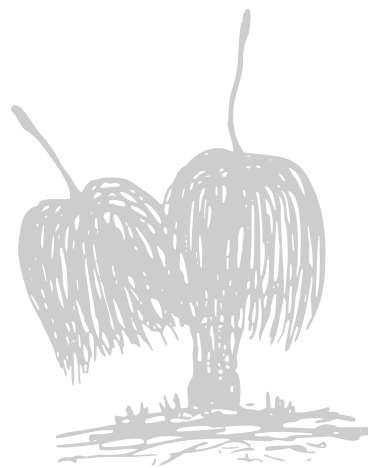


Noranda Primary School

Information for Parents





NORANDA PRIMARY SCHOOL

Walmsley Drive
NORANDA WA 6062
Telephone 08 9218 1550
Email: noranda.ps@education.wa.edu.au

Dear Parents

Welcome to Noranda Primary School Parent Information Booklet.

The booklet is designed to provide you with as much information as possible regarding the policies, procedures and practices at Noranda Primary School. We trust that the booklet is useful in ensuring that your family has as smooth a start to the year as possible.

Please remember that as parents we value your support and involvement in your child's education. It is my express belief that working together in a true "partnership" will afford the best possible education for your child.

We look forward to working with you to achieve this goal.

With best wishes

Ms Kristy Harrison
PRINCIPAL

Our Vision

Our school community supports, challenges and inspires each other to personal excellence.

Our School Motto

Friendship and Knowledge

NORANDA PRIMARY SCHOOL

Education is highly valued in the Noranda community.

Academic performance at Noranda is measured by comparison with national averages and similar schools. The school compares very favourably with these measures, with a good proportion of students achieving above benchmarks and achievement targets. Teachers have targeted programs for those students who need extension or are having difficulties.

Students are well behaved and this is encouraged by a strong pastoral care and behaviour management approach.

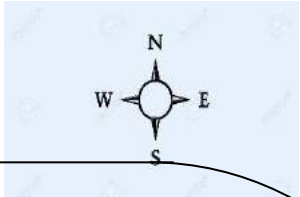
As the key link between the school and wider community, the School Board contributes significantly to the school decision-making and strategic planning processes. The Parents and Citizens' Association is very active and supports the school considerably with the provision of resources and support for events and functions. It has worked jointly with the school in significantly enriching the learning environment for Noranda students.

Interactive technology has been installed in each classroom as a means of engaging students and supporting teachers. Music has been an area of specialty over several years. Our school choir has been highly successful in a range of choral festivals and public performances. Specialist instrumental lessons are available. The school has many environmental programs with a worm farm, vegetable garden and paper recycling highlighting the importance of environmental sustainability.

See '*Plan of the School*' showing the location of classrooms.



NORANDA PRIMARY SCHOOL Walmsley Drive



Early Childhood Centre
Rm13
Rm14
Rm15

STAFF

Office
Storage

Gardeners
Sheds



Nature Play

CAR
PARK

Grass

1	**	3	5	7
wet area		wet area		
2	Toilet	4	6	8
Senior Block/Middle Block				

Shed



Spacenet



Grassed area

Basketball
Court

Shed

Rm16
Toilet

Office
+
Toilet

Library

Playground

School
Assembly Area

Play
ground

Rm 17	Toilet		
wet area			
9	10	11	12
Junior Block			

Music
Arts &
Science

Walmsley Drive



P&C
Shed

Bike
Comp

OVAL

- ** Computer Laboratory
- + Medical Room
- Toilet

ATTENDANCE INFORMATION – Every day Counts

Research prepared for the Department of Education by the Telethon Institute for Child Research UWA in May 2013 indicates that good attendance habits established in the early years of schooling translate to successful learning beginning with Kindergarten. Every day of attendance counts.

Absences for birthdays, holidays in term time, appointments that could be done out of school hours, day of rest after a busy weekend are not legitimate reasons for non-attendance at school.

Please support your child by advising the school of non-attendance and by ensuring your child attends regularly. If there are any issues that impact upon your child's attendance, please contact the school so that we are able to support you.

Family holidays, which may occur during the term, should be discussed with the classroom teacher prior to leaving and approved by the principal.

