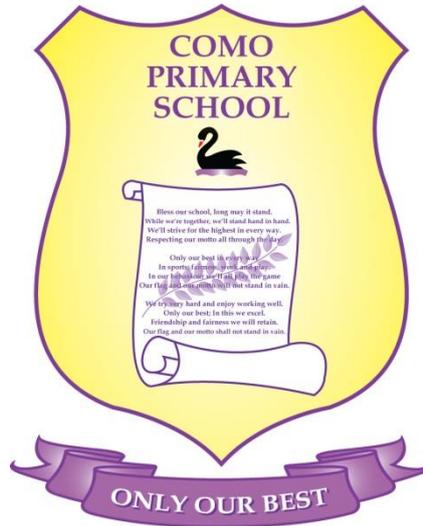


**COMO
PRIMARY
SCHOOL**

HANDBOOK

2017



Como Primary Vision

Inspired to learn and empowered to excel: We are an inclusive community where all are valued. We strive for social and academic excellence where every child is supported to reach their full potential as independent lifelong learners.

Welcome to Como Primary School. We believe our school is one of fine tradition, offering a balanced educational program for children from Kindergarten to Year Six.

If you would like to discuss any of the matters contained in this information booklet, please feel free to contact the Principal, Mr Andrew Malcolm or our School Registrar, Mrs Wendy Quadrio.

**A Malcolm
PRINCIPAL**

COMO PRIMARY SCHOOL

Thelma Street, Como WA 6152

Telephone: 9450 3112 Facsimile: 9450 1004

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WELCOME

The ability to be a life-long learner is vital for any citizen in our society. At Como we recognise this and are preparing your children to be active citizens by endeavouring to implement a full range of educational opportunities to give your child a “well balanced” education.

We will endeavour to make each child feel welcome in our school, ensuring all students feel included and part of this learning community: within the class, and then the school. With this in mind we aim to develop the best possible school tone, bearing in mind that children, are gregarious and still learning the social skills needed to live within a community. So that your child can derive the maximum benefit from the school system, parents should play their part in ensuring that the child is fully equipped, both mentally and physically.

We present this handbook in the hope that your child may adapt, with your help, more readily to our school environment.

School Creed

This is our School
Let peace dwell here.
Let the rooms be full of contentment.
Let love abide here, love of one another,
Love of mankind, love of life itself, and love of God.
Let us remember that as many hands build a house,
So many hearts make a school.

Communication

The policy of the school administration is to have continual liaison with parents with the publication of a weekly newsletter, published online each Thursday via the school’s website and which is also delivered to your designated email address. Please keep your email details up to date with the school office. We also have brochures on “Talking to your School” (Appendix A in this handbook) and “Dealing with Problems” available in the office.

Parents are very welcome to visit the school at any time to discuss matters regarding their children with either the Principal, or the class teacher. This can often be to the mutual advantage of parents, children and teachers. To save disruptions to normal class routine, however, parents are asked to arrange visits in advance, either by note or by ringing the school on 9450 3112.

School Term Dates for 2017 for Students

Semester 1	Term 1	Wednesday 1 st February – Friday 7 th April
	Term Break	Saturday 8 th April – Monday 23 th April
	Term 2	Wednesday 26 th April – Friday 30 th June
	Term Break	Saturday 1 st July – Sunday 16 th July
Semester 2	Term 3	Tuesday 18 th July – Friday 22 nd September
	Term Break	Saturday 23 rd September – Sunday 8 th October
	Term 4	Tuesday 10 th October – Thursday 14 th December

School Development Days

There are six school development days during 2017 when students do not attend school. You will be notified of these dates in the school newsletter, and you will also be provided with a Term Calendar before the beginning of each term to help you plan for the days when students will not attend school.

As mentioned above, the school newsletter is available to read on the school’s website, which also includes an events calendar and much of the information provided in this handbook. Our web address is:

<http://comoprimaryschool.wa.edu.au>

Enrolment Procedures

Como Primary School is a local area intake school. Children must reside within the school's intake boundaries in order to be eligible for enrolment. Please see the school website for boundary information. Applicants who live outside the school's catchment area are welcome to submit an enrolment application but it will be subject to the capacity of the school population and the principal's decision.

Parents of prospective students must complete an application for enrolment form. A member of the administration must sight proof of birth date; i.e. birth certificate/passport and in the case of overseas arrivals, the sub class visa number must also be provided. Please ensure that all details on the form are correct and complete. Overseas fee paying students must pay fees to Department of Training and Workforce Development (DTWD) before commencement.

It is not always possible to make an immediate decision on an enrolment application and parents will be notified as soon as a decision is made. This may take a few days.

Once a student is accepted, parents are asked to fill in an enrolment card. Please include your child's immunisation history at this time. If applicable, a Health Care form must also be completed at this time and annually thereafter.

It is essential that the school is kept informed of any changes of address, telephone numbers, emergency details, email address, etc. Parents wishing to update such information may do so by contacting the School Registrar or via the Skoolbag App.

