



Honeywood

PRIMARY SCHOOL



**PARENT
INFORMATION
BOOKLET**



PRINCIPAL'S WELCOME

Welcome to Honeywood Primary School. It is a pleasure and privilege to be appointed as Foundation Principal of this school.

In our school, we envision a community where kind individuals inspire and empower each other to flourish academically, socially, and personally.

Honeywood Primary School opened in 2017 as an Early Childhood Centre and then fully K-6 in 2018.

We enjoy working with our supportive community to build a school full of kind, flourishing children who love school, love learning and are working hard to be the very best they can be.

Our school motto is...

Through learning we flourish

Flourish: *(of a living organism) grow or develop in a healthy or vigorous way, especially as the result of a particularly congenial environment*

At Honeywood PS we value the whole child acknowledging that academic, social, emotional and physical and artistic pursuits must be evenly addressed.

We believe that knowing our students individually, culturally and developmentally is as important as knowing the content we teach and that relationships are the key to success.

Forming connections with our students and their families is vital for long term success.

Your child's success is our success.

We have worked hard to assemble a strong diverse team of teachers and support staff to give our school the strength and unique flavour that will distinguish it as a school of choice in the area.

A school's success also relies heavily on the support of parents who constitute a P&C Association and a School Board. Both these organisations aim to gain your support and opinions on how we are functioning. Please do make every effort to be involved.

This handbook is written to provide our families with information about how our school operates. If there is anything you do not understand, please ask us. We are happy to help.

I welcome you to our wonderful school and I look forward to getting to know you.

Yours sincerely

Maria Cook
Principal



CONTACT DETAILS

School	Phone 6173 6100
Postal Address	Windjana Rise WANDI WA 6167
Email Address	Honeywood.PS.office@education.wa.edu.au
App	Compass Education
Website	www.honeywoodps.wa.edu.au
Facebook	Honeywood Primary School
Principal	Maria.Cook@education.wa.edu.au
Deputy Principals	Danielle.Howton@education.wa.edu.au
	Paige.Jones@education.wa.edu.au
	Aaron.Buckenara@education.wa.edu.au
Business Manager	Amanda.Griffin@education.wa.edu.au
Dental Therapy Centre	6173 6118

SCHOOL HOURS

Classrooms open	8:20am
School Starts	8:30am
First break play	10:30am
First break eating	10:50am
Second break play	1:00pm
Second break eating	1:23pm
School Finishes	2:30pm

Office Hours 8:00am to 3:00pm

GOVERNANCE

School Administration and Leadership Team

The School Administration and Leadership Team guide the school operations.

The team is comprised of the Principal, Business Manager and Deputy Principals.

All final decisions rest with the Principal, who is responsible for:

- The educational leadership, operation and management of the school
- Delivering education programs that meet the needs of students and are in accordance with requirements of the Curriculum Council Act 1997;
- Ensuring the safety and welfare of students on school premises, and away from the school premises but on school activities, so far as can be done reasonably;
- Ensuring appropriate standards of academic and non-academic achievement;
- Articulating how the financial and human resources will be used to deliver the educational program;
- Developing a workforce plan encompassing future needs; and
- Compliance with all legislation



The responsibilities of the School Board are to:

- Work within the Department of Education's relevant legislation and regulations;
- Endorse and review the annual budget;
- Assist with the formulation of Codes of Conduct;
- Participate in a review of the performance of the school;
- Provide advice to Principal on religious education and related activities;
- Create interest, within and across the community, about the school;
- Approve fees, charges, contributions and items of personal use (booklists);
- Approve extra cost optional components of programs;
- Approve arrangements for sponsorship or advertising;
- Liaise with other committees within the school e.g. the P & C;
- Hold one open meeting each year to report to the school community.

The School Board does not:

- Manage the day to day running of the school;
- Discuss individual issues relating to teachers, staff or parents– these are the responsibility of the principal;
- Represent specific interest groups, or permit special interests to dominate the agenda of the Board;
- Intervene in the educational instruction of students; or
- Performance manage the Principal or any staff member.

Please note: Comprehensive School Board training is provided for School Board members. We value your input and will guide you through the process.

Parents and Citizens Association

The Honeywood Primary School Parents and Citizens Association provides parents with an opportunity to learn about the school's policies and programs; organise ways in which parents can share in shaping and developing school policies; bring parents together to share information and views; and assist the school in building positive engagement with students.

The objectives of a P & C Association are to promote the interests of the school through:

- Cooperation between parents, teachers, students and members of the general community;
- Assisting in the provision of resources, facilities and amenities for the school or schools; and
- The fostering of community interests in educational matters.

You can contact the P&C at honeywoodpandc@gmail.com

COMMUNICATING & ENGAGING WITH THE SCHOOL

Valuing Communication

The staff at Honeywood Primary School value positive partnerships with parents and the school community. We will continue to provide opportunities for parents to connect and communicate with the school. A connected network of digital mediums enhanced by various opportunities to engage face-to-face will enhance the valuable two-way communication that is necessary between parents and the school.

We encourage all parents to be strong partners in their child's education and encourage you to be involved in school activities.

Details of specific parent and community engagement events and activities will be communicated via Connect and notes from teachers.

