Forrestfield Primary School
A Brief History

The first school in Forrestfield was built on the corner of Hale and Hawtin Roads. The order to commence the erection of a 24 by 18 foot wooden school room with a front veranda was given in December 1926. This was at the standard price of 465 pounds. The building was completed on the 16th March 1927 and Mrs Ursula Showel commenced as first teacher on the 5th April that year.

The official opening was conducted by Mr R S Simpson, the member for Swan on the 11th May 1927. The school was required for 24 children who were living in the area and had previously been attending Wattle Grove and Maida Vale schools. The name of the school was first listed in 1927 as Forest Field. The following year it was shown as Forrest Field and in 1944 the name became Forrestfield.

In 1965 work was completed on the first stage of the present school in Sussex Road. It began with three classrooms, toilets and a general purpose room at a cost of 18,344 pounds. The building was occupied on the 8th September 1965. The first Headmaster was Mr John Hardwick. The Honourable Minister for Education, Mr E H M Lewis officially opened the new school on the 23rd April 1966. In 1969/70 a competition was held for the design of a school crest. The present crest was the winning entry by Michael Knox, Year 5 and his sister Colleen Knox (now Hodgson) Year 8. The word ‘CRANA’ is Gaelic and was carried over from the original school and means ‘WELCOME’. The school grew to 690 by 1976 and in 1977, Woodlupine PS opened to take the children in Years 1 to 4 on the north side of Hale Road.

In 1982 Forrestfield Primary became two schools on the one site with a different administration for the Year 1, 2 and Pre-Primary. This school was given the title of Forrestfield Early Childhood Unit with Miss P Starkey as the Principal. Amalgamation of the two schools commenced in February of 1994.

In 1997 after 24½ years as principal of Forrestfield Primary, Mr Ken Waters retired and Mr Neil Taylor was appointed until his retirement in 2005. Mrs Lesley Meyers was appointed at the commencement of 2006, and with the reclassification of Forrestfield Primary School for 2009, was transferred to Alinjarra Primary School. We welcomed the appointment of Ms Diane Greenaway in 2009.

The purpose of the school, stated briefly is – ‘To provide an environment that enables students to develop to the best of their potential as responsible members of society’.

Forrestfield Primary School teaches and promotes the virtues of respect, honesty, responsibility, self discipline, courtesy, kindness, perseverance and tolerance. Our school wide expectations are Treat Everyone Decently (TED) by being respectful, responsible and safe.
Principal: Ms Diane Greenaway
Deputy Principal: Mr Stephen Matthews
Registrar: Mrs Heather Jackson
School Officer: Mrs Karen Peel

Telephone Numbers:
  School: 9453 6277
  Fax: 9453 3566
  Kindy: 9453 1513
  Dental Therapy Centre 9453 6969
  (Wattle Grove P.S from 2011)

Email: Forrestfield.ps@det.wa.edu.au
Website: www.ffps.wa.edu.au
Address: 45 Sussex Road, Forrestfield 6058
INTRODUCTION

This booklet has been produced to help parents learn more about our school and some of its administrative procedures. We have a holistic approach to learning. Our Community Garden, and Sustainability focus is an outstanding example of our child centred approach to learning. We are proud of our school and hope that all children will enjoy the time they spend here.

Forrestfield Primary has an excellent record of academic and sporting achievements.

2010
Highly Commended – Katherine Susannah Prichard Write a Book in a Day Competition
National student winner – Silk Cut Competition

2011
National and State Winners - Katherine Susannah Prichard Write a Book in a Day Competition

Ex-students have been successful in such academic fields as Law, Medicine, Teaching, Art, Journalism and Veterinary Science, to mention only a few. In the sporting arena some have gained national and state selection and others have performed very well at the local level.

Our school has excellent facilities in Information Technology, Art, Music, and Physical Education.

If you have any queries that are not answered in the following pages, please do not hesitate to contact the school and we will endeavour to answer your questions.

SCHOOL COLOURS - Red, white and blue.

