



PARENT INFORMATION BOOKLET 2020

Website: www.lakemongerps.wa.edu.au

Principal: Ms Diane Tomlinson

Deputy Principal: TBA

Manager Corporate Services: Ms Cath Gribble

Dear Parent

Welcome to Lake Monger Primary School for the 2020 Academic Year.

Lake Monger Primary School is an Independent Public School.

Our aim is to provide as many interesting and positive learning situations for your child as possible. We pride ourselves on having A View to Excellence and a focus on High Standards and High Expectations.

Our six school values are:

| | | |
|---------|------------|----------------|
| Honesty | Caring | Responsibility |
| Respect | Creativity | Perseverance |

The purpose of this document is to provide parents, whose children are enrolled in the school, with information relating to many standard procedures adopted within the school.

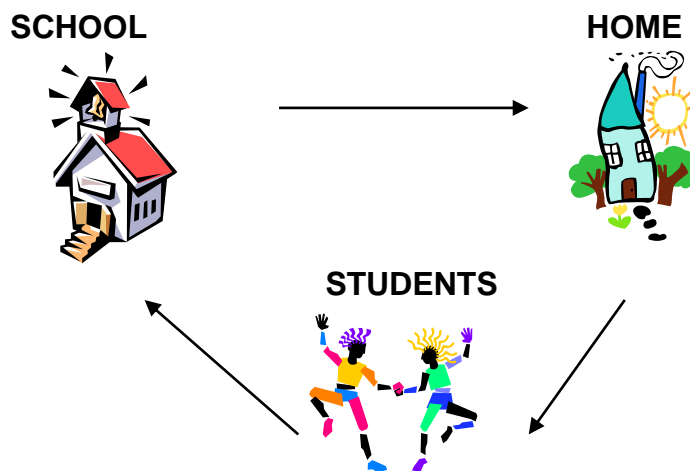
Uniformity of procedure and a basic understanding of school organisation is essential if the school and home are to work together in order to provide the best possible educational opportunity for our students.

It is generally agreed that the best forms of learning take place in a secure and caring environment. This relates both to the home and school situations. The triangle of home, school and student working together in co-operation provides the best platform on which a sound education can be developed. One important aspect of this triangle is communication.

If you have any problems or concerns relating to school organisation and/or your child's progress, please contact the office for an appointment to discuss your concerns with the class teacher. **The classroom teacher is the first port of call for any discussion regarding your child.**

Remember: Your child's future and success depends, in part, upon your involvement and support of the teaching programs offered at our school during 2020.

THE EDUCATIONAL TRIANGLE



Our school and your home are four walls that surround the future and we aim to have a view to excellence for your child. Parents see the future in their children's eyes. (Will Anderson)

SCHOOL PURPOSE

The purpose of Lake Monger Primary School is to ensure that all students develop the knowledge, skills and confidence to achieve their individual potential and contribute to society.

NATURE OF THE SCHOOL

The staff are dedicated in providing quality and effective teaching and learning opportunities for the children in their care. An integrated curriculum from Kindergarten to Year 6 aims to cater for the individual needs of each child and Individual Education Plans/Group Education Plans meet the specific needs of students when required. Technology plays an important role as a tool for learning and Information, Communication and Digital Technology is a focus area. All classes have computers and Internet connection. The school has Specialist Teachers in Health, Physical Education, Italian, Music and Information, Communication and Technology (ICT). The school is part of the Churchlands Network and benefit from an EALD Teacher for support programs. Lake Monger Primary School is 'big enough to be interesting and small enough to allow for personal attention to be given to each child and to provide a more 'family' feeling. You can access information about the school at the school's website: <http://www.lakemongerps.wa.edu.au>. Lake Monger Primary School is a feeder school to Bob Hawke College.

STAFFING

Administration Staff:

| | |
|----------------------------|--------------------|
| Principal | Ms Diane Tomlinson |
| Deputy Principal | TBA |
| Manager Corporate Services | Ms Cath Gribble |

Teaching Staff:

| | |
|--------------------------------|-----------------------|
| Classroom Teachers | Kindergarten – Year 6 |
| EAL/D Specialist Teacher | |
| ICT Teacher | |
| Language Teacher | |
| Health/P.E. Specialist Teacher | |
| Music Teacher | |

School Support Staff:

Library Officer
Education Assistants
School Support Staff
Gardener / Maintenance
School Nurse - on call
School Psychologist – 1 day per fortnight
Cleaners AM/PM

School Times

| | |
|-------------------|--|
| Classes commence | 8.40 am |
| Morning Recess | 10.40 am – 11.00am |
| Lunch | 12.15 am – 12.25 pm (Eating) 12.25 am – 1.00 pm (Playing) |
| Classes dismissed | 3:05pm |
| | WEDNESDAY 2.30pm |



WESTERN AUSTRALIAN CURRICULUM AND ASSESSMENT OUTLINE

In Semester 2, 2013, schools began using the Western Australian Curriculum and Assessment Outline. The Western Australian Curriculum and Assessment Outline replace the Curriculum Framework and is mandated for all Western Australian schools.

The purpose of the Outline includes:

- setting out the knowledge, understanding, skills, values and attitudes that students are expected to acquire; and guidelines for the assessment of student achievement.
- provides comprehensive information that schools can use to plan student learning programs, assess student programs and report to parents.

