



MOORINE ROCK PRIMARY SCHOOL

Parent Handbook

2003

Learning for Life

Respect

Responsibility

Individual Excellence

Reach for the stars



Welcome from the Principal

We welcome our families (current and future) to our wonderful school. Our Moorine Rock Family strives to instill and nurture successful, self-regulating and enthusiastic students during their time at Moorine Rock.

We work hard to engage every student in our culture of mutual respect and dignity for every person. We are proud of the partnerships forged with our parent body in ensuring a consistent and complementary messages for the students in our care.

Our school is a place of safety, inclusivity and calmness for all. We are proud of our high expectations of students and teachers and we work with all stakeholders to ensure we are providing an authentic and adaptive learning environment for all students. We expect the best of everyone in our community.

We wish you a joyful time at Moorine Rock Primary School and hope that we support you well in your quest for the best in the development of your children, both academically, emotionally and socially.

Thank you for being on this journey with us as we navigate carefully through the development of our school into one which is truly responsive to the high expectations of our community.

Lauren Suttie
Principal



OUR SCHOOL

Vision

At Moorine Rock Primary School, we provide a respectful and safe learning environment that fosters compassionate, resilient and independent lifelong learners. We challenge students to reach their potential to grow socially, emotionally and academically. We encourage students to think critically about their education and be creative throughout their learning journey.

At Moorine Rock, we focus on the whole child and give students the skills to become active participants and leaders in an ever changing world.

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

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SCHOOL HOURS & DATES

School Hours

Morning period	8:44am – 10.40am
Recess	10.40am – 11:00am
Pre-lunch period	11:00am – 12.40pm
Lunch	12.40pm – 1:20pm
Afternoon period	1:20pm – 3:00pm*

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

Term Dates for 2022 (for students)

Term 1	Monday 31 st January	Friday 8 th April
Term 2	Tuesday 26 th April	Friday 1 st July
Term 3	Monday 18 th July	Friday 23 rd September
Term 4	Monday 10 th October	Thursday 15 th December

School Development Days

In 2022, 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 2021.

Term 1	Thursday 27 th January & Friday 28 th January
Term 2	Tuesday 7 th June
Term 3	Monday 22 nd August
Term 4	Monday 10 th October & Friday 16 th December

Public Holidays 2022

Labour Day	Monday 7 th March
Good Friday	Friday 15 th April
Easter Monday	Monday 18 th April
Anzac Day Holiday	Monday 25 th April
Western Australia Day	Monday 6 th June
Queen's Birthday	Monday 26 th September

OUR TEAM (2022)

Principal	Ms Lauren Suttie
Manager of Corporate Services	Mrs Josie Kent
Senior Room Teacher	Mr Andrew Ellis (Mon – Thurs)
	Ms Lauren Suttie (Fri)
Junior Room Teacher	Ms Sally Burton
DOTT Teacher	Mrs Christina Nicholl (Wed TBC)
Educational Assistant	Mrs Leanne Capelli
Gardener	Mrs Liz Borona
Cleaner	TBC

**Please note that staffing may change during 2022*

ENROLMENT INFORMATION

All enrolments are processed by the school's Administration. To enroll 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 Interim 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 (these are emailed out)
- 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:
 - Information sessions about the teaching and learning program
 - Parent/teacher meetings
 - Telephone calls, informal conversations between parents and teachers
 - Open classrooms following end of term assemblies
 - 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. Absences can be sent in via Connect, email to class teacher or a note in student's diary.

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 medical 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

Weekly meetings are conducted by the Student Leaders on a Monday morning. This allows staff and students to celebrate student achievement, give necessary updates and discuss issues arising in the school. 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.

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.

Mobile Phones and Electronic Devices

Digital devices are increasingly prevalent in schools. Whilst parents provide mobile phones to their children for safety and other reasons, it is necessary that staff and students are not to be disrupted by mobile phones and/or electronic devices in classrooms to maintain good order in public schools. Due to the advancement of technology and the community acceptance of mobile technology, guidelines need to be put in place to prevent the misuse of this technology in class and to individuals. Student electronic devices (including mobile phones) are not permitted. A copy of this policy is available on the website.

It is recommended that students do not bring electronic devices to school. If necessary, students may contact parents or guardians through the front office. If a student chooses to bring an electronic device to school, it must be turned off and left at the front office throughout the school day. Parents needing to contact students can do so by phoning the school and a message will be passed on to the students. Students may use electronic devices and phones at the end of the day once they have left the school premises. The school takes no responsibility for theft or damage of electronics that have been inappropriately stored throughout school hours

STUDENT

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.

Connect

Connect is a learning, support and communications platform developed by the Department of Education WA for staff, students and parents in public schools. Check out the short video clip on Connect at <https://vimeo.com/connectwa/welcome>

Each parent is emailed their own secure login to Connect. Connect is totally free and, because it is provided by the Department of Education, very safe. As well as being able to log into Connect on any internet-connected device, you may also receive notices from Connect that will be sent to you as either an email or a notification on your phone. Absentee and bus notes can also be sent via the app. A free app called *Connect Now* can be downloaded from Google Play or the Apple App Store and will let you receive Connect notices as push notifications.