Parental Interviews and Meetings

In an effort to increase understanding between home and school, so far as the individual student is concerned, parental meetings are held in the initial few weeks of the year, in order to help facilitate the child's transition into the new class/school. A teacher or parent may also arrange an interview as the need arises. Again parents are requested to please phone the school in advance to make suitable arrangements.

Custody Details

There are families where one parent does not have access to the children or has restricted access. It is important that we as a school know of such details. Please let us know of any custody details so that they can be noted on the child/ren's admission card. Please note that without evidence in writing of custody we may not be able to comply with your wishes. Please provide the school with a copy of any relevant up to date family court orders.

It is particularly important that we know of any changes to those details, so please keep us up to date.

In a situation where the school has not been supplied with specific evidence of sole custody or similar, we are obliged to assume that both parents have equal access, so please let us have any details and evidence, which we can retain. It is not the schools' responsibility to enforce family court orders. The school will work with parents to enable family court orders to be followed.

Parental Involvement

There is ample opportunity at Como for parents to play a significant part in the general life at the school in many areas. Quite a number of parents have in the past been active in instructing small groups in cooking, clay work, weaving, listening to reading, craft activities and helping on excursions. If you specialise in a particular area and could adequately pass on your expertise, class teachers would be only too willing to work with you. We also run a Perceptual Motor Program for Pre-Primary and Year One and always require helpers to supervise these activities. The canteen and the uniform shop are other areas in which parent help is very welcome. Please contact the school if you are interested in being on these rosters.

Parents & Citizens Association

This is a group of volunteers who work in liaison with staff for the benefit of all children who attend the school. Meetings are held twice per term and are advised through the school newsletter. All parents are welcome at P & C Meetings. Meeting times are in our weekly newsletter.

School Board

A School Board, consisting of five parents, three staff and the principal, meets twice a term to discuss aspects of school governance including financial planning, the school Business Plan, strategic targets and the annual report. The Board has responsibility to approve school contributions, dress code, school requirements (book lists) and extra cost components (e.g. incursions & excursions) and also to monitor school progress in a range of areas.

Newsletters

The school newsletter is available to read on the school's website and through email delivery each Thursday.

Our web address is: <http://comoprimaryschool.wa.edu.au>

A parent/school communication App for your mobile phone is available by going into the App Store or Google Plus on your mobile, typing in Como Primary School and selecting the Skoolbag App.

School Term Planner

At the beginning of each term, a term planner will be sent out attached to our school newsletter which is available on the school website and app. Such events as public holidays, sports carnivals, excursions, School Development days and P & C meetings will be listed. It is hoped that these term planners will assist our school community to be well informed of school events and be able to become more involved in the life of our school.

Attendance

The Education Act stipulates that all children must attend school daily from Pre-Primary until the end of the year in which they turn 16 years. Only in special circumstances, and with written permission from the Minister of Education, can an exemption be made.

Whenever students are absent, we request that parents ring the school or use the Skoolbag App so that we are aware that their child will not be attending school that day. A written note when they return is also appreciated.

If your child's class is involved in an excursion in which he/she is not participating, he/she must still attend school. Suitable work and supervision is always provided.

The Principal does not have the authority to approve absences for family holidays, shopping excursions, caring for other sick family members, etc. and absences of this nature must be the responsibility of the parents themselves. The principal needs to be informed in writing if a student is going on an extended holiday. Students who are absent for a continuous period of six weeks without parent notification will be removed from the school role. Officers of the State Welfare system do have the authority to check school rolls, and may question school absences other than those involving illness.

Punctuality

School commences at 8.45 am. Children who arrive late cause disruption to the class morning program and we encourage parents to assist their children to be punctual. Children should NOT however be at school before 8.15 am when supervision commences, unless in extreme circumstances. Children arriving before 8.45am will sit on the verandah or in the library until 8.30am when ball games are permitted in the quadrangle.

The following bell times operate

8.45 am	School commences
10.55 - 11.15 am	Morning recess
12.15 – 1.05 pm	Lunch
3.05 pm	Dismissal

Integration of Children into the School Routine

It is understandable that parents may wish to bring their child into the school daily, but after the first week it would help the older children to become more easily adjusted to school life if they separate from parents at the school gate or playground. Please don't regard this as a lack of desire by staff to meet with parents. On the contrary, we are keen to meet all parents as early in the school year as possible. All we ask is for you to give your child a chance to develop independence and to accept the school routine more readily.

House Organisation

Children are placed in Houses, viz. Challenger - Green, Canning - Red, Stirling - Gold, and Forrest - Blue, for the year's activities and remain in the same house for winter and summer sports. Houses take turns in performing various duties and compete annually for a House Point Shield. The school has shields for competition in House Swimming, House Athletics, Cross Country and for the "Best Organised House". This house competition, embracing all aspects of school life is a wonderful training in community spirit, cooperation, responsibility and leadership. A house prize is usually organised for the winners in December each year. There is also an 80th anniversary P & C Sports Shield, which is awarded each year to the overall champion house in Sport. All students are encouraged to wear their House Shirts each Friday.

