



# **Walpole Primary School**

Nature, Culture, Future



## **Parent Information Book 2021**

## Welcome!

Welcome to Walpole Primary School. Walpole is a small, rural school in a natural paradise, providing a rich curriculum that delivers project-based learning alongside explicit teaching and learning.

Students are drawn from the town, surrounding farms and hobby farms. There is a regular bus service to outlying areas.

Walpole PS, commenced as an Independent Public School in 2013 enabling the School community to have greater freedom and flexibility to make decisions about curriculum, student support, staff recruitment, financial management, governance and accountability.

Walpole has provided brilliant beginnings for a number of its students. Our challenge is to develop enquiring minds and provide a stimulating education environment where children are keen to learn. To enable this, the students also need effective literacy and numeracy skills.

This booklet is designed to assist staff and parents with organisational procedures within the school. The staff at Walpole Primary School see parents as partners in the education of their children and endeavour to build strong and supportive relationships between the school and its community.



Walpole Primary is a small school that epitomises the best that a school can offer. The teachers are very experienced and continually strive to provide a 21<sup>st</sup> century education. The curriculum delivered is broad and deep, allowing the opportunity for students to extend and build on their knowledge. Lessons link to the local community and the wonderful natural environment in which the school is positioned.

The school environment provides an opportunity for students to grow their own vegetables, care for chickens and aquaculture and cook the produce. There are natural areas to play in as well as built structures that enhance movement, cooperation and challenge.

The students engage in community events at every opportunity. They interact with the various business and community groups to expand their knowledge, provide contextual significance and fulfil their obligations to enrich their town.

The School has a ICSEA (Index of Community-Socio-Educational Advantage) of 1012, just above average for the state.

The parents are committed to enhancing the education of their children and support the school in various ways. There is a strong School Board who meet at least once a term to review and endorse policies and the budget. They review the performance and direction of the school. The P&C have fundraised to provide extra experiences for the students, including a nature playground in the early childhood section.



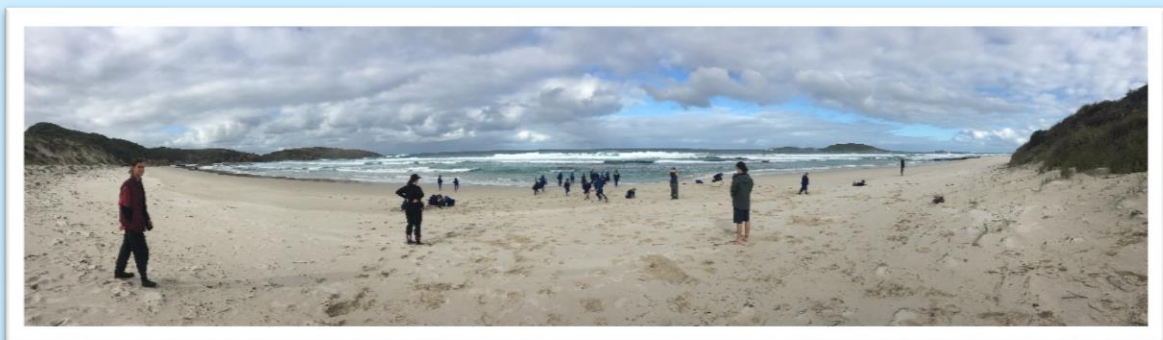
## School Staff

<b>Principal</b>	Chris Cook	
<b>Teachers</b>	Sarah Walker	Lorelle Flett
	Lisa Teague- Robertson	Trish Crossley
<b>Education Assistants</b>	Margaret Everett	Kim Burton
<b>Office</b>	Debra Doust	Kim Burton
<b>Library</b>	Tash Viner	
<b>Gardener</b>	Rob Griffiths	
<b>Cleaners</b>	Julie Collins	Trevor Collins

## Contact Details

Walpole Primary School	Ph 9840 1020
	Email Walpole.ps@education.wa.edu.au
	Webpage www.walpoleps.wa.edu.au
Dental Van	0409 935 793

Please communicate with the school either by: note, email or telephone, verbal messages via children between school and home are discouraged. Please keep in mind that we have no official links with after school providers. If you wish your child to be taken off the bus, please contact the school by note or phone call. For extended periods of time, e.g. whole of term when sporting activities, one note for the period is acceptable.





## Term Dates for 2021

Term 1	Monday February 1	Thursday 1 April
Term 2	Tuesday 20 April	Friday 2 July
Term 3	Wednesday 21 July	Friday 24 September
Term 4	Monday 11 October	Thursday 16 December

## School Development Days (Pupil Free Days)

On these days, teachers attend professional development. The students do not attend school.