If you have multiple children, you only need one login – even if your children attend different public schools. When you log into Connect you will be able to see information specific to your own child/ren.

If you have any questions or would like some assistance in registering for Connect, please contact the front office.

ParentTV

As part of the EWEN Network, Moorine Rock PS has signed up for ParentTV. ParentTV is a website that has hundreds of videos from some of Australia's and the world's leading parenting educators. The videos are on topics including sleep, healthy discipline techniques, our kids and technology, bullying, and anxiety, just to name a few. Most videos are between 2 and 5 minutes long, so they are easy to watch and can be viewed on any computer, tablet or mobile device.

To sign up (using google chrome) go to: www.parenttv.com/membership and the access code is: eastwheat

<https://vimeo.com/329002548/1ca277ca1e>

Please contact the school if you are having any issues in creating an account or navigating through the website.

Lunches

Students are able to order their lunch on a Thursday from 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.

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.

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 Policy – Students Online in Public Schools and Mobile Phone 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 buses servicing the surrounding area 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. Please notify the school either by a bus note template form or by Connect using an Absentee Notice by just stating it is Bus Note.

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, Rebecca Guerini by ringing her on 0459 500 529.

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.

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.

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

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

Diarrhoea *NOTIFIABLE

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

Transmission	Faeces-oral, food-borne and animal faeces-oral
Incubation Period	hours to days
Infectious Period	Days to weeks
Exclusion from School	Exclude until 24 hours after diarrhea has ceased
Contacts	Do not exclude
Immunisation	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.

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

Ringworm (Tinea)

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

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

Influenza (Flu) *NOTIFIABLE

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

Transmission	Airborne or droplet
Incubation Period	Usually 1 to 4 days
Infectious Period	Usually 1 day before onset of symptoms. Until 7 days after
Exclusion from School	Exclude until symptoms resolved
Contacts	Do not exclude
Immunisation	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.

Transmission	Airborne or droplet; direct contact with saliva from an infected person
Incubation Period	About 12 to 25 days (usually 16 to 18 days)
Infectious Period	About 6 days before to 9 days after the onset of salivary gland swelling
Exclusion from School	Exclude for 9 days after onset of symptoms. Consult with your Public health staff
Contacts	Do not exclude
Immunisation	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.

Transmission	Airborne or droplet
Incubation Period	8 to 14 days (usually 10 days)
Infectious Period	About 4 days before to 4 days after rash appears
Exclusion from School	Exclude for 4 days after the onset of the rash, in consultation with Public health staff
Contacts	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.
Immunisation	Measles/Mumps/Rubella vaccine from 12 months of age and between 10-16 years of age

Rubella (German measles) *NOTIFIABLE

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

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

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.

Transmission	Skin-to-skin contact with an infested person or contact with infested clothing, towels or bedding
Incubation Period	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
Infectious Period	Until mites and eggs are destroyed
Exclusion from School	Exclude until the day after treatment has commenced
Contacts	Do not exclude. Family contacts should be treated
Immunisation	None available

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.

SCHOOL CONTRIBUTIONS AND CHARGES

Details on Charges and Contributions for 2022 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 2022 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 Nextra News Merredin for purchasing school stationery because the school receives commission on items purchased, however stationery can be bought from any source. Library bags can be purchased from Rebecca Guerini by ringing her on 0459 500 529.(Uniform Coordinator)

SCHOOL COUNCIL

The Moorine Rock Primary School Council consists of parent representatives, staff representatives, community representative and the Principal. The Council meets regularly throughout the year. The functions of a school council are prescribed by the *School Education Act 1999* and the *School Education Regulations 2000* as follows:

Take part in:

Establishing and reviewing from time to time, the school's objectives, priorities and general policy directions.

- planning financial arrangements necessary to fund these objectives, priorities and directions
- evaluating the school's performance in achieving those objectives, priorities and directions
- formulating codes of conduct (behaviour management) for students at Moorine rock primary school
- take part in the selection of, but not the appointment of, the school principal or any other member of the teaching staff if prior approval is given by the Regional Executive Director

To approve:

- a charge or contribution determined by the principal for the provision of materials, services and facilities
- the costs determined by the principal to be paid for participation in an extra cost optional component of Moorine Rock Primary's educational program
- the items determined by the principal to be supplied by a student for the student's personal use in the school's educational program
- an agreement or arrangement for advertising or sponsorship in relation to a government school

Determine:

- in consultation with students, their parents and staff of the school, a dress code for students when they are attending or representing the school

Provide advice to the Principal of the school:

- on a general policy concerning the use in school activities of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education
- on allowing time for the special religious education of students in the school, up to a total of 40 hours in a year

Promote:

- the school in the community

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 Term 1; 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.