Collection of Children after School

The school day finishes at 3:05pm. The school cannot ensure supervision of children after this time, as staff are not employed to supervise children after 3:05pm. As a general rule all children should leave the school promptly after the home-bell. Any child who remains at the school after 3:05pm may wait at the Kiss and Drive area in Coode Street. After 3:15pm they will be taken to the Office to contact their parents. Children will then need to be collected from the office area. We understand that parents can be held up through no fault of their own and in these circumstances we would appreciate a call to let the school know so that we can make appropriate arrangements.

Notes for Excursions, Transport and Inability to Participate in Sporting Activities

Excursions play a major part in the school programme and at times it is necessary to transport children to various venues. Sometimes, when numbers are small, it is uneconomical to hire buses for the occasion and private transport may be used. Written permission is sought to allow children to participate in these events, and parental assistance is sometimes requested. Fitness, Physical Education and Sport Activities are an integral part of children's education. If your child is injured or recovering from an illness, and is unable to participate, a note is required. Please stipulate the date on which the child can resume regular physical activity.

Incursions

Through the year we are occasionally visited by performing groups, such as mathematics/science events, drama groups, etc. Incursions are limited to four in a school year. When this happens parents are advised by letter and the cost of the performance is requested. Your support in this area will be appreciated as we only allow visits from groups whose performance will be of educational benefit to the children.

Visiting the School during the Day

Except for parents and guardians listed on the student enrolment card, all visitors to the school are required to register at the school office during the school day. **If you wish to collect your child before the finish of the school day you must collect a leave pass from the school office to present to the class teacher. Teachers will not release students from their classrooms without this pass.** This is to ensure the safety of all students. The office checks that people collecting students have legal guardianship and are on the contact list for that student. People who are visiting the school for other reasons will be given a visitor's badge to ensure that all people have the right to be on school grounds and are accounted for in case of an evacuation.



2017 Contributions

School Voluntary Contributions

The funds are used to supplement materials across the Curriculum. (Contributions can make up to 5 - 10% of the annual School Budget).

The total contributions are:

- \$80 per child

Contributions are voluntary and have been determined at the levels indicated below (based on \$80 per student). The funds are used for supplementary materials in the curriculum areas and to assist in purchasing new resources for the library. There is a \$20 increase in the School Voluntary contribution for 2017. This is the first increase in 15 years and will greatly assist the school in the roll out of the STEAM (Science, Technology, Engineering, Arts and Maths) program that involves coding and robotics across the school from Kindergarten to Year 6.

Kindergarten		Pre-primary		Years 1 - 6	
Class Resources	\$50	Class Resources	\$50	Photocopying Consumables	\$15
P & C Contribution	\$30	P & C Contribution	\$30	STEAM resources	\$20
Total	\$80	Total	\$80	Library Consumables	\$5
				Physical Education	\$10
				P & C Contribution	\$30
				Total	\$80

P & C Voluntary Contributions: \$30 per student

The P & C supports the school in offering an array of services and pays for student Athletics and Reading Licences. All students use these educational programs at school and at home.

2017 Charges

Here is a breakdown of all **possible estimated charges** for your child's participation in expected class and school activities. Data collected from previous years on all possible charges have assisted us in preparing the 2017 School Charges Schedule.

The table below indicates an estimated maximum cost outlay for 2017

ITEM	K	P	1	2	3	4	5	6
Excursions	\$40.00	\$40.00	\$50.00	\$50.00	\$50.00	\$75.00	\$75.00	\$70.00
Incursions/Visiting performances	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Special Days	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Interschool Sport					\$50.00	\$50.00	\$50.00	\$50.00
Swimming		\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
EduDance		\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Leavers Shirt								\$35.00
iPad (Bring your own device+case)						\$410.00	\$410.00	\$410.00
iPad Apps						\$10.00	\$10.00	\$10.00
SUB TOTAL	\$90.00	\$165.00	\$175.00	\$175.00	\$225.00	\$670.00	\$670.00	\$700.00
TAGS						\$15.00	\$15.00	\$15.00
Class Photographs	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00
Overnight Camp								\$100.00
Dinner/Dance							\$20.00	\$20.00
Personal Items/ Booklist (estimate)	\$38.00	\$73.00	\$136.00	\$155.00	\$145.00	\$122.00	\$115.00	\$115.00
GRAND TOTAL	\$173.00	\$283.00	\$356.00	\$375.00	\$415.00	\$852.00	\$865.00	\$995.00
Choir					\$90.00	\$90.00	\$90.00	\$90.00
Instrumental Music							\$110.00	\$110.00
PEAC(average cost)							Up to \$300 per year	

PEAC CHARGES for Year 5 and 6 students, if selected, will be no more than \$300 for the year. (Cost depends on courses selected which range from \$15 to \$110)

Personal Requirements Lists

These lists are handed out to students in November each year. Children who enrol during the year are given a requirements list upon enrolment. We request that parents please provide ALL these requirements. All the items listed are essential and most can be obtained from various newsagencies or department stores. Student workbooks, though, will only be obtainable from the preferred supplier named on the list. Copies of these lists may be obtained from the office at any time.

School Uniforms

It is School Policy for every child to wear our uniform to school every day. On all excursions, school uniform will be compulsory. In winter months children are required to wear the school tracksuit. The school uniform creates a sense of belonging for children as well as being an important element in our Safety Plan.

