



# **Jolimont Primary School 2017 Information Book**





## Jolimont Primary School 2017 Information Book

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## **2017 Term Dates – Students attend school**

Term 1	Wednesday 1 February – Friday 7 April
Term 2	Tuesday 24 April – Friday 30 June
Term 3	Monday 17 July – Friday 22 September
Term 4	Monday 9 October – Thursday 14 December

## **2017 School Development Dates – Students do not attend school**

Term 1	Friday 3 March
Term 2	Friday 2 June
Term 3	Monday 28 August
Term 4	Monday 9 October



## **Kindergarten**

Once your child is enrolled in Kindergarten, their attendance is compulsory. Kindergarten classes are full days from the beginning of the year.

The Kindergarten sessions will be conducted over five whole days per fortnight.

Term 1 - Term 4:                      8.50 am - 3.00 pm

## **Pre-primary - Year 6**

Arrive at school no earlier than 8:30am.

Monday - Friday

8:50am	School day commences
10:40am - 11:00am	Morning recess
12:40pm - 1:20pm	Lunch
3:00pm	School finishes

## **Jolimont Primary School Shared Vision**

At Jolimont Primary School we:

- promote a culture of respect through our shared vision
- focus on high expectations
- apply best practice to everything we do
- support professional, skilled and passionate educators
- build mutual respect and a strong commitment to pastoral care
- value our own history, culture and natural environment
- develop strong visible leadership at all levels
- demonstrate a commitment to common direction, purpose and goals
- actively engage an active community and
- create transparency, collaboration and communication.

TOGETHER, WE INSTILL A JOY OF LEARNING IN ALL OF OUR STUDENTS

### **CORE VALUES**

1. We have strong, effective and visible leadership throughout the school characterised by effective communication and structured collaboration.
2. We are sharing the same goals and a shared vision.
3. We value literacy, numeracy and science as the core of our curriculum.
4. We value and use effective communication.
5. We value and practice collaboration and reflection.

## **The Curriculum**

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

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

The Western Australian Curriculum currently encompasses ACARA's Australian Curriculum English, Mathematics, Science and History. In addition, year-level syllabuses for Humanities and Social Sciences, Health and Physical Education, Technologies and The Arts are also being taught at Jolimont Primary School.

### **Our Beliefs about Teaching and Learning**

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

At Jolimont Primary School we believe:

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

## **Assessment and Reporting**

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

## **Digital Technologies, Information, Communication and Technology**

At Jolimont Primary School the students use a range of information technologies to access the curriculum. The use of technology has the capacity to enhance learning and teaching methods. Society is changing rapidly in its demands and the students of today must learn to handle information and communicate using new technologies. Lifelong learning has become a necessity in order to meet the challenges of the future. Students will develop skills related to lifelong learning, including the ability to find and use information and technology, and to approach learning in a manner that is both receptive and critical and apply problem-solving skills. All students at Jolimont Primary School have access to laptops , several banks of i-Pads, robotics' programs and computer labs in the school linked to the internet. Our classes are all equipped with interactive white boards.

## **Online Student Subscriptions**

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

## **Resources**

The resource centre is fully automated with a computer lab linked to the internet. The centre provides students and teachers with computer software, teaching resources and a selection of quality fiction and non-fiction. Students must use a book bag to take resources home.

## **Inclusivity**

At Jolimont Primary School, the needs of both students at educational risk and the talented and gifted are recognised and addressed. Students are identified as being at risk if they have not attained major learning outcomes or are working at a level significantly lower than expected, or they are not engaged in their schooling. If



identified as being at risk, class based intervention programs are implemented to meet the needs of the student. Parents of students identified at risk are encouraged to attend regular case conferences. If you have concerns about the progress of your child, please contact the class teacher or Associate Principal.

### **Primary Extension and Academic Challenge (PEAC)**

Students in Year 4 are tested through a district based process to determine their eligibility to attend PEAC centres in Year 5. Courses are conducted at various schools in the Northern Metro area. Places in PEAC courses provide opportunities for students to undertake courses which extend and challenge their thinking.