The Outline includes:

- guiding principles of teaching, learning and assessment
- Kindergarten Curriculum Guidelines
- Australian Curriculum content (Pre Primary - Year 10)
- Achievement Standards (Pre Primary - Year 10)
- Assessment and Reporting policy

Full implementation of Phase 1 of the Australian Curriculum occurred in 2016. The Learning Areas include:

English

HASS (History and Social Sciences)

Mathematics

Science

There is a focus on general capabilities, cross curriculum priorities and student diversity.

MAKING JUDGEMENTS ABOUT CHILDREN'S LEARNING:

During 2020 exemplars of student work combined with comparability meetings where applicable will enable staff to make decisions about children's learning. In 2020 Lake Monger Primary School will continue with the implementation of the Australian Curriculum and Early Years Learning Framework.

Reporting in 2020 will include Kindergarten to Year 6 students.

SCHOOL PRIORITIES 2020:

ENGLISH LEARNING AREA

- Reading for Meaning
- Writing

HIGH MAINTENANCE: ENGLISH LEARNING AREA

- Grammar
- Mathematics Learning Area

CLASS ORGANISATION:

Staffing provided by the Department of Education recommends up to 20 children per session in Kindergarten, 27 children in Pre Primary, 24 children in Years 1, 2 and 3 and 32 per class in Years 4 – 6. These are the recommended class sizes.

SCHOOL EDUCATION PHILOSOPHY

INTELLECTUAL EDUCATION:

Specific outcomes for the various subjects relating to intellectual education are as detailed in the various documents supplied by the Department of Education and as identified in the school purpose, priorities and teacher's planning. These will be the outcomes that all teachers will focus toward and which will be evident in planned learning experiences.

SOCIAL EDUCATION:

The social outcomes will be those identified to help the students achieve the skill levels required for successful social interaction within our society. Many of these skills are reflected in the outcomes of planned learning experiences.

MORAL EDUCATION:

The moral outcomes are derived from the acceptable moral codes as they exist for the great majority of people in our society. Moral education is often taught by role modelling and usually incidentally.

PHYSICAL EDUCATION:

Physical requirements of a fit and healthy body are taught through health studies, physical education and sporting activities. Many of these outcomes will be met by the programs of the Phys Ed Specialist reinforced by teachers in relevant subject learning experiences.

Lake Monger Primary School is an official SunSmart school. Children wear either a legionary wide brimmed or bucket hat and are encouraged to apply sunscreen prior to the beginning of the school day. Sunscreen is available for children to apply during outdoor sessions e.g. Phys Ed.

CRUNCH AND SIP

Lake Monger Primary School is a "Crunch and Sip" school. At approximately 2:00pm each school day, the children from Years 1-6 take a five minute break from their class to eat either a small piece of fruit or veg. To support this healthy eating we ask that parents provide their child/ ren with either a small piece of fruit or veg. Throughout the day the children are reminded about the importance of drinking water.

CULTURAL EDUCATION:

Given the diversity of ethnic origins of the school population, special attention is needed to ensure cultural heritage is included whenever possible in learning experiences.

STAFF LIST 2020:

Parents will be advised of 2020 Staff through a newsletter in Term 1.

START TIME

While children should **not** arrive before 8.10am all children should be at school by 8.30am so they can get themselves organised for the day. Parents are asked to pick children up **promptly** after school. If you are running late, please call the office so that we can reassure your child that you are on your way.

The siren sounds at 8:40am for the start of the school day.

TERM DATES FOR 2020

School Office reopens on Tuesday 28 January

| | |
|--------------------|--|
| Term Dates: | 2019 |
| Term 1 | Monday 3 February – Thursday 9 April |
| Term 2 | Monday 28 April – Friday 3 July |
| Term 3 | Monday 20 July – Friday 25 September |
| Term 4 | Monday 12 October – Thursday 17 December |

PROFESSIONAL DEVELOPMENT DAYS FOR 2020

Children **do not come to school on these days**

| | | |
|---------------|---------|------------|
| TERM 2 | Tuesday | 28 April |
| TERM 3 | Monday | 20 July |
| TERM 4 | Monday | 12 October |

CONTRIBUTIONS AND CHARGES & PERSONAL ITEMS FOR STUDENT USE:

The Education Act 1999 stipulates these three requirements be communicated to parents two months before they come into practice.

VOLUNTARY CONTRIBUTIONS

Are supplementary funds paid by parents to support the learning program.

For 2020 – \$60.00 per year per student.

CHARGES

Are scheduled expenses for proposed activities for that year.

PERSONAL ITEMS FOR STUDENT USE:

These are items staff requires parents to purchase for their children to participate effectively in the learning programs.

All lists/items are approved by the School Board.

Voluntary Contributions can be paid at the office. Direct payment is available. Please contact the school office for information on banking details.

STUDENT REQUIREMENTS:

All students **must** supply their own:

- Art Shirt
- Tissues
- Library Bag (40 x 30cm)
- Hat – bucket or wide brimmed
- Uniforms (please enquire at school office)
- Personal Items for Student Use (see office)

LIBRARY AND READING BOOKS:

Children may be permitted to take home school library books and reading books. Students require a large waterproof bag for this purpose.