Girls Summer

Bottle green Skort
School Polo T shirt
Mauve/white check dress
House Shirt (to be worn on Fridays)

Boys Summer

Bottle green shorts
School Polo T shirt
House Shirt (to be worn on Fridays)

Girls and Boys Winter Uniform

Bottle green long pants
Bottle green zip jacket with school logo
School Polo T shirt
House Shirt (to be worn on Fridays)

School bags are available at various times throughout the year.

All these items are available through the school uniform shop, which is **open each Monday afternoon from 2.45pm – 3.15pm and Friday from 8:15 - 8:45 am in the ESL Room** at the end of the verandah.

Footwear: shoes, sandals or joggers - no thongs.

Second hand Uniform: We welcome donations of second hand uniforms which go to our uniform pool. Money collected from sales goes towards P & C funds. These items are sold for \$5.00 each.

A **“No Hat No Play”** policy is in place all year. The school requires all students to wear wide brimmed hats throughout the year. Hats are available from the uniform shop.

Change of Clothing

Occasionally there are accidents so parents of Kindergarten, Pre-Primary and Year 1 children are urged to provide a change of clothing for their child. When both parents are working, it is far more convenient to have a suitable change available. Your child's class teacher will arrange safe storage for these items.

School Equipment

Parents are expected to replace equipment from the school that is "lost" by children, viz. reading books, library books, recorders, etc. Reading and library books vary and may be quite expensive. Vandalism will not be tolerated and if instances of this do occur, parents will need to replace damaged property. Fortunately, this is extremely rare at Como, but the policy is worth stating.

Lost Property

Items of clothing if found around the school are placed in the lost property trolley situated on the verandah outside Rooms 6 & 7. At the end of each term unclaimed articles are sent to a charity. Unclaimed items of uniform are sent to the second hand uniform shop. Parents are **encouraged to write their child's name on all items of clothing.** Other lost items e.g., toys, glasses, wristwatches, mobile phones, if handed in, can be reclaimed from the school office.

Marking of Equipment

Please make sure that articles of clothing, books, bags and all equipment owned by your child are very clearly named so that losses may be more easily found and returned. With all children wearing the same uniform it is VITAL that all clothing be marked.

Covering of Books

Whilst covering of books is not absolutely essential, it is requested that all books where possible be covered to:

- (a) Prolong their life,
- (b) Give a sense of pride,
- (c) Encourage children to respect these.

Library Bags

As the library serves all years we require all children to have a library bag (35cm x 40cm). This bag serves as a protection for books. Please note children are only permitted to borrow library books if they have their library bags. A library bag is available from the uniform shop.

Lunchtime - Eating Arrangements

Children must bring a packed lunch from home. Children are not allowed to leave the school to purchase lunch. The P & C opens the canteen on Wednesday and Friday for recess and lunch. You may order online up until midnight on a Thursday or alternatively, order at the canteen before assembly on Friday.

Lunches are eaten in the Covered Area.

Approximately 15 minutes is allowed to eat lunch and children are not allowed to leave until they have finished eating. Children with **food allergies eat in a separate group monitored by a staff member.**

Inclement Weather

It has been school policy to carry on with arrangements for sporting fixtures, special days, etc. despite the threat of rain. Only in extreme circumstances will events be postponed. Parents should ensure that children have a change of dry clothing if they face the possibility of getting wet during interschool events.

Managing Student Behaviour Policy

The school rules at Como Primary School are based on our Values and Virtues program.

Code of Conduct:

- Consider the safety of others when playing games. Do not throw sticks, stones or objects likely to harm.
- Walk on verandahs and designated walk areas. These are not for running or noisy games.
- Fighting and rough games are not allowed.
- Keep the school in a neat and tidy condition. Eat food only in the designated area.
- Bicycles, skate boards, scooters and the like are not to be ridden on in the school grounds.
- Only enter or remain in a classroom during non-teaching time, when a teacher or Education Assistant is present.
- Always follow the teachers' instructions.
- No mobile phone usage by students inside school grounds.

Roles and Responsibilities of Staff:

- Teach and model respectful, courteous and honest behaviour.
- Ensure the school environment is kept neat, tidy and secure.
- Establish positive relationships with students and parents.
- Ensure good organisation, planning and reporting on student progress to parents.
- Teach engaging lessons appropriate to the curriculum.

Discipline Statement

At Como we aim to:

Create a positive environment where children respect the rights of other children to learn and the rights of the teachers to teach.

We also aim to:

- Empower children to own and accept responsibility for their behaviour.
- Establish clear guidelines that protect the rights of all individuals, where the procedures, consequences and rewards are clearly defined and known by the school community.
- Establish procedures to communicate behaviour management information with the school community.
- Maintain a partnership between teachers and parents in the behavior management of Como Primary School students.
- Recognise that it is only through the united effort of the school and the home that high expectations for our students can be achieved.

Management of Bullying

Bullying is any repeated wilful, conscious behaviour intended to hurt another person, either physically or emotionally.

BULLYING WILL NOT BE TOLERATED

It is everyone's responsibility to prevent it happening. The school has programs established to promote a caring and supportive environment. These educative and positive programs should ensure that bullying and violence are minimised. However, in the event that bullying occurs the school will react firmly and promptly.

