



**YANCHEP LAGOON**  
PRIMARY SCHOOL

Dream · Believe · Achieve

**2024 School Information  
Booklet**

15 Primary Road, Yanchep WA 6035

Tel: 9562 8200

Email: [YanchepLagoon.PS@education.wa.edu.au](mailto:YanchepLagoon.PS@education.wa.edu.au)

Website: [www.yanchep.wa.edu.au](http://www.yanchep.wa.edu.au)

## 2024 SCHOOL TERM DATES

	START	FINISH
<b>TERM 1</b>	<b>Wednesday 31 January 2024</b>	<b>Thursday 28 March 2024</b>
<i>April/Easter Holidays</i>	<i>Friday 29 March 2024</i>	<i>Sunday 14 April 2024</i>
<b>TERM 2</b>	<b>Monday 15 April 2024</b>	<b>Friday 28 June 2024</b>
<i>July Holidays</i>	<i>Saturday 29 June 2024</i>	<i>Sunday 14 July 2024</i>
<b>TERM 3</b>	<b>Monday 15 July 2024</b>	<b>Friday 20 September 2024</b>
<i>September Holidays</i>	<i>Saturday 21 September 2024</i>	<i>Sunday 8 October 2024</i>
<b>TERM 4</b>	<b>Monday 9 October 2024</b>	<b>Thursday 14 December 2024</b>

## 2024 PROFESSIONAL DEVELOPMENT DAYS

*(Students do not attend school on these days)*

**Term 2 – Friday 31 May & Tuesday 4 June**

**Term 3 – Friday 9 August**

## YANCHEP LAGOON PRIMARY SCHOOL TIMES

Classroom doors open 8.25am

School starts 8.40am

Lesson 1 8.50am-9.50am

Lesson 2 9.50am-10.50am

Lunch time/break 10.50am – 11.30am

Lesson 3 11.30am-12.30pm

Lesson 4 12.30am-1.30pm

Recess/break 1.30pm – 1.50pm

Lesson 5 1.50pm-2.50pm

School finishes 2.50pm

Gates close 3.00pm

**Please be punctual in dropping off and picking up your child. If you are arriving after 8.40am or need to collect your child earlier than 2.50pm, please go to the main Administration office.**

**EDUCATION SECURITY 1800 177 777**

IF YOU SEE ANY DAMAGE TO THE SCHOOL, OR SUSPICIOUS BEHAVIOUR, PLEASE  
TELEPHONE EDUCATION SECURITY 1800 177 777

### SCHOOL CONTACT DETAILS

Yanchep Lagoon Primary School  
15 Primary Road, Yanchep, WA, 6035

Tel: 9562 8200

Absentee Text Line: 0488 905 561

Email: [YanchepLagoon.PS@education.wa.edu.au](mailto:YanchepLagoon.PS@education.wa.edu.au)

Website: [yanchep.wa.edu.au](http://yanchep.wa.edu.au)

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## **INTRODUCTION**

We welcome you and your family to Yanchep Lagoon Primary School.

**Our school can be characterised through a number of facets such as;**

- ❖ A caring nurturing environment with a holistic approach to the development of the child
- ❖ A relaxed and friendly environment that still retains a country feel
- ❖ Experienced and dedicated staff who work collaboratively to ensure positive whole school approaches to curriculum and student care
- ❖ A well established and effective Positive Behaviour System (PBS) complimented with Dojo acknowledgement system
- ❖ Well-resourced classrooms
- ❖ Effective Literacy and Numeracy programs
- ❖ An effective early intervention reading support program “Reading School”
- ❖ A Tiny Tots pre Kindy program
- ❖ The use of a specialist Science teacher and built for purpose Science room
- ❖ Language program in Indonesian
- ❖ A specialist Music program that includes a Choir which takes part in the One Big Voice
- ❖ A well-resourced IT support network within the school so that every child has access to the technology to support learning
- ❖ A specialist Physical Education teacher
- ❖ A “Green Team” environmental awareness group
- ❖ Breakfast Club that runs every Wednesday morning
- ❖ An Indigenous Dance Group

## **SCHOOL BACKGROUND**

Yanchep Lagoon Primary School began in 2018 as a result of the splitting of Yanchep District High School into 2 separate schools. The Primary School has remained on the original site, where it has been for over 40 years and has undergone an extensive re-building program which was completed in early 2021. Our school grounds have many large trees which add to the ambience as well as the genuine warm welcome from staff.

## **SCHOOL VISION**

Our school vision is to continue to create a culture which develops and nurtures a sense of belonging to the school community. We emphasise a holistic approach of recognising our students as individuals and guiding them to reach their potential goals and beyond.