Term 1	Thursday 28 January	Friday 29 January
Term 2	Monday 19 April	
Term 3	Monday 19 July	Tuesday 20 July
Term 4	Friday 17 December	

## School Hours

School Commences	8:50am
Recess	10:40 – 11:00
Lunch	12:20 – 1:00
School Ends	3:00pm

## School Contributions

Voluntary Contributions are for Kindergarten to Year 6 students. This year, the annual school contributions are \$60 per child. School Contributions go towards the purchase of many items including books and computers. There is also a \$20 voluntary P&C contribution. The P&C contributes towards the school's physical, social and educational environment.



## Dress Code

The official school shirt since 2019 is royal blue with aqua underarm gusset, sleeve and collar and white trim. This has the school logo and can be purchased through the P&C. Other uniform items can be bought through the P&C (orders taken 3 times a year) or any retail outlet.

Students are expected to wear the following:

Polo Shirts	Royal blue and aqua with logo
Jumper or jacket	Royal blue
Track suits/ long pants/ slacks/ leggings	Royal blue
Shorts and skorts	Royal blue
Wide Brim Hat	Royal blue
Year 6 Leavers' Jacket	Selected each year
Footwear	Appropriate <u>enclosed</u> footwear for active play - NO thongs, boots or high heels.

If students are unable to wear the school uniform due to financial, health or religious reasons, they are to discuss this with the Principal.

There are a number of items that are not permissible to wear at school. They include denim, jewellery (with the exception of stud earrings and/or a watch). No make-up or nail polish is to be worn to school.

More information about the Dress Code Policy can be found on the school website.

## Valuables

Bringing expensive/precious items from home is not encouraged. No responsibility will be taken for money or valuables that are misplaced or lost at school. Personal electronic equipment (iPads, phones) should be left in the office before the start of school and collected at the end of the day.

Money for lunches, performances, excursions, etc should be placed in a sealed envelope bearing the child's details. This should be handed in to the office immediately the child arrives at school.



## Student Requirements

A list of student requirements is provided at the end of each year, ready to start the new year. These personal items are generally available from the Post Office but can be purchased elsewhere. Each year level has specific requirements. It is expected that parents will replenish supplies as required to ensure that students have adequate stationery items throughout the year.

Parents are asked to supply each child with an:

**ART SHIRT-** A large, old shirt is required to cover clothes during all art and handicraft lessons.

**LIBRARY BAG-** Children may not take books home without a library bag. Size: approximately 40 cm x 40 cm made from material.

## Parent Help



Parents are encouraged to join in school activities in as many ways as possible. Close co-operation between home and school will ensure a better understanding of the educational process. Parents interested in assisting in classrooms should contact the teacher.

The school welcomes informal contact with parents. Please feel

welcome to drop in for brief visits at any time. If you wish to spend some time in your child's classroom, or speak with the teacher for a length of time, it will be necessary for you to contact the teacher to make suitable arrangements.

Parents who help on camps or overnight stays require a Working With Children Check. Forms can be obtained from the post office.

For more information on how to support your child at home go to: <https://www.learningpotential.gov.au/>

## Disputes and Complaints

The relationship between the home and school plays a very important part in a child's education. Parents and the school community must be confident that staff will listen and respond to their needs and concerns. If there is a problem, a parent's first port of call should be to contact the class teacher or relevant staff member to discuss their complaint.

This is best done by making an appointment through the school office. The staff should work with the parent to resolve the problem, if possible.

If a resolution is not found, then contact should be made with the principal who will work with the parent and staff member to resolve the problem. The principal will consider the issue and identify what action is to be taken, by who and by when, and will clarify the process if a formal complaint is to proceed.

If resolution is not reached at the school level, then parents should contact the Manager, Operations at the district education office for assistance in resolving the issue. This will involve an independent review of the situation and may include mediation. The Manager of Operations can be contacted at Albany District Education Office, 85 Serpentine Road, ALBANY WA 6330, Tel: 9844 2833.

More information about the Disputes and Complaints Policy can be found on the school website.



### **Absences from School**

Evidence shows that every day at school makes a difference to a student's academic achievement. When a child is absent from school, parents are required by law to explain an absence. This may be done by phone, note or e-mail. Regulations quote that "sickness or any unavoidable cause" may be regarded as a reasonable excuse. Please try and keep family holidays to vacation times.

### **Leaving School Grounds**

Children are not permitted to leave the school grounds during school hours for any reason unless prior approval in writing has been given by parents. Before leaving the school grounds the student must collect a 'Leave Pass' from the front office.

### **Lunch Arrangements**

Walpole PS does not have a canteen and it is expected that students will bring recess and lunch provisions from home. Healthy options including fruit and vegetables are encouraged.



### *Crunch and Sip*

Each afternoon (around 2 pm) the children are given time to eat a piece of fruit or vegetable and have a drink of water. Eating fruit/vegetables during the afternoon will help students maintain an adequate blood sugar level. At this time, students will not be permitted to consume anything else other than fruit or vegetables. (No fruit bars, chips, sandwich etc.)