Through the Health and Pastoral Care Programs:

Children will all know:

- Bullying is not "OK". It is about power over others.
- Bullies come in many forms (alone or in groups).
- We can all be bullies or bystanders in given situations.
- Do not ignore bullying - support the victim.
- If you are being bullied tell someone
- REMEMBER: We all fall out with our friends. One quarrel is not bullying. No one has to put up with persistent unkindness- which is bullying.
- The school will counsel bullies to establish WHY?

ALL INCIDENTS of bullying should be reported to the school

For further details regarding our Behaviour Management Policy, please refer to our school website:
<http://comoprimaryschool.wa.edu.au>

Mobile Phones

Mobile phones **MUST NOT** be switched on inside the school gates and are to remain with the classroom teacher **AT ALL TIMES**. Phones should be checked in with teachers at the commencement of each day and collected after the final siren.

Bicycles

Bicycle racks are provided for children's bicycles should they decide to ride to school. They are encouraged to lock their bicycles in these racks but we cannot accept responsibility for bicycles that "disappear" whilst children are at school. Under no circumstances are children to borrow bicycles to ride for any reason, nor to touch other children's bikes. Parents, please note for obvious safety reasons it is a school rule for bicycles to be walked from the gate to and from the bicycle racks. The rules for bicycles also apply for scooters and skateboards. We do not encourage riding of scooters/skateboards to school but if parents choose to permit their children we accept this. Bicycles, scooters, skateboards and roller blades are not permitted to be ridden in the school grounds at any time.

Traffic

Como School is surrounded by busy roads. Parents are asked to help children be aware of road safety rules. Your continuous reinforcement in the home will help. It is relevant to point out that the National Safety Council discourages unaccompanied children to ride bikes to school under the age of 10 years. We encourage students & parents to utilise active transport as a means of coming to/ from school. Our school policy supports this, and it also supports the wearing of safety helmets by all cyclists.

Parking

The staff car park is **not** to be used for picking up or setting down of children. Not only is it dangerous, but parking is limited. When picking up and setting down children, parents should use the designated **KISS AND DRIVE ZONE** on Coode Street or the angle parking spaces specially provided in Alston Avenue. ***Please do not use Thelma Street as a "drop off" or "pick up" point for children.*** The Kiss and Drop Zone in Coode Street is designed for this purpose. Rangers do periodically patrol this area and fines are often imposed for breach of parking regulations. Parents, for safety reasons we urge you to use these areas correctly.

Practice School

Como is a "Practice School" which means that at various times during the year trainee teachers and Educational Assistants may be at the school teaching under the guidance of permanent staff. The trainees bring a wonderful new dimension to the classrooms.

Students Leaving During the School Year

If your child is permanently leaving our school, please advise the office two weeks prior to departure. Please leave a forwarding address so that any materials belonging to your child can be posted on to you.

Valuables

Children are **NOT** to bring along valuables, viz. electronic games, iPods, radios, jewellery, etc., that may be mislaid or damaged during school activities. Additionally, there should be no need for children to carry large sums of money to school. Again, the school cannot accept any responsibility for such items and sums of money.

Raffle Tickets

Parents are requested **not** to send raffle tickets with children for sale in the school. Although we understand the need for community groups to raise funds, the school is not the place for this.

Homework Policy

Background

Homework can support higher levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school. It also extends the time available for the exploration of new ideas and new situations. Homework can also extend the time available to the teacher for the monitoring of student progress.

There is a community expectation that secondary schools, in particular, will set and mark homework. Many community members see homework as tangible evidence that the school cares about the educational progress of students. Homework can also be a means of furthering school-home relationships and can assist in keeping parents informed about the student's learning program and progress.

Guidelines

Homework must:

- ♦ only be used to facilitate the achievement of learning outcomes;
- ♦ form part of a developmental learning program that is responsive to individual needs, clearly relevant, supported by classroom practice and, where appropriate, developed in collaboration with students; and
- ♦ be disassociated from any form of punishing students or means of securing discipline.

Homework should:

- ♦ support the development of the student's independence as a learner;
- ♦ further the partnership between school and home;
- ♦ avoid dependence on unreasonable levels of parental assistance or resources that are not readily available to the student;
- ♦ be set without impinging on reasonable time for family, recreational, cultural and employment pursuits relevant to the student's age, development and educational aspirations;
- ♦ be balanced across learning areas so as to avoid stress and overload;
- ♦ be phased in gradually and consistently as students move through the upper primary years and sustained through the secondary years; and
- ♦ be consistently applied, monitored and assessed in a whole-school approach that is responsive to individual needs and learning area requirements.

Below is an outline of some of the types of homework provided for students and Como Primary School

Years 1 – 3

- ♦ Home reading of teacher provided books
- ♦ Home reading of individual choice books
- ♦ Learning spelling words
- ♦ Mental maths activities aimed at reinforcing number combinations and processes

Years 4 – 6

- ♦ As for years 1 – 3
- ♦ Finishing class work not completed during the day
- ♦ Research to support class work or study assignments
- ♦ Refining draft work commenced in class
- ♦ Reviewing work covered in class

NB Music practice for those involved in the school's instrumental program is in addition to class homework.