## **SCHOOL PURPOSE**

The Yanchep Lagoon Primary School purpose is to ensure, through the partnering of all members of the school community, that students develop understandings, skills and attitudes that enable them to fulfil their potential. At Yanchep Lagoon Primary School our motto is “*Dream, Believe, Achieve*”. We provide the best possible education for each child who attends our school, which is reflected in our goals. The success of Yanchep Lagoon Primary School can be judged in fulfilling its purpose as expressed in our four key PBS expectations of;

- ❖ We are learners
- ❖ We are respectful
- ❖ We are responsible
- ❖ We are safe

# ADMINISTRATION AND ATTENDANCE

## ENROLMENT

When enrolling at our school, an 'Application for Enrolment' must be received along with a copy of their Birth Certificate, 2 x proof of residence in our catchment area (ie current utility bill, tenancy agreement), an updated MyGov Immunisation Record as required by the Department of Education. Eligibility for enrolment is then checked and parents will be asked to attend an interview before official enrolment can take place.

It is important that the school is aware of any medical, physical, or learning disabilities/conditions your child may have. These issues must be noted on the enrolment form and if a serious condition, discussed with the Principal and documentation provided. Medical plans enforced by a doctor is essential.

An emergency contact person in the local area is also essential, especially if parents cannot be contacted when their child is sick/injured etc.

Parents are also asked to notify the office of any changes to address/phone numbers/email address etc. This is extremely important.

In the case of separated or divorced parents, custody arrangements/court orders or access rights to the child within school hours, must be documented in writing/copied, to be held by the school. All information is strictly confidential.

## ATTENDANCE

*The School Education Act 1999 requires "compulsory aged students, as defined in the Act, to attend school, or participate in an educational program of a school, on the days on which the school is open for instruction unless an arrangement in writing has been entered into for a school".*

Once enrolled students need to attend on a regular basis, and positive attendance patterns should be fostered by all students. Lack of regular attendance does severely inhibit a child's academic progress over time through the cumulative effect of missing key learning opportunities.

### Kindergarten

Kindergarten attendance is five full days per fortnight on a rotation (2 full days 1 week/3 full days alternate week) at the on-site facilities at Yanchep Lagoon Primary School.

It is strongly encouraged that students attend the program fulltime. Many students would like to access our program but are unable due to the limited places, therefore it is requested that parents use our program to its fullest. Please refer to the Kindergarten Booklet for more information. We encourage students to wear the school uniform as it creates a sense of belonging.

### Pre-Primary

All Pre-Primary students attend five full days as this is the official start of compulsory education in Western Australia.

### Primary (Years 1-6)

Attendance is compulsory for primary school aged students for five (5) days per week.

## ARRIVAL AND DEPARTURE

Parents and students are reminded that they should not be arriving at school too early. **If students arrive earlier than 8.25am, they must wait in the library, supervised by a duty teacher.** It is expected that an adult must take Kindergarten and Pre-primary children direct to the classroom after 8.35am and collect them at the end of the day. Any other arrangements must be negotiated with the school. Adults collecting students must be registered as an emergency contact on our system.

## **LATE ARRIVAL**

If any student is late to school (after 8.45am), they must report to the school office to sign in and get a red late card to give to their teacher. An automated SMS will be sent to parents if a student has not attended school by 9.00am.

## **ABSENTEES**

Yanchep Lagoon Primary School uses MGM Outreach SMS to send text messages to parents, guardians/caregivers to notify them of an unexplained absence. Parents will receive a text message each time their child is absent when an explanation has not already been provided to the school, both on the actual day the child is absent and again in 8 days if a reason has not been provided. If you receive an SMS about an absence, please reply to the number and make sure the text includes the students' name, date of absence and the reason for absence. Please do not call the number as it is ONLY for SMS.

## **ABSENTEE Text Line: 0488 905 561**

## **LEAVING SCHOOL DURING SCHOOL HOURS**

Students are *not permitted* to leave the school grounds without permission during school hours. If a parent, carer, or guardian needs to collect a child during school hours they must come to the school office and sign their child out. Please note that only those people listed on the school database will be allowed to collect students. If there is to be any change to these arrangements, the school should be notified in advance and in writing to avoid confusion and refusal.

## **IN-TERM FAMILY VACATION**

The Department of Education has amended the rule governing *student vacation absence* during the school term and parents now require the permission of the school Principal to allow an authorised absence from school for family holidays. This also acknowledges that parents are aware of the possible negative effects of student absences during term on their child's academic progress. Please visit the school office for a **Holiday Request Form** or download from our website. Students with low attendance or are often late will not have their holiday authorised.

## **MOVING SCHOOLS**

Parents should notify the school office of the date of departure and the new school's name so that a transition to the new school can be done as efficiently as possible.

## **SCHOOL CURRICULUM**

All students are offered a well-rounded curriculum based on the Western Australian Curriculum and Early Years Learning Framework.

There are 8 learning areas: English, Mathematics, Science, Humanities & Social Sciences (H.A.S.S), The Arts, Technologies, Health & Physical Education and Languages.