STUDENT SERVICES:

Our school is fortunate to have the services of a School Psychologist, and School Nurse who deal with educational, social issues and difficulties respectively. The Principal and Deputy Principal meet with the School Psychologist quite regularly to discuss students who may require their services.

All officers are available for parental consultation upon appointment. Appointments can be made through the school office.

SPECIALIST TEACHING AREAS

The school offers specialist teachers in the areas of Languages (Italian), Information, Communication & Technology, Health and Physical Education and Music (Years 1-6). The school also has a choir. Instrumental Music is available to selected Year 5 & 6 students through a peripatetic music program. Full details are available from the school. There is also a P.E. Specialist that teaches children a range of sporting skills and activities. The school participates in various interschool sport events.

SPORT

In-term swimming lessons are organised each year for Pre Primary to Year 6.

Children are encouraged to wear coloured faction tee shirts (available from the Uniform Shop) on days for organised Sporting events as well as every Thursday for Faction

T shirt Thursday.

PEAC AND OTHER SPECIAL PROGRAMS

Identified academically talented students in Years 5 to 6, may be given the opportunity to be included in relevant *Primary Extension and Challenge* classes conducted within the Region. Transport to and from the classes is the responsibility of parents as is the cost of participation in any program. Costs differ for each course. Year 4 children sit a test to gain entry into this program.

In Years 1 to 4 extension activities are normally carried out within the classroom. Identified academically talented students in Years 1 & 2 possibly have the opportunity to be included in Regional organised Early Years Extension classes (EYES). Selection into this program is based on teacher's judgement and the results of internal and external testing.

Children in Year 5 are advised on how to make application for placement in special secondary extension programs.

INTERVIEWS

Parents wishing to have interviews with class teachers are requested to arrange these by telephoning through the school office so a mutually suitable time can be arranged.

REPORTING

Formal written reports on students' progress will be made available to parents twice a year.

LEGAL SURNAME:

The child's legal surname will appear on official school documents i.e. reports, attendance records. This is a requirement from the Department of Education.

CUSTODY:

Parents who have custody papers or orders **should** provide copies for the school. The class teacher and school administration should be made aware of any custody issues.

PERSONAL INFORMATION

An update on the information on the Enrolment form is collected early in the year to provide accurate information on children's addresses, telephone number, doctor, emergency contact numbers, special allergies, complaints, etc.

PARENTS ARE URGED TO KEEP THIS INFORMATION UP TO DATE AS IT IS ESSENTIAL TO SAFEGUARD STUDENTS' INTERESTS.

SECURITY – VISITORS TO THE SCHOOL

All visitors to the school are asked to sign in via the Front Office.

CLASS ROOM VISITS:

Parents are asked **NOT TO** enter classrooms unless the teacher is present. This situation should only occur before school commences. Unauthorised entry to classrooms has created some problems in the past and in order to avoid any future misunderstanding; please adhere to this request.

PARKING

Parents are reminded **not** to use the **Staff Car Parks** (the main staff car park and early_childhood) but to park in legal parking bays provided. Please be vigilant of children at all times.

BIKE RACKS

Bike racks are available for children to park their bikes during the school day. Children must wear bike helmet at all times when riding their bike.

CHILDREN LEAVING SCHOOL GROUNDS

For safety reasons children are not permitted to leave the school grounds during school time without permission. If a parent needs to withdraw a child from class they should come to the office to sign a child out and obtain a release slip to give to the class teacher.

CHILDREN TRANSFERRING OUT OF SCHOOL

Parents of children transferring to another school need to give reasonable notice so that relevant documents can be assembled for sending on to the new school.

Please ensure that before departure any books (library or class) and other school materials are returned.

EXCURSIONS

Educational excursions are planned, and organised under Department of Education requirements by the teachers to enrich the opportunities available to the children. Costs are always kept to the minimum possible. Where there is a difficulty meeting the cost of an excursion, please contact the class teacher or Principal so a suitable alternative can be worked out. The majority of excursions/incursions are subsidised by School funds.

Children are only allowed on excursions if they are wearing school uniform (and hat). This is enforced for safety reasons.

INCURSIONS

These activities are an important part of the school program. Over time a variety of performances are invited to the school including: Music, Art, Dance, Drama and Physical Education. Parents are always welcome to attend free of charge.

SCHOOL UNIFORM

It is school policy for all students in Years Pre-Primary to 6 to come to school in the dress code which has been approved by the School Board. Parent support in this regard is very much appreciated. School uniforms and faction T-shirts can be purchased

weekly from the Uniform Shop between 8.15 am and 9.00am, during term time only. Both new and second hand uniforms are available at reasonable prices. Year 6 students may be offered the chance to purchase a special Graduation year polo shirt. The Uniform shop is **CASH ONLY** arrangement.

OTHER CONSIDERATIONS

- Hair longer than shoulder length needs to be tied back and loose hair clipped up.
- When representing the school, students are to wear the school uniform. This includes all excursions and school activities outside the school.
- Faction shirts are encouraged to be worn on designated sports days.
- Students *are not* permitted to wear denim.
- The wearing of jewellery is discouraged for safety reasons.
- All articles of clothing should be clearly marked with the student's name.