Our Communication to You

- Compass Education is the platform used at Honeywood for communication with families. Teachers and Administration will use this as our primary method of communication. Please ensure that you advise us of any changes to your email address in order to ensure up-to-date records are kept. Your email address is used to connect you with us on the Compass Education.
- Website www.honeywoodps.wa.edu.au
- Emails—Honeywood Primary School encourages the use of emails to communicate with parents regarding important school and class information. Similarly parents are able to notify the front office/classroom teacher of their child's absence from school, and arrange or make an appointment to personally discuss a matter with their child's classroom teacher. *Please ensure that you advise us of any changes to your email address in order to ensure up-to-date records are kept.*
- Formal Reports are posted on Compass.

THE PARENT CONCERN PROCESS

Honeywood Primary is a vibrant institution with many staff and students actively learning and interacting with one another on a daily basis. From time to time it is natural for parents to develop some concerns. It is important to the school that parents feel they can be listened to and have their concerns addressed in a timely manner.

The following describes the process for working with the school on concerns;

1. Parents should discuss the issue of concern with their child, ensuring they have as much information as possible. Once this has been done it may be possible for the problem to be solved by providing the child with appropriate advice or direction.
2. Where the parents have an ongoing concern this should always be discussed with the classroom teacher (or teacher concerned). This can be done through a simple email, letter or phone call or by making an appointment .
3. If an interview with the teacher does not resolve the problem, parents should contact a Deputy Principal. Again appointments can be made through a call to the front office.
4. If the issue is not resolved with the Deputy Principal, contact should then be made with the Principal, again either by phone call or appointment.
5. If the concern remains unresolved, further action may be sought from the Coordinator, Regional Operations, South Metropolitan Regional Education Office on 93369563.

Please note: It is **essential** that the school and parents always work together in a strong and supportive partnership in order to support the best interests of individual children. When this breaks down, children often become confused about the behaviours and attitudes expected of them.



REPORTING TO PARENTS

At Honeywood Primary School we believe assessment and feedback is integral to the achievement of high quality learning outcomes.

We are committed to providing a clear and consistent reporting regime.

Reporting for Years K-6 includes:

- Individual meetings with parents to share Differentiated Planning, as required.
- Formal reports on a semester basis. The electronically generated reports, now Department of Education standard, provide you with your child's levels of achievement and gives you an accurate picture of performance compared to others of his/her age across the state. They also ensure that they are uniformly presented and as such provide reliable information that is portable to other schools.
- National Assessment Program Literacy and Numeracy (NAPLAN) for students in Years 3 and 5.
- Open Night in Term 3. Families are invited to tour the school during our Open Night.



ENROLMENT PROCESS

Honeywood is a local intake school catering for families who live within our boundary.

Parents wishing to enrol a child can collect an Application for Enrolment from the school office or from our website. Once completed it must be returned to the school office together with the following documentation.

- Birth Certificate
- Visa/Passport (if applicable)
- Two documents for proof of address.
 1. Current council rate notice or current lease agreement
 2. Current utilities bill or WA Driver's License

We request that parents please indicate the school year your child should be enrolled in.

If your application is successful, you will then be asked to complete a Student Enrolment Form which can be obtained from the school. This form is included in a separate package of information available from the school office.

It is essential that all of the information on these forms is accurate and current. All medical information needs to be correct at time of enrolment to enable the school to create an emergency response plan if one is required.

It is vital that in an emergency, we are able to reach parents immediately. Should parents be unavailable, the emergency contact supplied will be called. Therefore, it is important that this contact information is kept updated.

Further information for parents regarding how public schools prioritise and manage student enrolments is available through the Department of Education's Student Enrolments page.

IMMUNISATION REQUIREMENTS

No Jab No Play - Kindergarten enrolment

- On enrolment in Kindergarten, a child must now have either:
 - o an Australian Immunisation Register (AIR) Immunisation History Statement no more than two months old with a status of 'up to date'; or
 - o an AIR Immunisation History Form, no more than six months old, if the child is on a catch up schedule; or
 - o a valid immunisation certificate issued or declared by the Chief Health Officer.
- where a child does not have an 'up to date' Immunisation History Statement, exemptions because of particular family circumstances may apply. These exemptions are approved by the principal.
- where a child enrolling has a Medicare number available it should be recorded at the time of enrolment.

OUT OF SCHOOL CARE

The Family Tree provide a program at Honeywood Primary School for before and after school care as well as vacation care.

Please contact the centre directly on 9415 1350 or via email at admin@thefamilytree.com

English as an Additional Language

Honeywood Primary School is located in a thriving community that is represented by people from all over the world. We are proud to have a multitude of cultures at our school and we appreciate the skills and diversity everyone brings to our community.

If your child speaks any other languages, it is very important that you let the school know upon enrolment. We are then aware of the rich culture your family is bringing to our school as well as the need to cater for your child's additional language strengths through visual prompts, short instructions and the opportunities to develop their oral language through play.

One of the greatest gifts we can pass on to children is language. The first language, learned in the home, is extremely important and forms the foundation for all later language development. We would like to reiterate how important it is to continue to speak your family language(s) at home. Children with a sound knowledge of their first language will be able to transfer skills from one language to another. This will assist with your child's ability to develop their English language skills as well as their development of a positive self-identity and well-being.

