



# Moorine Rock Primary School

## PARENT INFORMATION BOOKLET



*“Reach for the Stars”*

## **Welcome from the Principal**

Welcome to Moorine Rock Primary School.

Our vision is to provide an exemplary place of learning that encourages life-long learners who strive for their individual excellence and demonstrate Learning for Life, Respect, Responsibility and Individual Excellence as our core shared values of the school.

Our Strategic Plan 2018-2020 sets out the strategic direction over the next 3 years. The Strategic Plan encompasses the following four main areas:

- Successful Students
- High Quality Educators
- Inclusive and Engaging Environment
- Positive Community Partnerships

If you are looking for a partnership with a small primary school that delivers a unique and stimulating education environment, where your child is valued, nurtured and encouraged to reach their full potential, then we believe Moorine Rock Primary is the place for your family.

Sarah Perrett

**Principal**

# OUR SCHOOL

## Curriculum

We place a strong emphasis on the key curriculum areas of English, Mathematics, Science, Humanities and higher order thinking skills. All students are offered a well-rounded curriculum experience based on the Western Australian Curriculum, and the Early Years Learning Framework.

## School Grounds

Moorine Rock Primary School has well maintained facilities including a Junior and Senior room, as well as an Art Room, Administration Block and Library. All students and staff have access to wireless technology throughout the school, interactive Whiteboards and banks of I-Pads and laptops to facilitate learning across all curriculum areas. The school is well equipped with playgrounds, a multi-purpose hard court, oval and an all-weather undercover area.

## School Community

Moorine Rock Primary School community consists of families from a range of backgrounds who hold an extremely strong sense of ownership and pride towards their school. Staff and the local community work closely together to ensure the school delivers the best of contemporary education practices. School staff, families and the wider community work together to achieve outstanding learning environment designed to achieve success for all students.

Community involvement and support at Moorine Rock Primary School is characterised by:

- A shared responsibility for the education outcomes of the student between parents, staff and the wider educational community
- Positive relationships between staff and the community and open channels of communication
- An engaged School Council
- An active P&C that is inclusive of, and accessible to, all parents/carers
- Parents/carers and community members volunteering assistance in classrooms

## CONTACT US

Moorine Rock South Road	Phone:	08 9049 1176
MOORINE ROCK WA 6425	Email:	<a href="mailto:moorinerock.ps@education.wa.edu.au">moorinerock.ps@education.wa.edu.au</a>
		<a href="mailto:Sarah.Perrett@education.wa.edu.au">Sarah.Perrett@education.wa.edu.au</a>
		<a href="mailto:Josie.Kent@education.wa.edu.au">Josie.Kent@education.wa.edu.au</a>
	Website:	<a href="http://www.moorinerockps.wa.edu.au">www.moorinerockps.wa.edu.au</a>

# SCHOOL HOURS & DATES

## School Hours

Morning period	8:45am – 11:00am
Recess	11:00am – 11:20am
Pre-lunch period	11:20am – 1:00pm
Lunch	1:00pm – 1:40pm
Afternoon period	1:40pm – 3:00pm*

*\*On Tuesdays the school day finishes at 2:30pm to allow staff to collaborate and access Professional Planning*

## Term Dates for 2019 (for students)

Term 1	Monday 4 <sup>th</sup> February	-	Friday 12 <sup>th</sup> April
Term 2	Monday 29 <sup>th</sup> April	-	Friday 5 <sup>th</sup> July
Term 3	Monday 22 <sup>nd</sup> July	-	Friday 27 <sup>th</sup> September
Term 4	Monday 14 <sup>th</sup> October	-	Thursday 19 <sup>th</sup> December

*\*Term dates may alter depending on School Development Days for 2019*

## School Development Days

In 2019, primary schools will be able to access six school development days to support school planning and the implementation of system initiatives and students do not attend. *The dates will be decided and publicised at the end of 2018 for 2019.*