SUMMER UNIFORM

Polo Shirt – Yellow with green school emblem

Girls – Bottle Green pleated skirt or shorts

Boys – Bottle Green shorts (rugger or knit short)

WINTER UNIFORM

Bottle Green windcheater with school emblem

Bottle Green track pants or Plain black pants (**NO DENIM OR LEGGINGS**).

Faction Shirts - these should be worn for all Physical Education and sporting events.

Please note: The school has a NO HAT NO PLAY in the Sun policy which operates throughout the year.

Shoes – enclosed shoe or sandal. No scuffs or thongs apart from wearing to and from school during swimming lessons.

FACTIONS

All children will be placed in a faction. Whenever possible family members are assigned to the same faction.

The factions are:

| | |
|--------------|----------|
| Red | Mitchell |
| Blue | Harborne |
| Green | Powis |

All children are encouraged to wear their faction T shirts on the days they have Physical Education or Sport.

In Term 3, the school will hold a Faction Sports Carnival. Lake Monger Primary School is also involved in an interschool sports program.

ITEMS FOR PERSONAL USE (SCHOOL STATIONERY/BOOKLIST)

Each year the school teaching staff compiles year level lists of stationery and book items to be provided by parents. Booklists are distributed to parents in December, enabling them to select the supplies required and return the orders to the school. While the school has a preferred supplier whose commission is used to purchase additional resources for the children, parents are free to select their own. Parents are asked to ensure their children's stationery items are provided at the beginning of the year so all children come fully equipped for their lessons.

TOYS, VALUABLES AND SPORTING EQUIPMENT

Jewellery, toys iPads, iPods and sporting equipment etc. should not be brought to school. The school cannot be held responsible for the loss and/or damage of these items which should be kept at home. On occasions, a child may bring a favourite toy for 'Show and Tell'.

LOST PROPERTY

Please see that every item of clothing owned by your child is clearly marked with their name. Large quantities of good quality clothing in excellent condition remain unclaimed every week. At the end of each term unclaimed clothing may be recycled and sold as second hand clothing by the Uniform Shop. Other items are donated to charity.

SCHOOL DENTAL SERVICES:

Upon enrolment, each student from age 5 is offered inclusion in the school dental service. All children's dental arrangements are made between the Dental Therapy Centre and the parents. The school has **no** involvement apart from the class teacher being informed of any appointments.

COMMUNITY HEALTH SERVICE:

The Community Health Department provides the services of a Community Nurse. The aim is to ensure, as far as possible, that every child remains fit and well in order to gain the greatest benefit from education and enjoyment of life.

The nurse covers many health promotion activities at the school, including:

- Screening students for health problems
- Backup and support of the school health education program.

Children identified are given regular follow-up checks. The nurse will see a child that either the teacher or parents are concerned about.

MEDICAL SCREENINGS

Screenings by the School Nurse, Dental Van and Dentist are held periodically. Parents will be advised if a child requires attention.

MEDICATION

Medicines should not be given to children to bring to school in bags, lunch boxes etc. Under no circumstances are children to keep them in the classroom or in their school bags.

Where it is necessary for children to be given some form of medication, parents should bring the requirements to the office, with a note from G.P./Parents, appropriate arrangements will then be made. Special documentation is available at the school office. On the advice of the Asthma Foundation asthma sufferers should keep their inhalers in their classroom. **(Permission to medicate should be signed by your G.P. on the required forms, and provided to Admin.)**

Please update your child's Medical Information each year.

ABSENCES

All student absences should be explained in writing giving reasons.
A telephone call or email can also be used to explain a student absence

The School Education Act 1999 required a student of compulsory age to regularly attend a registered school or an approved educational program. Students may be absent from school for reasons such as illness, religious/cultural ceremonies or any other reason considered acceptable by the Principal. Audits of student absences are conducted. Children's absences from school in term time due to vacations, is not supported, because children need to be at school every day.

It is the parents' responsibility to ensure that their child/ren regularly attends school and to inform the Principal within three school days as to the cause of the absence. Children need to be at school in order to learn and therefore Lake Monger Primary School does not support extended holiday absences during term time.

LATE STUDENTS

Any child arriving late to school must come to the office before going to class to receive a late note.

HEAD LICE

Head lice are always with us and only vigilance from teachers and parents will help minimise the difficulties. It is certainly not an indication of lack of hygiene by a family. At any sign of lice (eggs or nits) please notify the school so a standard letter can be sent home reminding all parents in your child's class to check hair. The parents should then ensure their child's hair is immediately treated (and the rest of the family if necessary). Treatment should be applied again a week later if any eggs are still left in the child's hair as one egg could hatch and the whole process start all over again!

SCHOOL RULES

These key rules form the basis of a code of acceptable behaviour from our students:

- Keep your hands and feet to yourself.
- All behave safely.
- All respect the right to learn, work and play.
- Everyone is treated courteously and with respect.
- All take pride in the school and the environment.
- Students follow our dress code.
- There are class rules and Rights and Responsibilities displayed in all classrooms.
- Walking only on paved areas around the school.

SCHOOL SECURITY

The school is secured electronically and by security patrol. School Watch is also encouraged. If any security problem is noticed, please ring:

| | |
|------------------------------|------------------|
| Police Communications | 131 444 |
| School Security | 9264 4771 |

PETS:

Pet of any description **ARE NOT** permitted on the school grounds for health and safety reasons.

SAFETY HOUSE

Some houses within the school boundary have been registered as Safety Houses under the above scheme. On these premises, children know that there is an adult who will care for them should they have problems of a 'stranger danger' type on their way home from school. A detailed leaflet outlining the scheme is available at the school and parents in the area are encouraged to consider registering their house as a Safety House.

SCHOOL PREMISES AFTER HOURS:

School grounds are out of bounds to all children after hours unless they are with a teacher or involved in an activity sanctioned by the school.

Children are not permitted to play on the Pre Primary, Kindy or school playground equipment before or after school.

The premises are monitored by "*School Watch*". School security guards visit regularly after hours.

School facilities may be available for use by organised community groups provided prior notice is requested and granted by the Principal. There are certain conditions to be adhered to before permission is granted. A hire fee will be negotiated.

VOLUNTARY CONTRIBUTIONS 2020

Voluntary Contribution **per child \$60.00** and is to be paid directly to the school. Payment of these contributions at the beginning of the school year would be appreciated. There is a P&C levy of \$25.00 which goes toward fundraising for student and class resources.

STAFF MEETINGS:

These are held out of school hours up to 5 times a term. Meetings are held on Wednesday afternoon. Dates of the meetings are included on each of the term planners.

ASSEMBLIES

Assemblies are held in our Undercover Area, and the day and dates will be advised in the Newsletter and Term Planner. The Assembly commences at 8.40am. All parents are welcome to attend. Parents will be advised of upcoming class item dates.

NEWSLETTER

Newsletters are emailed to each family, fortnightly, on a Tuesday. They are a most important means of communication between school and home. If you require a paper copy please contact the school requesting to be put on the distribution list. Newsletters are also placed on our website.

Website address: www.lakemongerps.wa.edu.au

A Term planner is distributed at the end of the term for the following term.

PARENT HELPERS

Teachers welcome parent help. Early years teachers especially appreciate assistance in story writing, reading and craft activities. Parent help is encouraged by the school administration and the class teacher determines the application of it within any class. Teachers seeking assistance will advise parents. Parental assistance is always needed in the library especially for covering of new books and putting books back on the shelves.

SCHOOL CAR PARK:

This is provided for staff cars **ONLY** and so we ask parents not to use it to drop children at school or when picking them up, particularly when it is raining. Extra cars moving around and children running as they do when it rains, makes for a very dangerous situation.

Students and parents must follow the 'pathway when entering and exiting the school grounds.

CANTEEN

The school canteen is run by volunteers and operates Wednesday and Thursday at recess and lunch time. The Menu is available on the school website. Children place orders in the morning before school for both recess and lunch time. Order forms are available outside canteen window. The completed order form is then placed in the metal box located on the canteen window ledge. The canteen is cash only.

BREAKFAST CLUB

Breakfast, free of charge, is available for children in years 1-6 every Wednesday from 8:10am – 8:30am. The canteen volunteers run the Breakfast Club for the children in our school.

ILLNESS AT SCHOOL:

In the case of illness or injury, parents will be contacted and must assume responsibility for their child. The need for emergency contact is essential.

At all times, the school will endeavour to act in the best interests of the child. This may require a visit to a local doctor, hospital, or calling an ambulance. In such cases, the parent will be liable for expenses incurred.

AMBULANCE POLICY:

In the event of a serious injury, students will be placed in an ambulance and transported to hospital. Parents will be liable for costs incurred.

HOMEWORK

The setting of homework for **students** is the responsibility of the classroom teachers who are aware of the individual needs of the children in their charge. Parents are advised to contact the classroom teacher in regard to homework queries.

BEFORE AND AFTER SCHOOL:

Parents are advised regularly through the school newsletter that no child should arrive at school before 8:15am.

Parents are reminded school **STARTS at 8:40am**. Students need to be at school by 8:30am to unpack and prepare for the day.

Parents are requested to promptly pick up their children at 3:05pm. If children have not been picked up by 3:15pm, the following procedure will be implemented.

1. Contact parent by phone.
2. Contact emergency number.
3. Contact local police and advise that the child has been left unsupervised at school.

OUT OF SCHOOL CHILD CARE

We host the Mulberry Before and After School Care at Lake Monger Primary School.
Contact details below:

Mulberry Day Care Centre

114 Herdsman Parade

Wembley

Telephone number: 9383 7145

These centres drop children off at the school in the morning and pick them up after school.

SCHOOL BOARD

The School Board meets four times a year and has parental, community, staff representation.

The functions of the Lake Monger Primary School Board, as an Independent Public School are:

- To report to parents and local community representatives on the school's educational objectives, priorities, finances and performance.
- To provide opportunities for parents and community members to participate in the formation of the school's educational objectives and priorities.
- To provide parents and community representatives with opportunities to participate in formulating the educational policy setting aspects of the school's Business Plan.

P & C MEETINGS

These meetings are held in the conference room. All parents are invited to attend as the P&C need more parents to be involved. Notice of meeting dates are publicised in the school newsletter and the term planner.

The P&C provides great support for the school by managing the School Canteen, Uniform shop and assisting with fund raising to enhance the facilities for your children.

