



INFORMATION BOOK



WELCOME

It is our pleasure to welcome you to Greenwood Primary School. As an Independent Public School and a newer build, following the amalgamation of the former Allenswood and East Greenwood Primary Schools, your child will benefit from state of the art facilities and exciting learning opportunities specifically aimed to help them grow as citizens.

Best of all, our school is a community where your child will feel safe and secure, inspired to dream big and shine. This booklet tells you everything that you need to know about your child's enrolment. We hope that you will keep it handy and refer to it often throughout the year.

Please also ensure that you download Connect and visit our website www.greenwoodps.wa.edu.au where you will find the latest links and information as well as a range of useful resources.

We embrace an "open door" policy here at Greenwood, so if you have any questions, you are welcome to speak to any of the staff at any reasonable time, providing learning programs are able to be maintained.

Thank you for choosing Greenwood Primary School. We all feel privileged to be part of this amazing community and look forward to working with you as we prepare your child for a bright future.

Staff of Greenwood Primary



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MORAL PURPOSE

Greenwood Primary School will build a school community whereby students develop intellectual curiosity and creativity that will enable them to fulfill their academic, social and emotional potential.

We will provide opportunities to inspire students to become moral, environmentally conscious, local and global citizens who will contribute positively to society.

STAFF BELIEFS TO BUILD MORAL PURPOSE

It is an expectation that all staff who are employed or engaged at our school be accountable to our agreed behavioural statements. The following provides behavioural indicators for staff to clarify what needs to be evident for us to work towards achieving our moral purpose.

Intellectual Curiosity and Creativity

- ✓ Provide specialist visual arts, music, dance, physical education, science, digital technologies, Instrumental Music School Services (IMSS) program, choir, languages (Indonesian), Primary Extension and Challenge (PEAC) and swimming programs.
- ✓ Provide opportunities for students to participate in school and community events.
- ✓ Engage students in manipulative (hands on), digital, oral and written learning.
- ✓ Maintain an engaging play space across the school, looking at both 'Adventure Play' concepts and curriculum linked play opportunities (incorporating the School Values).
- ✓ Provide a stimulating learning environment through incursions and excursions, assembly items, school and community gardening projects, enterprise activities and providing opportunities for problem solving.
- ✓ Engage with community members who have a specialty skill set to offer our students.
- ✓ Celebrate special days.
- ✓ Collaborate with targeted secondary teachers, where appropriate, to engage our students.
- ✓ Provide timely and appropriate parent and community workshops to enhance their capacity to develop children's curiosity and creativity.

Social and Emotional Potential

- ✓ Develop resilience through a whole school program, incorporating the Department approved Protective Behaviours Program, and the School Drug Education and Road Aware (SDERA) program – Challenges and Choices.
- ✓ Create calculated risk takers across the school by providing opportunities for children to engage with nature play areas (utilising community involvement).
- ✓ Deliver a whole school values program including assembly promotion and class focused awards.
- ✓ Provide specialist staff to support students' social and emotional needs, e.g. School Chaplain and School Psychologist.
- ✓ Model and live positive behaviours, e.g. appropriate values, rules, friendship, social courtesies and resilience.
- ✓ Acknowledge cultural diversity by engaging in activities related to National Aboriginal and Islander Day of Celebration (NAIDOC), Harmony Day, Anzac Day, providing inclusive food at the canteen, growing different vegetables and recognising global religions.
- ✓ Positively engage and communicate with parents/carers to develop the understanding that they are welcome in our school and feel supported in dealing with their children. This will include provision of workshops to enhance parent and community support of children's social and emotional development.

Moral and Environmental Conscience

- ✓ Utilise the Greenwood Primary School Values Program to develop a focus for students on specific traits that demonstrate the qualities of a good citizen, such as resilience and responsibility.
- ✓ Model an understanding of cultural diversity and celebrate different cultures and religions with our student population.
- ✓ Ensure strategies are in place to promote and value inclusion for all students; such as
 - Case management processes
 - Students at Educational Risk (SAER) processes
 - Student leadership opportunities
- ✓ Engage in the Greenwood Primary School Sustainability Program which actively promotes environmentally responsible actions through:
 - Promoting the 3 Rs (Reduce, Reuse, Recycle) raising students' awareness and effective management of waste by composting scraps, worm farming, gardening, and recycling of aluminium, paper, batteries, and e-gadgets.
 - Caring for the physical environment by managing litter removal and planting trees in the school and community.
 - Witnessing and immersion in community recycling and rehabilitation.
 - Monitoring the school's efficient use of energy and resources.