Overseas Enrolment

Students born overseas must hold either an Australian passport or appropriate visa before applying to the school. Students who do not hold an Australian passport during the application process must present their passport and visa paperwork at the time of Enrolment.

Overseas or Interstate applications can be emailed to honeywood.ps.office@education.wa.edu.au with scanned copies of the required documents. (Please note originals will be required to be sighted on arrival).

Students with Special Needs

Parents of students with special needs are asked to advise the school at enrolment of any additional support required so that we can plan to best meet the needs of your child.

Student Records/ Information

We treat students' welfare as our highest priority, therefore it is important in the case of emergencies that we have the most up to date student and family information. If there are changes of address, telephone number, emergency contacts or medical details please ensure that the school is notified immediately.

Access Rights

Parents and carers are advised that the School Education Act obliges parents to inform schools of any Family Court Orders or other orders which are applicable to their children.

A copy of a Family Court Order must be supplied to the school so staff members are aware of family arrangements, restricted access, etc. Documentation is required otherwise both parents will have equal rights of access.

Local Intake Area

Details of the School's Local Intake Area (Boundary) can be located on Schools Online on the Department of Education Website. All questions regarding the School Local Intake Area are to be directed to the South Metropolitan Education Regional Office on 9336 9563.

Child Health Information Needed at Enrolment

When enrolling your child - our school must sight a copy of each student's immunisation records (ACIR 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 or through the local Council Clinic.

When enrolling your child you will be asked to:

- Provide a copy of your child's immunisation record (ACIR History Statement if available - Tel: 1800 653809)
- Complete a Student Health Care Summary form which provides an overview of your child's health care needs and information for use in a medical emergency
- Complete, sign and return one or more specific health care plans if the Health Care Summary indicates your child requires support at school
- Ensure that any medication and equipment you provide for your child is up-to-date and in good working order

NOTE:

- *You may wish to meet with school staff to discuss your child's health care plan, particularly if staff need training to support your child*
- *Some health care plans for serious conditions require a medical practitioner's signature. It is important to arrange this as soon as possible.*

Emergency Contacts

To assist us in keeping these records up to date, please let us know if any of the following details have changed:

- Parents home phone number
- Parents mobile phone number
- Parents work phone number
- Email address
- Residential address
- Emergency contact names and phone numbers
- Medical details such as allergies
- Doctor



ABSENCES, LATE TO SCHOOL AND VACATIONS

If it is necessary for a child to be late to school, please go to the administration office where a late note, stating the reason of the lateness will be generated for your child to hand to their class teacher. Please note that a late arrival after 9am will be marked as an absence for the session.

If your child is unwell, please contact the school office on the day to advise. You can provide a written explanation using the attendance function on Compass or email Honeywood.PS.Office@education.wa.edu.au

As a school we cannot support children being removed from school during term time, however we do understand in today's society finding shared family time can be a challenging experience. Please forward all vacation requests in writing, to the Principal outlining the dates your child will be away and the valid reason. All emails can be forwarded to honeywood.ps.office@education.wa.edu.au.

Permission to leave the school grounds will not be granted unless parent advice has been received. Parents are asked to sign a school register whenever children leave school early.

Parents who sign children in late or leave early are not required to write an additional note.

Collection of students at the end of the school day

Students must be picked up by parents or an approved person promptly at 2:30pm.

The school will contact alternate emergency contacts should a student not be collected at this time.

ATTENDANCE MATTERS

1 or 2 days a week doesn't seem much but.....				
If your child misses....	That equals....	Which is....	and over 13 years of schooling that's	which means the best your child might perform is....
1 day per fortnight	20 Days per year	4 weeks per year	Nearly 1.5 years	Equal to finishing in grade 11
1 day per week	40 Days per year	8 weeks per year	Over 2.5 years	Equal to finishing in grade 10
2 days per week	80 Days per year	16 weeks per year	Over 5 years	Equal to finishing in grade 7
3 days per week	120 Days per year	24 weeks per year	Nearly 8 years	Equal to finishing in grade 4

SMS [SHORT MESSAGING SERVICE]

Honeywood Primary School will be implementing a mobile phone messaging system to communicate student unexplained absences to parents/guardians.

This communication system uses Short Messaging Service (SMS) and will send text messages to parent/guardian mobile phones when your child is absent from school (in the instance that an explanation has not already been provided). Each morning of a school day, our computer system will automatically send parents a message similar to:

"HPS records show Frank Smart is absent Mon 23/03/2016. Pls reply SMS or call 08 6173 6100, student name / reason / abs date

SMS is designed to advise parents that according to school records, the student is absent and no reason has been provided to the school. It is a legal requirement that parents contact the school regarding any student absences or reasons for lateness. If an explanation for the absence has been provided prior to 9:30AM each morning, then parents will not receive an SMS.

OUR SCHOOL

Technology

Students in Kindergarten to Year 2 have shared access to iPads.

Students in Year 3-6 are expected to supply a suitable Ipad with a keyboard as part of our family funded BYOD program.