CONCLUSION:

The Staff of Lake Monger Primary School are the educational professionals who use all their skills to provide a sound education for your children. The best educational opportunities result from parents, teachers and children all working together in a co-operative spirit of warmth and friendship. Our school has a "View to Excellence".

DIANE TOMLINSON

PRINCIPAL

February 2020

Contact Information

26 Dodd Street

Wembley WA 6014

Phone (08) 9205 5400

Email Diane.Tomlinson@education.wa.edu.au

SUN PROTECTION POLICY (reviewed 30.07.2019)

. RATIONALE:

Australia has the highest rate of skin cancer in the world. Overexposure to the sun during childhood and adolescent is an important contributing factor to the development of skin cancer later in life. As students are at school during times of peak ultraviolet (UV) radiation, schools can play a major role in creating a supportive environment that minimises exposure and encourages sun protective behaviours.

Our sun protection policy has been adopted to ensure that all students, staff, parents and visitors attending Lake Monger Primary School are protected from skin damage caused by UV radiation from the sun. This policy is to be implemented throughout the year, but with particular emphasis from the beginning of September through to the end of May. The sun protection practices outlined in this policy will be applied to all school activities, including sports carnivals, excursions and camps. The policy has been developed in consultation with the whole school community.

Our Commitment

Lake Monger Primary School will:

- Inform parents of this sun protection policy when they enrol their child/children.
- Brief all new staff on the sun protection policy.
- Promote sun protection via newsletters, assemblies, daily messages, whole school activities, and parent and staff meetings.
- Require students to wear broad-brimmed, bucket or legionnaire hats when outside.
- Direct students without a broad-brimmed, bucket or legionnaire hat to stay in the undercover area or veranda.
- Encourage staff to wear broad-brimmed, legionnaire or bucket hats for all outdoor activities, including yard duty.
- Encourage parents and guests to wear broad-brimmed, legionnaire or bucket style hats when participating in and attending outdoor school activities.
- Require students to wear broad-brimmed or bucket hats, sun protective clothing and sunscreen for all camps, sports and excursions. These items will be listed on the parent permission form.
- Require staff and students to wear a swim (*rash*) top for swimming (this may not be appropriate during competitive swimming).
- Review the school dress code to include sun protective items such as shirts with collars and longer sleeves, and swim tops for swimming.
- Ensure there is adequate provision of shade within the school grounds for students and staff, by planting trees and building shade structures. Particularly in areas where students congregate, for example, lunch, canteen, outdoor lesson areas.
- Encourage staff and students to use shaded or covered areas when outside.
- Ensure that adequate shade is provided at sporting carnivals and outdoor events.
- Timetable as many outdoor activities as possible - including assemblies, sport and physical education – when the UV index is below 3. When this is not possible activities should be scheduled as far from 12 noon as possible.

Encourage the use of SPF 30+ broad-spectrum, water-resistant sunscreen by:

- providing sunscreen in the classroom.
- allowing students time to apply sunscreen 20 minutes prior to outdoor activities e.g. prior to school, before lunch, PE lessons, sports, excursions etc.
- Incorporate sun protection and skin cancer awareness programs into the appropriate Key Learning Areas of the school curriculum.
- Review the sun protection policy annually.

Our Expectations

Parents/carers will:

- Ensure your child/children has a broad-brimmed, legionnaire or bucket style hat. Cancer Council WA recommends the following hats:
 - broad-brimmed (7.5 cm brim)
 - legionnaire-style
 - bucket/surfie-style (6 cm brim). Bucket hats are available for purchase from the uniform shop.
- Ensure that your child/children's clothing provides adequate protection from UV radiation. Cancer Council WA recommends the following:
 - collars and sleeves
 - closely woven fabric
 - natural fibre
 - swim (*rash*) tops for swimming.
- Ensure that your child/children has/have access to SPF 30+ broad-spectrum, water-resistant sunscreen before leaving for school.
- Act as positive role models by practising SunSmart behaviour.
- Support the school's sun protection policy, and help design and regularly update the policy.

Students will:

- Be aware of the school's sun protection policy.
- Take responsibility for their health by being SunSmart.
- Comply with SunSmart rules and guidelines by wearing suitable hats and clothing.
- Apply SPF30+ broad-spectrum, water-resistant sunscreen 20 minutes before going outdoors.
- Use shaded or covered areas outdoors.
- Act as positive role models for other students in all aspects of SunSmart behaviour.
- Be actively involved in initiatives to protect the school community from over-exposure to the sun.
- Help design and regularly update the SunSmart policy.
- Participate in SunSmart education programs.

Evaluation

The **School Board** will review the effectiveness of this policy and make any necessary changes.

They will:

1. Review the SunSmart behaviour of students, staff, parents, and visitors and make recommendations for improvement.
2. Assess shade provision and usage and make recommendations for increases in shade provision.
3. Update and promote curriculum material relevant to SunSmart activities.

For more information or an electronic editable copy of this sample policy please contact:

SunSmart Education Coordinator
Cancer Council Western Australia
Phone 9388 4351
Email: education@cancerwa.asn.au

Visit **www.GenerationSunSmart.com** to receive FREE resources.

MOBILE PHONE and MOBILE DEVICE POLICY (reviewed 18.11.2015)

RATIONALE:

Lake Monger Primary School values its learning environment.

