic curriculum delivery. High priority is placed on students participating in inclusive developmental educational programs that maximise their engagement which will be celebrated frequently.

There is a clear focus on high standards of student achievement. Systematic assessment and reporting procedures are carried out at the highest level, confirming performance and guiding the setting of future targets for the school. National and state-wide testing is utilised. Evidence based approaches to improvement will be used to effectively plan and promote good collaborative decision-making.

Ashdale Primary School is technology smart and technology rich. Embedded technology in all teaching and learning programs using a strong pedagogical base encourages transparent and effective learning outcomes. An on-line networked learning community provides flexible delivery of a variety of learning opportunities. Students, staff and the community are skilled in the effective use of all learning technologies.

Ashdale Primary School is committed to selecting, supporting and providing professional learning for all staff. High standards ensure quality instruction delivered by a highly trained, capable and professional staff. Staff renew and build on their skills continually and are encouraged to develop their personal expertise in a collaborative environment, which enriches the teaching and learning program of Ashdale Primary.

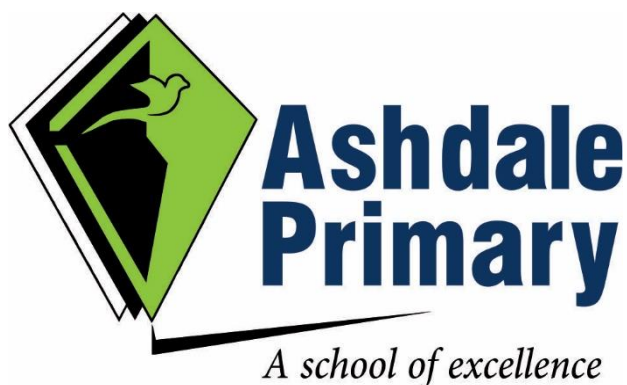
The facilities of the school are functional and aesthetically smart, allowing adequate space for appropriate educational programs and future growth.

Ashdale Primary is a school which has strong inclusive partnerships between students, parents, staff and the community. It is a caring, equitable and secure environment, where children and adults feel they have made a contribution and have a sense of belonging.

Tony Watson

Principal

“Ashdale Primary School is a place of excellence where students’ strive to achieve their full potential”.



The logo depicts a kite, and dove integrated in a stylised design with the school’s name, to create a very modern and appealing image.

Children of all ages love kites and the symbol of a kite depicts the ideals of soaring and aiming high, reaching out and exploring new horizons. In Chinese culture, the kite symbolises long life and good luck. Linked with this, is the silhouetted outline of a dove. A dove can also represent child like qualities, purity and innocence; being nurtured. The spreading wing of the dove symbolises the sense of flight and aiming high in all aspects of school culture at Ashdale. The dove has been incorporated into an art sculpture design for the school which is constructed in one of the courtyard areas of the campus.

The overall logo design brings together a number of elements which represent Ashdale and a vision for the future.

School Facilities

LOCAL INTAKE AREA - Ashdale Primary is in the North Metropolitan Education Region.

The school attracts students from the suburb of Darch. Additionally, Gnangara and Wangara residents have the option of sending their children to Ashdale.

The school comprises:

- Administration block
- 18 classrooms with associated activity areas
- Visual Arts room
- 6 Pre-primary and Kindergarten classrooms
- Parking, including Kiss N Drive areas
- 9 general transportable classrooms
- Music room
- Library Centre
- Covered assembly area and canteen
- Specialised Science room

School Times

8.40am	Day Commences K - Yr 6 students
10.45am – 11.05am	Morning Recess
1.05pm – 1.45pm	Lunch
2.55pm	Dismissal Years K- Yr 6 students
2.30pm	Dismissal WEDNESDAY ONLY

Wednesday Cluster School closure at 2.30pm

Note: Due to duty of care requirements, parents are asked to ensure that children arrive at school after 8.30am. Any children arriving before this time must go straight to the seats located at the entry to their learning block and remain there until their classroom opens at 8.30am. If your child arrives at school after 8.40am they are required to obtain a late note from the office. Please assist your child to ensure they arrive at their classroom before the siren each day.

At the conclusion of the school day all age appropriate students must be collected promptly from classrooms. Parents are asked to ensure that their children are aware of where they will be collected from school. Any students not collected from school after a reasonable time will be taken to the office until collected by a parent or carer. If parents will be late to pick up children, please notify the school office as soon as possible on 6207 4500.

Term Dates for Primary & Secondary School in Western Australia

****Students do not attend school on Friday 28th February, Monday 20th July, Friday 23rd October and Friday 18th December 2020. These days have been endorsed by the Ashdale Primary School Board as School Development days for staff.**

	2020	
Semester 1		
Term 1	Monday, 3 rd February	Thursday, 9 th April
Term Break	Friday, 10 th April	Monday, 27 th April
Term 2	Tuesday, 28 th April	Friday, 3 rd July
Term Break	Saturday, 4 th July	Sunday, 19 th July
Semester 2		
Term 3	Monday, 20 th July **see above	Friday, 25 th September
Term Break	Saturday, 26 th September	Sunday, 11 th October
Term 4	Monday, 12 th October	Thursday, 17 th December

Attendance is managed through a computerised database

Education Department regulations require that every absence is explained by the child's parent/guardian. These explanations are noted and retained and must coincide with absences marked on the class roll. The teacher will follow up all unexplained absences by phone call, diary entry or Connect notice. Any continual unexplained absences will be referred to the school administration and where necessary the North Metropolitan Regional Office. Every unexplained absence for that day will trigger an SMS which will be sent at 10.45am to the child's parents requesting an explanation.

Parents can inform the school of their child's absence well before the set SMS sending time of 10.45am. Parents/caregivers must advise the school of absences by either:-

- Email to absentee.ashdale.ps@education.wa.edu.au
- SMS to **0437 203 871** (parents may add this to their address book under Ashdale PS).
- Verbal & written communication with teachers
- Note in student diary
- Phone call to school
- Schoolzine Mobile Phone App and Website - Absentee Form

Permission to leave the school grounds will not be granted unless parent advice has been received. Parents are required to sign the 'Early Collection' register located in the front office whenever children need to leave school early. Students attending PEAC or the Year 5 Gate Program at ASC also need to be signed out at the front office. This ensures students' whereabouts are known at all times. A release slip is provided by the school office to take to your child's class teacher. When children are returning to school, they need to be signed back into the register in the front office.