Term 1	TBC
Term 2	TBC
Term 3	TBC
Term 4	TBC

## Public Holidays 2019

Labour Day	Monday 4 <sup>th</sup> March
Good Friday	Friday 19 <sup>th</sup> April
Western Australia Day	Monday 3 <sup>rd</sup> June

## OUR TEAM (2018)

Principal	Miss Sarah Perrett
Manager of Corporate Services	Mrs Josie Kent
Senior Room Teacher	Mrs Sherree Nicholson (Mon-Wed)
	Mrs Chrissie Nicholl (Thurs-Fri)
Junior Room Teacher	Mrs Kirsty Edwards
Educational Assistant	Mrs Leanne Capelli
Gardener	Mrs Liz Barona
Cleaner	TBC

*\*Please note that staffing may change for 2019*

## **ENROLMENT INFORMATION**

All enrolments are processed by the school's Administration. To enrol at Moorine Rock Primary School there are a number of eligibility requirements.

### **Resident in the Local Intake Area**

The School Education Act 1999 guarantees a place for every child in the compulsory years of schooling (Pre-Primary to Year 6). We require parents/carers to provide document evidence of enrollee's legal name, age, proof of address and current Family Court Orders, if applicable, at the time of enrolment.

### **Age**

A birth certificate, extract of birth or passport must be presented at enrolment. Students will be placed in the year of study corresponding to their age group.

### **Special Needs**

Parents/carers of students with special needs are asked to contact the school, at the time of enrolment, to discuss their child's unique requirements. This will ensure that the most appropriate program is put in place to meet the needs of their child.

### **Immunisation Records**

The school must sight a copy of each student's immunisation records (AIR History Statement) at the time of enrolment. A child's immunisation is expected to be up to date upon entry to school. These include measles, mumps, rubella, polio, whooping cough, diphtheria and tetanus. Immunisations can be obtained from your local GP.

Note: Children must be enrolled under their legal surname, the name as stated on their Birth Certificate. If there has been a name change the original Name Change Certificate must be sighted.

## **STUDENT RECORDS/INFORMATION**

It is important that parents/carers advise the school immediately if there are changes of address, telephone number, emergency contacts or medical details. This will ensure that the welfare of all students is given the highest priority, especially in times of urgency.

## **ACCESS RESTRICTIONS**

Parents/carers are reminded that the School Education Act 1999 obliges parents/carers to inform schools of any Family Court Orders or other orders which are applicable to their children. The school must sight the original documents and all details are treated in the strictest confidence. Any changes to orders must be provided to the school as soon as possible.

## **CURRICULUM**

The Western Australian Curriculum & Assessment Outline sets out the curriculum and guiding principles for teaching, learning and assessment in the areas of English, Mathematics, Science, Humanities and Social Sciences (HASS), Health and Physical Education, Technologies, Arts and Language.

The staff composition at Moorine Rock Primary School reflects a wide range of experience, skills and interests. Students are provided with a range of learning experiences both onsite and through excursions. Pre-Primary to Year 6 students participate in Department of Education Interm Swimming program.

The school library has a range of books and resources available to students and staff. Students wishing to borrow a book from the library must provide a waterproof library bag. Books and resources are borrowed and may be renewed after the allocated time. Parents are asked to pay the replacement cost for any damaged or lost items.

PEAC provides opportunities for selected students in Year 5 and Year 6. Selection is based on results from assessment tests completed in Year 4 and other relevant information. PEAC students are given the opportunity to learn alongside their intellectual peers at various locations. It is the parents' responsibility to transport their child to and from sessions.

The Department of Education has made some significant changes to pre compulsory schooling in recent years. Children can start Kindergarten when turning four years old by June 30 of the year they attend. Pre-Primary is the first compulsory year of schooling and children attend five full days per week. Children commence Pre-Primary when turning five years old by 30 June of the year they attend.