Specialist teachers are employed in the areas of:

- ❖ Languages – Indonesian
- ❖ Music – our Music program includes an Instrumental Music School Service (IMSS) program catering for selected students in Years 5-6 providing instruction in guitar and brass
- ❖ Physical Education
- ❖ Science

## VOLUNTARY CONTRIBUTIONS

Voluntary Contributions (previously known as school fees) are “voluntary” and the funds are used towards the cost of materials, services and facilities benefited by the students e.g.

- Photocopying of class work;
- Classroom resources;
- Consumables in Physical Education, Art, Computing, Enterprise.

For 2024 Yanchep Lagoon Primary School requests the following:

*The school Voluntary Contributions and Charges of \$60 are ratified by the School Council.*

Payment can be made at any time at the school office or by direct deposit to the school’s bank account

The school’s bank account details are:

Account name: Yanchep Lagoon Primary School

BSB: 016-246

Account Number: 231301353

*Please put your child’s name and Voluntary Contributions as the reference*

Charges apply to the provision of optional activities that are part of the school program and are **NOT** covered by the “contributions”

- Cultural activities
- Excursions/Incursions
- Camps
- Projects e.g. materials,
- Competitions e.g. sports carnivals
- School Photos

If payment is not received, then the student cannot participate in the activity and the school will provide an alternate educational activity for your child.

## SCHOOL DRESS CODE

School uniform is **COMPULSORY**.

Students are required to wear the following to comply with the School Dress Code:

- Navy/Aqua polo shirt printed with school logo
- Aqua/navy ‘leavers’ polo (year 6 only)
- Faction colour polo shirt – with school logo
- Navy blue shorts with school logo
- Navy blue skirt
- Plain navy tracksuit pants
- Blue and white check dress with school logo
- Bucket hat - Navy blue (compulsory), reversible with faction colour
- Navy zip fleece with school logo
- Navy crewneck jumper with school logo



NB – for families experiencing financial hardships, the uniform shop does, on occasion, have second hand uniforms. Alternatively having your child dressed in plain school colours from Kmart or Big W is also acceptable.

Modest jewellery is acceptable. Hats must also be worn when outside classrooms. The school has a “no hat no play” policy.

## PLEASE LABEL YOUR CHILD'S CLOTHING WITH THEIR NAME

### UNACCEPTABLE WEAR

Unacceptable wear includes: denim, black clothing, leggings without shorts or a skirt; dirty, immodest, scruffy or tattered clothing, or clothes with slogans and pictures other than the school logo. Under SAFETY REGULATIONS thongs are NOT ACCEPTABLE for any students. Denim is strictly not permitted. Parents will be contacted to provide a change of clothes if this happens.

### STATIONERY REQUIREMENTS LIST (BOOKLISTS)

The Stationery Requirements Lists for Kindergarten to Year 6 are sent home in Term 4, for the following year. Items can be purchased via the Campion website for delivery to your home or alternately you can buy the items from newsagents or other suppliers such as Kmart, Big W or Officeworks. The student Workbooks are available to purchase from the administration office only. Stationery Requirement Lists are also available through the school website or the school office at any time.

### HEALTH AND WELLBEING

#### ILLNESS

Please do not send your child to school if he/she is unwell. Should children become ill or injured at school, parents or emergency contacts will be contacted as our facilities are inadequate to cater for these children. It is important that a relative, friend or neighbour (or someone you know will be available to collect your child) is shown as your Emergency Contact/s on the enrolment form. At least one contact number is requested. Children will only be entrusted into the care of an adult named on the enrolment form or to an adult explicitly authorised by a parent or legal guardian by a signed letter clearly identifying the adult to collect their child. Adults collecting sick or injured children are asked to enter the school office and sign in the Student Sign out Book to show that the child has been collected. It is of great importance that the school is informed of any change of address, phone number or children's medical conditions.

#### COMMUNICABLE AND INFECTIOUS DISEASES

Please do not send your child to school with an infectious disease. The following recommended exclusion periods apply for common diseases, taken from the Health Department of Western Australia's guidelines:

**COVID 19:** Please keep children at home until there are no more symptoms. These include headaches, fever, coughing, sneezing, aches etc.

**CHICKEN POX:** Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.

**CONJUNCTIVITIS:** Exclude until discharge from eyes has ceased.

**SCHOOL SORES (Impetigo):** Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.

**MEASLES:** Exclude for at least 4 days after onset of rash.

**MUMPS:** Exclude for 9 days after the onset of swelling.

**HEAD LICE (Pediculosis):** Readmit the day after appropriate treatment has commenced and all eggs removed.

**RINGWORM:** Readmit the day after appropriate treatment has commenced.

**RUBELLA (German measles):** Exclude for at least 4 days after the onset of rash.

**SCABIES:** Caused by a mite. Exclude until the day after appropriate treatment has commenced.

**WHOOPIING COUGH:** Exclude the child for 5 days after starting antibiotic treatment.



## **HEAD LICE**

Head lice are a common problem in all schools. Our school adopts the guidelines developed by the Department of Health. Parents will be contacted to come and collect their child if lice are found. Students may return to school after treatment has commenced and all eggs are removed. Parents are responsible for checking their children's hair on a regular basis to ensure that head lice are not present. Classes will be notified of head lice where appropriate. It is recommended that long hair be tied back.