If your child arrives at school after the first siren at 8.40am they are required to get a late note from the school office before going to class. A record of each child's attendance is provided in school reporting during the year.

Parents are reminded that extended absences due to family holidays may impact on the teacher's ability to accurately report on student progress and achievement. In line with the Ashdale Cluster Attendance policy, parents are asked to arrange family holidays during vacation time. In addition, students should not be absent due to special occasions such as birthdays etc. Every school day counts.

Ashdale PS has implemented an SMS messaging facility which can be used by parents to advise the school of absences. It is also used by the school to communicate with parents to send "flash" messages (e.g. postponement of an excursion due to bad weather). This number is NOT to be used by parents for general communications. Ashdale will also use this facility to rapidly communicate with parents in an emergency situation. The number is 0437 203 871

The Schoolzine Mobile App can be installed on your smartphone and is a quick reference to communicate with the school and advise of an absence. It has other useful information that relates to the school including the school calendar of events and activities and newsletters.

Accidents / Sick Children

Parents need to ensure that their phone numbers and the phone numbers of emergency contacts are kept up to date as they will be contacted in the case of an emergency, accident, or sickness at school. It is preferable for children to be aware of those people who are listed as their emergency care, particularly for occasions when they may need to be picked up from school.

Facilities at school are limited in catering for sick children. Parents are requested to make a fair judgement on mornings when children genuinely complain of feeling unwell. Those children who are genuinely ill should be kept at home for the health and wellbeing of themselves and others. Forms are available for short term prescribed medication if your child requires this to be administered. These forms are available on the school website under forms or from the front office.

Allergies

Ashdale is an 'ALLERGY AWARE' school therefore there may be students in your child's class that have severe allergies to food or other substances. In some cases these allergies are life threatening and accordingly your support and understanding is necessary when making your child's lunch and recess and finding alternatives to nuts, peanut butter and fish products. Parents are asked to ensure that all current information regarding allergies and conditions which require emergency care and procedures is provided to the front office staff for inclusion in the school's records. If required, an emergency care plan, which includes a photo, will be developed for these children in consultation with the school and the family.

Ambulance

If there is a medical emergency at school that requires an ambulance to be called, parents or guardians are expected to meet the cost of the ambulance.

Animals on School Grounds

In accordance with DOE Policy, animals are not permitted on the school grounds, including the oval. **This also applies to dogs on leashes.** Those families walking to school with their dog are requested not to bring their dog onto school grounds. This is for health and safety reasons.

1:1 Program

As part of an Ashdale Cluster initiative Ashdale Primary School offers the voluntary 1:1 Program for students in Year 4, 5 and 6. This program involves families being given the opportunity to lease or purchase an iPad. The iPad belongs to you and the student will access information and undertake creative projects both at school and at home.

In keeping with Ashdale's vision of embedding technology, the 1:1 Program enables students to learn the important skills that are essential to maximise their potential in a 21st Century classroom and workplace, and access the ever-growing collection of information, applications and culture that is available to the networked student.

The 1:1 Program has involved the school negotiating a low price for the iPad with Winthrop Australia. Families then purchase the approved iPad outright or enter into a lease agreement with the recommended company or a personal provider. iPads can also be sourced from alternative suppliers. This is an optional program.

Assemblies

Formal assemblies are held once a week in the undercover area on Wednesday at 8.45am. They are hosted on a roster basis by a class, and parents are encouraged to attend. Due to the size of our student population, the school classes are divided into two groups. Students will attend one assembly per fortnight. In-house school assemblies (for staff and students only) are held twice a term on Wednesdays at 8.45am. These are held for the purpose of disseminating information to students only and are not designated community assemblies.

Before and After School Care Program

OSHCLUB provide a high quality before and after school care program on site at Ashdale Primary. Refer to the website www.oshclub.com.au for information, or phone (08) 9261 3200. Brochures are also available in the school administration office.

Bicycles/skateboards/scooters

Whilst every precaution is taken, we cannot accept responsibility for the security of bicycles, skateboards or scooters at school. Children riding to school should ensure that their mode of transport and helmet are secured with a padlock and chain in the bike racks.

Senior students will place their bikes and scooters in the racks near Revolution Block. Junior/Middle students will place their bikes and scooters in the racks near Glider and Meteor Blocks. In the interests of safety, bikes, skateboards, scooters and ripsticks are not to be ridden in the school grounds. **NOTE: BICYCLE HELMETS ARE COMPULSORY!** This law will be enforced randomly by a Community Police Officer.

Canteen

The canteen operates every day. Menus are available on the school website. Our canteen conforms to the WA Government's healthy food requirement, commonly known as the 'traffic light system'. The new standards require that foods in the **Green** category be encouraged, **Amber** foods should be selected carefully and **Red** food and drinks are off the menu. The canteen is operated by the P&C and volunteers are always needed. Please contact the canteen if you are able to assist. You can use the QKR! app to order lunches or pay directly at the canteen (see more under 'Money' pg. 16).

Charges

A breakdown of estimated charges for your child's participation in incursions, excursions, sports activities etc, for the current year is outlined on the Voluntary Contribution & Charges page under 'Our School' on the Ashdale Primary website <https://www.ashdaleps.wa.edu.au/voluntary-contribution-charges>.

Class Placements

The end of the school year is a busy time. It involves setting up the structures for the following year, including creating class groupings. Ashdale PS prides itself on forming heterogeneous classes where all classes are similar eg. There is no streaming of students into ability groups.

There is also a great deal of time spent on ensuring students are placed in classes which are created using a variety of data. This allows teachers to identify potential relationship issues based on historical data.

Class groupings are formed before the allocation of a teacher, as all teachers should have a sufficient skill set and practices to teach any class in a particular year level. Therefore, at Ashdale PS, we don't ask parents/caregivers to request particular teachers or friendship groups. This extends into the early years as well, as every opportunity should be provided for children to develop the skills to meet new friends and sustain new relationships.

It is necessary in schools to maximise the use of our resources and that means there may be some composite classes the following year. Please be reassured that students in composite classes receive a high quality and extensive education and the students in both year groups are more than adequately supported.