Library (The Hive) and Reading Books

A considerable amount of school funds is allocated to ensuring that our learning programs are very well-resourced. We have a fully automated library resource centre (the Hive) with a wide range of books and resources available. Students can borrow books every morning before school or at second break.

We also have a Parent Borrowing section which includes, Board Games, DVD's and Parenting Help Books and resources. Outside the library is a community borrowing hut which operates on an honour system. Simply drop one and take one.

This is a great way to model the importance of reading to our children.

We believe that giving children a love of reading is one of the greatest gifts you can give.

We strongly encourage children to read or be read to everyday.

We all ensure that the highest quality resources are provided for our students. It is therefore very important that any resource, including library and home reading books are looked after. Please ensure that drink or food do not spoil the books and that younger children do not draw/scribble in the books. Parents will be provided with an invoice to cover the cost of damage to these books if this does occur.

Please contact the school if you are able to assist with book covering.



HELPING PREPARE YOUR CHILD FOR SUCCESS AT SCHOOL

10 Reasons to Read to Your Child

1. Holding your children close while you read is an expression of love.
2. You bring the magic of books to your children. You are the storyteller!
3. You show your children how important reading is by modelling. Children learn by watching you.
4. Books are a great way to talk about characters and their problems. You can laugh and cry together.
5. Reading to your children gives them a chance to hear a variety of new words. They are learning new words in a fun way.
6. Books can help you pass on your values in an easy and comfortable way.
7. By reading books to your children, you can increase their listening skills. Their attention span will get longer. This will help them in school.
8. By reading to your children, you help them stretch their imagination and thinking. It gives children a chance to dream.
9. You are giving your children skills that will help them succeed in life.
10. You are starting a wonderful tradition that your children will want to give to their own children.



Playground and Equipment

The play areas and equipment are designed to be used by students with adequate adult supervision.

A reminder that there will not be supervision provided for children at school before 8.20am and the school cannot accept responsibility for students delivered to the school prior to that time.

Children who arrive early are asked to sit quietly outside their classrooms.

Break Times

During breaks students have access to lots of varied play equipment. This includes fixed items such as basketball and tennis courts, monkey bars, footy and soccer goals and loose items such as sports equipment, loose parts, sand pit toys, mud kitchens and big blue blocks.

Following each play break, students sit with their classes to eat.

Lunch is eaten at 10:50am. A smaller snack is eaten at 1:25pm.

At the end of the second break everyone helps to pack away all the loose items.

Kilometre Club

Kilometre Club operates on the oval before school from 8am on set days.

Children and families if they wish, are encouraged to run or walk laps to build fitness. Laps are recorded and awards given as milestones are reached.

Kindy and Pre Primary students can attend with parent or carer supervision.

Wheels Days

Students from Year 1 - 6 are invited to bring along their bike, scooter or rollerblades so that they can ride around the school during break times. Students follow a one way track and must wear helmets. A permission form must be completed before they can participate.

Therapy Dog

Honeywood PS is fortunate to have a Therapy Dog called Taxi.

Taxi belongs to our Deputy Mrs Jones and is always with her.

She provides a calming support to our school community.

Student Support Officer/Chaplain

The role of Chaplain is not a religious role at all. A more accurate description would be a student support officer.

She can assist with access to services, referrals to agencies, grief and loss programs, or help with friendship conflicts.

Tina is there to support students, staff and families.



OUR SCHOOL

Houses

Students will be allocated to one of the following Houses at enrolment:

Our Houses			
Caladenia Purple	Quenda Blue	Nuytsia Green	Carnaby Red
			

There are a range of House activities that are undertaken to engage students in proactive team building and healthy activities. The School Athletics Carnival is one of the highlights of the school year.

House Polo shirts are available to purchase through the Uniform Shop at Nell Gray/Uniform Concepts. Students can wear their house shirts on our nominated House shirt Day.

Reversible House hats which have the navy uniform colour on one side and the House colour on the other are also available. For more information please refer to the Uniform section on Page 22.



OUR SCHOOL

In-Term Swimming PP to Y6

The Department of Education meets the cost of instruction at In-term swimming classes for all public primary students and private primary students in rural and remote areas. Parents are required to pay a fee, which covers transport and entry costs into the swimming centre.

Details of the In-Term Swimming Program each year will be communicated via letters that are sent home and other information tools.



www.det.wa.edu.au/interm-swimming

Parking

Parents living close by the school are encouraged to walk to school, which will ease parking congestion at peak times. Under no circumstances are parents to park in the staff car park or on the road verges, as this poses serious safety concerns for pedestrians.

Please do not walk through the car park. Use the crosswalks and footpaths.

Vehicles with primary aged students are encouraged to use the Kiss and Go area on Windjana Rise.

Our children's safety is everyone's responsibility.

Lost Property

Any articles of clothing or personal items which are left around the school are put in the Lost Property box located outside the schools (Administration Building).

Please make sure all items of school uniform are labelled with the child's name to make it easier for it to be returned.

Crunch and Sip

The Crunch & Sip program is an easy way to help kids stay healthy and happy!

Crunch&Sip is a set break to eat fruit or salad vegetables and drink water in the classroom. Students re-fuel with fruit or vegetables during the morning or afternoon, assisting physical and mental performance and concentration in the classroom. This gives kids a chance to refuel, a bit like putting petrol in a car.