PURPOSE:

New personal technologies often impose new challenges for both school and students. The aim of this policy is to minimise intrusion and associated misbehaviour, bullying and theft involving mobile phone technology.

BROAD GUIDELINES:

Communication to parents or care givers during school hours of any and all issues relating to students is the responsibility of the school and will be managed by the school.

Mobile phones can be an effective means of communication between parents and their children before and after school hours. They also offer potential as tools for 21st Century Learning, under teacher supervision. However, without supervision during school hours they can be a distraction to students and affect learning. While there may exist a need for students to carry a mobile phone on school premises, their use is to be governed by these guidelines.

Mobile phones are also a medium for bullying and inappropriate use and as such will be strictly controlled within the school environment, as per these guidelines.

Guidelines for students having a mobile phone on the school premises:

1. The school cannot accept any responsibility for any loss, theft or damage to a student's mobile phone or SIM Card. Any damage, theft or loss is the parent/carer responsibility.
2. Sole responsibility for phone security lies with the owner of the phone.
3. Phones are to remain 'turned off' and handed in to the front office at the commencement of the school day.
4. Phones used, without consent, during school time will be held in Administration and be available for collection, by the parents, from the office at the end of the day. Parents will be contacted and students will be given a notification slip to inform parents of the confiscation.
5. Refusal to hand a phone to a staff member, if it has been used inappropriately, will result in the school's Behaviour Management Policy being implemented.
6. It is an extreme breach of our Behaviour Management Policy if students are found involved in recording, distributing or uploading inappropriate images or videos of students, parents or staff on school premises.
7. Phones used to bully students may be subjected to confiscation.
8. All students at Lake Monger Primary School are expected to use technology, including mobile phones and the internet appropriately.
9. The policy for mobile phones applies to all mobile devices including MP3 players, iPods, iPads, DSI's hand held game consoles, etc. It is strongly suggested that students do not bring valuables such as these to school.
10. If students have internet access provisions on their mobile phone, parents need to be aware that it is their responsibility to adhere to restrictions and guidelines regarding Social Networking membership by students.

Cyber Bullying (finalized Nov 2018)

This document is an attachment to Lake Monger Primary School's Behaviour Management Policy.

Bullying occurs when a person or a group of people take(s) steps to negatively influence or intimidate another individual or group of people. Cyber bullying involves the use of information and communication technologies such as email, text messages, instant messaging and websites to engage in the bullying of others. This technology provides an alternate means for verbal, relational and psychological forms of bullying. Bullying in any form is unacceptable and is not tolerated at Lake Monger Primary School.

Lake Monger Primary School acknowledges that preventing and responding to cyber bullying is a whole community responsibility, and involves parent education and support by the School.

Prevention

Lake Monger Primary School has implemented the following steps with a view to preventing cyber bullying:

1. Each student and his or her primary caregiver is required to sign an Acceptable Usage Agreement before the student may use the School's ICT resources.
2. All students are provided with individual computer logins and passwords in order to access the School's computers and tablets.
3. Students in each class are informed of the rules for using the School's computers and tablets, which include using polite and respectful language, and not using mean, hurtful or harmful language. The students are aware that if these rules are not followed, they will not be permitted to use the School's computers and tablets.
4. Students in years 1 to 6 are taught protective behaviours when using the computers and tablets.
5. All student usage of the School's computers and tablets during school hours is subject to teacher supervision.
6. Access to internet sites on the School's computers and tablets is heavily regulated and restricted through the application of web filters.
7. If the School has any concerns regarding a student's usage of the School's tablets and computers, or is aware of issues regarding potential bullying by that student, the School is able to monitor and/or review the student's usage history.
8. The School has implemented its Mobile Phone and Mobile Device Policy, which restricts mobile phone usage during school hours.

Response

If Lake Monger Primary School becomes aware that a student is subject to cyber bullying, the School will investigate the situation, counsel the students involved, and record the incident(s). Depending on the situation, and as it deems appropriate, the School may:

1. notify the primary caregivers of all students involved in the incident(s);
2. provide support to any or all of the students involved in the cyber bullying incident(s) (including referral to or intervention by the school psychologist and other support services such as the Office of the eSafety Commissioner);
3. take disciplinary action against any student(s) engaged in cyber bullying; and/or
4. notify the police of the incident(s).

Additional resources

In implementing this policy, Lake Monger Primary School may seek guidance from additional entities or resources such as the Office of the e–Safety Commissioner, the Department of Education’s Professional Learning Protective Behaviours materials, Hector’s World and Cyber Quoll.

Lake Monger Primary School Healthy Food and Drink Policy

SCHOOL

Objectives:

1. Promote and support healthy eating and drinking for our students.

Guidelines:

1. Promote and support the 'Crunch and Sip Program' in classes.
2. Promote and support the 'Nude Food' program through the school.
3. Parents to consider 'healthy' recipes for birthday cakes/ cup cakes at school.
4. Promote the drinking of water only.

CANTEEN

Objectives:

1. As part of the P&C, provide personnel to manage canteen's operations.

Broad Guidelines:

1. Encourage support from P&C members to volunteer to support our canteen.
2. Encourage and provide training to paid and volunteer workers in our canteen.
3. Implement the 'Traffic Lights Program – Food Standards'.