Communication Diary

Diaries are available for purchase on the Student Requirements List or from any stationery supplier.

This diary is intended to assist and promote communication between home and school. At each level from year 1 - 6 the diary may take many forms as appropriate. At the junior level it may be a simple 'memory jogger'; at a senior level a list of home tasks. As well as this it is a line of communication between parent and teacher as the need arises.

This process is linked to the whole school policy - Student Engagement Program (SEP) and keeps parents informed on a daily basis. Part of this policy includes incentives for responsible behaviour and attitudes. Our aim is to quickly and positively address any problems together with the parent before any negative patterns are established which may impact upon the child's learning.

Communication and Contacting the School

Communicating to our parents and the community about events, activities and accurate up to date information is important. The school has developed a Communication App for mobile phones which provides a quick guide to the school information, newsletter, calendar for events and school activities, reporting a student absence and much more. To download this App, instructions are available on the newsletter, on the website or from the front office.

Our website has been upgraded to become a more effective information source for parents and community members. As technology improves constantly, so will be our ability to inform parents and community members about many aspects of Ashdale Primary.

The school office is open Monday to Friday during the school term between 8am and 4pm.

Ashdale Primary School
51 Ashdale Boulevard
DARCH WA 6065

Phone: 08 6207 4500
Email: ashdale.ps@education.wa.edu.au
Website: www.ashdaleps.wa.edu.au

Complaints

Staff at Ashdale Primary are responsible for managing the resolution of disputes and complaints lodged with us. Every effort will be made to promptly resolve these issues according to the principles of procedural fairness. Where we cannot resolve a complaint, the complainant can forward written complaints to the Executive Director for the North Metropolitan (Schools). Complaints can be made by letter or by email. **Please ensure that in the first instance classroom related incidents are directed to the classroom teacher.** If unsatisfied with the outcome of this consultation, then contact the school administration as soon as possible.

Connect

Connect is the Education Department online platform that allows three-way communication between school, parents, and students. To access Connect, parents will be provided with a username and initial password which you can change the password at first login. Internet access is required on a computer, tablet or smart phone. No additional software is required and the site is free. It is important that if you change your email address you let the office know as this will ensure 24/7 Connect access.

When you login you will be able to view:

- notices across all of your child's classes
- your child's attendance
- semester reports

Additional information and help sheets are available through the Ashdale PS web site.

Critical School Incident Involving Police

When the school has a critical incident, the safety and welfare of students and staff are at the forefront of any decision. It is our practice to share general information about a concerning incident to the parents who need to know. That could be an individual class, a year group or the entire school community.

Infrequently we will need to refer an incident to police. Once this happens, it is the West Australian Police who become the lead agency in the incident management. We can only share information released and endorsed by Police that will support the safety and welfare of students and staff whilst not compromising an ongoing investigation. Updates will be provided if and when new information is endorsed by Police.

On these rare occasions, internally, we also contact the North Metro Education Office to register the incident. It is their role to support the school with any liaison between our Department and Police. Our aim is always to share as much information to parents as we can, being mindful that we have an obligation to support the Police in their investigative role.

Curriculum

Ashdale's curriculum is based on the learning areas of English, Mathematics, Technologies, Science, HASS, Languages (Languages Other Than English), The Arts, and Health and Physical Education. The implementation of the curriculum is based on the principles embodied in the West Australian Curriculum, which is implemented in all schools. At parent meetings and at other times offered throughout the year, teachers will provide further information about the way the curriculum is

developed and how your child's progress is reported. Parents can find further information at <http://www.scsa.wa.edu.au>

Dental Therapy Clinic

The school dental service provides free ongoing preventative and general dental care for Pre-Primary to Year 11 students in W.A. who complete an enrolment form. Children from our school can access treatment through the Landsdale Dental Therapy Clinic, located at Landsdale Primary School, telephone 9302 2969.

Early Collection of Students

Students who are collected early from school by their parents/guardians are to remain in their class until a pink slip is handed to the teacher. To obtain a pink slip the parent/guardian must sign the child out at the front office. Children will only be released to authorised persons on their contact list.

Emergency Details & Other student information

Parents should ensure that emergency contact numbers are up to date. It is suggested that two emergency numbers be provided. (See Accidents/Sick children). It is the parent/caregiver's responsibility to advise the school of any changes to these numbers and any other student information that occur during the year. To keep details up to date – complete the online "Student update Form" which is located on the school website.

Excursions (Off Site Activities)

Off-site activities to enhance the educational program are planned by teachers throughout the year. Advance notice of such events (including details and costs) is provided to parents and permission for children to attend must be signed by parents. The school has the right (and responsibility) to exclude from excursions those students who present a risk to the safety of themselves and/or others as well as those whose behaviour has indicated they are unable to accept responsibility for behaving appropriately. Parents will be notified of alternative supervision in this case. Teachers will call for parent volunteers to assist with excursions and to comply with appropriate adult/student ratios. In accordance with Department guidelines the school requires appropriate documentation to be completed by parent volunteers.

Factions

Our factions at Ashdale Primary are: Perkins – Green; Freeman – Red; Cooper – Purple; Elliott – Yellow. Our factions have been named after outstanding athletes who are legends not only for their sporting prowess but also their sportsmanship.

Your child will be placed in a faction at the time of their enrolment. Families will be grouped in the same faction and will remain in this faction while at Ashdale. The factions are linked to our wider student engagement program. Students are encouraged to wear their faction polo shirts for Phys Ed and during afternoon sport lessons. Bonus points for factions can be awarded throughout the year to students who display positive behaviour and achieve good results as part of the overall teaching and learning program.

Family Meetings

During week 3 of Term 1 all teachers conduct a family information meeting. The purpose of this meeting is to allow teachers to share classroom policies and procedures and to explain how parents/caregivers can best support their child's learning program. Teachers will inform parents/caregivers of the time for this meeting. Similar meetings may also be held at other times during the year. Please note these meetings are not for individual interviews as they are quite formal in nature. It is requested that children do not attend. There are other times throughout the year when parents/caregivers attend various events and activities with their children. It would be appreciated if children were not left unsupervised in the grounds during the evening when these meetings are held. These meetings last approximately 30 minutes.

Graduation Shirts for Year 6 Students

To support our Year 6 students in wearing their graduation garments at the start of the new school year, the ordering and sizing process will begin in Term 4 of the previous year (whilst the students are enrolled in Year 5). Any new students who enrol during the year will be able to purchase directly through the front office, although the garments will not be individualised.

Hats - No Hat, No Play

As a sunsmart school and in accordance with the sunsmart policy, all students are required to wear a broad brimmed hat. The P&C will provide a new hat to all new students. The school board and P&C have endorsed the sunsmart policy.

Students will not be permitted in the sun without wearing a broad brimmed Ashdale hat. They will be required to remain in shaded veranda areas of the school. A broad brimmed Ashdale hat is required to participate in all Phys Ed lessons and sport. Sun smart hats are available at the uniform shop.

Head Lice

Parents are advised that should their child be found to have live head lice during the school day they may be asked to collect their child. Children may return to school once treatment has occurred and there are no remaining live lice. If several children in one class are found to be affected, all parents with children in the class will be notified, by a class note, to allow preventative action to be taken. Successful treatment/prevention can occur by combing conditioner through the hair regularly. Information brochures are available from the office. Unless all eggs have been removed from the hair a recurrence of head lice can occur.

High Temperatures/Hot Weather

When there is a prolonged period of hot weather the teaching and learning program may be modified to cater for the needs of all staff and students.

Image & Internet Permission

Upon enrolment at Ashdale Primary School, parents are asked to give permission for their child to access computers as part of the school curriculum. This may involve supervised access to the

internet. Parents are also asked for their permission for Ashdale Primary School to use images and articles of work of the student. ***You are of course at liberty to withdraw your consent at any time by contacting the school in writing or indicating this via the student update form sent home early in Term 1.***

Infectious Diseases

Students are required to be absent from school for the duration of any infectious period. Health Department regulations on the exclusion from school for specific infections may be obtained from the office.

The following infections require children to be excluded: ***Chicken Pox, Measles, Mumps, Rubella, School Sores, Conjunctivitis and Whooping Cough.***

Measles cases also require the exclusion of any non-immunized children from school. Immunisation is strongly recommended. Information brochures providing further details are available from the office.

Insurance and Personal Property

The Department does not provide personal accident insurance for students while they are at school. Personal property/accidental loss or damage of the personal property of students is also not covered. Parents/guardians may obtain personal accident insurance for their child from a private insurer of their choice.

In-Term Swimming

In accordance with DOE policy, in-term swimming lessons for PP – Yr 4 will be conducted at Craigie Leisure Centre whilst the Yrs 5 & 6 are attending beach lessons at Sorrento Beach. An enrolment form will be sent out to your child closer to their allotted swimming lessons taking place.

These lessons form part of the Physical Education curriculum and students are expected to attend.

Internet Access

Student access to the internet is provided in accordance with the school policy (available from the office or school website). Student access is contingent on abiding by the users' Code of Conduct. In addition, see the School's policy and the [Student's online policy.](#)

Learning Blocks

There are 5 learning blocks at Ashdale Primary School. The learning blocks are named after kites. The learning blocks are as follows:

Diamond Learning Block
Delta Learning Block
Meteor Learning Block
Glider Learning Block
Revolution Learning Block

Lost Property

All lost property is stored in a wooden box located inside Revolution Learning Block (LB3). At the end of each term lost property will be displayed after a morning assembly when parents will have the opportunity to view it. Notice of this will be given in the newsletter. To keep lost property to a minimum please ensure all items are marked with your child's name.

Unclaimed clothing will be sent to local charities or washed and used for emergency clothing. School uniforms not claimed may be washed and offered as second hand uniforms through the P&C uniform shop.

Language - Italian

The Language program for students in Years 1 - 5 at Ashdale aims to develop understanding and respect for diversity and difference, as well as exposing children to another way of seeing and doing. The program provides opportunities to develop an awareness of linguistic similarities and differences with a focus on developing communicative abilities in the target language. A variety of culture-rich activities designed to enhance intercultural understandings form part of the teaching and learning program. Emphasis is given to developing aural and oral skills through songs and story books pertaining to the target-language culture.

Library

All classes K –Year 6 will have the opportunity to borrow from the library each week. In order to do so, each child is requested to have a library bag (preferably waterproof). Each class has timetabled sessions in the library each week as well as opportunities to access its resources for research at other times as required.

The Library is fully automated and contains a variety of book and multi-media resources. All staff and students have access to a variety of on-line resources and are able to search the library resources from any networked computer in the school environment. Throughout the week, the library is opened at lunchtime for student use.

Ashdale library bags can be purchased from the library.

Note: Payment may be required for the replacement of 'damaged beyond repair' or lost resources.

Local Excursions

Children occasionally walk within the local area for minor excursions under the supervision of the teacher and attend activities in local parks, nature reserves, cluster school (Ashdale Secondary College) or shopping centre. On all occasions, parents will be notified of the local excursion prior. Visiting Landsdale Farm School or any activities requiring bus transport is not considered 'local excursion' therefore written permission is still required.

Media Consents

Children's images and/or their work are often published to recognise excellence or effort and may appear in newspapers, on the internet, in newsletters or on film or video. Their first name and surname will be included but no contact details are provided. Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely.

In addition, see the School's policy and the [Student's online policy](#).

Medication

In accordance with DOE policy, parents requiring medication to be administered to their child at school need to complete the necessary forms at the office. These forms require the signature of the prescribing doctor while [short term medication forms](#) only require the parent signature. Any changes to medication will require alteration to these forms as they are a legal instruction to those taking the responsibility for administration. Students may not bring any medication or herbal preparations to school to self-administer from their bag. The only approved medication to be kept in bags is blue asthma inhalers. The forms are also available on the website.

Mobile Phones

If students need to bring mobile phones to school they must be handed to the teacher at first siren. Phones should not be used before school and should be kept in students' bags until the first siren. The teacher will return the phone to the student at the end of the school day.

While at school, all communication and contact will be made through the front office. This maintains security and confidentiality for students' families.

Money

Ashdale have introduced the Qkr! App. This App enables payment for school activities and canteen ordering. Qkr! aims to save time and is convenient to parents/caregivers and school staff. The Qkr! App is a free mobile app that lets parents/caregivers use their smart device (iPhone, iPad, Android & Tablet) as another option to pay online for school activities and to order canteen lunches without having to send money to school. The Qkr! App can be downloaded from the Apple Store or Google Play to your device. (iPads and tablets – use mobile app for these). For those without access to a smart device, a web-based version of Qkr! is available at <http://qkr.mastercard.com/store>.

Although the app is a Mastercard initiative from the Commonwealth Bank, it enables payment from most financial institutions and major credit cards (credit, debit or pre-paid) with Safe and Secure Mastercard Technology. (Amex and Diners are unfortunately not acceptable). The service is available free of charge to you.

Qkr! gives the ability to manage children's canteen orders to ensure they're eating well and flexibility to place orders wherever and whenever. It also removes the hassle to find the correct money and a paper bag, and there is no need to load funds in advance. Orders are able to be placed by a given time on the day required and 2 weeks in advance.

Music

Ashdale Primary School provides a comprehensive generalist music program to students in Years PP - 4. Students in Year 5 are aptitude tested for the extension program offered through the School of Instrumental Music in Year 5 and 6. Successful candidates are given the opportunity to learn from a range of instruments comprising flute, trumpet, clarinet and classical guitar. Peripatetic music classes are available throughout the year either after or before school at a reduced cost to parents. Instruments available in small group classes include contemporary guitar, keyboard, piano and drums.

Newsletters

The school E-newsletter will be sent home via email **in weeks 3,6, 9** of every term. We encourage all families to subscribe to our E-newsletter. A hard copy can be obtained from the front office. The newsletter is another important form of communication between school and home and is jammed packed with interesting information that's relative to both parents and students, including fantastic photos of student activities. Please ensure that you read the newsletter which gives current information about what is happening at Ashdale Primary. Advise the office of any changes to your email address.

OSHClub

OSH Club have been selected by Ashdale Primary School as our provider for before, after school and holiday care program, in an environment in which children feel safe and have fun. At each session children are provided with a selection of structured and unstructured activities, offering children plenty of choice. For more information on place availability, please contact the OSH Club team on 9261 3200, or email ashdale@oshclub.com.au

P & C Association

Our vision is to:

- Develop a sense of community within the school
- Develop and encourage parent participation within the school
- Promote and support communication and cooperation within the school community and bring educational matters to the attention of the wider community
- Fundraise to provide resources and programs for the students in the school

Alongside these visions, the P&C operates to:

- Employ canteen staff which, with volunteer help, enables the canteen to open 5 days a week.
- Run community events, such as discos, information evenings and charity fundraisers.
- Collaborate with the school to fund 'big ticket' items.
- Run the Safety House program, creating a safer community for our children.
- Provide school banking (Commonwealth Bank affiliated), whereby a volunteer collects student's money and deposits this money into their accounts on their behalf.

P&C meet in weeks 2 & 7 of every term.

Parent Involvement

Ashdale Primary is a learning community. It is a school where partnerships between students, staff and families of Ashdale support each other. Throughout the school year there will be many ways in which parents will be invited to participate in the development of policies and school planning processes as well as supporting teachers in classrooms and joining with children in the classroom for special events and activities. All parents who are involved in classroom assistance will be advised of the school's confidentiality obligations via an information sheet and form to sign.

Parent Teacher Interviews

While Ashdale encourages ongoing communication between teachers and families, discussions of a more formal nature will require an appointment to be made. Parents are requested to **make appointments** for interviews with their child's teacher. This allows time for the teacher to gather information relevant to the discussion. It is, however, important for teachers to be kept informed of circumstances which may have an impact on a child's learning on any given day. In this case a parent should provide the teacher with the necessary information. Parents are advised that unless otherwise arranged with the teacher, mornings before school are generally a very busy time for teachers and **not appropriate for unannounced interviews**.

Parking

Parents are reminded about the importance of driving safely around the school at all times, particularly at the beginning and end of each day. As we are all aware our school is extremely busy during these times. Police and council rangers are regularly patrolling our school surrounds to ensure relevant rules are followed. Parking, as we know is a challenge for all at these peak times.

Do's

Do show respect for local resident's property

Do use available marked parking areas

Do use the kiss and drive (allow time for your child to get there after the siren!)

Do model patience and respect to your children while driving around the school

Don'ts

Don't park in the YMCA Early Years car park

Don't park in our gardens

Don't park on footpaths

Parents are urged to use the kiss and drive at the front of the school wherever possible. There is parent parking at the back of the school on the verge, in the car park on the east side near the Yr 4 rooms, in the front car park next to kiss and drive and also in bays around the school. Please refer to map showing parking areas, Kiss and drive instructions and Westport verge parking instructions. Also refer to the school P&C Facebook page for additional information.

Personal Requirements

Students are required to bring all stationery and associated items to school as shown on the relevant class requirement lists (booklists). All items must be clearly labelled with the child's given and last name, i.e. John Smith. The classroom teacher may store some items for later distribution. This will be explained by classroom teachers at beginning of year meetings when classroom procedures are described. At the end of each term pencil cases will be sent home for checking and re-stocking of necessary items. Children can only be expected to do their best if they have the appropriate equipment with which to work, and some items do not last for a year. Any unused stationery will be sent home from classroom teachers at the end of the school year. Commissions are reinvested for whole school activities.

Physical Education

In accordance with Federal Government requirements all schools in Australia must provide a minimum of 2 hours a week physical activity for students in Years 1-6. At Ashdale this is provided through a specialist physical education program, daily fitness and class sport program. When students attend physical education lessons they must wear a broad brimmed hat which can be worn when running. Also, for the safety and wellbeing of students they are to wear shoes with laces or velcro straps which are suitable for physical activity such as running, jumping and kicking balls. Students are encouraged to wear their faction shirt to Physical Education lessons.

Students who have health issues which may impact on their ability to participate are required to provide a note from their parent detailing what level of physical activity they may undertake and the expected length of time this shall apply for.

Playground Duty

Teachers are rostered on duty for each break. At all times, a duty teacher is clearly visible (yellow vest) to children in all areas of the school. Should children experience difficulties, they are encouraged to communicate this to the duty teacher who will endeavour to resolve conflicts which may occur.

Informing teachers about inappropriate or undesirable behaviour is part of the responsibility all children must accept if they wish inappropriate behaviour to stop. The school has a 'zero tolerance' to bullying.

Public Holidays

The 2020 Public Holidays are as follows. **Students do not attend school on these days:**

Term 1:	Labour Day	2nd March
	Good Friday	10 th April (in school holidays)
	Easter Monday	13 th April (in school holidays)
	ANZAC Day,	27 th April (in school holidays)
Term 2:	WA Day	1st June
Term 3:	Queens Birthday	28 th September (in school holidays)

School Board

The purpose of the School Board is to provide our staff and community with opportunities to work together and participate in the decision making processes which inform the school's planning processes. The School Board is a body formally constituted under the Education Act. Parent representatives of the School Board have been nominated and elected through a formal process which occurs when necessary. The Board meet in weeks 4 and 8 of every term.

School Chaplain

Ashdale has a School Chaplain who supports our students and families two days per week, Monday and Tuesday. The School Chaplain referral process is through your child's classroom teacher or Student Services Deputy. Please see our Intervention Policy.

School Development Days (Pupil Free)

Throughout the year a number of School Development days will occur. The dates for 2020 are as follows:

<i>Term 1:</i>	<i>Friday 28th February</i>
<i>Term 3:</i>	<i>Monday 20th July</i>
<i>Term 4:</i>	<i>Friday 23rd October & Friday 18th December</i>

During this time school staff are involved in whole school strategic planning, professional learning activities and Department of Education directed programs. School staff also engages in after school and weekend activities throughout the year.

School Nurse

The school has access to a school nurse who carries out duties relating to specific year groups throughout the school year. At all times families will be informed of any possible contact with the school nurse relevant to the particular screening involved. Please contact your child's teacher if you wish to discuss any concerns regarding your child's health. Specific health issues can impact on the overall physical, emotional, social and academic development of all students and should be dealt with as soon as possible. Confidentiality is always respected.

School Photos

This year's school photos will be taken by Fotomakers and take place on the 2nd, 3rd and 4th September, for class and family photos, graduation and school leader photos. Information pertaining to photos will be sent home to every family a few weeks before the event.

School Psychologist

The school is allocated the services of a regional school educational psychologist. These services occur as part of a consultative process. The school psychologist assists in assessing and verifying concerns with learning and behaviour. The process of referral is through the Student Services Team. Please see our Intervention Policy.

School Uniforms

All students are expected to wear the school uniform, including the school hat, at all times in accordance with the Dress Code Plan (See Appendix A). Items can be purchased from Wanneroo Uniforms located at Unit 1 / 16 Prindiville Drive, Wangara. Opening hours are Monday – Friday 8am 5pm and Saturdays 9am – 12pm.

Parents are asked to think about safety when selecting school appropriate footwear. For a variety of safety reasons, thongs, high-heeled shoes and open unbuckled sandals are not permitted. Footwear should be enclosed. Shoes are to be worn at all times unless directed by staff for particular activities.

Parents are reminded that make up and nail polish etc, is not appropriate for school.

School Voluntary Contributions

Under the current School Education Act it is a requirement of schools to outline all voluntary contributions for 2020. Contributions for 2020 have been endorsed by the Ashdale School Board.

Kindergarten to Year 6 - \$60 per child
P&C Voluntary contribution - \$40 per family

The voluntary contributions can be included when ordering your child's 'Personal Requirements' list from Officemax or paid directly at the front office at the commencement of the school year. Families may pay contributions by instalments. Please discuss arrangements with the Manager Corporate Services.

This contribution will be used for consumables and classroom activities in the following areas: Technology, Visual Arts, Information Technology and Cooking. The School voluntary contributions support the purchase of resources to enhance our teaching and, therefore, we encourage families to make this contribution.

Security

The school is secured by silent alarms and patrolled by DOE Security. Any suspicious activity noticed by the community in a 'neighbourhood watch' sense can be reported to the school or **DOE Security by telephoning 9264 4771**. It is advisable not to approach anyone acting suspiciously. Ashdale families are asked to reinforce appropriate and safe behaviour by advising their children against visiting the school grounds after school hours. The school grounds are monitored by CCTV.

Sporting Equipment

Play and sporting equipment is provided during recess and lunch time. Distribution procedures will be developed and outlined to students at the beginning of the school year. Any personal sporting equipment brought to school should be clearly labelled.

Student Permissions

At Ashdale Primary we aim to offer your child/ren the widest range of learning opportunities and celebrate learning whenever possible. This may often require some form of parental consent. Permission may be sought from a school form and/or electronically via the Qkr! App.

This information confirms your consent (or otherwise) to your child's participation / use / access to several aspects of the school program. At all times we make the very best efforts to exercise exemplary standards in respect of duty of care.

Student Assessment and Evaluation

Student assessment is an ongoing process and includes a variety of forms, both formal and informal. Student progress will be reported to parents in different ways. All schools are required to adhere to the Department of Education's Curriculum, Assessment and Reporting policy which is mandated for all government schools throughout WA. Further details regarding the reporting process will be provided throughout the year in consultation with families. A report of all students K-6 is completed at the end of each semester. This report is sent via connect in the second last week of Terms 2 and 4. Where necessary class teachers may request an interview to discuss elements of a child's report.

It is a requirement of schools that Pre-Primary children are assessed in the Department of Education's state wide *On-Entry Assessment Program in Term 1*. The main purpose of the program is to provide teachers with an opportunity, early in the year, to collect information on the essential literacy and numeracy skills and understandings of each child in their class. This will assist the teachers to develop informed and intentional teaching for play-based programs, designed to foster each child's learning, reflective of individual needs. Teachers will work with families and support services to assist children in developing life-long learning skills. In 2018 we have taken the option of assessing all Year 1 and 2 students on the appropriate modules of the On Entry assessment.

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3, 5, 7 and 9. It is an everyday part of the school calendar and has been since 2008.

NAPLAN measures skills that are essential for every child to progress through school and life, such as reading, writing, spelling and numeracy. The assessments are undertaken nationwide, every year, in the second full week in May.

NAPLAN is made up of tests in the four areas (or 'domains') of:

- Reading
- Writing
- Language Conventions (spelling, grammar and punctuation)
- Numeracy

NAPLAN assesses skills in literacy and numeracy that are developed over time, through the school curriculum.

Student Engagement Plan

Ashdale Primary School (APS) is committed to creating positive learning environments by developing proactive whole school systems to define, teach and support appropriate student behaviours. At APS, we understand that there are direct links between student behaviour and their engagement in the teaching and learning programs. As such, we strive to provide relevant and appropriate teaching and learning programs that are inclusive, engaging and motivating for all students.

At APS we understand that students need to learn and develop emotional intelligence to understand themselves and others, and manage their relationships, lives, work and learning more effectively. When students are taught emotional intelligence - how to recognize their feelings, understand where they come from and learn how to deal with them, you teach them the most essential skills for their success in life.

Students with well-developed social and emotional skills find it easier to manage themselves, relate to others, develop resilience and a sense of self-worth, resolve conflict, engage in teamwork and feel positive about themselves and the world around them. The development of personal and social capability is a foundation for learning and for citizenship.

The aim of our **Student Behaviour and Engagement Plan** is to establish and maintain a safe and secure environment for learning where the focus is on engaging ALL students and where high quality, positive relationships are developed between staff and students at APS. At APS we believe;

- Every student is capable of successful learning
- In building and maintaining positive, caring relationships between staff, students and parents
- In the importance of mutual trust and support between school and families in order to maximise student learning and well-being
- In teaching and developing Emotional Intelligence in ourselves and others
- In building learning environments that are safe, respectful, tolerant, inclusive and promote intellectual rigour (National School Improvement Tool).

For further information about our Student Behaviour and Engagement Plan please refer to the Ashdale Primary website.

The Ashdale PERCS are an integral part of Engagement at APS. These PERCS are based on the behaviours that staff and students believe are important to demonstrate for an effective learning environment and linked to 5 of the 52 values from the Virtues Program which was the foundation values program at Ashdale Primary.

These values are for **P**erseverance, **E**xcellence, **R**espect, **C**ooperation, **S**elf-Discipline. Each value is represented by a mascot and their own slogan, these further link to our factions and Ashdale School Song.

Our **PERCS Matrix** has ideas on how to demonstrate these values in various settings across the school. Please refer to the school website for a copy of the Matrix.

Student Leadership

A strong focus is placed on student leadership at Ashdale. School, Faction and Library Leaders are elected by their peers. Currently our student leadership team comprises:

- 8 School Leaders
- 8 Faction Leaders
- 10 Library Leaders

Duties for these leaders may vary from year to year, however they will be involved in a number of organisational and public roles that promote and reflect the Ashdale culture. All student leaders receive a badge and shirt reflecting their roles.

Term Planner / Calendar

A Term Planner is available via the newsletter, on the Mobile Communication App and the School Website to advise parents of upcoming events. You can also view the calendar of events on the E-newsletter.

Valuables and Jewellery

In the interests of your children's safety, the wearing of jewellery, except studs and sleepers in pierced ears, is **not permitted**. Make-up and nail polish are considered inappropriate at primary school. **This will be reinforced by teachers**, who will remind students of the rules. Safety issues are part of a school's duty of care.

Toys, games or valuable items are not to be brought to school. The school will not accept any responsibility for the loss or damage of these items.

Viewing Consent

Children may watch videos / DVDs / television documentaries as part of their learning. Almost always these are 'G' rated and don't require consent. Very occasionally something with a 'PG' rating is appropriate for which we would need parental permission.

Visual Arts

The school has the resources of a Specialist Art/Craft facility and PP- Yr 6 classes will have an opportunity to use this facility throughout the year. Specialist facilities offer maximum opportunity for the full potential of the Visual Arts curriculum to be developed.

Virtues Program

At Ashdale we place a strong focus on the relationships we create with each other. As a community it is important that we respect and appreciate each other and the strengths we bring to our environment. Through the Virtues Project we promote our core values, which include:

- A pursuit of knowledge and a commitment to the achievement of potential
- Self acceptance and self respect
- Respect and concern for others and their rights
- Environmental responsibility
- Social and civic responsibility

Throughout the year there will be a focus on particular virtues which students will discuss in class and actively try to promote around our school. This growing awareness of 'The Gifts of Character' will encourage students, staff and families to talk the language of the virtues and assist in promoting our core values. There are clear links to our student engagement program and these together help to foster good positive behaviour in all students with the emphasis on taking responsibility for their own actions. Students can receive virtues vouchers and points which contribute to the Ashdale Flyer Shield which is presented to the winning faction at the end of each term. Virtues vouchers will be given to students who have displayed continued excellence in one or more virtue. These may be displayed in students' communication diaries.

Volunteers

Volunteers to our school are welcome. Many opportunities exist for families to be involved in helping in classrooms, on excursions and other student related activities. All volunteers in our school must sign a Confidential Declaration. These forms will be provided by your classroom teacher. Regular volunteer work necessitates a *Working With Children* check. Please contact the front office for more information. Volunteers can be rewarded through the “Kite Club” initiative.

Water Bottles

Evidence from medicine, sport, and education studies shows that drinking plenty of water is essential for switching on our minds. Brains dehydrate rapidly and, even before we are aware of being thirsty, concentration lapses, boredom sets in, and drowsiness and confusion take over. Teachers have found that in classrooms where students are encouraged to drink water frequently, behaviour has improved, conflict has reduced and work levels have increased.

In light of this, all children are permitted to have their drink bottle in the classroom at all times throughout the year. Drink bottles will contain water only and may be refilled from refrigerated drinking fountains in each block.

Wet Weather Program

Should inclement weather occur at break times, wet weather policy will be engaged. Eating and appropriate activities will be supervised by classroom teachers indoors.



Rationale

At Ashdale Primary we have established a dress code for all Kindergarten to Year Six students attending the school. A school dress code:

- fosters and enhances the public image of the school
- assists in building school and team spirit
- ensures students are safely dressed for specific school activities
- encourages equity among students; and
- prepares students for work, as many work places have dress and safety codes

From 2007 the Department of Education required all schools to incorporate the exclusion of denim in all dress code policies. Therefore students are required to adhere to the 'no denim' policy at all times. On occasions for fund raising or social functions sanctioned by the school the wearing of denim will be acceptable. Families will be advised of these events through the normal communication procedures as appropriate.

Outcomes

Students are to demonstrate that everyone has the right to feel valued and be safe, and, in this regard, understand their rights and obligations and behave responsibly.

Guidelines and Major Strategies

- Uniforms will include a range of items. Items can be purchased from Wanneroo Uniforms. The size range will cater for a wide variation in sizes, including adult. Items may be ordered via a form on our website or by visiting the uniform shop at the advertised opening hours.
- Students will be able to wear neat black pants provided there is no large maker's Logo visible.
- Students will be encouraged to wear appropriate socks or sport socks.
- Appropriate footwear must be worn. Students are expected to take part in regular physical activity so joggers and trainers are the most appropriate footwear. Thongs and scuffs are not suitable.
- Faction shirts are encouraged to be worn for designated physical education lessons and sports carnivals.
- Students are required to wear the school uniform wide brimmed hat in line with Ashdale's Sunsmart policy. These are available from Wanneroo Uniforms.
- Hair needs to be neat and tidy. Hair that is past collar length needs to be tied up for health reasons.
- A watch and either studs or sleepers can be worn. Other items of jewellery may not be worn for safety reasons.
- Nail polish, make up and tattoos are not to be worn.
- Students may be granted an exemption from the dress code requirements on religious or health grounds, or at the Principal's discretion. Exemptions must be applied for through the office. If a student does not meet the requirements of the Ashdale dress code these steps will be followed:
 1. The class teacher will explain to the student the need to be in uniform.
 2. If the student is still out of uniform the class teacher will again remind them of the school dress code requirements and communicate this to parents via the Communication Diary or Connect.
 3. If the student is still out of uniform a copy of the dress code requirements and a uniform order form will be sent home to the family. Part of this will include an acknowledgement of receipt of the information.
 4. Problems regarding non-compliance, or requests for exemptions from the dress code will be referred to the Principal.
 5. Students who do not comply with the dress code of Ashdale Primary School may find that they will be excluded from representative sporting events and extra curricula activities.

Conclusion

All students are part of the Ashdale team and work together to achieve common goals. Part of this is the identification of students as belonging to Ashdale Primary School through the wearing of the school uniform.

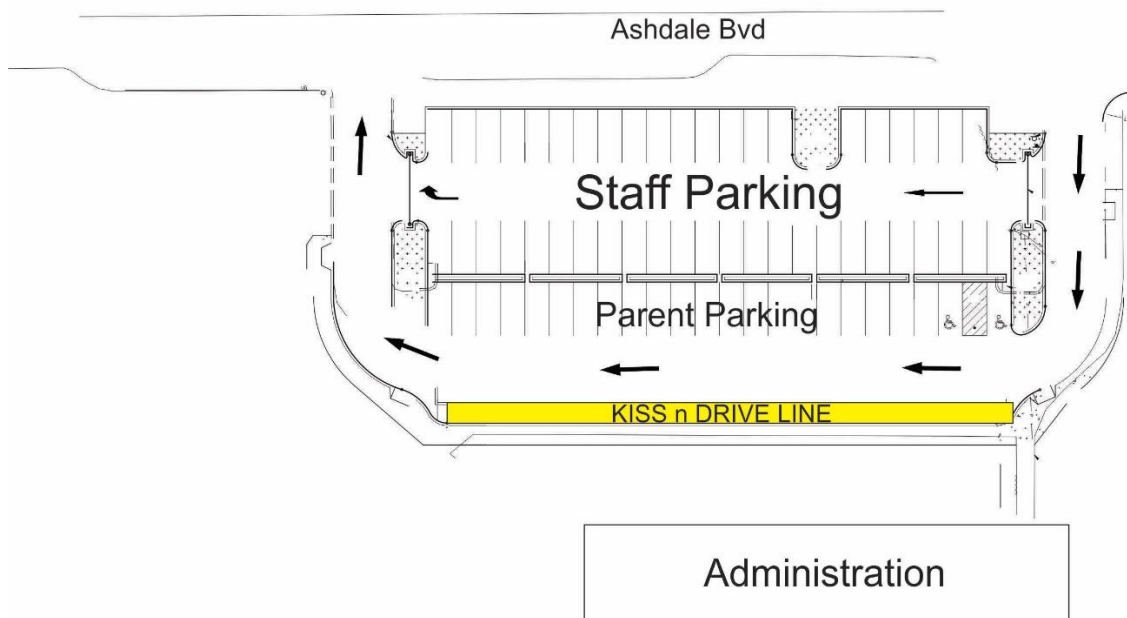
“Appendix B”

Ashdale Primary is a RoadWise school. The following information will ensure a hassle free and safe start to the new school year for parents and pupils.

Kiss ‘n’ Drive

The Kiss ‘n’ Drive lane operates at the front of the school near the staff carpark. Parents should access this pick up / drop off lane by turning left into the lane off Ashdale Boulevard. The lane is not a parking lane – parents should not leave their vehicle.

Ashdale Primary School Kiss n Drive



Our kiss and drive at the front of the school opened last year and is developing into a streamlined process for dropping off and picking up our children.

There are some guidelines in place that will ensure the Kiss and Drive works efficiently –

- *PLEASE DO NOT PARK and leave your car in the Kiss n Drive lane*
- *To avoid waiting in the line, time your pick up for just after the siren, your child will be supervised while they wait for you to pull up.*
- *Move to the end of the lane to drop off and pick up*
- *Be a patient and courteous car park user*

NOTE - the 15 min angled carpark on the east side of the school near Glider Block is not a Kiss and Drive

Additionally, the school, the school board and P&C request that parents do not drive over footpaths or park in garden areas.

The angled parking on the east side of the school is not intended as a Kiss ‘n’ Drive. It is for parking only.

General Parking

Please try to park away from the main school area on the side streets and walk over to the school. This will free up traffic in front of the school and cut down on congestion at drop off and pick up times. Please do not park on corners, yellow lines or resident's lawns. The school area is patrolled by Parking Wardens (City of Wanneroo rangers) and fines can be issued if you are in breach of any parking regulations, including parking on footpaths.

Walking to School

At Ashdale Primary the 'Safe Routes to School' program has been implemented. The project involves the identification of a safe route to school. Signage and footprints have been painted on paths around the school and nearby streets showing the safe route and reminding children to stop and look before crossing roads. The program also looks at the ongoing education of students and the local community concerning road safety for children. It is hoped that with the signs and footprints in place more students will walk or cycle to school, easing traffic congestion and encouraging them to be "active every day".

See Reference Map next page

School Map