CRANA – Gaelic word meaning “Welcome”

MOTTO – “ENDEAVOUR”  ALL DIFFERENT, ALL VALUED
SCHOOL HOURS

8.45 a.m. - Line up for classes on siren
10.55 a.m. - Recess
11.15 a.m. - Resume classes
12.30 p.m. - Lunchtime (Children eat in classroom)
12.30-1.00 pm. - Lunch - Play time
1.00 p.m. - Resume classes
3.00 p.m. - School concludes

Note: children are to be in classes from 8:30am preparing for the day. A siren is sounded to return children to class/instruction. Chimes are sounded to release children from class.

SCHOOL CALENDAR 2013:

The table below shows the term dates for 2013

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Monday 4th February to Friday 19th April</th>
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<tr>
<td>Term 2</td>
<td>Monday 6th May to Friday 5th July</td>
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<td>Term 3</td>
<td>Monday 22nd July to Friday 27th September</td>
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<td>Term 4</td>
<td>Monday 14th October to Thursday 19th December</td>
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SCHOOL DEVELOPMENT DAYS 2013

TERM 1 - Thurs 31st Jan, Fri 1st Feb and Thurs 28th March.
TERM 2 - Friday 31st May
TERM 3 - Monday 22nd July
TERM 4 - Monday 14th Oct and Friday 20th Dec.
KINDERGARTEN - PRE PRIMARY 2013

Kindergarten Room 18
Phone number (direct) 9453 1513

Pre Primary children will attend five full days 8.45 a.m. - 3.00 p.m. Monday to Friday.

Kindergarten children will attend for a minimum of 15 hours per week, spread across a two week cycle. Children will attend for full days from 8.45am – 3.00pm.

In 2013 children will attend on Tuesdays and Thursdays on the first week of the cycle and on Tuesdays, Wednesdays and Thursdays of the second week. Therefore children will attend on Tuesdays and Thursdays in weeks 1,3,5,7,9 of term and Tuesdays, Wednesdays and Thursdays in weeks 2,4,6,8,10 of term. A Term planner will be provided at the beginning of each term clearly outlining Kindergarten attendance days.

Voluntary Contributions 2013: Kindergarten - Year 7 $40 per child.

Parent involvement is encouraged in our Kindergarten and Pre Primary classes. Further information relevant to each class is available from the teachers.

Please note that the payment of voluntary contributions relate directly to the provision of materials and equipment used by the children. We therefore strongly encourage parents to make full payment of these so as to enrich the program of work offered to your child.

COLLECTION AND DELIVERING OF CHILDREN

Please be punctual. A child will not be released to an unauthorised person, so please give WRITTEN NOTIFICATION to the teacher or assistant if your child is to be collected by another adult or an older sibling. If you wish to pick up your child early from school, please fill out an Early Release Form at the school office prior to picking up your child. Children must be supervised at all times by an adult. Children are supervised in the Playground or classroom during the staff lunch break by teachers. Staff will not be available to speak to in the centre during the lunch break (12.35 – 1.20pm)

Children are not permitted to play in the playground either before or after school

PUNCTUALITY/ATTENDANCE

Please ensure that your child arrives on time at the beginning of the session and collect your child promptly at the end of the session. It is important that children come to school each day to develop regular attendance habits. Our goal is for all children to attend 90% or better in Kindy and Pre-Primary.
WHAT YOUR CHILD NEEDS TO BRING

**Dress**

School uniforms can be purchased from the school uniform shop. Pre – primary students are encouraged to wear our school uniform. Children must wear clothing with sleeves. **For safety reasons, children must not wear sun dresses, tank tops etc.**

Hats are an essential part of school dress. **Children without bucket hats will not be permitted to play out in the sun.** Children must have a hat in their bag at all times.

**Children are encouraged to wear flat shoes suitable for climbing.** Thongs, slip-ons and high heels are not permitted footwear at school. Please MARK ALL items of clothing with child's name.

**Spare Clothes**

All children should bring set of spare clothes in a plastic bag just in case they are needed.

**Bags**

Each child will need a school bag and a library bag. The school bag should be big enough to fit a hat, lunch box and any art/craft work your child may bring home. The library bag, preferably a cloth one, should be labelled with your child's name and should be approximately 35 cm x 35 cm. The bag will need a handle of some sort for easy carrying.

**Mid-morning snack**

**Please** bring one piece of fruit or alternative healthy snack (sultanas, carrots etc.) **every day.** Fruit is a Kindy/Pre Primary routine where the children learn to share and develop respect. Please do not provide any products that contain nuts.

**Lunch:**

A packed lunch should be provided in a lunch box. We encourage the children to bring healthy snacks such as salads, carrot sticks and cheese. Please endeavour to ensure that junk foods and snacks are kept to a minimum. Pre-Primary children are able to order from the canteen on the days it is open.
Drinks

You may provide a drink for your child at lunchtime and we request that no fizzy drinks or cordial drinks are provided. A drink of water is always available to the children at anytime throughout the day.

Birthdays

We are happy for the children to celebrate their birthday in class. You are quite welcome to bring along small cakes or similar for your child's class so we can all celebrate together.

Toys

Our Kindy and pre Primary are well stocked with play equipment so we would appreciate it if you could see that your child's personal toys remain at home. Loss or breakage of toys is a heartache that can be avoided. One day each week, your child can tell or show 'news' and they may bring a special item on this day. After news the items will be placed in the care of the teacher until the end of the day.

PARENT INVOLVEMENT

Parent Roster

Parents and other relatives are most welcome. At the beginning of each term, a roster will be posted for family members, to fill in the times, which are most convenient for them to attend. This is an opportunity for you to spend time with your child and their peers, while being of great assistance to us. With your assistance, we are able to work more closely with individual children. If younger siblings attend on roster with you, we ask that they do not interfere with the program or equipment set out for the pre-primary.

Helping Your Child at Home

All children are unique and as such have different likes and dislikes and learn at different rates. Our booklets, “Helping to make a smooth transition to Kindy / Pre-primary” contain many helpful suggestions. Also throughout the year we will be running Parent Information sessions that will focus on such topics as Language Development, reading with your child and Behaviour Management strategies. We look forward to sharing these sessions with you.
**Parent Concerns**

If you have any concerns relating to your child, please make an appointment with your child’s teacher at a time convenient to you both. This will allow the teacher the opportunity to discuss with you your concern without interruption.

**Laundry Roster**

Every week we have a small amount of laundry that is sent home on a Thursday to be returned early the next week. For this purpose we have a Laundry Roster, which means that each child’s parents only have this small duty once or twice in the year.

**Junk Material**

During the year we will ask for junk material supplies such as ice cream / margarine containers, boxes, bottle tops, paper, fabric scraps, wood off cuts, magazines etc. We will put a notice on the notice board when we need these things.

**HEALTH**

During the year a medical and dental check will be provided. Pre primary children are eligible to attend the Dental Therapy Unit.

**Head Lice**

Children with Head Lice are not permitted at school and can only be re-admitted when they have been treated. Information on treatment and methods of eradication are available from the School Health sister and from the Shire Health officer. Parents should check children’s hair regularly.
Allergies

Please let us know if there are any foods your child cannot eat or any allergies he/she may have. Remember, our first concern is the well being of your child. Please feel free to drop in to discuss any issues or queries relating to your child. By working together we can ensure that your child's year at Forrestfield Kindergarten and Pre-Primary is a happy, successful and rewarding one.

NOTICES

We will keep you informed via the noticeboard, newsletters and parent meetings. Please endeavour to check the noticeboard after each session and keep notes in a handy place so you can refer to them.
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SCHOOL INFORMATION YEARS 1-7

SCHOOL CHARGES AND VOLUNTARY CONTRIBUTIONS 2013

Under the Education Act 2000 there have been a number of changes to the manner in which contributions and charges are requested from parents. One of the major changes is the requirement for schools to outline in advance all costs involved for the education of a child in the year ahead. Apart from this notification, the school will continue to operate all parent cost activities as it has in the past through a letter to parents and collection of money.