ATTENDANCE

Under the provision of the Education Act (2000), daily attendance of students is compulsory for children from Pre Primary to Year 6. Kindergarten attendance is not compulsory, but having enrolled, children are expected to attend regularly.

ADVERSE WEATHER

Purpose

To protect students and staff in the event of adverse weather conditions.

Broad Guidelines

HOT WEATHER PROCEDURES

In the event of extreme heat, school administration may deem that certain outdoor activities are not to be undertaken or areas not to be used, or that students would be better kept inside the buildings.

WET WEATHER PROCEDURES

1. School administration will notify staff of decision for "Wet Weather Procedure".
2. At recess and lunchtimes year 1-6 children will be supervised in communal wet areas by class teachers.
3. Areas are K/PP, Junior wet area, Middle wet area between rooms 6 and 8, Senior wet area between rooms 2 and 4 and classrooms.
4. Specialist teachers are to assist teachers in supervising children. Languages – middle block, Music – junior wet area, Physical Education – senior block.
 - Teachers are responsible for shared supervision and may roster on and off for a break.
4. If weather clears admin make the decision to move children outside for remainder of lunch break. This will be called over the PA system.

Kindy and Pre-Primary WET WEATHER PROCEDURES

K and PP teachers negotiate their own arrangements so as to be flexible for daily programs.

CONCLUSION

It is desirable for children to have a break from the classroom during recess and lunch wherever possible.

AFTER SCHOOL ENTRY

Students are not permitted to come onto the school site before and after hours (including school holidays). There is no teacher supervision available and no guarantee that the grounds are safe.

There is free supervision in the undercover area for children who arrive early on school days. Children are supervised from 8:15 to 8:30am then released to go to class.

ASSEMBLIES



Classes take turns to conduct the assemblies, which are held every alternate **Friday** morning commencing at 8:50am in the undercover area. A school song is sung, matters of importance announced, merit awards presented, sporting results presented and an item produced by a selected class or group.

Parents, carers and grandparents are encouraged to attend assemblies.

BEHAVIOUR MANAGEMENT and PASTORAL CARE STRATEGY

All children are valued at Noranda Primary School. We believe in a caring school environment that encourages children to make the right choices. In this nurturing environment children need to have fair, but firm boundaries that are followed. These boundaries are reinforced by clear expectations.

Our students are self-disciplined, honest and respectful.

Each class has these base rules that may be added to:

- Treat everyone with care, kindness and respect
- Follow instructions the first time
- Respect your own and other people's property
- Keep your hands, feet and objects to yourself

A school-wide reward system is in place.

Good Standing is a status all Year 3 to 6 Noranda Primary School students are granted at the start of each year. Students with Good Standing are eligible to participate in extra curricula activities such as ripper recess breaks, excursions, camps, inter school sporting events, and Year 6 graduation. It is the responsibility of each student to maintain their Good Standing. The full procedure document can be viewed on the school website.

Process for Good Standing status

- All students will automatically be awarded Good Standing at the commencement of the school year or on their enrolment during the year.
- Serious negative behaviours which result in a suspension will receive an immediate loss of Good Standing.
- Ongoing behaviours of a less severe nature may also result in a loss of Good Standing.
- Parents and guardians of students considered to be 'at risk' of losing their Good Standing will be contacted by the school's Administration. If necessary, a meeting will be organised.

Guidelines for Suspension

- The Principal may authorise the suspension of students in cases of either repeated misbehaviour or of serious misbehaviour, as per the Department of Education guidelines.

Playground Behaviour Management

To support behaviour and pastoral care, each staff member

- Carries gold slips to reward students.
- Manages inappropriate behaviour by:
 - verbal reminder of appropriate behaviour
 - timeout – student sits/stands in place nominated by teacher OR walks with duty teacher, for up to 10 minutes
 - utilise a severe clause, whereby students are immediately referred to the office for:
 - violence against person or property
 - blatant and ongoing refusal to follow instructions
 - verbal abuse (beyond swearing).

Playground Code of Conduct

All students will:

- Speak appropriately and respectfully to others.
- Keep their hands, feet and objects to themselves.
- Allow other students to play without disruption, bullying or intimidation.
- Play safely in the correct play areas.

BICYCLE SAFETY



All students must wear helmets when riding bicycles, as this is compulsory by law and the helmets must comply with Australian Standards.