## **REPORTING TO PARENTS**

At Moorine Rock Primary School we believe assessment of learning is integral to the achievement of high quality learning outcomes. Reporting for Kindergarten to Year 6 students include:

- Written reports once per semester
- Pre-Primary to Year 2 On Entry Analysis
- NAPLAN (National Assessment Program Literacy and Numeracy) for Year 3 and Year 5 students
- Other methods of reporting will be used on a needs basis. They could include:
  1. Information sessions about the teaching and learning program
  2. Parent/teacher meetings that may include three way conferences in which the students participate
  3. Telephone calls, informal conversations between parents and teachers
  4. Open classrooms following end of term assemblies
  5. Letters, emails etc from teachers and other school personnel to advise parents about successes or concerns

## **PROCEDURES**

### **Absences**

All absences must be explained to the school preferably in writing by the parent/carer. Letters will be sent home to parents/carers of students who have unexplained absences.

### **Accidents/Sickness**

If your child is involved in an accident or becomes sick at school, every effort will be made to contact parents/carers and to arrange medical assistance. In some cases, students will need to go home. For this reason, it is essential the school is kept up to date with changes in address, telephone numbers - home and work, place of employment and an emergency contact person. In exceptional circumstances immediate outside medial help will be sought and the parent/carer contacted as quickly as possible. The cost of an ambulance, if needed, will be the parents' responsibility.

### **Assemblies**

Fortnightly assemblies are conducted by the Student Leaders and both classrooms give an update on their learning. End of term assembly details are available in the term calendar on the school website and are included in the School Newsletter. These assemblies are usually in Week 9 of Term and are followed by Open Classrooms.

## **Behaviour Management**

A Positive Behaviour Management Policy operates in this school and encourages students to take responsibility for their own behaviour. Details are available on our website.

## **Care of Money & Valuables**

Students are discouraged from bringing valuables, toys or unnecessary money to school. The school does not accept responsibility or be held accountable for any breakages or loss.

## **Duty of Care**

Schools are responsible for duty of care students once in the school grounds during school operating hours (8:30am – 3:00pm). If students need to be dropped at school prior to 8:30am, prior arrangements should be made through the teacher and/or principal.

## **Evacuation Procedures**

Moorine Rock Primary School is classified 'Extreme' on the Bushfire Zone Register which will include closing the school on days that are deemed 'Catastrophic'. As per the Department of Education's policy, the school needs to comply by ensuring the relevant plans are reviewed, communicated and tested which occurs regularly throughout the year. A copy of the Bushfire plan is on the website.

## **Homework**

The School Council has ratified a homework policy, a copy of which is available on the website.

## **Lunches**

Students are able to order their lunch on Thursdays through the Moorine Rock General Store. The orders are brought to the school for distribution by the teacher on duty. Students may bring lunches from home that require warming up in the pie warmer on Mondays and Wednesdays during Term 2 and 3. Food is to be brought in an appropriate container or wrapped in alfoil with students' name on it. To assist the school in providing a safe environment, parents are asked to consider the contents of their child's lunch box and avoid providing products that contain nuts.



## **Mobile Phones & Electronic Devices**

Mobile phones and electronic devices should remain at home. Parents/carers can call the front office if contact needs to be made with their child during the school day.

## **School Newsletter**

Newsletters are an important way of communicating with all parents/carers on matters concerning the school. The newsletter is emailed out on Tuesdays of odd weeks. The deadlines for articles to be included is by 10:00am Monday prior to the newsletter being published on the Tuesday.

## **Phone Tree**

In case of emergencies the school will ring the first person on the list, then that person rings the next person and so on. If the person you are ringing doesn't answer their phone, then ring the next person on the list. Please notify the school of a family that is not able to be contacted.

## **Photocopying and Laminating**

The school has one photocopier located in the staffroom. This is available for student, parent and community use at 30 cents per copy. Laminating is available on request and is \$1 per A4 sheet and \$2 per A3 sheet.

## **Publications of Images & Work**

The Department of Education's *Information Privacy and Security Policy* requires schools to gain parental/guardian permission before using visual images of students such as photographs, outside the school environment. Our school regularly uses images of students in a variety of ways to recognise excellent achievement, inform parents/carers and the local community of school matters, publicise events and to promote the school. In addition to this, the publication of our Newsletter on our school's website may result in your child's image potentially being accessed worldwide through the internet. Permission of parents/carers for the use of images is through the signed Consent Form, completed at enrolment and at the beginning of each school year.

## **School Bus Services**

The school has three buses running out of Moorine Rock. Duty teachers are responsible for ensuring the safety of all students as they get onto the bus in the afternoon and for ensuring the safe passage of other students as they leave the school yard. The duty teacher will mark the role of students boarding each bus.

It is the parents/carers responsibility to ensure the bus driver and school know of any changes to their child's use of the bus, otherwise the student will be put on their normal bus. To cover insurance of students, the pro-forma notes are to be sent to the school to inform staff of any changes that students may have to the bus they are catching. Bus notes can be faxed to the school on 9049126.

If parents/carers require their child to have a ride on another bus they need to ask the bus driver first to see if there is room on the bus, as well as completing a note notifying the school of the change. Similarly, students traveling on their same bus but getting off at a different stop also need a note to school that states what stop they are getting off at.

Please visit the school website to download bus notes.

## **Student Leaders**

All Year 6 students are the Student Leaders of the school. These students are responsible for leading the fortnightly assemblies, organising fundraising events and activities, and representing the viewpoints of students.

## **Uniform**

All students are expected to wear the school uniform as outlined in the 'Dress Code Policy' which is available on the school's website. Uniforms can be purchased from the Uniform Coordinator, Amanda Eiffler.

## **Visitors**

All visitors and volunteers must report to the front office to sign our visitors register, this includes parents volunteering in their child's classroom. Any volunteer on school site is required to complete a Statutory Declaration form. This form needs to be filled out on the first visit, and lasts for the whole year.

# **MEDICATION**

## **Medical/Action Plans**

The Department of Education policy requires the school to be aware of students affected by illnesses such as Asthma, Diabetes or Allergies that require treatment. The administration of medication requires the completion of detailed documentation (action plan) by parents and doctors. Administration of medication prescribed by a doctor for short term illness also requires documentation to be completed (forms available on the school website).

Students capable of administering their own prescribed medication will be supported following authorisation from parents/carers, eg asthma puffers. ALL medicines must be labelled and checked regularly by parents/carers to ensure they are not out of date. Appropriate storage will be arranged by the school.

## **Allergies**

Parents/carers should be aware that some students at school will have allergies to certain foods or environmental factors. Allergies can be extremely serious, and in some cases life threatening. For this reason, we ask parents to avoid sending high risk food items with their child for recess/lunch. Food such as NUTS and FISH can cause severe reactions in students and need to be avoided within the school eating areas as much as possible. If your child has a severe allergy to anything, please ensure you visit your family doctor and organise an action plan prior to attending school.

## **Student Services**

Any referrals you wish to make with the Speech Therapist, Occupational Therapist, School Nurse or Psychologist are available in the office through the Principal. The School Nurse, Speech Therapist and Occupational Therapist can be contacted if you have any questions relating to health matters.

# COMMUNICABLE DISEASES

Information on the exclusion periods for communicable diseases are provided by the Health Department and some of these are listed below. Parents/carers are asked to notify the school immediately if their doctor has confirmed a diagnosis of the following diseases:

## Chickenpox **\*NOTIFIABLE**

*A common, acute, viral infection. Symptoms include fever, fatigue, and a generalised rash characterised by small vesicles (blisters) that rupture to form crusts.*

<b>Transmission</b>	Airborne or droplet; direct or indirect contact with fluid from vesicles of an infected person
<b>Incubation Period</b>	13 to 17 days
<b>Infectious Period</b>	From 2 days before rash appears until vesicles have formed crusts
<b>Exclusion from School</b>	Exclude for at least 5 days after vesicles (rash) appear and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion
<b>Contacts</b>	Refer any immunosuppressed children (e.g. leukaemia patients) to their doctor. Do not exclude other contacts
<b>Immunisation</b>	Recommended for children 18 months of age or older who have not had chickenpox.

## Conjunctivitis

*A common, acute, viral or bacterial infection of the eyes. Symptoms include sore, itchy eyes and discharge.*

<b>Transmission</b>	Direct or indirect contact with secretions from infected eyes
<b>Incubation Period</b>	1 to 3 days
<b>Infectious Period</b>	While eye discharge is present
<b>Exclusion from School</b>	Exclude until discharge from eyes has ceased
<b>Contacts</b>	Do not exclude
<b>Immunisation</b>	None available

## **Diarrhoea \*NOTIFIABLE**

*A range of common infections of the intestines. Symptoms include fever, vomiting, diarrhoea, and abdominal pain.*

<b>Transmission</b>	Faecal-oral, food-borne and animal faecal-oral
<b>Incubation Period</b>	hours to days
<b>Infectious Period</b>	Days to weeks
<b>Exclusion from School</b>	Exclude until 24 hours after diarrhoea has ceased
<b>Contacts</b>	Do not exclude
<b>Immunisation</b>	Immunisation RotaTeq vaccination given at 2, 4, 6 months of age

## **Head lice**

*A common, parasitic infestation of the scalp hair. Symptoms include scratching and the presence of "nits" (eggs) and lice in the scalp hair.*

<b>Transmission</b>	head-to-head contact with an infested person
<b>Incubation Period</b>	7 to 10 days
<b>Infectious Period</b>	Until lice and eggs (nits) are killed
<b>Exclusion from School</b>	Exclude until after treatment has commenced and live lice removed
<b>Contacts</b>	Do not exclude
<b>Immunisation</b>	None

### **Influenza (Flu) \*NOTIFIABLE**

*A common, acute, respiratory, viral infection. Symptoms include fever, malaise, chills, headache, muscle pain, sore throat and cough.*

<b>Transmission</b>	Airborne or droplet
<b>Incubation Period</b>	Usually 1 to 4 days
<b>Infectious Period</b>	Usually 1 day before onset of symptoms. Until 7 days after
<b>Exclusion from School</b>	Exclude until symptoms resolved
<b>Contacts</b>	Do not exclude
<b>Immunisation</b>	Yearly vaccination recommended from 6 months of age onwards

### **Mumps \*NOTIFIABLE**

*An uncommon, acute, viral infection. Symptoms include painful, swollen salivary glands, fever, headache, painful testicles or ovaries.*

<b>Transmission</b>	Airborne or droplet; direct contact with saliva from an infected person
<b>Incubation Period</b>	About 12 to 25 days (usually 16 to 18 days)
<b>Infectious Period</b>	About 6 days before to 9 days after the onset of salivary gland swelling
<b>Exclusion from School</b>	Exclude for 9 days after onset of symptoms. Consult with your Public health staff
<b>Contacts</b>	Do not exclude
<b>Immunisation</b>	Measles/Mumps/Rubella vaccine from 12 months of age and between 10-16 years old

### **Measles \*NOTIFIABLE**

*A highly infectious, uncommon, acute, viral infection. Symptoms include lethargy, malaise, cough, sore and swollen eyes and nasal passages, fever and rash – must be confirmed with laboratory testing.*

<b>Transmission</b>	Airborne or droplet
<b>Incubation Period</b>	8 to 14 days (usually 10 days)
<b>Infectious Period</b>	About 4 days before to 4 days after rash appears

<b>Exclusion from School</b>	Exclude for 4 days after the onset of the rash, in consultation with Public health staff
<b>Contacts</b>	Do not exclude immunised contacts. Unimmunised contacts should be excluded until 14 days after the onset of the rash in the last case reported at the school, unless immunised with MMR within 72 hours of their first contact with the first case.
<b>Immunisation</b>	Measles/Mumps/Rubella vaccine from 12 months of age and between 10-16 years of age

### Ringworm (Tinea)

A common fungal infection of the skin that usually affects the scalp, skin, fingers, toenails and feet.

<b>Transmission</b>	Skin-to-skin contact with an infected person, infected animals or contaminated articles
<b>Incubation Period</b>	Varies with the site of infection
<b>Infectious Period</b>	As long as lesions are present
<b>Exclusion from School</b>	Exclude until person has received anti-fungal treatment for 24 hours
<b>Contacts</b>	Do not exclude
<b>Immunisation</b>	None available

### Rubella (German measles) **\*NOTIFIABLE**

An uncommon, viral disease. Symptoms include fever, sore eyes, swollen glands (especially behind the ears), generalised rash.

<b>Transmission</b>	Airborne or droplet; direct contact with contaminated nose or throat secretions, mother-to-foetus
<b>Incubation Period</b>	14 to 21 days. Usually 17 days
<b>Infectious Period</b>	From 7 days before to at least 4 days after the onset of rash
<b>Exclusion from School</b>	Exclude for 4 days after onset of rash
<b>Contacts</b>	Do not exclude
<b>Immunisation</b>	Measles/Mumps/Rubella vaccine from 12 months of age and between 10-16

## Scabies

An uncommon, acute, parasitic infection, caused by a mite which burrows beneath the surface of the skin. Symptoms include intense itching between the fingers or on the wrists, elbows, armpits, buttocks and genitalia.

<b>Transmission</b>	Skin-to-skin contact with an infested person or contact with infested clothing, towels or bedding
<b>Incubation Period</b>	2 to 6 weeks before onset of itching if not previously infested. People who have been previously infested may develop an itch 1 to 4 days after re-exposure
<b>Infectious Period</b>	Until mites and eggs are destroyed
<b>Exclusion from School</b>	Exclude until the day after treatment has commenced
<b>Contacts</b>	Do not exclude. Family contacts should be treated
<b>Immunisation</b>	None available



## **SCHOOL CONTRIBUTIONS AND CHARGES**

Details on Charges and Contributions for 2019 are made available to parents/carers. These compliment the school's funding provided by the Department of Education.

### **Money Collection**

Each parent/carer will receive a letter outlining Charges and Contributions for 2019 in accordance with Department of Education policy. Activity charges for planned events (e.g. incursions and excursions) will be requested at the time and may be paid by cash or cheque through the school office, or by direct bank transfer. Money for Book Club will only be accepted before the date specified on the forms.

### **Personal Use Requirements**

A personal items list is sent home with each student when they become available. Parents are responsible for ensuring students have these items at the commencement of the school year. All stationery items should be clearly named and books covered where possible. It may be necessary to replace some items such as pencils throughout the year. Moorine Rock Primary School recommends OfficeMax for purchasing school stationery because the school receive commission on items purchased, however stationery can be bought from any source. Art shirts and library bags can be purchased from Amanda Eiffler (P&C Uniform Coordinator).

## **SCHOOL COUNCIL**

The Moorine Rock Primary School Council consists of parent representatives, a member of the P&C, staff representatives and the Principal. Members of the community may also be co-opted by the Council for specific duties as needs arise. The Council meets regularly throughout the year.

Functions of the School Council:

To take part in:

- a) establishing and reviewing from time to time, the school's objectives, priorities and general policy directions
- b) the planning of financial arrangements necessary to fund those objectives, priorities and directions
- c) evaluating the school's performance in achieving them, and
- d) formulating codes of conduct for students at the school

## **PARENTS AND CITIZENS ASSOCIATION**

The P&C provides an opportunity for parents/carers, teachers and community members to support the learning and infrastructure of the school. Meetings are held once per term. The AGM is held in February; dates of meetings are published in the school newsletter.

The P&C contributes significantly to funding programs and facilities within the school. This is made possible by the collection of voluntary contributions and through fundraising activities throughout the year. The interests and activities of the P&C Association are diverse.