## **ADMINISTRATION OF MEDICATION**

The Department of Education has established guidelines about the administration of medication to students. All schools are required to comply with these guidelines. Schools are NOT PERMITTED to give children, aspirin, paracetamol or any medication as part of first aid treatment without written instructions and provision of medication from the student's parent/caregiver. For students requiring prescribed medication to be administered during school hours, parents must complete a "Student Medication Request" form and provide medication, which must be handed into the office. Forms and details are available from the school office on request. For on going medication, the school requires medical directions from a doctor which will form the bases of medical plans.

## **SCHOOL NURSE**

A Community Health nurse visits the school on an irregular basis. Routine testing is carried out – with parental consent, which includes checking hearing and eyesight and contacting parents about any problems requiring attention. Emphasis is placed on the medical screening of Kindy and Pre-Primary students. The community nurse is not available to care for, or to be consulted by parents about children who are sick before they leave home. Sick children are the responsibility of their parents and should be sent to a doctor

## **DENTAL THERAPY CENTRE – Tel: 9561 1449**

A Dental Therapy Centre is located at Yanchep Beach Primary School – *100 Lindsay Beach Boulevard YANCHEP*, for the provision of a continuing dental service for students from Pre-Primary up to Year 11. The Centre is staffed by Dental Therapists and supervised by a dentist from the Dental Health Service. Each enrolled child is taught the proper care of teeth and gums. Please phone the Dental Therapy Centre should you require any further information on the service.

## **SCHOOL PSYCHOLOGIST**

The School Psychologist visits our school on a negotiated part-time basis to assist with educational issues of students. Students are normally referred to the Psychologist through a Deputy Principal. Parents with concerns about their child should discuss these with the relevant Deputy Principal, who may deem it appropriate to make a referral. Access to the School Psychologist is prioritised on a "needs" basis and may, at times, call for quite a lengthy waiting time.

## **SCHOOL YOUTHCARE CHAPLAIN**

The school has access to a Chaplain on a negotiated basis each week. Chaplains provide pastoral care, working in conjunction with the deputies and student services team. Our Chaplain currently works on a Monday, Wednesday and Thursday and is someone who staff, parents and students can turn to in time of need. The school Chaplain offers practical support to all students at our school.



## **A.I.E.O (ABORIGINAL ISLANDER EDUCATION OFFICER)**

The school has the services of an A.I.E.O at the school who can provide assistance for indigenous students and/or parents whilst they are at school.



## FACTION SYSTEM

Each student from Kindy to Year 6 is assigned to a Faction. This is to foster interest in all school activities and to help develop a spirit of friendly competition and a sense of belonging. Family members are allocated to the same Faction. The Factions at Yanchep Lagoon Primary School are:

**BANKSIA (Blue)**    **JARRAH (Red)**    **TUART (Green)**    **WATTLE (Yellow)**

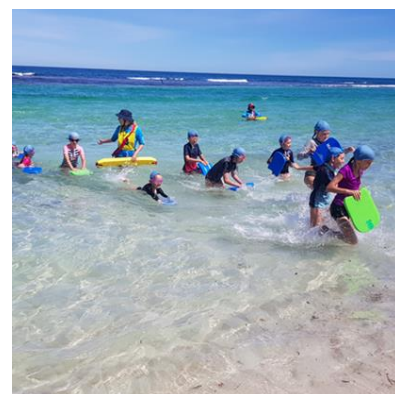
Students can earn points for their Faction through sporting activities and by acquiring "Dojo points" for good behaviour and effort at any time throughout the year. Students in Years PP to 6 are encouraged to wear their Faction polo shirts and hats on Physical Education and Sports Days.

## PHYSICAL EDUCATION AND SPORT

The periods allotted to these activities are a compulsory part of the total program and a medical certificate is required for regular or extended exemption. A note is required when it is necessary for a student to be excused from an occasional lesson.

### In-Term Swimming Lessons

In-Term swimming lessons are conducted annually at Yanchep Lagoon Beach for students from Year 1 to Year 6 by trained Swimming Teachers not attached to our school. The Department of Education conducts swimming lessons for all students during school time. Instruction is free, but payment is required for bus transport. Swimming is an integral part of the Physical Education Program and all students are required to participate unless medically unfit. Written notice will need to be provided by parents.



### Faction Competitions

Faction Competition is encouraged for activities throughout the school for incentive and reinforcement. Activities are designed to promote sportsmanship, enjoyment, team spirit and endeavour. Sport Carnivals (Athletics and Cross Country), and other special sporting days are advertised well ahead so that parents, family and friends can plan to watch the events.

### School Sport Carnivals

Carnivals and interschool competition conducted throughout the year include:

- School Cross Country
- Interschool Cross Country
- School Athletics Carnival
- Interschool Athletics Carnival
- Occasional competition with other schools such as Rugby and Tee Ball



## LANGUAGES

Indonesian instruction is offered to all students in Years PP-6, with each class group attending weekly sessions. The language program aims to provide students with an introduction to a language other than English, building an awareness and appreciation of another culture, as well as the opportunity to develop skills and understandings to communicate in another language.

## INSTRUMENTAL MUSIC PROGRAM (IMSS)

A musical aptitude test for Year 4 students is conducted each year. From the results of this test, selected children are offered the opportunity to participate in the instrumental music program offered in Years 5 and 6. Currently, guitar and brass are the musical instruments offered at Yanchep Lagoon Primary School.



## LIBRARY

In addition to normal book exchange during class lessons the library is open during first break. (11-11.30am).

- ❖ Students in Pre-Primary – Year 1 can borrow 1 book for one week.
- ❖ Students in Years 2 – 4 can borrow 2 books for 2 weeks.
- ❖ Students in Years 5 - 6 can borrow 3 books for 2 weeks.

Students cannot borrow more than 1 book by the same author or on the same subject, the books borrowed should also be 1 fiction and 1 non-fiction. Students need a nylon library bag to borrow books.

The library is open Tuesday to Friday from 8.35am-3.00pm for dropping off books.

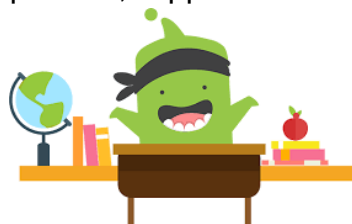
Commencing in 2024, the library will be open from 8.15am for students to undertake quiet, silent reading.



## SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORT (SWPBS)

The staff at Yanchep Lagoon Primary School have committed themselves to modelling and explicitly teaching our students four specific behaviours to enable a positive, supportive learning environment. These include:

- We are Safe
- We are Respectful
- We are Responsible
- We are a Learner



We recognise and reward our students when these behaviours are demonstrated by using the popular website 'ClassDojo' to give points.

All students' points will be monitored and tracked by the classroom teacher and the PBS team. Children will be recognised in the following manner.

- For every 25 points an individual earns, a token will be added to their Faction's jar. For every 100 points earned a student will progress through the certificate levels.
- There are 3 levels – Bronze, Silver and Gold.

Bronze	Silver	Gold
100 Points – Level 1 Certificate	400 Points – Level 1 Certificate	700 Points – Level 1 Certificate
200 Points – Level 2 Certificate	500 Points – Level 2 Certificate	800 Points – Level 2 Certificate
300 Points – Level 3 Certificate and a Bronze Lapel Pin	600 Points – Level 3 Certificate and a Silver Lapel Pin	900 Points – Level 3 Certificate and a Gold Lapel Pin

*Once a student has earned a Behaviour Pin, they are able to wear it to school as part of their uniform each day.*

Students will be recognised at the School Assembly. On receiving a Behaviour Certificate, students will be asked to simply stand when their name is called. Their certificate will be delivered to their classroom during the day. However, parents are notified to attend the Assembly when their child has earned a Level 3 Behaviour Lapel Pin as this will be formally presented.

Your child will bring home an invitation for you to join ClassDojo! It is available as an App on your phone/tablet or you can access the website on a desktop computer. You will be able to see throughout the day if your child has been awarded any points and may find that your class teacher chooses to share photos of your child and their work with you.



Any photos or communication sent from the teacher to you can only be seen by you. Photos sent through the 'Class Story' can be seen by all parents connected to the class. Your child will only appear in the 'Class Story' if you have given us photo permission. This is a very safe and secure website utilised by many schools.

## LUNCH/RECESS

Children need to bring their own drink bottle, snack for recess (fruit, popcorn etc.) and a packed lunch or a canteen order.

We promote the *Crunch and Sip Programme*. Children should to bring a piece of fruit and a drink of water.

We ask that students are not provided with food from McDonalds, KFC, Red Rooster etc. Subway is permitted.

## CANTEEN 'LITTLE LAGOON LUNCHEs'

The canteen is managed by the P&C and run by an appointed Manager and volunteers. If you have a few hours to spare, working in the canteen is a great way to meet other parents and help the school. The canteen is open Monday to Friday. The hours of operation are from approximately 8:30am to 11:30am. Orders can be placed via the Qkr! payment App which is downloadable from the App store and Google Play. Select Yanchep Lagoon Primary School and follow the prompts to set up your child's account, alternatively you can order at the canteen. We ask that you do not send any notes bigger than \$5 as your child is responsible for any money that comes to school for the canteen. The cut off time for ordering through the App is 8:30am.



## UNIFORM SHOP

The Uniform Shop is run by volunteers who are members of the P&C Association. There is no physical shop available to parents, but orders can be placed via the Qkr! App (preferred method), or via the school office. Orders are filled on Wednesday mornings and delivered to classrooms. If you would be interested in being a uniform shop volunteer, please see the office staff for details.

## EXCURSIONS AND INCURSIONS

Education does not consist only of what goes on within the classroom or on the school premises. Opportunities for students to visit places of interest, to make observations about the community, or to carry out fieldwork are all of educational value. When excursions are arranged, every effort is made to keep the cost as low as possible and we hope parents will support us in enabling their child to participate.

## MONEY COLLECTION

Money for excursions, sporting carnivals, etc. should be placed in a sealed envelope with your child's name, class, reason for money being sent, and the amount enclosed. This envelope should be placed into the drop boxes located outside the deputy office. Payment can also be made by direct deposit into the school's bank account.

The school's bank account details are:

Account name: Yanchep Lagoon Primary School

BSB: 016-246 Account Number: 231301353

*Please put your child's name and activity name as reference.*

## **ASSEMBLIES**

Class Assemblies are held throughout each Term. Each class from Pre-Primary to Year 6 conducts an assembly each year. Assemblies take place on Thursday afternoons commencing at 2.00pm. Parents and friends are most welcome to attend. Notification of assembly dates are made in the fortnightly newsletter, term planner, website and our facebook page. Merit Awards are presented to students from each class at these assemblies and items are performed by the designated class. An SMS message is sent to notify parents if their child is to be a recipient of an award.

## **NEWSLETTER – E-YARNER**

Once a fortnight you will receive a copy of the school newsletter via email. It will also be available for viewing on the school website and the Facebook page. This newsletter outlines all activities for the coming weeks and gives other important information. Since this is one of our main avenues of contact with parents, we urge that you read it. Community groups also make use of this newsletter on occasions. A small charge is made for non-community based advertisements.

## **SCHOOL REPORTS**

Reports are a useful means of conveying, in permanent form, a record of your child's progress. These are **emailed** twice a year, at the end of Semester 1 and Semester 2. You will be able to access the reports through the email link for 4 weeks only. Since this means of communication is only one way, and experience has shown that discussion is very profitable to teachers and parents alike, a parent/teacher afternoon will be arranged to allow parents and teachers to discuss each student. The school realises it is not always possible for parents to come on the organised date and in these cases, individual appointments can be made at an alternate time by telephoning the school.

## **SCHOOL BOARD 2024**

The School Board consists of representatives from the parents, staff and community. It is the forum in which the school is accountable to the community. The School Board reviews school progress and sets priorities in our strategic plan.

The Board usually meets twice a term for approximately one and a half hours, after school.



## **PARENTS AND CITIZENS ASSOCIATION (P&C)**

This is a forum for people who want to know what is going on in the school or to be involved. Membership is open to all parents, staff and others interested in the school. We hope that all parents will become active members of the P&C Association and support its activities. After hours meetings are held regularly. Please check the Yarner, website or Facebook for dates.

There are many opportunities for parents to help in a wide range of capacities. New parents particularly are urged to join in where possible. As well as supporting the school and assisting your children, it is an ideal way of getting to know others within our local community.

In the past the P&C Association has helped the school raise money for special purchases, but this is not its only function. The most important role of the P&C is to encourage communication between parents and teaching staff (usually through the principal) and to foster parent involvement and ownership in the school. The P&C also runs the Canteen and Uniform Shop. Membership costs \$1 per year, payable at the first meeting.

## WALKING/DRIVING TO SCHOOL

Motorists should observe the special speed limits (40kph) on Primary Road/Lagoon Drive and should use the 'Kiss 'n' Drive' whenever possible and be considerate with their own parking when dropping off and picking up students. Parents are asked not to use the staff car park or the school driveway for the purpose of dropping or collecting children and observe the "One Way", "No Exit" and "Disabled" signs. Please do not park in the 'Kiss n Drive'.

When crossing Lagoon Drive, please use the crosswalk opposite St Ives Drive.

## BIKES AND SCOOTERS

Bikes and scooters etc should be individually locked in the "Bike Cage" each day. Whilst the cage is locked each day the school does not take responsibility for any items which may be stolen. We would not encourage students to bring expensive bikes or scooters etc. W.A. Law state that E-Scooters should not be used by students under 16 years of age. We ask parents to consider this requirement and seek alternatives for the child's use.



## MOBILE PHONES/ELECTRONIC DEVICES

Students are not permitted to use mobile phones. The school will not accept responsibility for the loss of mobile phones or electronic devices. In the event that students need to make contact with parents or caregivers for urgent or important business they may ask a teacher, deputy or school office staff to use the school phone service on their behalf. Students are to hand in their mobile phone to the office each morning.

## LABELLING PERSONAL PROPERTY

It is essential that **EVERY ITEM OF CLOTHING OR OTHER PROPERTY** (e.g. lunch boxes, drink bottles, writing materials, calculators) should be **CLEARLY MARKED** with the student's name.

## LOST PROPERTY

Parents are invited to check for any lost items – basket located in the school office and also in the wet area of each teaching block. For smaller items such as money, jewellery, pencil cases etc, a box is kept in the school office.