GENERAL INFORMATION

School Hours

First Session

- 8.45am – 11.00am

Morning Recess

- 11.00am – 11.20am

Second Session

- 11.20am – 12.50pm

Lunch

- 12.50pm – 1.30pm

Third Session

- 1.30pm – 3.00pm

Children should not arrive at school before 8.30am. Adequate supervision cannot be provided before this time.

Many teachers come early, but they do so to prepare their work for the day. Teachers let children into classrooms about 8.30am so they can get organised for the day's work ahead. Any students arriving at school before this time must wait outside the library where they will be supervised.

School Board

This Board, made up of 6 members elected by the School Community, 4 members elected by the school staff, invited members with special skill sets, plus the Principal, has the responsibility of ratifying the educational priorities for the school each year.

Voluntary Contributions and Charges

The schedule of voluntary contributions and charges is broken into two sections and will allow families to calculate all costs relating to education that they may incur throughout the school year. This is a requirement of the Education Act and is very useful in enabling families to budget for such an important area of their expenditure. The School Board considers and endorses this schedule for each year at its October meeting of the previous year.

Charges - the cost of extra activities provided e.g. excursions, swimming lessons, special class activities (to be paid as the events occur).

Parents' and Citizens' Association

This body plays an important role in school affairs and deserves the support of ALL parents/carers. Amenities provided by the association are shared by ALL children in the school.

P&C Meetings are held on a Wednesday evening once a month in the Staffroom, commencing at 7.00pm. All parents/carers are encouraged to attend. If you wish to become a financial (voting) member of the P&C Association, the fee has been set at \$1 per person. Membership fees may be paid through the school office or at the Annual General Meeting. Please enclose your \$1 in a SEALED envelope, clearly marking name and address of members on the front.

The P&C requests an annual contribution per family which can be paid at the same time as the school contributions.

Parent/Carer Involvement

Parents/Carers are welcomed into our school to assist in a voluntary capacity. Please liaise closely with the classroom teachers involved.

School Uniform

- Aqua polo shirt with striped collar
- Girls black skirt or plain long black pants
- Boys black shorts or plain long black pants
- Aqua zip jacket
- Black waterproof zip jacket
- Sandals or shoes
- School hat or reversible hat (optional)
- Greenwood PS Spartan Back Pack (optional)

Sport

- Faction coloured T-shirt, when required
- Appropriate footwear
- School hat or reversible hat (optional)

School uniforms can be ordered from Tudor School Uniforms. They are located at Unit 1/75 Excellence Drive, Wangara. Parents/Carers have the option of shopping online with a flat rate delivery fee per order, visiting their premises at Wangara or taking advantage of a scheduled collection time from the school office. They can be contacted on 9408 2666.

Naming of Items

Please ensure all books, items of clothing, shoes and personal possessions are clearly marked with your child's name. The school staff will attempt to return any lost items that are marked with the owner's name. However, no responsibility will be taken for unmarked lost items.

Lost Property

Lost property is located in the administration area. Please enquire at the school office.

General Appearance

Painted fingernails are not allowed, the wearing of makeup, jewellery and choker type necklets is also not permitted. Sleepers or studs are the only permissible type of earrings. Colouring of hair is only allowed on faction carnivals or crazy hair days.

Note that the Department of Education regulations state that hair longer than shoulder length should be tied back. It is Department of Education policy that denim (jeans) not be worn at school.

Factions

There are four sports factions: **Mookaroo**, **Kambarang**, **Djiran** and **Birak**. Children are allocated to factions, on the basis of even numbers of children, in each age group, for each faction. Siblings are allocated to the same faction.

Toys and Personal Equipment

Children should not bring their toys to school as loss or damage usually causes distress for the owner. Neither should personal electronic equipment be brought to school.

Mobile Phones

Mobile phones are not allowed to be used during school hours. Parents/Carers who allow their child to bring a mobile phone to school must understand the school takes no responsibility for any loss or damage to the phone. Students are asked to place their mobile phones in a box in the school office before school commences. Please refer to the Mobile Phone Policy available from the school office.

Sunwise and Hats

It is school policy that children wear their school hat when outside at all times as a precaution against skin cancer. Only those wearing hats will be permitted to use unshaded areas. Children are encouraged to come to school with sunscreen on. Sunscreen lotion is available in every classroom for reapplication throughout the day.

Lunch Arrangements

Children have lunch between 12.50pm and 1.30pm under teacher supervision in a central area. Special arrangements exist for extreme weather conditions.

Canteen

The school canteen operates on designated days. This service is provided by the school's P&C. Ordering is available online through the Qkr app or at the canteen.

Lunch bags and environmentally friendly reusable lunch pouches are available from the canteen. Money should be wrapped for hygiene purposes and enclosed in the bag, which is placed in the class lunch basket. Lunches are delivered by basket to each TA at lunchtime. Please note: specials can only be ordered on the day nominated.

The canteen cannot operate without the help of parent/carers volunteers. Please visit the canteen to put your name on the roster or speak to the Canteen Supervisor about when you can help. Any assistance is greatly appreciated.





Money

Children must not leave money in bags, desks, drawers or pigeonholes. If a child is too young to carry money they should hand it to their class teacher for safekeeping.

Valuable rings, watches and other such expensive items should NOT be brought to school. Staff cannot guarantee their safety.

Absences

If your child has any absences from school please assist us by emailing the class teacher, through Connect, phoning the school office or sending a note with your child to explain any absences. This is a requirement from the Department of Education.

If arriving late to school, please collect a blue pass from the school office which is to be taken to your child's teacher.

In addition, when children are absent for part of the day (e.g. sickness, appointment), a form from the office needs to be completed by a parent/carer or authorised person and taken to the class teacher.

Addresses, Telephone Numbers & Emails

Parents/Carers are asked to notify the school immediately of any changes to home address, telephone numbers, or emergency contact details. If you have an email address, please ensure that it is current and recorded at the school. All classrooms use Connect as their main communication method.

Newsletters

The school newsletter is sent out regularly via Connect. Should you require a hard copy, it can be sent home with the eldest child of the family at the school. Please inform the school office if you prefer this method. It is an important source of information and we ask that it is thoroughly read.

Connect

The school uses Connect to send out the school newsletter, general updates, reminders, events and much, much more! You'll receive all the information via an email notification. Connect can be accessed via the following link <http://www.connect.det.wa.edu.au/> or the app can be downloaded to your personal device.

Assemblies

These are considered an important part of school life. Parents/Carers, family and friends are encouraged to attend. Regular school assemblies are held in the Undercover area. These commence at 8.45am and conclude around 9.30am. Each class from Pre-Primary to Year 6 will be responsible for the organisation and running of a minimum of one assembly per year. Honour Certificates and/or Values Certificates are presented at these assemblies.

Custody

If special custody arrangements are in place, then the parent/carer must inform the Principal of access provisions and provide a copy of the order to the school. Unless this is done, it will be assumed that all parties have equal access.

Health Plans

Forms are available from the school office for you to complete if your child has any health issues the school should be aware of.

Medication

A form also needs to be completed if you require your child to be given medication of any kind while at school. Where the school undertakes this responsibility, written instructions are required. Forms are available from the school office and need to be completed in full.

Payments

Qkr app by Mastercard is a secure and easy way to pay for school expenses such as excursions/ incursions, voluntary contributions and PEAC. Qkr accepts all scheme debit/ credit cards to offer a wide variety of payment choice.

Permission forms for excursions/ incursions are completed through the Qkr app at time of payment.

The Qkr app is free and can be downloaded from the app store. Alternatively, cash payment may be made at the school office.

Accidents

Our first priority in the case of an accident at school is for the wellbeing of students. Procedures are as follows:

- If possible carry out the appropriate first aid
- Notify the parents/carers of the child/children involved (where this is not possible the emergency contact will be called)
- If the school deems the injury or illness to be serious and a parent/carer cannot be contacted, an ambulance will be called. Parents/Carers are responsible for any costs incurred

Illness

Children who are ill before school SHOULD NOT ATTEND. The school does not have the facilities available for children who are unwell, therefore parents/carers will be contacted. A sick child is the responsibility of the parent/carer.

Instrumental Music

Children in Years 5 and 6 who have shown, through testing, that they possess aptitude for instrumental training may be offered free tuition in the form of one 30 minute lesson per week. There is an annual fee for hire of the instrument. Lessons are conducted at the school, and further details may be obtained from the Principal.

Homework

Homework falls into the following categories:

- i) practice or consolidation of work taught in class
- ii) research work for individual or group subjects
- iii) family/home based challenges

Most homework given in Pre-Primary to Year 6 may consist of oral or silent home reading, learning of spelling and basic number facts. Class teachers form their class homework policy within these categories and communicate it to parents/carers.

Note: Homework will NOT be given as a matter of policy. Rather it will be given according to the child's needs.

Reports and Interviews

A formal written student report will be provided at the end of Semester 1 and 2. These will be uploaded and stored in Connect. Once available you will be notified by email. Teachers and parents/carers may request a meeting at a mutually convenient time, should they wish to discuss their child's progress.

Parents/Carers are welcome to visit the school to discuss any concerns about their child with the class teacher. In most cases the teacher has the information to most appropriately respond. In the rare situation where issues cannot be resolved, parents/carers are welcome to make an appointment to see the Principal or Associate Principal.

Bicycles/Scooters

Children who ride a bicycle or scooter to school MUST wear an approved safety helmet. These must be clearly named and may be taken into classrooms for safekeeping - they are NOT to be kept on bicycles or scooters. Children are encouraged to chain their bicycles or scooters to the racks provided. The school does not take any responsibility for loss or damage to bicycles or scooters at school. It is recommended that children under the age of ten do not ride bicycles or scooters to school unsupervised.

School Zone

As Greenwood Primary School is located in a School Zone, please observe the 40 km/h speed limit.

Animals

Please note that dogs are **not** to be brought onto school grounds.

Parking

Where possible please use the 'Kiss and Drive' provided at the Ranleigh Way entrance. If you are collecting your child from the classroom, please park in the bays provided on both sides of the school or nearby appropriate parking e.g. side streets or Penistone Reserve.

For safety reasons do not park on the office grassed areas or home verges nor in the staff car park.

School Watch Security

School Watch is a community based awareness and crime prevention program developed to improve safety and security in Western Australian schools by reducing incidents of theft, vandalism and arson. Should you see or hear anything suspicious, please contact:

School Watch Security 1800 177 777 or **Police** 131 444. Do not approach any intruders by yourself.

School Nurse

A trained nursing sister visits the school at various times during the year. The nurse's duties include checking hearing and eyesight, notifying parents/carers of any problems requiring attention and maintaining all medical records. Where there is cause for concern a parent/carer or teacher may arrange an appointment with the school nurse.



School Psychologist

The school has the service of a School Psychologist. Contact with the Psychologist is arranged through the Student Services Manager. Initially parents/carers should see the class teacher regarding concerns that may require consultation. No child is seen by the school psychologist, unless the school has received parental approval.

School Chaplain

A School Chaplain is provided through a partnership with YouthCare to provide social and emotional support for our students and families. At any time parents/carers can contact the Student Services Manager to initiate a request for Chaplain involvement.

Dental Clinic

The Dental Health Service has a clinic on-site to enable children to access free dental services. The phone number for the clinic is 9203 5611 (Parking available on Ranleigh Way).

All children are issued with permission and medical forms for parents/carers to sign before any treatment takes place.

Settling In

When preparing your child for Kindergarten/Pre-Primary, it would be helpful if you could talk to them about the things they will do and see here. Tell them the teacher's name in advance, if it is known.

Be cheerful and relaxed as you show your child around. They will have their special place to keep their belongings. Remember to show them the toilets! When you leave your child, say "Goodbye" cheerfully, and let them know when you'll be back to pick them up. Make sure you return when you said you would - sooner if possible. It can be very distressing to a small child to find that someone is not waiting for them. Every child is different, and some may take a little time to settle in. Don't try to force your child to play. Don't worry if this doesn't happen immediately. Adjustment to the new situation will come in good time.

Many parents/carers find it difficult to leave their children, or to see them growing more independent. Children are aware of a parent's/carer's anxiety, and this often hinders them from playing and settling in happily.

In Kindergarten/Pre-Primary, 'behaviour' is regarded as a symptom of how your child is feeling e.g. confident, fearful, angry, happy etc.

Some days, your child will bring work home. We ask children to follow instructions, create new ideas or use their initiative to work out problems, but we will NOT do the work for them. Some children experience difficulties with fine motor skills, following instructions or sustaining concentration. We know these skills will improve throughout the year.

Ask your child to tell you about the picture or creation - you'll both enjoy the experience. Please, don't ask your child to produce something to show you each day. Just because nothing is brought home, do not assume nothing has been done.

Children's attitudes usually reflect those shown at home, so your continued support of them and the program will help them to feel that this is an important year in their education.

KINDERGARTEN AND PRE-PRIMARY INFORMATION

Attendance

Pre-Primary

- Monday to Friday 8.45am to 3.00pm

Kindergarten

- Group allocation days will be notified by email

Playground

For safety purposes, it is necessary to enforce the rule that there is to be NO playing or climbing on outdoor playground equipment BEFORE and/or AFTER sessions.

Picking Up Your Child

Please adhere to the school policy regarding picking up your child. Punctuality is really important. If you are going to be late, please call as soon as possible.

Please advise the teacher of any changes to collection arrangements, in writing, if at any time someone other than the usual person is picking up your child. If you need to collect your child early, due to an appointment or such, a form needs to be completed at the school office PRIOR to collecting your child from the classroom.





WHAT YOUR CHILD NEEDS

A Large Bag

Your child needs a bag that is open at the top and has a lot of room inside. Often children's work is very bulky e.g. woodwork, box sculpture. A shopping sized bag is ideal. Tudor School Uniforms provide a Greenwood PS bag which is optional.

Spare Clothing

Kindergarten

Please ensure that a spare set of clothes (not necessarily school uniform) is left in your child's school bag at all times during the year.

Pre-Primary

During the first weeks, the excitement and tension may cause one or two 'accidents'. If this happens, and your child has a spare pair of school pants in their bag, the added embarrassment of wearing strange pants will be avoided.

Footwear and Hats

Suitable footwear is necessary. No thongs or plastic crocs, please. Brimmed hats are essential for the protection and wellbeing of the children. School policy requires all children to wear a hat every day – the children without hats are not permitted outside to play in the sun.

Morning Tea

Children are required to bring along one piece of fruit each day.

Parent/Carer Involvement

Kindergarten/Pre-Primary is an important step in your child's life - it's the beginning of their school years. We invite the cooperation of all parents/carers in helping us, as we work with each child.

Rosters

Parents/Carers are welcome to visit the classroom whenever they wish, but we encourage each child to be represented on the roster at least two sessions each term. Rosters are mornings only.

All parents/carers and visitors to the school are required to sign in at the school office and print a visitor badge.

Some of the things you may choose to do while on roster include - supervising activities, reading stories, helping the children with construction toys, games, puzzles and collage activities and, of course, observing your child at work and play. We hope you enjoy your visits, so please let a teacher know if ever you feel at a loose end - we'll always find a job for you!

Birthdays

This is an important event in your child's life. See your class teacher for suggestions of how you may acknowledge this special occasion.

Parents/Carers are especially welcome in the classroom on their child's birthday.

Food

Neither LOLLIES nor TOYS should be sent to school with your child.

We encourage parents/carers to be 'nut aware' when choosing food items for their children due to allergy risks for some students.

Reduce, Reuse, Recycle

During the year, we use a variety of 'junk' materials which may be of no use to you, but very valuable to us. Please help us to collect them.