This is especially important with our long morning session.

Each day students bring fruit or salad vegetables to school in a clearly labelled container to eat in the classroom at a set time. Each child is encouraged to bring a small bottle of water to the classroom to drink throughout the day to increase hydration.

Crunch&Sip inspiration

Are your kids tired of the same carrot sticks and apple for Crunch&Sip each day?

Choosing different coloured vegetables and fruits keeps it interesting and is good for you too.

Different coloured vegetables and fruit provide different vitamins, minerals and phytonutrients. This will help give your children the right balance of nutrients for good health. Eat a rainbow



Contributions and Charges

School Charges and Contributions

The total amount of contributions parents and carers are being asked to pay for students at Honeywood Primary School is \$60 per child, regardless of which class they are in. This amount is in line with the School Education Regulations 2000. Each year there are Charges which are approved by the Board and communicated via the Student Requirements List (booklists).

The quality of our teaching and learning program will be maximised when each family makes its contribution to the cost of supplementing funding gained from other sources, including the State and Commonwealth Governments.

It is vital that the parent community support our aim to provide a wide range of high quality teaching and learning resources for our students.

NOTE: The cost of schooling, including instruction, administration and establishment and maintenance of buildings are met by government funding. The Education Act 1999 allows government school budgets to be supplemented by local fundraising and prescribed contributions and charges to further enhance the learning experiences of children.

Payment Methods for Contributions

Honeywood Primary School provides a number of options to assist parents making their financial contribution.

Option 1—A single contribution of \$60.00

Option 2—Four equal contributions, each of \$15.00 made in the first week of each term.

Option 3—Two payments, each of \$30.00 made in the first week of each semester.

Option 4—Payment can be made when paying for the Booklist

NOTE: The contributions per child (\$60.00) only equates to \$1.50 per week over the course of the year.



Payment Methods for Excursions/Incursions

The school accepts the following methods of payment for excursions/incursions, charges and contributions, etc.

- Compass Pay - via the Compass Education platform. This allows on-line permissions and payments for all school events and fundraisers.
- EFTPOS facilities are available.
- Direct credit (EFT) through internet banking: ANZ Cockburn BSB: 016 016 Acct: 223 791 073 Reference: Student Surname, initial and room number.
- Money MUST NOT be handed to the class teacher. Money for P&C activities, e.g. fundraising, uniforms, etc. are separate funds and cannot be paid through the school bank account.

Charges for extra cost optional components

Charges apply to extra, optional components of educational programs provided in Kindergarten to Year 6. Extra cost options are specific activities, services or facilities that schools offer students to use or take part in. As parents choose for their child to participate in these activities, the associated charge must be paid. Students who do not participate will be provided with an appropriate educational activity.

A breakdown of estimated charges for your child's participation in excursions, incursions, activities will be provided as they arise.

The amounts shown on the contributions and charges schedule represent the maximum charged for scheduled activities. We offer the opportunity to pre-pay items indicated as "Charges" on the Voluntary Contributions and Charges Schedule.

Items for personal use

The list of items for personal use will vary from student to student and includes:

- Pupil requirements for all students and used in lessons, e.g. stationery items, calculator, etc.
- Pupil requirements recommended but not essential for all students, e.g. tissues, art shirt, etc.

All materials can be purchased through Campion, however you are not obliged to use this supplier. By purchasing through the nominated supplier the school's fundraising is assisted by way of commission. In addition the supplies are pre-packed according to individual orders and the supplier provides a bookshop for collection at the school site or via Home Delivery for Online Orders.

Your child will need to have the listed materials each school day so it will be necessary to replace some items, such as pens or pencils, throughout the year.

DRESS CODE AND UNIFORM



Our dress code supports the Department of Education requirement that students attending public schools are required to be clean and dressed appropriately for school activities. At Honeywood Primary School, we have a strong belief that a dress code is necessary because it:

- Fosters and enhances the public image of the school
- Provides students with a sense of belonging
- Instils and promotes pride and team spirit in students
- Encourages equity among the students
- Ensures that students are dressed safely for school activities and the environment
- Prepares students for work, as many places have dress and safety codes

Uniforms are available for purchase from **Uniform Concepts Jandakot**, or order online at <https://www.nellgray.com.au/Uniform-Concepts/Jandakot-Super-Store>
Hats and bags are available at school.

Socks and Shoes

Students are encouraged to wear white socks or sports socks. Appropriate footwear must be worn. Student will be participating in regular physical activity so sports sneakers, preferably black or white in colour, are the most appropriate footwear.



Jewellery

Excessive jewellery is not to be worn at school. This includes bangles, dangling earrings or any item of that nature. Items of jewellery that students are allowed to wear are:

- Sleepers
- Stud earrings

Hair and make-up

- Hair that can be tied up, should be.
- Make-up and nail varnish is not to be worn at any time.
- Coloured hair and hair extensions are discouraged

Our school colours are navy and orange

Uniform Items include:

Navy short sleeved polo shirt with orange & white panel detail

Navy blue track pants, shorts or skirt

Navy blue dress with orange and white detail

Navy long sleeved polo shirt with orange and white panel detail

Parents are asked at the time of enrolment to ensure that their child is able to start school in full school uniform. Please label all items of uniform to make it easier to return to your child should the item be lost

~ No hat - play in the shade ~

Please make sure a school hat is always in the student's school bag. Honeywood Primary School has a "No hat, No play" policy that is implemented for the entire year.

We also recommend that sunscreen is applied before the student attends each day.

HEALTH & SAFETY

Informing the School of Medical Conditions

It is important to inform the school if your child has a medical condition which may affect their daily health and wellbeing e.g. allergy to bee stings, asthma, diabetes, etc.

Allergies

The most common food allergies are peanuts, tree nuts (walnuts, almonds, cashews etc.), cow's milk, soy, seafood and eggs. The symptoms of food allergy range from mild to life-threatening, with anaphylaxis the most severe form of allergic reaction.

Minimising Allergy Risk

We ask that parents DO NOT provide food for their children at school that contain nuts, as for some children this can be a matter of life or death.

As a school, we minimise the risk by ensuring that:

- Students with allergies only eat food that is prepared at home.
- All food and drink containers are clearly labelled with students' names to avoid confusion of ownership.
- Avoiding food that contains nuts and/or traces of nuts where possible.

Honeywood Primary School promotes the message "allergy-aware" rather than "nut-free".

Teachers will convey to parents whether there are any students in the class that are anaphylactic and will communicate relevant safe food practices.

Parents will ensure labelling of ingredients is included with food prepared at home for student consumption i.e. birthday cakes, multicultural lunches.

Head Lice

Parents will be advised should their child be found to have head lice during the day.

Children may return to school once treatment has occurred and there are no remaining live lice or eggs.

Upon return to school, parents are required to provide evidence of the treatment used to either the front office staff or class teacher.

If an outbreak occurs, all parents with children in the class will be notified allowing preventative action to be taken. Information brochures are available from the front office.



Health Care Plans

Where appropriate the School will work with you to develop an appropriate Health Care Plan for any medical conditions your child may have. You will need to first develop a proposed plan for the school to review. Once you have returned the plan the Principal will:

- Review the plan (s) to ensure the school is able to provide the necessary support;
- Arrange staff training if required to support your child;
- Ensure plans are implemented, monitored and reviewed annually;
- Manage the confidentiality of your child's health care information; and
- Provide appropriate storage for medication and health equipment.

Forms are available for common conditions. For other conditions the generic health care form or a plan provided by a medical practitioner can be used.

The following plans are available:

- Severe allergy/anaphylaxis;
- Minor and moderate allergies;
- Diabetes;
- Seizure;
- Asthma;
- Activity of daily living;
- Administration of medication;
- Emergency response plan for students with special needs; and
- Generic health care plan (for all other conditions).

Forms can be obtained from the school office.

Medications

In accordance with Department of Education policy, parents requiring medication to be administered to their child at school need to complete the necessary forms at the office.

In the situation where prescribed medication is required on a short term basis the signature of the prescribing doctor must be obtained.

Any changes to medication, requires alteration to these forms as they are legal instruction to those taking the responsibility for administration.

Students may not bring any medication or herbal preparations to school to self-administer from their bag.

Communicable Diseases

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

- Chicken Pox – return to school once all blisters have crusted, usually about 10 days.
- Conjunctivitis – return to school after discharge has stopped or 3 days after treatment has commenced.
- Measles – return to school no less than 7 days after appearance of rash. Non-immunised students are to be excluded for 13 days following contact with infected students in their class, unless they are vaccinated within 72 hours of contact .
- Mumps – return to school no less than 9 days after onset of symptoms.
- School Sores (Impetigo) – return to school once effective treatment has commenced and sores are covered.
- Head Lice/Nits – return to school once effective treatment has commenced and head is free from eggs and lice.
- Rubella (German Measles) – return to school once symptoms have subsided, usually at least 4 days after start of rash.
- Whooping Cough (Pertussis) – return to school after 14 days from onset of illness or 5 days after starting antibiotic treatment.
- Glandular Fever – return to school after symptoms have subsided.

The school will advise parents of any cases of these diseases at school.



Illness and Injury

If your child is unwell before arriving at school, it is recommended they be kept home.

Should your child become ill or injured at school, they will be taken to the sick bay for basic first aid and parents contacted.

A parent/guardian will always be contacted in the case of a head or neck injury.

Insurance Cover and Children

The Department of Education does not insure children against injury at school. This is considered to be the responsibility of the parent.

The Department of Education has a public liability insurance cover that covers their liability in cases of accidents caused through defects in school buildings, equipment or playgrounds, or through negligence on the part of an employee of the Department.

On school excursions, students are covered while traveling by normal third party insurance cover, the premium for which is part of both car and bus registration fees. Some bus companies do carry an additional public liability policy, but again it would only cover negligence on the part of the company.

Bicycle/scooter safety

Honeywood Primary School promotes road safety guidelines ensuring our students arrive to school and home safely. Bicycles and scooters are a very popular means of transport for students, but are also at times involved in serious accidents. It is well recognised that young children have under developed motor skills, peripheral vision and judgment.

For this reason, we strongly recommend that children under the age of 10 years ride to school in the company of an adult.

Bikes and Scooters should be in road worthy condition and students must wear helmets. It is not recommended that skateboards are ridden to school.

Bikes and scooters must be walked within the school grounds.

Smoking & Alcohol Consumption

Smoking, the consumption of alcohol and the use of illicit drugs is not permitted on school grounds at Honeywood Primary School.



Bringing valuables to school

Children should not bring valuables, jewellery or unnecessary money to school. Children are permitted to bring along a special toy or object for news purposes only. Please do not send along toys to school (other than for news) as this saves arguments and disappointment in the case of breakages or loss. The school will not take responsibility for any losses of valuable items.

Mobile Phones

Mobile phones should remain at home. Students with a genuine reason for bringing a mobile phone to school must seek special permission to do so.

Publication of Images and 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. This school regularly uses images of students in a variety of ways to recognise excellent achievement, inform parents and the local community of school matters, publicise events and to promote the school.

From time to time we may also be asked to contribute to Department of Education materials. In addition to this, the publication of our Newsletter on our school's web site may result in your child's image potentially being accessed worldwide through the internet. Permission of parents/caregivers for the use of images is through the signed Consent Form, completed at Enrolment.

OTHER POLICIES

Class formations (e.g. split grades)

It is standard practice in Western Australian Primary Schools for students to be engaged in either multi year (mixed/ split) classes or single year classes. Both classroom models provide an appropriate learning environment for students. The School Leadership Team and teaching staff consider a range of factors when deciding on class placements. Factors include:

- Age
- Academic needs of students
- Social and emotional needs of students
- Students with special needs
- Balance of gender

Parents can raise any issues with classroom placements by putting this in writing to the school Principal.

Birthdays

We are more than happy to join with you in celebration of your child's special day. You are welcome to send along cupcakes for the class to share. Please do not send along a whole cake as it often becomes very difficult to ensure everyone enjoys a sizable portion. Please liaise with class teachers to consider any allergies in the class.

Community use of school facilities

It is the policy of the Government and the Department of Education that School facilities and resources are made available for use by the community.

These activities must be consistent with the educational aims of the school or which do not interfere with its operations. Applications for use of school facilities and resources must be approved by the principal and formalised through a written agreement signed by the school principal and a representative of the user group.

A hire fee may be charged, which will be determined by the Principal in consultation with the School Board.



BEHAVIOUR MANAGEMENT

Honeywood Primary School follows a whole school positive approach to the teaching of social and emotional skills from Kindy to Year 6.

Our school wide behaviour expectations—The Honeywood Way to Be:



BE YOUR BEST

- Be safe
- Be respectful
- Be responsible
- Be kind



All teachers will create a positive, safe, learning environment focused on the use of regular praise, low key responses, feedback and reward systems.

Teachers will guide children to deal with conflict and rebuild relationships through the use of emotion coaching to teach students how to become problem solvers and to focus on what is fair and just in a school community.

HONEYWOOD BUZZ BOOK

Each year children are issued with their own Reward Book – The Honeywood Buzz Book. Each time they reach 'outstanding' on the classroom 'Ready to Learn' chart they receive a stamp in their Reward Book.

Rewards are collected from Leadership team in the office and include, in order of receipt:

- An "Outstanding" Certificate
- Deputy Badge
- Principal Badge
- Golden Bee Badge

READY TO LEARN CHART

All classes will use a Ready To Learn chart to encourage positive behaviour and to remind children of expectations. Children start each day in the middle section – Ready to Learn.

Names are moved up and down the chart through out the day depending on behaviour choices.

Severity Clause: Teachers can “Fast Track” a student if necessary.

Relief staff – Double positive and Double negatives will be Issued when a Relief Teacher is in a classroom.

HOUSE TOKENS

Playground behaviour can be rewarded with House Tokens. Tokens are tallied and rewards earned.

House team rewards are :

- 15 minutes free times in the library
- 30 minutes at Honeywood Rise Playground
- Free Dress Day



PARENT INFORMATION BOOKLET



EARLY CHILDHOOD EDUCATION Kindy and Pre Primary

The Early Childhood years are where children develop the skills, concepts and understandings necessary for success at school. It is an exciting time of discovery and learning.

The Kindergarten and Pre Primary classes follow the West Australian Curriculum and have a strong focus on early literacy and numeracy development guided by The Early Years Learning Framework (EYLF) and National Quality Standards (NQS).

High quality programs compliment and motivate children's natural curiosity, sense of fun and zest for learning. Educators provide opportunities for children to learn through an orchestrated balance of play, deliberate and intentional teaching and spontaneous experiences and interactions. Curriculum experiences are active, engaging, challenging and connected to children's lives. Children are encouraged to make decisions and take risks in learning, show initiative, make choices, reflect, problem solve and persevere. Kindergarten indoor, outdoor and temporal environments are used to enrich learning and reflect effective early childhood pedagogy for children of this age.

As Kindergarten children attend Kindy 15 hours per week, the Kindy days will be split into five days a fortnight with two days one week and three days the alternate week. Kindy students will attend school for full days from the start of the year.

Learning is hands on and takes place through touching, seeing, hearing, exploring and experimenting. Some of the activities children may participate in include:

- *designing and creating*
- *dressing up*
- *dancing*
- *doing puzzles*
- *making collages*
- *listening to and playing music*
- *painting and drawing*
- *cooking*
- *reading books and storytelling*
- *playing with clay, play dough, blocks, sand and water*

WHAT TO BRING EACH DAY :

- On the first day of school please bring stationery items from the booklist (unlabelled as items are shared)
- Change of clothes (in case of mishap or getting wet during water play)
- A hat - must be wide brimmed - the school hat available from school front office
- Children need their **own water bottle each day** , which they take home at the end of the day to be cleaned and filled with water only (no juice please)
- A piece of fruit for fruit time
- A healthy packed **lunch**
- Crunch and Sip items (Pre Primary – Yr 6 only)
- A school bag
- Library bag to be brought on your child's allocated Library day

NOTE: Please label all belongings clearly with child's name.



EARLY CHILDHOOD EDUCATION Kindy and Pre Primary

Toileting

When your child begins kindergarten, your child needs to be able to go to the toilet independently.

This means your child is able to:

- realise when they need to go to the toilet,
- remove their pants and pull their pants up,
- wipe their bottom and flush the toilet,
- wash their hands after using the toilet.



Accidents do happen and the teaching staff are there to help, but your child needs to be developing these skills independently. It is time to start practising these independent toileting skills so your child is ready for Kindergarten.

Social/Emotional

The first day of Kindergarten can be an anxious time for both you and your child. Preparing your child for Kindergarten by answering all their questions honestly and in as much detail as they can understand can help prevent potential anxieties.

Here are some tips to get ready for starting school.

- Read stories with your child about starting school.
- Go past the school and talk to your child about how they will soon be going there, the exciting things they will do and the friends they will make.
- Check that your child can open and use their lunch box and drink bottle by themselves and help them to practise this.
- Explain that Mummy, Daddy/another family member/or OSHClub will drop them off and then pick them up when school has finished.

SHARED FRUIT TIME

We have shared fruit as a snack during the day. Please ensure your child has at least one piece of fruit per session. This fruit is then washed, cut up and shared amongst the children. Alternatives to fruit are vegetables, plain crackers, dried fruit, cheese cubes or sultanas, but please – no sweet biscuits, lollies or nuts.





EARLY CHILDHOOD EDUCATION Kindy and Pre Primary

LUNCHES

Lunch boxes should contain a variety of foods that are healthy and wrapped with minimal or no packaging. There are a variety of containers and lunch boxes available that enable no wrapping of foods.

Pre-packaged snacks and treats of dubious nutritional value are increasingly visible in lunch boxes. We would ask that these snacks and treats should be kept to a minimum i.e. no more than **one** item per day.



Reading Books about Starting School

- *Billy and the Big New School* by Catherine and Laurence Anhold (Orchard Books)
- *Buzzy had a Little Lamb* by Harriet Ziefert and Emily Bolam (Blue Apple Books)
- *Fiona the Pig's Big Day* by Leigh Hobbs (Penguin/Viking)
- *First Day* by Margaret Wild and Kim Gamble (Allen & Unwin)
- *I am Too Absolutely Small for School* by Lauren Child (Orchard Books)
- *Meet the Barkers: Morgan and Moffat go to School* by Tomie de Paola (Putman)
- *Mr Ouchy's First Day* by BG Hennessy and Paul Meisel (Putnam)
- *Tom goes to Kindergarten* by Margaret Wild and David Legge (ABC Books)
- *When an Elephant Comes to School* by Jan Ormerod (Lincoln)
- *Who will go to School Today?* by Karl Ruhmann and Miriam Monnier (North-South)
- *Getting Ready For Your Very First Day of School* by Di Wilcox



EARLY CHILDHOOD EDUCATION Kindy and Pre Primary

EARLY CHILDHOOD - TEACHER'S ROLE

- To develop in children the following skills and attitudes:
 - A healthy and realistic self-concept;**
 - Independence and self-confidence;**
 - Self-control and discipline; and**
 - Self-initiative and willingness to try.**
- To provide a safe, clean and stimulating environment.
- To communicate with parents regarding their children, Early Childhood Programs and school and Department of Education policies and procedures.

EARLY CHILDHOOD - PARENT'S ROLE

- To attend meetings so that you can become familiar with the operation of our Early Childhood Program and the role of the Parents and Citizens' Association.
- To support your children's classes in any way possible.
- To ensure your children attend school on a regular basis and give notice of absences.
- To keep in touch with your children's teachers on matters concerning your children's health and well being.
- To bring and collect your children **ON TIME**
- If you wish your children to be collected by someone other than yourself, **please** notify staff with written confirmation.
- If the need arises to collect your child during the session you must sign your child out at the front desk before collecting them. The printed sticker you receive is to be handed to the teacher.
- We ask that you **wait outside your** children's classrooms until the session ends and to please collect them **promptly**. Many children of this age find it a very upsetting and frightening experience if their parents arrive late to collect them.
- Do not allow your child to play on the equipment before or after school.



Honeywood
PRIMARY SCHOOL

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