## PROHIBITED ITEMS

- Aerosol cans of any kind (including deodorant)
- Medicines: However, if these are required as part of ongoing medical treatment then medical forms must be filled out and left at the school office
- Items that may be considered weapons, e.g. pocket knives
- Large amounts of lollies

## VISITORS ON SCHOOL PREMISES

All visitors (including parents) are required to report to the school office to sign in and collect a 'Parent Helper' or 'Visitor' badge. All parents and legal guardian volunteer helpers must complete a new Confidential Declaration Form at the beginning of each year. Non parent/non-legal guardian volunteers **MUST** obtain a volunteer Working with Children Clearance (costs \$10). Details are available from the school office.

## SCHOOL VISITS BY PARENTS/GUARDIANS

Parents are welcome to come to the school to discuss their child's progress or to ask about any matter that may be troubling them. The best way to contact a class teacher is by email, Dojo message, or note to arrange an appointment. All parents visiting the school must go to the school office first.

## SCHOOL EVACUATION PLAN

The school has an emergency evacuation plan in case of fire, earthquake or other emergency situations if they should arise.

## DOGS ON SCHOOL GROUNDS

Dogs are not permitted on school premises, even if they are on a lead. Some students do experience genuine fear and we therefore do not wish to contribute to any trauma.

## TRANSPERTH STUDENT BUS CONCESSION

Smarrider cards can be ordered through the school office (\$2 for new first issue cards and \$2 for a replacement).

Information on using Smarrider cards, adding value, checking balance and FAQ can be found on the Transperth website:

<https://www.transperth.wa.gov.au/SmartRider/FAQs>



## HOMEWORK GUIDELINES

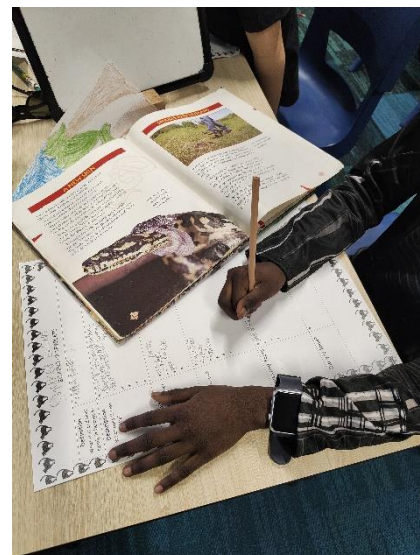
Homework provides students with the opportunity to revise, consolidate, enrich and extend their classroom learning. It can support higher levels of student achievement.

Parental engagement in, and support of, students' homework is encouraged.

All teachers will communicate the homework requirements for students consistent with the department and school's policy guidelines. Parents will be advised of the class homework policy through such means as parent interviews, parent meetings and distribution of class policy statements.

### Guidelines for Parents and Carers on how to Support their Child

- ❖ Set up a homework friendly area where the child can be seen and supported but complete their work with minimum distraction
- ❖ Negotiate with your child at the start of the week what days and times may be best to complete homework
- ❖ Try to remain focused on what the child can do, rather than the errors
- ❖ Help the child with errors in their reading by encouraging them to sound the word out first, if that fails sound it out for them and identify the letter patterns for each sound
- ❖ Read the instructions for them if necessary
- ❖ Allow the child time to attempt things on their own and ask for help if they need it
- ❖ Listen to reading and discuss the content to support comprehension
- ❖ Have a positive attitude to school and homework
- ❖ Homework is about building on and consolidating work that is already familiar. Some extension work may be challenging to expand a child's problem solving and thinking skills.





## **PARENT COMMUNICATION GUIDELINES**

At Yanchep Lagoon Primary School, we believe that education is a partnership between our team of professional educators and a child's most important teachers - their parents. When parents and school staff share information, model respect and give consistent messages, children are inspired to grow, learn and achieve their full potential.

This guideline outlines the standards that Yanchep Lagoon Primary School expects from all staff when communicating with parents. It also outlines the most appropriate and effective methods for parents to communicate with the school.

Respectful, open and timely communication is at the heart of the parent-school relationship. The protocols in this guideline will ensure that all community members work together in a positive and respectful manner to ensure the growth and learning of all students.

### **What parents can expect**

- ❖ Regular communication from the school through Fortnightly electronic newsletter and Dojo updates
- ❖ Scheduled opportunities to meet with the classroom teacher
- ❖ Other opportunities to meet with the teacher by appointment as needed
- ❖ Updates about important developments in the child's class (excursions, student teachers)
- ❖ Notification of any serious single issue or ongoing issues concerning your child
- ❖ Opportunities to provide feedback (through confidential surveys)

Many of the teachers at Yanchep Lagoon Primary School will exceed these expectations, for example by maintaining class communication through Dojo. However, these are the minimum expectations for all staff members.