The costs can be broken into five sections:-

1. Voluntary contributions
2. Optional costs associated with an educational program
3. Personal use items
4. Other fund raising costs
5. Optional costs for non educational activities


In 2013 the Voluntary Contributions are $40.00 per child.

Money collected will be used to supplement school expenditure in the areas listed below. The actual costs per child are shown in the table overleaf. While contributions are voluntary, the quality of our teaching and learning program will be maximised when each family makes its contribution to the cost of supplementing funding gained from other sources, including the State and Commonwealth governments.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tr>
<td>Replacement Library Books</td>
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<tr>
<td>Cooking Ingredients</td>
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<tr>
<td>Replacement PE Equipment</td>
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<td>Supplementary Art Materials</td>
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<td>Computer Resources</td>
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<td>Supplementary Photocopying</td>
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<td>Supplementary Classroom Materials</td>
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<td>TOTAL</td>
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2. Optional Costs Educational Programs*

These amounts can vary from year to year and within a particular year level from child to child. Students will only incur costs when they are involved in a particular activity. Notification of such activities will be sent to parents in sufficient time to allow parents to budget for their child’s inclusion. The amounts indicated would be the maximum for that activity.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
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<th>PRE</th>
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*** Purchase own instrument

3. Personal Use Items

The cost of these items will vary from student to student usually on a yearly basis and include:

- Pupil Requirement Items e.g. Tissues, Hand soap.
- School Uniform.
- Musical instrument, after initial hiring period, if involved in School of Instrumental Music Lesson.
- Royal Blue Bucket Hat.

Students Personal Requirements List

All personal requirements items are placed on a Personal Requirements List, which is given to parents in Term 4.

Parents can return these to the class teachers and have all items delivered to the school to be picked up at times indicated.

Spare copies of personal requirements are available from the office. Whether or not you are using the recommended supplier, it is essential that all children have the necessary items at all times to maximise the learning program. All items need to be labelled.
4. Other Fund Raising Costs

P & C Contribution $10.00 per child to a maximum of $20.00 for a family.

5. Optional Costs Non Educational

These areas are non educational therefore GST is payable on these items.

- Graduation T Shirt $50.00 Year 7
- School Photos $35.00 All

Parents experiencing difficulty with meeting the school voluntary contribution and charges may make progressive payments on a semester or term by term basis. To avoid disappointment to the student of non inclusion in school activities, please notify the office of this intention.

Information outlined in this overview has been kept as brief as possible. Parents wishing to inquire about any aspect of this overview may contact the Principal.
SCHOOL COUNCIL

Our current School Council has seven members. The Principal (ex officio), four parents and three staff members.

The role of the Council is to:
- Assist in the formulation of the school’s educational objectives and priorities.
- Endorse the School Development Plan and review its progress.
- Approve the school budget and the school schedule of Charges and Voluntary Contributions.

Council meetings are held at least once per term.
Parent membership of the Council is by nomination and election, with results of elections and names of School Council Members published in the Newsletter.
Please contact one of the elected people to discuss ideas, issues or suggestions for school direction.

P & C ASSOCIATION

A Parents & Citizens’ Association helps bring about communication and co-operation between students, teachers and parents. Meetings provide a chance to talk about all aspects of the welfare of children and to foster community interest in education.
Forrestfield Primary School P&C meetings are held on the third Wednesday of each term.

ARRIVAL AT SCHOOL

Children should NOT ARRIVE at school before 8.30 a.m. unless they are attending the Breakfast Club, as adequate supervision cannot be provided. If family circumstances require arrival before this time a note to the Principal outlining the reasons is required. When children arrive at school they must remain seated on the benches outside the school office.

School and personal sporting equipment is not to be used before school. At 8.30am, children will be supervised by class teachers in their classrooms. BREAKFAST CLUB is available to any students that require it. It operates every day between 8.00 – 8.25am.

DAY TIME SAFETY PROCEDURES
To ensure the safety of all students and staff during school hours and to ensure that the property of students, staff and our school is protected, the school is locked during the day. (Please refer to APPENDIX 4) