Volimont
go forward with us
Independent Public School

Parent Information Handbook

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Contents

Kindergarten, Pre-primary - Year 6	4
The Curriculum	4
Our Beliefs about Teaching and Learning	4
School Communication	4
Assessment and Reporting	4
Digital Technologies, Information, Communication and Technology	5
Online Student Subscriptions	5
Resources	5
Inclusivity	5
Primary Extension and Academic Challenge (PEAC) and IMMS	5
School Psychology Service	5
School Chaplain Service	5
Parent Involvement	6
Parent Information Evenings and Teacher Communication	6
Student Health and Well Being	6
Homework	6
In-Term Swimming	6
Admission Procedures	6
Custody	7
Contributions and Charges	7
School Based Cultural Performances and Excursions	7
Personal Use Items List	7
School Attendance	7
Leaving School Premises	8
Lunch Arrangements	8
Canteen	8
Assemblies	8
Community Health Nurse	8
Dental Therapy Unit	8
Students with Critical Conditions	8
Administering Medication	8
Information About Health Issues	9
Anaphylaxis - Alert	9
Infectious Diseases	9
School Board	10
Parents & Citizens Association (P&C)	10
Parent Liaison Representatives	10
School Uniform	10
School Uniform Shop	11
Entrances and Parking	11
Visitors to the School	11
Complaints Management	11
Lost Property	11
Bicycles, Skateboards and Scooters	11
Dogs	11
Insurance	11
School Map	12

Kindergarten, Pre-primary - Year 6

Arrive at school no earlier than 8:30am.

Monday to Friday

8:45am	School Day commences
10:55am - 11:20am	Morning recess
12:50pm - 1:30pm	Lunch
2:50pm	Kindy-PP finish
3:00pm	Years 1-6 finish

Once your child is enrolled in kindergarten, their attendance is compulsory. Kindergarten classes are full days, from the beginning of the year. Kindergarten sessions will be conducted over five whole days, per fortnight.

The Curriculum

At Jolimont Primary School we teach the Western Australian Curriculum which is for all students from Kindergarten to Year 10. It sets out the curriculum, guiding principles for teaching, learning and assessment and support for teachers in their assessment and reporting of student achievement.

The WA Kindergarten Guidelines and Pre-primary to Year 10 Western Australian Curriculum, provides a coherent and comprehensive set of prescribed content and achievement standards which Jolimont staff use to plan student learning programs, assess student progress and report to parents.

Our Beliefs about Teaching and Learning

Staff will be supported to create learning environments that stimulate and challenge students to achieve optimum learning. The principles of teaching and learning are based on shared beliefs about the learning environment all schools should provide. Contemporary research and deep professional knowledge drive our programs from Kindergarten to Year 6. These include a variety of best practice teaching strategies including play-based learning and explicit teaching which support early literacy and numeracy in line with the Early Years Learning Framework and National Quality Standards in early childhood education.

At Jolimont Primary School we believe:

- all children and young people are capable of learning
- students learn in different ways and their learning programs need to recognise this
- the teacher is an important factor in a child's learning success
- teaching needs to guide students into taking responsibility for their own learning and setting challenging yet realistic goals for improvement
- effective pedagogy is explicit, challenging and connected to a student's experience, stage of development and background
- learning programs need to build on student's current level of learning
- the mental, physical health and well-being of students and staff is important
- students need opportunities to engage in higher order thinking and reflection about learning
- the core-shared values in practice are the important foundation for all learning and teaching and
- learning happens best when student, caregiver/parent and teacher relationships are based on mutual trust and respect.

School Communication

All school based communication such as our Jolimont Newsletter and staff newsletter are sent out using Compass. The App is most frequently used to access this information and is available via the App store or the Play store.

Assessment and Reporting

Jolimont Primary School is committed to providing high-quality educational programs for its students. Assessment, monitoring and reporting are integral to the achievement of high learning outcomes and form part of the interacting processes of teaching and learning. Our goal is to provide useful and timely feedback to students, parents and teachers. Further information can be viewed on the current website.

Digital Technologies, Information, Communication and Technology

At Jolimont Primary School the students use a range of devices to access the curriculum.

The use of technology has the capacity to enhance learning and teaching methods, and staff use an interdisciplinary integrated approach. Students will develop skills related to lifelong learning, including, the ability to gain and apply knowledge, and deepen their understanding. They will develop creative and critical thinking skills within an authentic context, including inquiry and project-based learning. All students at Jolimont Primary School have access to laptops, i-Pads, robotics' programs and computer labs in the school, all linked to the internet. All of our class rooms are equipped with smart televisions.

Online Student Subscriptions

Each student will have access to online programs through our online student charges. Your child may be included in Mathletics, Literacy Pro, and Reading Eggs.

Resources

The library resource centre is fully automated with a multi device computer lab. The centre provides students and teachers with computer software, teaching resources and a selection of quality fiction and non-fiction books. Students must use a waterproof book bag to take resources to and from home.

Inclusivity

At Jolimont Primary School, the needs of both students at educational risk and the talented and gifted are recognised and addressed. Students are identified as being at risk if they have not attained major learning outcomes or are working at a level significantly lower than expected, or they are not engaged in their schooling. If identified as being at risk, class based intervention programs are implemented to meet the needs of the student. Parents of students identified at risk are encouraged to attend regular case conferences. If you have concerns about the progress of your child, please contact the class teacher or Associate Principal.

Primary Extension and Academic Challenge (PEAC) & Instrumental Music School Services (IMMS)

Students in Year 4 are tested through a district based process to determine their eligibility to attend PEAC and IMMS programs in Year 5. PEAC courses are conducted at various schools in the Northern Metro area. Places in PEAC courses provide opportunities for students to undertake courses which extend and challenge their thinking. IMMS programs are conducted at Jolimont Primary School each week with limited spaces available. Brass, guitar, clarinet and flute, are currently offered.

School Psychology Service

A school psychologist is available by referral for educational, developmental, or behavioural issues. All referrals must be made through the Learning Support Team, Principal or Associate Principal.

School Chaplain Service

School chaplains contribute towards creating positive, supportive cultures within public school communities across Western Australia. Here at Jolimont Primary School, our chaplain is provided by YouthCARE, an organisation whose core values are respect, compassion and service. The chaplain cares for the social, emotional, mental and spiritual wellbeing of students, families and staff. This support aims to help students to achieve their potential, both academically and in their personal lives.

The chaplain is available to listen compassionately and confidentially, refer to extra help where necessary, and to run activities about school values, enhancing social skills or wellbeing. The chaplain's support is open to all students and families within our multicultural school community, irrespective of faith or beliefs. Use of the chaplain's services is voluntary and parent permission is required for students to receive on-going support from our chaplain.

Parent Involvement

Parents are asked to help in a number of different ways:

- Keep in touch with the staff on matters concerning your child's health and wellbeing.
- Take an active interest in activities and incursions/excursions.
- Assist with parent help and rosters.
- Assist and take part in social and fund raising activities.
- Attend parent meetings.

Parent Information Evenings and Teacher Communication

At the beginning of the year, each class teacher will conduct an information session to outline the proposed class program. If you have any concerns about your child's schooling you are encouraged to make an appointment with the class teacher to discuss these concerns. Please see the Department's brochure, 'Talking with my school', included in the parent information pack.

Teachers also email important and timely information about class programs and activities several times a term. Please keep an eye out for these on Compass.

Student Health and Well Being

Home situations can influence a child and impact on their learning. Please let staff know if there are any changes to the normal routine at home such as a parent being away or someone close to the family being hospitalised. Should your child become worried or concerned while at school, staff will be more prepared to cater for the child's special needs. Our school psychologist, school chaplain and support staff may be of assistance.

Homework

Rationale

- Homework provides students with the opportunity to revise, consolidate, enrich and extend their classroom learning.
- Homework needs to reflect the student's phase of development and the context of the school.
- Homework can support higher levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school. It also extends the time available for the exploration of new ideas and new situations.

Parental engagement and support of student's homework is encouraged, however unreasonable levels of parental assistance or resources should be avoided. Reading for pleasure on a daily basis is encouraged across all year levels. For further information, the homework policy can be viewed on our website.

In-Term Swimming

Students from Pre-primary to Year 6 are encouraged to participate in the swimming lessons provided by specialist swimming teachers at an external venue. Parents are required to meet the cost of transport and pool entry. The dates for swimming lessons are advertised on the term planner.

Admission Procedures

The school office is open for enrolments from 8.30am - 3.30pm, Monday to Friday during the school term. Parents are required to present their child's birth certificate, immunisation records and proof of residential address. The school may also need copies of your child's passport and visa details. An application for enrolment must be made before a student can be enrolled. If the application is accepted, a student enrolment form is then completed when enrolling a child, which contains vital information to assist us with the care of your child. It is essential the school is kept up to date with your:

- address, telephone numbers (home and work), email address, and
- an emergency contact person, in case we are unable to contact you.

Custody

It is vital to inform the Principal of any custody arrangements for your child. Written documentation must be provided including copies of relevant legal documents.

Contributions and Charges

Each year the Jolimont School Board endorses a schedule for Contributions and Charges. The schedule allows you to calculate costs that you might incur throughout the school year. Contributions have been contained within the $60 maximum set in the School Education Regulations 2000 and are used to fund an educational program that satisfies the requirements of the Western Australian Curriculum and Assessment outline.

The school voluntary contribution is $60 per child. Contributions can be paid by cash to the office, EFTPOS, or direct deposit to Jolimont Primary School (please see details below):

Account Name: *Jolimont Primary School*
BSB: 016-460 Account Number: 3408 69204

When making payments, please use your child's surname and indicate what the money is for as the reference. This will make it easy for us to reconcile.

Parents are also asked to contribute to the P&C. This money is directed back to school programs, equipment and resources.

Year Group	No. of Children	Donation – P&C
Kindergarten	Per child	$ 80-00
Pre-primary - Year 6	Per child	$120-00
Pre-primary - Year 6	Two children	$210-00
Pre-primary - Year 6	Three or more children	$300-00

P&C contributions can be paid by cash to the office, or by direct deposit to Jolimont Primary School P&C (please see details below):

Account Name: *Jolimont Primary School P&C*
BSB: 036051 Account Number: 598465

During the school year you may be asked to pay for other events that your child will be involved in with their class. These are called charges and are requested at the time of the events.

School Based Cultural Performances and Excursions

School based cultural experiences and excursions are planned as part of the school curriculum. Parents will be notified of outings and the costs involved in advance. Students need to provide parental permission before participating in events and will be required to wear school uniform. If you have difficulty paying for a school event please discuss the matter with the Principal, or the Manager Corporate Services. This information will be treated in the strictest confidence.

Personal Use Items List

A list of required items for each year level will be distributed in Term 4, for the following year. The cost for personal use items will vary from student to student. We have negotiated competitive prices for the materials, however, you are not obliged to use our supplier. Your child will need to have the listed materials each school day so it may be necessary to replace some items, such as pencils, throughout the year.

School Attendance

Students who are sick should not be sent to school. Notes of explanation are required for the following:

- absences (for any reason)
- notification of any prolonged absence
- late arrival and
- exclusion from physical education or sports lessons.

If your child will be absent from school, please let us know by phone, electronically (www.jolimontps.wa.edu.au), in person, or email jolimont.ps@education.wa.edu.au.

Leaving School Premises

Students are not permitted to leave the school grounds without an authorised adult and must be signed out through the office by this adult. This includes students attending activities such as PEAC and high school orientation sessions. Students in the Early Childhood Centre must also sign out via the i-Pad, in the front office.

Lunch Arrangements/Canteen

Staff are rostered on duty to supervise students at both lunch and recess breaks. Students remain seated in the undercover area for fifteen minutes of lunch whilst they eat their lunch. Parents are asked to consider the health of their child and not pack junk food for snacks or bring take away food as a treat for lunch. The school canteen is open Tuesday to Friday for lunch orders.

The school canteen, which promotes healthy foods, operates from Tuesday to Friday. Each season a new menu will be created. The canteen menu is available on our website www.jolimontps.wa.edu.au and hard copies available from the front office. Parents are encouraged to set up an account via QuickCliq,

www.quickcliq.com.au

Assemblies

Assemblies are conducted throughout the term on Fridays at 2:15pm. Please refer to the term planner as to which Friday these are conducted. Classes are rostered to host assemblies and take the opportunity to present items relevant to the learning program and to acknowledge the achievements of students. Assembly dates are published in newsletters, term planners and on the school's website. Parents, family and friends are most welcome to attend assemblies.

Community Health Nurse

A Community Health Nurse visits the school to carry out routine medical checks at various times throughout the year. Parental consent will be required before referral. The nurse also has a health promotion role within the school and is a resource person for staff.

Dental Therapy Unit

The mobile Dental Therapy Unit operates from different schools during the year. The clinic carries out normal dental procedures. For further information about the school dental service, the dental staff can be contacted on 0417 180 553.

Students with Critical Conditions

A register is kept of students that may require prompt medical attention. Severe asthma and allergies which may result in anaphylaxis are of critical concern. If your child falls into this category, the information should be recorded on the enrolment card and the Principal supplied with documentation outlining the condition and the action required for emergency treatment. Parents are required to provide support documentation from their General Practitioner.

Administering Medication

Parents are encouraged to administer medication to their own child. If a staff member is required to administer medication, the following steps need to be completed:

- make a request to the teacher for assistance
- complete the relevant health forms at the front office
- provide explicit written guidelines for the administration of the medication and training if applicable, for the person administering the medication and
- provide the medication in a correctly labelled container and a device such as a medical spoon to administer the medication.

Please be aware, some staff may feel uncomfortable in administering medication. In this case you may

approach the administration for assistance. You are required to give written authorisation for any staff to administer any medication.

Information About Health Issues

Should your child have any specific medical needs, please notify the school or class teacher immediately. Coughs, colds and stomach ailments tend to go in cycles and it is best children are kept at home to reduce the chances of infecting other children. If your child has any of these conditions it is imperative you notify the school immediately. Should a student be sufficiently ill to be withdrawn from class, a parent will be contacted and asked to collect the child from school. As infection can spread very quickly within a school, parents are requested to cooperate in this matter.

Anaphylaxis - Alert

Please be aware, that there are a number of students, who are anaphylactic to certain foods. Jolimont Primary School tries to be a 'nut free' school. We strongly encourage parents to not send in the following foods, all nuts, Nutella, peanut butter and muesli bars containing nuts.

Infectious Diseases

It is imperative you keep your child at home if unwell to stop the disease spreading. Please practice good hygiene when entering the school to collect your child.

Should your child contract any of the following illnesses they will require exclusion from school. In the interests of others it is important to notify the school immediately.

- COVID-19: Exclude from school, notify school and authorities, isolate until unwell.
- Conjunctivitis: Exclude from school until discharge from eye has ceased.
- Chicken Pox: Incubation period of 10 – 21 days. It is infectious from 5 days before the rash appears to 6 days after onset of last crop of blisters. Your child should not return until he/she has recovered or until at least one week after the first eruption appears.
- Diphtheria: Exclude from school until a medical certificate of recovery is issued. Exclude family contacts until a medical certificate is issued.
- German Measles (Rubella): Communicable from 3 days before, to at least 4 days after the onset of symptoms or rash. Exclude from school for at least 4 days after the onset of rash.
- Glandular Fever: Develops over 5 – 14 days and is not infectious. It is recognised by swollen glands in the whole body, fever, sore throat and abdominal pains. Should not return to school until clinically well.
- Hepatitis A: Exclude from school until a medical certificate of recovery is issued. Hepatitis B & C: Exclusion is not necessary.
- Measles: An incubation period of 7 – 21 days and is infectious five days before the rash appears to five days after the rash develops. May be re-admitted on Medical Certificate of recovery or at least four days after appearance of the rash. Non-immunised contacts should be excluded for 14 days after the appearance of the rash in the last case identified in the school.
- Mumps: Communicable 2 – 3 days before and during period of swelling. Exclude from school for at least 9 days after the onset of symptoms.
- Parvovirus B19 ('Slapped Cheek' Syndrome): Airborne or droplet viral infection. Symptoms are fever, red cheeks/neck, and itchy lace-like rash on the body/limbs. Incubation period of 1-2 weeks. Not infectious after the rash appears. Exclude from school until well.
- Ring Worm: A fungus infection transmitted by direct contact. Must stay home until completely healed.
- Scabies: Itching usually begins within 48 hours. Exclude until the day after treatment has commenced.
- School Sores (Impetigo): A bacterial infection, transmitted by direct contact. Should remain at home until all sores are healed.
- Whooping Cough: Exclude from school for 2 weeks from onset of illness or for five days after starting antibiotic treatment.
- Vomiting before school: Keep at home for the day.
- Head Lice: Anyone can catch head lice where people work and play together. Look for small whitish specks stuck to hair, especially behind ears and on the back of the neck. These are lice (eggs). Lice are seldom seen, except when combing. Lice are smaller than fleas or a pinhead. If you find head lice, see your chemist or local shire regarding treatment and please notify the school. Your child may need several treatments before the head lice are eradicated. Children may attend school one day after treatment has commenced.

School Board

The Jolimont Primary Independent Public School Board's role is to provide strategic guidance and monitoring of the school's performance. It supports the school in increasing effective autonomy and flexibility to further improve the quality of the whole school program.

Members are elected for a maximum of three years and are elected from the staff, parent body, community and local business. The School Board operates separately to the P&C. The School Board meets twice a term. Additional meetings may be called as required.

The Board does not have a role in day-to-day school management. This is the responsibility of the Principal and involves educational leadership, and the effective day-to-day administration, supervision, control of the school and its staff.

Parents & Citizens Association (P&C)

The P&C meets twice a term. Parents are encouraged to participate, providing their expertise and help. Our P&C actively support the school in conducting school events and raising funds for school projects. Please see the school website for further information and Term Planner for dates.

Parent Liaison Representatives

Each class has a voluntary parent liaison representative. The role of the liaison parent is to assist in a range of ways including helping new families to settle into the school, organising community events and where required assist the class teacher with class management matters such as parent rosters, money collection and parent helpers for school events. If you would like to contact the parent liaison representative for your child's class, please ask your child's teacher.

School Uniform

The School Board has endorsed a school dress code and stipulates that uniforms should be worn at all times. Accessories such as large earrings, fashion accessories and nail polish are not appropriate for school. Long hair must be tied back. A 'no hat / no play' policy has been adopted. Students will be required to play in the undercover area if they do not have a hat. Suitable footwear such as joggers, shoes with rubber soles, or buckled sandals, are recommended.

	Boys	Girls
Summer	Navy Polo Mesh Short Sleeve with school logo Navy Shorts Microfibre Navy Bucket Hat with school logo	Navy Polo Mesh Short Sleeve with school logo Navy Skort with Under Bike Pant Navy Shorts Microfibre Navy Bucket Hat with school logo
Winter	Navy Polo Mesh Short Sleeve with school logo Navy Wet Weather Jacket Navy Track Pant Fleece or Microfibre Navy Bucket Hat with school logo	Navy Polo Mesh Short Sleeve with school logo Navy Wet Weather Jacket Navy Track Pant Fleece or Microfibre Navy Bucket Hat with school logo
Sport	For faction sports, a Polo Mesh Short Sleeve in faction colour Navy Shorts Microfibre Enclosed sport shoes	For faction sports, a Polo Mesh Short Sleeve in faction colour Navy Shorts Microfibre Navy Skort with Under Bike Pant Enclosed sport shoes

School Uniform Shop

Jolimont Primary School uniforms are available for purchase online from Perm-A-Pleat Schoolwear via the Jolimont Primary School website, http://www.jolimontps.wa.edu.au/uniforms, with orders delivered to your preferred address for a flat rate of $10 incl GST. Sizes are available to try on at the front office.

Please refer to the Jolimont Primary School website for further information.

Entrances and Parking

Jolimont Primary School has four points of entry. There are two entrances on Hay Street, a gate at Dakin and Wilsmore Streets and a path to Roberta Street. The Hay Street entrance at the Subiaco end of the school is strictly for staff parking only. The parking area at the western entrance on Hay Street is a collect and drop-off area and for visitor parking. Parking is also available in Dakin, Wilsmore and Roberta Streets. Please note the Hay Street verge is a “No Parking” zone.

Visitors to the School

All visitors to the school are required to sign in at the front office and sign out upon leaving.

Complaints Management

If you have a concern relating to your child, the school or its operation; it is important you inform the school in order for the issue to be resolved. We encourage you to contact the relevant person. Your first point of contact should be your classroom teacher. Should you feel unable to approach the teacher you are welcome to approach the administration team. Everything will be done to assist in a resolution.

Lost Property

Please ensure clothing, hats, shoes and other items brought to school are clearly marked with your child’s name. Lost property is stored in the hallway near Admin. Property not claimed at the end of each term will be given to our P&C for re-sale, or donated to charity.

Bicycles, Skateboards and Scooters

It is recommended by the Police Service that students younger than ten years do not ride bikes to school. Students must wear a helmet and walk their bike/skateboard through the school grounds. Bikes and scooters can be locked in the racks near Room 12, please remember to bring a lock.

Dogs

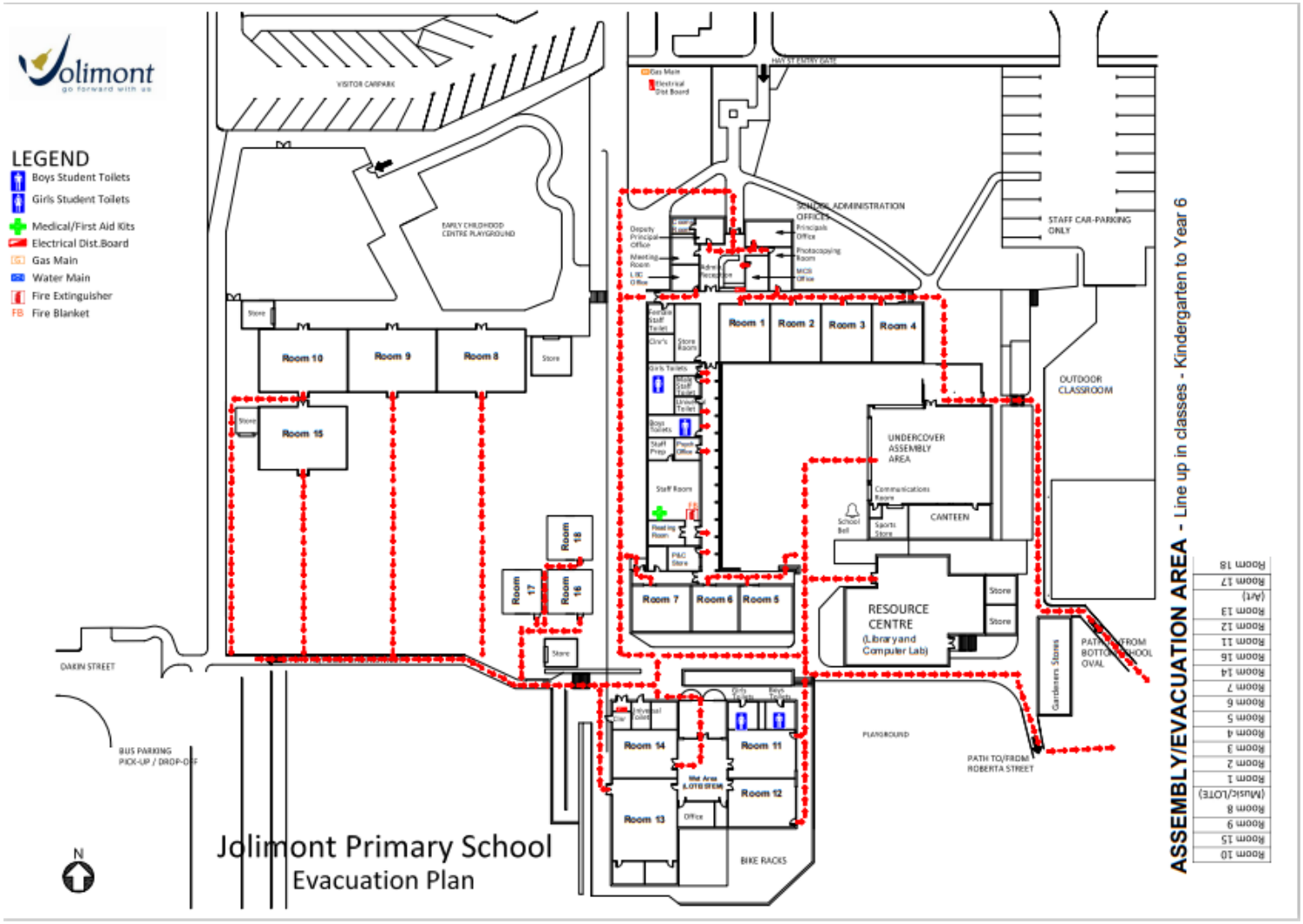
Dogs are not allowed on school premises.

Insurance

Students should not bring valuables to school, as the items are not covered by insurance. It is strongly suggested children do not bring mobile phones to school. In cases of emergency, students have access to a phone at the front office. The school does not accept responsibility for the loss, theft or damage to a student’s mobile phone.

School Map

Please refer to the next page.


LEGEND
Boys Student Toilets
Girls Student Toilets
Medical/First Aid Kits
Electrical Dist.Board
Gas Main
Water Main
Fire Extinguisher
FB Fire Blanket
VISITOR CARPARK
EARLY CHILDHOOD CENTRE PLAYGROUND
SCHOOL ADMINISTRATION OFFICES
STAFF CAR-PARKING ONLY
OUTDOOR CLASSROOM
UNDERCOVER ASSEMBLY AREA
CANTEEN
RESOURCE CENTRE (Library and Computer Lab)
Room 1
Room 2
Room 3
Room 4
Room 5
Room 6
Room 7
Room 8
Room 9
Room 10
Room 11
Room 12
Room 13
Room 14
Room 15
Room 16
Room 17
Room 18
OAKIN STREET
BUS PARKING PICK-UP / DROP-OFF
PLAYGROUND
PATH TO/FROM ROBERTA STREET
BIKE RACKS
N
Jolimont Primary School
Evacuation Plan
ASSEMBLY/EVACUATION AREA - Line up in classes - Kindergarten to Year 6
Room 10
Room 15
Room 9
Room 8
(Music/LOTE)
Room 1
Room 2
Room 3
Room 4
Room 5
Room 6
Room 7
Room 14
Room 11
Room 12
Room 13
Room 16
Room 17
(Art)
Room 18