Suggestions for Parents

- ♦ Children need the opportunity to play and relax after school
- ♦ Homework is best done at a quiet time set aside for homework completion
- ♦ Completing homework in front of the television is not recommended
- ♦ Take a keen interest in your child's work and ask them to explain what they are completing for homework.

Suggested times for daily homework

Junior	10 – 12 minutes maximum
Middle	15 – 20 minutes maximum
Upper	30 minutes maximum

Student Homework Diary/Organiser

All Year 1 – 6 children are required to have a diary/homework organiser. These homework notebooks are an integral part of what children do in class every day. We request that parents check these and provide written feedback to teachers and children where appropriate. These should be used every day by children and are regularly perused by teachers. The effective use of homework diaries will do much to ensure success for your child and a parent's role in this is vital. The Diary is also an excellent tool for parent/teacher communication. **The school diary is available from the Uniform shop.**

Policy for Children on Holidays during the School Term

Periodically parents from our school choose to take holidays during the school term. While this is clearly the parents' decision, some degree of disruption will obviously occur to your child/ren's education.

In such instances it is not our policy to send homework / work sheets with your child/ren. In the main such work-sheets are not prepared in advance, and without the actual lesson and instructions are of little real educational value.

However, we realise that your child's education will continue during the holiday, and indeed travel is certainly a wonderful educational experience. For this reason we encourage you to use the holiday as the class room and request that you, the parent/s take on some of the teacher's roles.

An ideal approach is the Holiday Journal/Project. A scrap book or exercise book is best and we encourage DAILY collection of all sorts of interesting things. A few examples are:-

- Travel brochures and maps of your journey (country)
- Information given out by museums and art galleries
- Postcards and family photographs
- Tickets for transport or entry to tourist areas
- Menus from restaurants and cafes
- Newspaper cuttings of interesting cultural matters
- etc.

We encourage children to paste such items in their journal and to write a brief account about what they have done, where they have been each day. By collecting some "memorabilia" each day your child will be encouraged to make a very real and worthwhile project.

Such a task is clearly an exciting and real learning experience for children. We request you to encourage your child to undertake such a project while on holidays during the term.

Upon returning to school we encourage your child to bring their project to school to both share their experiences with their class mates, and for the classroom teacher to get some idea of the work completed by the child during their absence from class.

Policy for Parent Requests for Early Writing of Children's Reports

Periodically parents move from our school, or take holidays around the time that children's progress reports are being prepared. As you can imagine the careful compilation of reports is a very time consuming one, and unfortunately we CANNOT issue reports early.

If parents are leaving for some reason we request that you leave a stamped, addressed envelope with your child's class teacher please. Your child's report will be posted to your holiday / forwarding address.

Speech and Presentation Night

This event is held for children in the evening during the last weeks of the school year. The main purpose of the evening is to acknowledge the efforts and achievements of students, parents and staff. It is a celebration of our successes.

The evening affords the outgoing Year 6 children pride of place. They are all presented with Graduation Certificates, as well as featuring significantly in receiving numerous awards. Prizes are also awarded to four students in each classroom from Years 1 - 6.

Such evenings are a long standing tradition at Como Primary and are extremely well supported by the school community. While attendance at Speech Night is voluntary, almost all children and parents do come along and that is a delightful feature of Como Primary School.

Below is a sample program.



1. Welcome and introduction
2. Children sing School Song "Only Our Best".
3. The Hon. John McGrath "Award of Excellence".
4. Choir to sing :-.....
5. Presentation to the school on behalf of the prefects -
6. RSL Citizenship Awards
7. The South Perth City Council Award for "Service to the School"
8. Presentation of "Chaplain's Award"
9. Presentation of Music & Visual Arts Award
10. Presentation of House Shield to the winning House
12. Choir to sing
13. Principal's Address
14. Presentation of Sport Shield to winning House
15. P & C President's Report. Presentation of student awards for "Effort and Achievement" and "Certificates of Merit" by President of the P & C Association
16. Presentation of Science Award
17. Announcement of prefects for the following year.
18. Farewell message from prefects
19. Presentation of special Year 6 Awards
20. Presentation of Year 6 Graduation Certificates and Awards to Prefects and House Captains
21. National Anthem and closing remarks.
22. Year 6's leave the hall while everyone sings "It's Time to Go."

The evening usually commences at 6.30 pm and concludes by 8.15 pm.

Health Education Syllabus

This school implements the WA Education Department's K – 10 Health Syllabus. Included in this syllabus are sections on growth and development, which we feel promote individual and community health. Should you require any information regarding any health topics covered please contact your child's teacher.

First Aid and Health Care at Como Primary School

We would like to make parents aware that our capacity at Como Primary School to babysit sick or injured children is very limited. Although we have a folder bed in the first aid room it is not an ideal place for children who are feeling really unwell. As teachers, we are not trained to deal with serious illness or injury. Such matters are in the domain of the medical profession.