### **Vegetable Garden and Orchard**

The school has extensive gardens that are managed by the school gardener and the students. Small groups are involved in planting, sowing and looking after the chickens and ducks.

As part of the school's curriculum, students maintain a garden where produce is grown. At different times during the term, classes will harvest crops and prepare food. Parents are always welcome to assist.

### **School Buses**

The school is well provided for by buses, with many children living out of town, being dropped near their door. There are three routes provided by the Department of Transport and administered by the school:

Walpole Nornalup	Mal & Janine Smeathers	98401163
Walpole North	Mal & Janine Smeathers	98401163
Walpole Tingledale	Lee Cummuskey	98401019

The buses run to a tight daily schedule arriving by 8.45 am and departing by 3.10pm.

Changes in bus arrangements for students must be communicated to the school by the parents either in writing or by the phone before 3.00pm daily.

### *Behaviour*

Bus contractors must be able to drive the bus safely and if students are continually disruptive, they can be suspended. The School Behaviour Management Policy also applies to students on the bus. All issues regarding behaviour management on bus must be addressed to the bus driver.

### *Occasional Travel*

Children (other than bus students) wishing to travel on the bus for a special reason must contact the bus driver before the due date to ensure there is room on the bus. The school buses may be running to maximum capacity and extra passengers have complementary status only.

Information and online application forms are available at [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au).



### **Behaviour Management**

Students have an opportunity at school to learn and develop appropriate social behaviours, self-control and resiliency through interactions with teachers and other students. Positive behaviours are encouraged and reinforced whilst students are supported to understand the impact of inappropriate behavior and make positive choices.

A copy of the behaviour management policy outlining all details is available on the school website [www.walpoleps.wa.edu.au](http://www.walpoleps.wa.edu.au). Parents who have a concern about the behaviour management of their child should make an appointment with the teacher concerned to ascertain all the facts. If a parent still has concerns, they should then see the principal.

### **Homework**

Homework can support higher levels of student achievement by extending the time available to consolidate skills and concepts learnt at school. It also allows for the exploration of new ideas. Homework should support the development of the child while not creating an unreasonable burden on home/free time.

Homework can further support home-school relationships by keeping parents informed about their student/s learning program and progress. Homework should not depend unreasonably on parent support or resources and assistance should be given to parents to enable them to provide adequate support so that children benefit from this quality one-on-one time. Please ask the teacher to clarify homework expectations if you are unsure.

P-6 students are expected to complete homework at least four times a week. This may range from listening to a parent read or reading in the early years, to practicing or consolidating a literacy and/or numeracy skill learnt or research on a topic in the older years. Activities will

always be linked to the classroom teaching and learning program. Students are only expected to spend up to half an hour each night.

More information can be found on the Homework Overview on the school website.

### **School Newsletter**

The school newsletter provides an overview of what is happening in the school and upcoming events. It is available every second Friday as a printed copy or via email and the school website. A planner is attached to the first newsletter of the term for easy referral throughout the term. Copies of current/past newsletters re also available on the school website [www.walpoleps.wa.edu.au](http://www.walpoleps.wa.edu.au)

### **Assemblies**

Assemblies are held in the Undercover Area, twice each term, on Friday mornings from 8.55 to 9.30 a.m. Parents and community members are welcome. Each class takes turns to run the assembly and to present an item. Merit certificates are presented to students to reward and encourage a high standard of academic achievement and endeavour. Parents will be contacted if their child is receiving a Merit Certificate.



## Testing and Reporting

It is important if you have any queries regarding your child that you contact the teacher rather than wait for formal reporting times. The classroom teacher monitors student progress on a regular basis, throughout the year. In addition there is:

**On-Entry Testing** is mandatory for all preprimary students in term 1, this shows readiness for learning. They may be retested in term 4.

**NAPLAN testing** Year 3 and 5 students sit NAPLAN testing in term 2. Individual results are made available to parents at the end of term 3. Staff use the results to look at individual and whole school achievement patterns. Plans are put in place to address specific areas of need.

**PEAC testing** All Year 4 students are tested in October each year to see if they qualify for the District Academic and Challenge Program (PEAC). If accepted into the program (top 3 % in the State) then students are invited to attend PEAC courses in Albany from Year 5 -6.

**Semester Reports** are distributed at the end of terms 2 and 4 and outline student performance against expected levels for each year level. They cover all learning areas and student behaviour and attitude to learning.

**Annual Report** The Principal develops a report to the school community outlining the performance of the school. School Board members must endorse this report.

**Interviews** Parents wishing an interview with their child's teacher should contact the school to arrange a mutually convenient interview time (Phone 9840 1020). Teachers will not be able to leave a class for an impromptu interview, as they must maintain duty of care of the children.





## **Support Networks**

### **Dental Van**

The dental van visits various schools in the Manjimup district. For bookings and queries, contact the direct number- 0409 935 793.

### **School Psychology Service**

Sue Swift is the School Psychologist allocated to Walpole Primary School. Sue visits the school twice a term or as required. The School Psychologist makes appointments to speak to parents before any assessment takes place.

### **Amity Health**

We are serviced by Amity Health for Speech Pathology and Occupational Therapy. Teachers and/or parents can identify students for referral. Written parent consent is required.

### **School Nurse**

The School Nurse, Mrs Julia Green, visits once each term. The aim of the School Nurse is to ensure, as far as possible, that every child remains fit and well to get the greatest benefit from education and enjoyment of life. A health inspection by the School Nurse is conducted for all Kindergarten children and any new enrolments. A full screening is carried out for 5 year olds and others not previously checked, Year 1 students have vision and hearing checks and parents are notified of any health or medical problems detected at the time of screening.

### **Parents & Citizen Association**

A very active P & C body has provided excellent support for the school over many years. The meetings are open to all parents and community members and provide for open discussion on educational and other school issues. Meetings are conducted at least once per term.



### **School Board**

The School Board consists of the Principal, two staff elected by the staff and up to eight parent members, elected by the parents. The Board is a reference group for policy development and ratification at the school level, to ensure a community focus is maintained. Nominations are called for parent representatives at the beginning of each year.

The school demonstrates its accountability to the school community and the Director General through the School Development Plan. The School Board endorses the School Development Plan, Annual Report and Business Plan. A copy of these plans are available to all parents and community members on the school website.

### **Interschool Carnivals**

The students participate with other small schools in the Manjimup District for Athletics, Cross Country and Winter Carnival.

### **Swimming Lessons**

Swimming lessons form part of the Physical Education program for Year P-6 students. They are conducted over a week in term 1 at Peaceful Bay. Lessons can only proceed when qualified instructors are available.

### **Excursions (including camps)**

Excursions provide an opportunity to extend learning and as such, should have an educational focus. Parent consent must be obtained for each educational excursion conducted where transport or water is involved. A document covering excursions within walking distance of school is obtained at the commencement of each school year. Teachers retain duty of care on all excursions and the principal ensures that they are adequately planned and all safety aspects are considered.

Medical forms will be sent out at the beginning of the year to be returned and held to cover any excursions, camps, and sports carnivals for the year. We just ask that any changes to student's medical conditions throughout the year be given to us in writing.

Private vehicles are not encouraged as transportation for students.





Parent help is often requested on excursions. Please advise the teacher if you are able to help. The teacher will choose from those available if more offers than necessary are provided. Other siblings are not invited to attend a class or school excursion. Parents who assist during camps and overnight stays require a Working With Children Check. This form can be obtained at the post office.

A policy is in place for all educational excursions. Details are available on the school website  
[www.walpoleps.wa.edu.au](http://www.walpoleps.wa.edu.au)

### **Student Council**

The Student Council is made up of students from year 6, elected by the year K-6 students. Student Councillors are required to be ambassadors and to actively promote a positive attitude in the school. Council meetings are held with the Senior Class Teacher and a report is given to all members of the school at assemblies.

### **School Chaplain**

Walpole PS is funded to have a support school chaplain. School chaplains are responsible for supporting the spiritual, social, and emotional well-being of their students. They have a key role in supporting all students, regardless of faith or beliefs. The chaplain may work with the whole class under the direction of the teacher or with a small group, e.g. Drumbeat. They are available to work with individual students at student or parent request. In interactions with students, school chaplains must adhere to existing school operational requirements and report to the School Principal where required.

### **Public Liability**

The Education Department and its schools do not hold Public Liability Insurance. If staff are proven to be negligent, compensation may be awarded to cover the costs of medical bills and damages. Parents may wish to take out personal insurance for their school-age child.

### **Bush Fire Preparedness**

Almost the entire town of Walpole is within a Bushfire Prone Zone. The school has a Bushfire Plan which lists the various responses to a bushfire should it occur, the most likely being the students evacuate to the Recreation Centre. This site is surrounded by grass and away from forest areas. Students are taught about responding to bushfires in the curriculum

and there are three drills a year. Student safety is the utmost concern at all times.

The school may be advised to close if there is a likelihood of bushfire at the site. Parents will then be contacted. The Bushfire Plan can be read on the school website: [www.walpoleps.wa.edu.au](http://www.walpoleps.wa.edu.au)

### **URWalpole**

URWalpole is an annual whole-school cross-curricular program that explores global issues within a local context. Past topics include The Billion Year Journey of the World which had children exploring concepts such as tectonic plates, early life forms and migration.

Teachers build a program that encapsulates a topic, linking the West Australian Curriculum to local issues. Businesses and community members are invited to participate in the journey and share their knowledge and skills with the students.