Here are some suggestions: yoghurt containers, plastic ice cream containers, shoe boxes, plastic lids, pop sticks, Christmas and birthday cards and small cardboard boxes of any kind.



COMMUNICABLE DISEASES EXCLUSION FROM SCHOOL GUIDELINES

Condition	Exclusion	Exclusion of Contacts
Chickenpox (Varicella)	Exclude until blisters have dried and formed crusts, usually 5 days	Refer any immunosuppressed children (e.g. leukaemia patients) to their doctor. Do not exclude other contacts
Conjunctivitis	Exclude until discharge from eyes has ceased	Do not exclude
Hand, foot and mouth disease	Exclude until all vesicles have formed crusts that are dry	Do not exclude
Head Lice (Pediculosis)	There is no requirement to keep children home from school or childcare as long as effective treatment begins before the next day of school or childcare	Do not exclude
Hepatitis A	Exclude for at least one week after onset of jaundice or two weeks after onset of symptoms (if not jaundiced)	Do not exclude. Contact management will be coordinated by local public health staff
Impetigo (School sores)	Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing	Do not exclude
Measles (Morbilli virus)	Exclude for 4 days after the onset of the rash, in consultation with public health unit staff	Do not exclude vaccinated or previously infected contacts. Contact management will be coordinated by public health unit staff
Meningococcal disease	Exclude until 24 hours of antibiotic treatment has been completed	Do not exclude. Contacts may require clearance antibiotics or vaccination. Contact management will be coordinated by public health unit staff
Mumps	Exclude for 5 days after onset of parotitis. Consult with your public health unit staff	Do not exclude

Norovirus	Exclude until asymptomatic for 24 hours. Exclude until asymptomatic for 48 hours if case is high-risk*	Do not exclude
Pertussis (Whooping cough/ Bordetella pertussis)	Exclude from work, school, preschool, and childcare (especially where there are infants) for: <ul style="list-style-type: none"> • 5 days after an appropriate antibiotic treatment, or • 21 days from the onset of any cough, or • 14 days after onset of paroxysmal cough 	Contact management will be coordinated by public health unit staff
Respiratory syncytial virus (RSV)	Exclude until symptoms resolved	Do not exclude
Ringworm (tinea)	Exclude until the day after commencing antifungal treatment	Do not exclude
Rotavirus	Exclude until asymptomatic for 24 hours. Exclude until asymptomatic for 48 hours if case is high-risk*	Do not exclude
Rubella (German measles)	Exclude for at least 4 days after onset of rash	Do not exclude. Refer pregnant contacts to their doctor. Discuss with public health unit staff
Scabies (Sarcoptes scabiei)	Exclude until the day after treatment has commenced	Do not exclude. Family contacts and those who have had close skin-to-skin contact with the case should be treated
Streptococcal infections (Group A streptococcus (GAS)/ Streptococcus pyogenes)	Exclude until 24 hours after commencement of antibiotics	Do not exclude

* High-risk case: Person who has a higher risk of transmitting infection or works in a high-risk setting, including health care, residential care and childcare settings; food handlers; children in childcare; and people who are faecally incontinent.



SCHOOL RULES

- Walk at all times on pathways around the school.
- Walk your bike, scooter or skateboard in the school grounds.
- Stay out of all school rooms unless a member of staff is present or permission has been granted by a teacher.
- Play games only at morning recess and lunchtime.
- When playing games share equipment and use it safely.
- Don't bring expensive toys/ICT equipment to school.
- All student mobile phones need to be taken to the school office on arrival at school and collected at the conclusion of the school day.
- Stay in the school grounds during school time unless you have special permission to leave.

IMPORTANT CONTACT INFORMATION

Greenwood Primary School

Telephone: 9352 2750

Website: <http://greenwoodps.wa.edu.au/>

Email: greenwood.ps@education.wa.edu.au

Connect: <http://connect.det.wa.edu.au/>

Dental Clinic

9203 5611

North Metropolitan Education Region Office

9285 3600

Child Protection and Family Support Services – Joondalup

9301 3600

Education Security

9264 4771

9264 4632

Police

131 444

School Watch Security

1800 177 777





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