### **School Psychology Service**

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

### **Parent Involvement**

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

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



### **Parent Information Evenings and Communication**

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

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

## **Student Health and Well Being**

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

## **Homework**

### **Rationale**

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

### **Guidelines**

Homework should:

- be a pleasurable and rewarding experience for students and parents
- assist in the development of personal home study habits
- acknowledge/ provide feedback
- relate directly to the learning and teaching programs appropriate to the learning needs of students and
- support the development of the student as an independent learner.

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

All students, Pre-primary to Year 6, are provided with skills lessons by a specialist Physical Education teacher.

## **In-Term Swimming**

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

## **Admission Procedures**

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

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

## **Custody**

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

## **Contributions and Charges**

Each year the Jolimont School Board endorses a schedule for Contributions and Charges. The schedule allows you to calculate costs that you might incur throughout the school year. Contributions have been contained within the \$60 maximum set in the School Education Regulations 2000.

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

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

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

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

<b>Year Group</b>	<b>No of children</b>	<b>Donation</b>
Kindergarten	Per child	\$ 80.00
Pre-primary – Year 6	Per child	\$120.00
Pre-primary – Year 6	Two children	\$210.00
Pre-primary – Year 6	Three or more children	\$300.00

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

*Account Name: Jolimont Primary School P&C*  
*BSB: 016-305 Account Number: 3408 66994*

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

### **School Based Cultural Performances and Excursions**

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

### **Personal Use Items List**

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

## **School Attendance**

Attendance in Pre-primary - Year 6 is compulsory. However, students who are sick should not be sent to school. Notes of explanation are required for the following:

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

If your child will be absent from school, please let us know by phone, SMS, email, electronically (via website) or in person.

## **Leaving School Premises**

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

## **Lunch Arrangements**

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

## **Assemblies**

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

## **Community Health Nurse**

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

## **Dental Therapy Unit**

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

## **Students with Critical Conditions**

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

## **Administering Medication**

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

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

Please be aware, some teachers may feel uncomfortable in administering medication. In this case you may approach the administration for assistance. You are required to give written authorisation for any staff to administer any medication.

## Information About Health Issues

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

### Anaphylaxis - **Alert**

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



## Infectious Diseases

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

- Conjunctivitis: Exclude from school until discharge from eye has ceased.
- Chicken Pox: Incubation period of 10 – 21 days. It is infectious from 5 days before the rash appears to 6 days after onset of last crop of blisters. Your child should not return until he/she has recovered or until at least one week after the first eruption appears.
- Diphtheria: Exclude from school until a medical certificate of recovery is issued. Exclude family contacts until a medical certificate is issued.
- German Measles (Rubella): Communicable from 3 days before, to at least 4 days after the onset of symptoms or rash. Exclude from school for at least 4 days after the onset of rash.
- Glandular Fever: Develops over 5 – 14 days and is not infectious. It is recognised by swollen glands in the whole body, fever, sore throat and abdominal pains. Should not return to school until clinically well.
- Hepatitis A: Exclude from school until a medical certificate of recovery is issued.  
Hepatitis B & C: Exclusion is not necessary.
- Measles: An incubation period of 7 – 21 days and is infectious five days before the rash appears to five days after the rash develops. May be re-admitted on Medical Certificate of recovery or at least four days after appearance of the rash.

Non-immunised contacts should be excluded for 14 days after the appearance of the rash in the last case identified in the school.