While we can treat minor cuts, abrasions, etc., and children who are feeling a little off-colour can rest in the first aid room, more serious problems will have to be dealt with in the following way:-

1. In the case of all head injuries or any reasonably serious injury parents will always be contacted. We would ask in all these cases that parents come up to the school and decide whether their child remains at school, goes home or is taken to the doctor by the parents.
2. In the case of a child feeling extremely ill and in obvious pain we will contact parents and again ask that parents come to the school to decide if their child should be taken home. Clearly if the child has influenza, chicken pox, etc. he/she should not attend school. The department also strictly forbids us to administer to children any Panadol, Disprin, etc.
3. If parents are unable to be contacted or unable to come to the school and the Principal or Deputy Principal believes that medical attention is needed, the child will be sent to the nearest public hospital by ambulance. With our duty of care responsibility for all our children, we are required to act in all cases as a caring and responsible teacher. Parents would be responsible for the cost of the ambulance and hospitalisation. However, if parents belong to the St. John Ambulance Association the costs for such transport and treatment would be negligible. The obvious advantage for our seriously sick or injured children is that they will be receiving expert medical care in the shortest possible time. In such cases emergency contact friends of the parents would be advised by phone of this action and we would confidently assume that these responsible people would pass on this information to parents at the earliest possible opportunity.

As always, we assure you that any action taken by us at Como Primary School is always with the safety and welfare of our children being the most important consideration.

All queries or concerns should be directed to the Principal or Deputy Principal.

Dental Service

Children have the opportunity of free dental service from the Mt. Henry School of Dental Therapy. Appointment cards are sent to the school and passed on to the children for their parents to make arrangements directly with the Dental Clinic. Parents should realise that Como Primary School is only the agent for the Dental School. Enquiries should be made directly to Mt Henry on 9313 0551. Their address is 43 Mt Henry Road, Como 6152.

Health Provisions

The Principal of a school may, for such a period as he deems necessary, exclude any child who is suffering from any contagious, offensive or infectious disease or is not immunised, or who is habitually of unclean habits. For your information, set out in the next two pages you will find extracts from the Health Act as they apply to Education Regulations in State Schools.

*NB: **Contact** means brother, sister or anyone who has been in contact with the patient.*

IT IS RECOMMENDED BY THE HEALTH DEPARTMENT THAT ALL IMMUNISATIONS BE KEPT UP TO DATE PRIOR TO ADMISSION TO SCHOOL.

Chicken Pox

Symptoms – fever, fatigue, and a generalised rash characterised by small vesicles (blisters) that rupture to form crusts.

Exclusion Period – Exclude for at least 5 days after the rash appears and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion.

Contact – Refer all immunosuppressed children to their doctor. Do not exclude other contacts.

Conjunctivitis

Symptoms – sore, itchy eyes and discharge.

Exclusion Period – Exclude until discharge from eyes has ceased.

Contact – Do not exclude.

Impetigo (School Sores)

Symptoms – itchy pustules and scabs.

Exclusion – Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.

Contacts - Do not exclude

Treatment – antibiotic treatment available – refer to doctor

Hepatitis A

Symptoms – malaise, abdominal pain, loss of appetite, nausea, fever, jaundice, dark urine and pale faeces.

Exclusion Period – Exclude for 14 days after onset of illness (if not jaundiced) or 6 days after jaundice appears.

Contact – Do not exclude. Contact management will be coordinated by Department of Health staff.

Measles

Symptoms – lethargy, malaise, cough, sore and swollen eyes and nasal passages, fever and rash.

Exclusion Period – Exclude for 4 days after the onset of the rash.

Contact – Do not exclude vaccinated or previously infected contacts. All other contacts should be excluded until 14 days after the onset of the rash in the last case. If susceptible contacts are vaccinated with 72 hours of their first contact with the first case, then they may return to school following vaccination. Contact management will be coordinated by Department of Health staff.

Mumps

Symptoms – painful, swollen salivary glands, fever, headache, painful testicles or ovaries.

Exclusion Period – Exclude 9 days after onset of symptoms

Contact – Do not exclude

Parvovirus B19. (*Erythema infectiosum*, “Fifth” disease, “Slapped Cheek” Syndrome)

A common, acute, viral infection, symptoms include fever, red cheeks and neck, itchy lace-like rash on the body and limbs. (This infection is not caused by the same parvovirus that infects dogs).

Transmission: Airborne or droplet infection; direct contact with contaminated nose or throat secretions; mother-to-baby. **Incubation period:** 1 to 2 weeks. **Infectious period** not infectious after the rash appears.

Exclusion: Do not exclude. **Contacts:** Do not exclude. **Pregnant** women who may have been exposed to parvovirus B19 should consult their doctor.

Treatment: varies with symptoms. No immunisation available.

Cont.....

Pertussis (*Whooping Cough*)

Symptoms – runny nose, cough and vomiting

Exclusion Period – Exclude for 21 days from the onset of cough or for 5 days after starting antibiotic treatment

Contact – Contact management will be coordinated by Department of Health staff.

Ringworm

Symptoms – small scaly ring of inflammation.

Exclusion Period – Exclude until 24 hours after treatment has commenced.

Contact – Do not exclude

Rubella

Symptoms – fever, sore eyes, swollen glands (especially behind ears), generalised rash.

Exclusion Period – Exclude for 4 days after onset of rash

Contact – Do not exclude. Refer pregnant contacts to their doctor.

Head Lice

Symptoms – scratching and the presence of “nits” (eggs) and lice in the scalp hair.

Exclusion – Exclude until the day after treatment has commenced.

Contacts – Do not exclude.

A Head Lice Fact Sheet is available from:

www.public.health.wa.gov.au/

There are several effective ways to treat head lice. One is listed below. Choose whichever method best suits you and your family. For successful removal of head lice, be sure to follow the directions for your preferred treatment exactly.

10 Day Hair Conditioner Treatment for Head Lice

Head lice can be more easily removed by applying plenty of hair conditioner to dry hair before combing to remove live lice and eggs (nits). Any type of hair conditioner may be used, including generic ‘home’ brands, together with a metal fine-tooth ‘nit’ comb. Suitable ‘nit’ combs can be purchased from most pharmacies.

What to do:

- Apply **plenty** of hair conditioner to the **dry** hair until saturated.
- Comb through with an ordinary comb or brush to remove tangles.
- Section and comb the hair thoroughly with a metal fine-tooth ‘nit’ comb in 4 directions – forwards, backwards, left, and right.
- Wipe the comb on a white paper towel to check that the dark adult lice or the paler hatchlings are being removed. Hatchlings are young lice which emerge from eggs. You may need to use a magnifying glass and a strong light to see the lice and eggs.
- Using white hair conditioner may make it easier to see the head lice.
- Rinse the hair conditioner out and dry the hair.
- Repeat this process **daily** for 10 days to cover the hatching period of the eggs. This removes the hatchlings which emerge from missed eggs.
- Check your finds for **adult** head lice each day after commencing the 10-day combing period. If any are found this will be a new infestation. You will need to start again from Day 1, as new eggs may have been laid.
- Check for lice **reinfestation** once a week for at least 4 weeks after completion of the 10-day treatment. Hair conditioner makes the inspection easier.
- Check all other household members for head lice infestation using the method described above.

Under the School Education Act 1999, a principal may exclude a child with head lice from school until treatment has commenced. The Department of Health recommends exclusion at the end of the school day. The children may return to school when all live head lice have been removed. A few remaining eggs are not a reason for continued exclusion. However, the parent must continue treatment until all eggs and hatchlings have been removed, usually over the following ten days.

APPENDIX A - TALKING TO YOUR SCHOOL

INTRODUCTION

The relationship between the home and the school plays a very important part in a child's education.

We cannot overestimate the critical role parents play in successful learning: parents contribute much to their child's development and are among the most important influences on the way in which the child approaches learning.

Teachers are responsible for the more formal aspects of children's learning, and successful teaching builds on the home experiences of the child. This is most effective where there is an active partnership with parents.

Two-way communication is a critical factor in the partnership between parents and the school. Where a partnership exists, it is easier for parents to feel confident about the teaching and learning taking place in the classroom and to solve problems.

What might you talk to the school about?

Issues particular to your child:

Attitude
Academic progress
Participation
Behaviour
How he/she gets along with teachers and other students socially and emotionally
Physical development and well-being
Development of responsibility
Non-attendance or truancy
Learning program issues

School or class issues:

Quality of teaching
Homework
Learning environment
General student behaviour
Pastoral care for students
School policies and procedures
Conduct of staff

Access to support services:

School and district level student services
Visiting teachers for students with disabilities
Visiting teachers for ESL students
Specialist facilities – language development centres, intensive language centres, socio-psycho educational research units, education support schools, centres and units
Programs for students experiencing difficulties with learning
Programs for gifted and talented students
Instrumental music program

How your school communicates with you

Reports on student progress
Regular information about the school through newsletters
Skoolbag App
Parent-teacher interviews
Notes
Surveys
Displays of children's work
Assemblies
Special events and celebrations
Specialised learning programs
Parent information booklets
Parent information sessions
Learning journeys / Open Classrooms
School Website

You are welcome to talk to your child's teacher whenever you need to. However, you should make an appointment to talk with the teacher, to avoid disrupting the learning program.

Information that is available from your school

Information on Department of Education and Training and school policies and policy changes
What is expected in relation to homework
Student behaviour management policy
Information about participation in the School Council, Parents and Citizens' Association, School charges
Excursions
School dress code

What can you do if you have a problem?

Seeking information as early as possible can solve many problems. If you have any questions or concerns about your child's progress, the homework set or the assessment procedures, contact the class teacher. The best way to do this is to contact the school office to arrange a mutually convenient time for a telephone conversation or meeting.

Interpreters are available to assist parents in communicating with the school. Please contact the school office if you would like the assistance of an interpreter, or an Aboriginal Liaison Officer. You can have a friend or adviser present during any discussion.

Parents have the opportunity for greater involvement in the school through the Parents and Citizens' Association and the School Council. These provide the opportunity for parents to express opinions on policy issues in the school. **You can also consult the brochure available at the school called "Dealing with Problems"**

Como Primary School Plan

COODE STREET