All bicycles must be walked from the school entrance to the school bicycle compound. Students are advised to lock their bicycles to the bike rack. It is suggested that bicycles show some form of identification (engraving is best) and be equipped with proper brakes.

Despite our efforts to protect bicycles, the school does not take responsibility for them. Moreover, the Department of Education does not provide any insurance cover for bicycles that are parked on school property.

BOUNDARIES for ENROLMENT

This school caters specifically for children who reside in the catchment area of the school. Please contact the office for information on what streets constitute the Noranda catchment area. Families living outside the school catchment area may apply for their children to attend the school by completing an Application for Enrolment which will be considered by the Principal. Acceptance is determined by the Principal.

BUILDINGS

Students must respect the school buildings; the school is responsible for the cost of any damage that is done. Parents are encouraged to phone **Education Security 9264 4771** (24 hours) or **Police 131 444** if they observe any unusual activity in the school.

The school is alarmed with motion sensors and Education Security attends all alarms. Nevertheless, damage to the exterior of the school does not set off alarms and so public vigilance to loitering is valued.

BUSINESS PLAN

The school has a plan, which is a public statement of its current situation and its plans for the future. The Business Plan can be viewed on the school website.

This plan is developed through a participative decision-making process involving staff and the School Board. All families receive a summary of school priorities via the school

newsletter. Results of student achievement and the Annual Report are available at www.education.wa.edu.au and on the school website.

CANTEEN

Noranda Primary School does not have a canteen; however, the P&C Association has arranged for lunches to be supplied from Hampton Park Primary School canteen. Lunches must be ordered and paid for online only through Flexischools www.flexischools.com.au



CAR PARK

Parents are requested to park their cars on Walmsley Drive, on the school side only, when transporting children to and from school.

- **DO NOT USE THE STAFF CAR PARK.** It was not designed for dropping children off at school. Please notify family or friends not to use the car park on the occasional pick up drop off.

There have been problems with some parents parking illegally, such as double parking and facing the wrong direction. On occasions, the City of Bayswater ranger and police patrol Walmsley Drive in order to address the problem.

Please observe the speed limit of 40KPH around the school before and after school. Parents are requested to park carefully, respecting the lawns and gardens of the school's neighbours.

DENTAL CLINIC *(Phone No. 9275 1648)*

A dental clinic situated at Hampton Park Primary School caters for children attending this school. Service at the centre is free to all primary school children. The clinic will send home forms via the students. **Parents are responsible for transportation to and from the clinic.**

DOGS

Dogs are not permitted on school grounds, even if on a leash. Please take steps to prevent dogs following children to school.



ENROLMENTS

An application for enrolment must be filled in at the school office at the time of enrolling children. A copy of the child's Birth Certificate, (AIR) Immunisation History Statement and proof of address eg; electricity/gas account or lease agreement must also be presented.

Kindergarten - An Application for Enrolment form is available from the school office and may be completed between March and July the year before children are eligible to attend. Parents will be notified by letter of the success of applications and enrolment procedure. July 2019 immunisation requirements of children enrolling in Kindergarten were introduced and you now need to provide:

- an Australian Immunisation Register (AIR) Immunisation History Statement from the myGov, no more than two months old with a status of 'up to date'; or
- an AIR Immunisation History Form, no more than six months old, if the child is on a catch up schedule; or
- a valid immunisation certificate issued or declared by the Chief Health Officer.

FACTIONS

All children are placed into one of four factions after enrolment; they are *Blue, Gold, Green or Red*. For convenience all children in a family are placed in the same faction. Captains and Vice Captains are elected by the students and are expected to maintain a high level of behaviour as role models to other students.



HOMEWORK

Homework assists students by complementing and reinforcing the teaching and learning program. It provides students with the opportunity to develop positive lifelong learning habits as well as reinforcing the importance of responsibility and independence. These guidelines sit within the context of the Department of Education Policy for Homework (available online at www.education.wa.edu.au)

At Noranda Primary School we believe that homework should:

- Support the development of the student's independence as a life-long learner.
- Be appropriate for the student's level of development-consolidating and applying current learning.
- Strengthen the home/school partnership in supporting learning.
- Be able to be completed independently, (perhaps with the student seeking support by showing problem solving initiative).
- Acknowledge the range of resources available to students.
- Acknowledge extra curricula commitments outside school hours.
- Gradually phase in over the years.
- Include daily reading (aloud to parents in the early years).
- Receive acknowledgement and recognition (by the teacher).
- Contribute positively towards motivating learning at all times.