- Mumps: Communicable 2 – 3 days before and during period of swelling. Exclude from school for at least 9 days after the onset of symptoms.
- Parvovirus B19 ('Slapped Cheek' Syndrome): Airborne or droplet viral infection. Symptoms are fever, red cheeks/neck, and itchy lace-like rash on the body/limbs. Incubation period of 1-2 weeks. Not infectious after the rash appears. Exclude from school until well.
- Ring Worm: A fungus infection transmitted by direct contact. Must stay home until completely healed.
- Scabies: Itching usually begins within 48 hours. Exclude until the day after treatment has commenced.
- School Sores (Impetigo): A bacterial infection, transmitted by direct contact. Should remain at home until all sores are healed.
- Whooping Cough: Exclude from school for 2 weeks from onset of illness or for five days after starting antibiotic treatment.
- Vomiting before school: Keep at home for the day.
- Head Lice: Anyone can catch head lice where people work and play together. Look for small whitish specks stuck to hair, especially behind ears and on the back of the neck. These are lice (eggs). Lice are seldom seen, except when combing. Lice are smaller than fleas or a pinhead. If you find head lice, see your chemist or local shire regarding treatment and please notify the school. Your child may need several treatments before the head lice are eradicated. Children may attend school one day after treatment has commenced.

## **School Board**

The School Board represents the Jolimont parents and wider community. The Jolimont School Board has the following functions:

1. establish and review, from time to time, the school's objectives, priorities and general policy directions
2. plan the financial arrangements necessary to fund those objectives, priorities and directions
3. evaluate the school's performance in achieving them and
4. formulate codes of conduct for students at the school.

## **Parents & Citizens Association (P&C)**

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



## **Parent Liaison Representatives**

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

## **Canteen**

The school canteen, which promotes healthy foods, operates from Tuesday to Friday. Each season a new menu will be created. A copy of the canteen menu and the ordering procedure is sent home in the first week of school. Parent assistance is always appreciated.

## **School Uniform**

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

	<b>Boys</b>	<b>Girls</b>
<b>Summer</b>	<ul style="list-style-type: none"><li>• Navy blue polo shirt with school logo</li><li>• Navy blue shorts</li><li>• Navy blue wide brimmed school hat</li></ul>	<ul style="list-style-type: none"><li>• School check dress with collar, zip front</li><li>• Navy blue polo shirt with school logo</li><li>• Navy blue shorts or navy pleated skirt with navy blue sports briefs</li><li>• Navy blue wide brimmed school hat</li></ul>
<b>Winter</b>	<ul style="list-style-type: none"><li>• Navy blue polo shirt with school logo</li><li>• Navy blue jumper or zip-up jacket</li><li>• Navy blue track pants</li><li>• Navy blue wide brimmed school hat</li></ul>	<ul style="list-style-type: none"><li>• Navy blue polo shirt with school logo</li><li>• Navy blue jumper or zip-up jacket</li><li>• Navy blue track pants</li><li>• Navy blue wide brimmed school hat</li></ul>
<b>Sport</b>	<ul style="list-style-type: none"><li>• For faction sports, a knit polo shirt in faction colour</li><li>• Navy blue shorts</li><li>• Enclosed sport shoes</li></ul>	<ul style="list-style-type: none"><li>• For faction sports, a knit polo shirt in faction colour</li><li>• Navy blue sports skirt or shorts</li><li>• Enclosed sport shoes</li></ul>

## **School Uniform Shop**

A volunteer coordinator, nominated by the P&C, runs the school uniform shop. Second hand uniforms are available at a reduced cost. Order forms with payment by cash or cheque can be left at the front office, alternatively order online.

## **Entrances and Parking**

Jolimont Primary School has four points of entry. There are two entrances on Hay Street, a gate at Dakin and Wilsmore Streets and a path to Roberta Street. The Hay Street entrance at the Subiaco end of the school is strictly for **staff parking** only. The parking at the western entrance on Hay Street is a collect and drop off area and for visitor parking. Parking is also available in Dakin, Wilsmore and Roberta Streets.

## **Complaints Management**

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

## **Lost Property**

Please ensure clothing, hats, shoes and other items brought to school are clearly marked with your child's name. Lost property is stored outside Room 2. Property not claimed at the end of each term, will be recycled through the uniform shop or donated to charity.

## **Bicycles, Skateboards and Scooters**

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

## **Insurance**

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

## **School Map – next page**

# APPENDIX 1

Staff Parking Only

Sump