Guidelines:

5. Opening times of canteen to provide a service to students and families.
6. Keep the canteen in a clean, hygienic workplace.
7. Manage the funds of the canteen and understand this is auditable annually as part of the P&C.
8. Report progress of canteen operations to P&C Meetings.
9. Provide Canteen facility for children's Breakfast Program.

Overall Outcomes:

1. Children experience eating a wide range of healthy foods so they have the energy for learning and growing.
2. Nutrition and Physical activity messages are being taught in the classroom to promote healthy living.

Parent education about healthy eating choices provided at class/ parent meetings and through the newsletter.

LAKE MONGER PRIMARY SCHOOL

BEHAVIOUR MANAGEMENT POLICY

Aim and Purpose

The Lake Monger Primary School community will together create a caring and positive educational environment. To achieve this Lake Monger Primary School has an effective Behaviour Management Policy.

Principle

All members of the Lake Monger Primary School community are expected to take responsibility to foster positive and caring behaviour.

Guidelines

RIGHTS

We have the right...

- to feel safe and secure
- to be treated with respect and politeness
- to learn
- to make the most of the educational opportunities available
- to a neat and orderly school environment

RESPONSIBILITIES

We have the responsibility to ...

- treat others with understanding
- treat others with respect
- treat others politely
- cooperate with teachers and students
- maintain and care for the school environment

SCHOOL VALUES

Creativity

Perseverance

Respect

Responsibility

Honesty

Caring

A chart listing these rights is available in each classroom.

IT IS UP TO EACH STUDENT TO ACCEPT RESPONSIBILITY FOR THEIR OWN BEHAVIOUR

LAKE MONGER PRIMARY SCHOOL BEHAVIOUR MANAGEMENT RATIONALE

| | | | | | |
|---|---|---|---|---------------------------------|------------------------------|
| Western Australian Values of Schooling | Pursuit of knowledge and commitment to the achievement of potential | Self-acceptance and the respect of self | Respect and concern for others and their rights | Social and civic responsibility | Environmental responsibility |
|---|---|---|---|---------------------------------|------------------------------|

Rationale

To achieve the School Rules the following strategies to promote a caring positive environment at Lake Monger Primary School will be undertaken:

- The Lake Monger Primary School Behaviour Management Policy will be available to the whole School community.
- Through teaching Values we aim to encourage intrinsic motivation for the students to be caring citizens.
- To encourage students to make responsible choices are promoted as part of the Values program.

| MANAGEMENT STRATEGIES | POSITIVE ENCOURAGEMENTS | CONSEQUENCES |
|--|--|--|
| <ul style="list-style-type: none"> ▪ Values program ▪ Classroom management/engagement programs ▪ Principal/ Deputy Principal ▪ Playground Rules/Policy ▪ Anti-Bullying Policy (please refer to separate policy) ▪ Consultation with School Psychologist ▪ Parents/Guardians Involvement ▪ SIS ▪ Individual Behaviour Plans ▪ Promoting Alternate Thinking Strategies (PATHS) ▪ Good Standing Requirements | <ul style="list-style-type: none"> ▪ Verbal encouragement ▪ Classroom Rewards ▪ Leadership Roles ▪ Visits to Administration ▪ Visits by Principal/Deputy to classroom ▪ Student of the week certificates ▪ Behaviour linked to IBP ▪ Raffle tickets (School Values) ▪ Good Standing | <ul style="list-style-type: none"> ▪ Specific verbal warnings ▪ Time Out in classroom ▪ Buddy class ▪ Age appropriate Reflection Sheet (Admin) ▪ Parent Contact ▪ Suspension ▪ Loss of Good Standing ▪ Exclusion from School |

GOOD STANDING REQUIREMENTS

The processes embedded within good standing requirements are underpinned by the following key principles of restorative practice:

- Positive interpersonal relationships are a major influence on behaviour.
- A culture of care supports all individuals in the school community.
- Cultural receptiveness and responsiveness is key to creating learning communities to mutual respect and inclusion.
- A restorative approach leads to individuals taking responsibility for their behaviour.

The following provides an outline of key processes in implementing good standing requirements:

Share responsibility

In partnership with students, their parents/carers and the local community, establish shared expectations and responsibility for behaviour. The school's student behaviour policy and good standing requirements should be communicated as part of this responsibility.

Good standing

- All students commence with and retain good standing while exhibiting behaviours that align with the school's values and beliefs as articulated in the school's behaviour policy.

Loss of good standing

- Loss of good standing occurs after a suspension or series of behaviours that are not aligned with the school student behaviour policy. These behaviours must include, but are not limited to:
 - starting a fight
 - making physical contact with the intention to harm another student or staff member
 - videoing a fight in the grounds of the school or off-site where there is reasonable nexus between the incident and the school, with the intention of publishing on social media.
- Students who breach the school student behaviour policy will have privileges removed such as being banned from school social activities.
- This should involve a discussion with the student and/or their parent/carer to highlight the issues that led to the loss of good standing.

Re-instate good standing

- Implement a restorative and educative return to school process to re-establish positive behaviour.
- Develop a re-entry and/or individual behaviour plan focusing on the identified areas for improvement citing strategies, milestones and desired outcomes.
- Re-instate a student's good standing after such period as decided by the principal.