Parent's Role

- ❖ Assist with allocating and reinforcing a scheduled time for homework.
- ❖ Provide a suitable space to limit distractions.
- ❖ Maintain resources required-pencils, pens and scissors.
- ❖ Discuss the homework requirements with their child.
- ❖ Check and sign the communication diary if used.
- ❖ Praise, encourage and provide assistance as required.
- ❖ Insist on and support an appropriate level of independence and responsibility while homework is being completed.
- ❖ Allow children to take responsibility for homework tasks.
- ❖ Communicate with the classroom teacher should concerns arise.
- ❖ Avoid coercion, bribery and arguments-see the teacher for alternative strategies to motivate your child if required.

Student's Role

- ❖ Attend to instructions about homework provided by the classroom teacher.
- ❖ Demonstrate initiative and problem solving skills when attempting and completing homework.
- ❖ Accept the importance of homework in reinforcing learning skills taught in the classroom.
- ❖ Demonstrate responsibility by caring for materials required to complete homework such as home readers, pencils, pens, and the like.
- ❖ Submit homework according to the instructions of the teacher.
- ❖ Communicate as required with parents and share homework with them as appropriate.
- ❖ Ensure the school communication diary is shared with parents if appropriate.

Teacher's Role

- ❖ Ensure all set homework is understood and able to be completed by the student.
 - ❖ Acknowledge the completion of homework and provide timely feedback to the student.
 - ❖ Provide homework which challenges able students and supports those with learning difficulties.
 - ❖ Include a variety of homework tasks to maintain student motivation and engagement.
 - ❖ Provide communication to parents about homework requirements.
 - ❖ Liaise with English as Second Language (EAL/D) support staff for strategies related to those students whose English may impact on their ability to complete set homework tasks, or develop alternative tasks.
 - ❖ Include discussions about homework in case conferences for those students with Individual Education Plans.
 - ❖ Be aware of circumstances which may prevent a child from completing homework tasks and consider these when providing feedback.
 - ❖ Accept circumstances that may impact on the student's ability or capacity to complete homework tasks.
- ❖ *Teachers are not required to set homework for holiday periods or periods of time when families choose to take holidays during term time.*
- ❖ *Homework routines will vary from class to class and over the year levels as indicated on the following table. Homework may not necessarily be set every night, however, it is desirable to encourage the habit of reading regularly each night.*

Year	Time	Homework Options
<i>Kindergarten</i>		Playing outside to develop gross motor skills. Parents to read bedtime story/stories in any language, every night. Visit the local library to borrow books. Drawing, cutting out and doing art/craft.
<i>Pre-Primary</i>	15-20minutes	Shared reading Phonics Fine Motor Activities Maths Project tasks News Telling
<i>Year One</i>	20-25 minutes	Reading Phonics/Spelling Fine Motor Activities Maths Project Tasks News Telling
<i>Year Two</i>	20-25 minutes	Reading Phonics/Spelling Maths Project Tasks News Telling
<i>Year Three</i>	20-30minutes	Reading Phonics/Spelling Maths/Mental Maths Project/Research Tasks News Telling
<i>Year Four</i>	20-30minutes	Reading Spelling Maths/Mental Maths Project/Research Tasks News Telling

Year Five	30-40minutes	Silent Reading Spelling Maths/Mental Maths Project/Research Tasks News /Current Events
Year Six	30-40minutes	Silent Reading Spelling Maths/Mental Maths Project/Research Tasks News /Current Events

INFORMATION CHANGES

If the information on your child's enrolment form changes at any time please advise the school IMMEDIATELY. This is essential, particularly where emergency contacts and medical conditions are concerned.

INTERSCHOOL ACTIVITIES

In order to help foster correct attitudes of sportsmanship and team play, interschool sporting and other activities will be arranged from time to time during the year. When it is necessary to travel to another location parents will be advised and a consent note and medical information requested.