### **What parents cannot expect:**

- ❖ School staff returning calls after work hours
- ❖ Emails to be answered in the evenings or weekends
- ❖ Access to teachers' private phone numbers or emails
- ❖ Access to a staff members private social media

### **What information should be communicated to the school office?**

- ❖ Changes in family circumstances
- ❖ Medical issues that change or arise
- ❖ If your child has head lice, Covid 19 or a contagious disease
- ❖ Absence due to sickness
- ❖ Planned absences (eg. Medical appointments). Please note that there is an approval process for holidays planned during term time
- ❖ Any issues related to custody or access
- ❖ Changes in address or contact details

### **When should you contact your child's teacher?**

- ❖ Changes in family circumstances
- ❖ Medical issues that change or arise
- ❖ Safety issues or changes in behaviour at home
- ❖ If you have concerns about your child's academic or social progress
- ❖ When you can't keep a scheduled appointment
- ❖ When homework takes much more time than expected, or your child is unable to do most of the homework independently
- ❖ If your child has head lice or a contagious disease

### **When you have last minute information for the teacher:**

- ❖ Speak to the teacher between 8.25am and 8.40am for routine matters
- ❖ Send a note
- ❖ Call the office and leave a message for the teacher

### **Communication that interferes with teaching and learning**

- ❖ Visiting the classroom during the teacher's preparation time before school or during the school day without an appointment
- ❖ Speaking to the teacher disrespectfully or angrily, especially in front of your child or other students
- ❖ Talking to other parents rather than discussing issues directly with staff members. Remember that you are the model of how you want your child to communicate

### **When is a face to face meeting appropriate?**

Electronic communication, such as email, is highly convenient and can be used for short, non-urgent and positive forms of communication. However, electronic communication is not appropriate for more complex situations. In these cases, parents should request a face-to-face interview so that your issues can be given the time and attention that they deserve. If in doubt, schedule a meeting.

### **Social Media**

It is important to maintain confidentiality when sharing anecdotes or concerns to family and friends on social media about something that has happened at school, as the staff member is not able to provide an alternative viewpoint. It is important that respectful relationships are maintained to foster that team approach which, ultimately, will support our child with their learning.

### **When should I contact the Principal or Deputy Principal?**

For most discussions, the classroom teacher will be parents' first point of contact. However, where conversations involve conflict, other families or dissatisfaction with any aspect of the school, members of the school leadership team (Principal and Deputy Principals) must be involved. Either a staff member or a parent may request the involvement of the school leadership team at any time.

### **To increase mutual respect, remember:**

Teachers/staff will make mistakes, they're human too. Teachers/staff have their own families and lives. Please respect their privacy, we are all on the same team - your child's support team! Please take chats off site after drop-off so teachers and students can begin learning. Please use age-appropriate language around children during drop-off and pick-up times, please recognise that we won't always agree, but we promise to listen and speak positively in front of your child.



## TEACHING BLOCKS

All teaching blocks have Kaadadjini Miya-P (place of learning reflecting)

### Teaching Block 1

DJIDI-DJIDI  
(Willy Wag Tail)



### Teaching Block 2

DILABOORT  
(Mudlark)



### Teaching Block 3

NOOLYARAK  
(Carnaby Cockatoo)



### Teaching Block 4

DJAKAL-NGAKAL  
(Pink & Grey Galah)



### Teaching Block 5

WETJ (Emu)

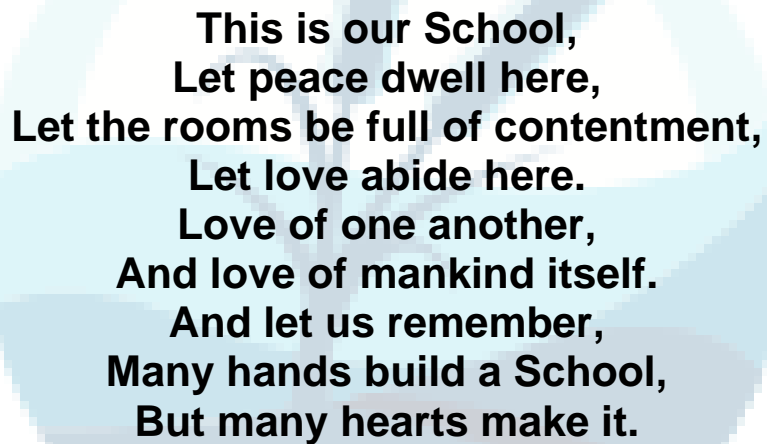


### Library

DJOOWI  
(Tawny Frogmouth Owl)



## SCHOOL CREED



**This is our School,  
Let peace dwell here,  
Let the rooms be full of contentment,  
Let love abide here.  
Love of one another,  
And love of mankind itself.  
And let us remember,  
Many hands build a School,  
But many hearts make it.**

### **Acknowledgement to Country**

**Here is the land**

**Here is the sky**

**Here are my friends**

**And here am I**

**We would like to thank the  
Wadjuk Noongar people for the land in which  
we play  
And we promise to look after it every single day**