INTERVIEWS

Parents are invited to seek interviews with their child's teacher in first term and as often as required thereafter, especially after the issuing of school reports. Appointments should be made by contacting the teacher via Dojo or through the office to request an interview.

LEAVING THE SCHOOL

When children are leaving our school to attend another school, parents are asked to give at least one week's notice if possible, so records can be prepared to assist in transferring information to the child's new school.

LIBRARY



All children MUST have a library book bag before they can borrow books from the library. A book can be on loan for a week. Games, reference books and various other items are available for use in the library only.

NAMING OF ARTICLES

A lost property box is maintained in the undercover area. Loss can be kept to a minimum if parents ensure that **every article** brought to school by children is marked, at least with a family name.

NEWSLETTER

The school has engaged a company by the name of Schoolzine Productions to manage the newsletter delivery by email every second Thursday. We encourage you to register your email details online to <http://norandaps.schoolzineneletters.com/subscribe> or by giving your details to the school administration office.

NO SMOKING

It is Department of Education policy that **SMOKING AND VAPING IS NOT PERMITTED ANYWHERE ON THE SCHOOL PREMISES.**



NURSE

A School Health Nurse visits our school. During the course of the year, health appraisals will be carried out for children in:

- Kindergarten
- Pre Primary (full health appraisal)

Parental consent will be sought prior to appraisals. Health concerns identified at the appraisal will be discussed with the parents so that they are able to make an informed decision about the referral to other agencies.

The School Health Nurse can participate in the health education of students. You are welcome to contact the School Health Nurse through the office to discuss any concerns regarding your child's health.

NUT ALLERGIES

Noranda is a caring community. We have children enrolled who have an anaphylactic reaction to nuts. These reactions can sometimes be life threatening.

To help these families we ask your support in making our school an "*allergy aware school*" by not sending products to school that contain nuts. We realise the inconvenience of this, but the response in the past has shown what a caring community we have.

If you require further information on our "Allergies policy" please contact the class teacher or member of the administration.



PARENT INVOLVEMENT

The staff look forward to meeting as many parents as possible. Your help and interest are most welcome, particularly in the following ways:

1. **Parents and Citizens Association** - The object of the P&C is to:
 - (a) Foster community spirit in education.
 - (b) Promote closer liaison between the school and the community.
 - (c) Assist in provision of school amenities.

Meetings are held in weeks 3 and 7 of each term on a Wednesday evening in the staffroom. Notification of forthcoming meetings is given in the school newsletter. P&C membership is 50c per adult per year.

2. **School Board** - The School Board, comprised of staff, parents and community members has the fundamental purpose of enabling parents and community to engage in activities that are in the best interests of students and will enhance the education provided by the school. The group consists of 5 parents, 2 staff, 2 community members and the principal. Elections are held when required and are advertised in our newsletters.
3. **Parents in the school** - There are many opportunities for you to help in the school. Parent help in classrooms is always appreciated. Please enquire through the office or class teacher if you would like more information.

PEAC (Primary Extension and Challenge)

The Department of Education provides an educational program catering for intellectually gifted students who have been identified by testing. PEAC provides programs for children within the top 1% of intellectual ability. Programmes are offered to these children in Years 5-6.

Children for these programmes are selected from PEAC tests, which are conducted in Year 4 each year and children from Years 1-3 are generally nominated by class teachers for the Early Years Extension program.

One of the aims of this program is to develop skills in problem solving and productive thinking in the child. The children are provided with intellectually challenging activities and unusual and interesting subject matter.

Junior primary (Years 1-3) programmes for talented students is referred to as EYE (Early Years Extension) program.

Children who participate in PEAC are expected to maintain a high performance in classroom work and not expect normal school activities to be delayed because of the participation in PEAC.

PEER SUPPORT PROGRAM

Year 6 students are given the opportunity to participate in a training program to develop skills to enable them to assist student's basic skill acquisition. These students are required to demonstrate a variety of skills and can achieve recognition as Level 3 Peer Tutors. Their skills are recognised with a badge and certificate and they work with individual students as requested by teachers.

PERSONAL PROPERTY

Children are asked **NOT** to bring personal effects, such as jewellery, sporting equipment and expensive toys to school.

PROBLEMS AND COMPLAINTS

If you have a matter which you feel you need to discuss, please contact the class teacher in the first instance. If the issue cannot be resolved, then contact either an Associate Principal or Principal.

In some cases, parents discuss what they feel are problems with other parents and neglect to notify the school.

PSYCHOLOGIST

A school psychologist is employed by the school to assist in assessment and counselling procedures. Before a student is seen by the school psychologist, parental consent is always obtained. Parents can request the involvement of the psychologist or it may be the result of teacher – parent consultation.

Parents may also request a referral through the principal for their child if severe academic, behaviour or emotional problems have become apparent and are impacting on school participation and performance.

PUNCTUALITY

Classrooms are open at 8.30am daily. Children are expected to be at school ready to commence lessons at 8:50am. If the siren has sounded parents are to sign-in children at the office.

REPORTING TO PARENTS (Years K – 6)

Reports are emailed to parents at the end of each semester. These will report on cumulative assessment throughout the year. Copies of tests and other work samples may be sent home periodically for parents to observe and sign.



RESPONSIBILITY FOR STUDENTS

School hours are 8:50am to 3:00pm. Supervision is provided before school from 8:15 to 8:30am in the undercover area. At 8.30am to 8.50am they are supervised by teachers as they set up for the day. Students are not allowed to leave school during school hours without parental notification to the school.

Students must be **SIGNED-OUT / IN** at the office during school hours. If students arrive at school late, parents need to sign them in. If parents are late collecting students from school, students will be asked to wait in the administration office.

SCHOOL PROPERTY

Please encourage your child to treat school property with respect. Damaged or lost items must be replaced. We would appreciate the return of any equipment that may have come home by mistake. Library and reading bags are to help keep the materials in good condition.

SICKNESS

Please **DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE IS UNWELL**. If in doubt, visit the Department of Health website to seek clarification about your child's illness and how long they will need to be excluded from school. Please remember that there are other children and adults to be considered. Infections and illnesses spread rapidly.



SPORT

Children are to wear a bucket or legionnaire hat for all outdoor activities. As recommended by the Cancer Foundation's 'NO HAT - NO OUTDOOR PLAY' policy with the exception of June, July and August (JJA). Students are also encouraged to wear sunscreen.

STUDENT COUNCIL

The Student Council consists of elected representatives from Year 6. They are elected each semester. These students are expected to maintain a high level of behaviour as role models to other students. Failure to do so may see these students replaced in their positions.

STUDENT INSURANCE

There is no automatic insurance offered to students at school (including school excursions). Advice is offered in the first few newsletters of each year as to how parents can insure their children. Otherwise, the costs that may be incurred due to accidents and injuries that are sustained by children during school time are generally the responsibility of parents.

STUDENT REQUIREMENTS

Please note that consumable working items such as ball point pens, pencils, files, erasers and rulers are to be re-supplied by parents as required.

THEIRCARE

TheirCare provides a before and after school care as well as a vacation program to Noranda families at Noranda Primary School. Parent can contact TheirCare on www.theircare.com.au or 0428 200 886 to discuss arrangements for the care of your children.

NEW UNIFORMS

Uniforms can be purchased online direct from Perm-a-Pleat via the school website www.norandaps.wa.edu.au. Second hand uniforms are available at the school and can be purchased through the P&C pandcnorandaprimry@gmail.com or see the front office.

Summer Uniform	
Top	Ice blue polo shirt or ice blue long sleeve shirt
Bottom	Boys Black Shorts Girls Black skirt, skorts, shorts, (bicycle style shorts are to be worn under clothing)
Head gear	Black legionnaires or bucket hat with the school logo.
Winter Uniform	
Top	Ice blue polo shirt or ice blue long sleeve shirt and maroon windcheater or zip jacket.
Bottom	Boys Black shorts, black tracksuit pants. Girls Black skirt, black leggings under clothing, black tracksuit pants or check dress
Footwear	Sturdy footwear is to be worn, as all children are involved in physical education lessons. Thongs are not acceptable. Shoes are to be worn at all times due to safety and health reasons
Year 6	Graduation t-shirts are available from Term 1 on a pre-order basis.



It is expected that all children from years K to 6 will wear school uniform.

All children need a hat for outdoor play, learning and physical education throughout the school year with the exception of June, July and August (JJA).

Please ensure all clothing is marked with your student's name.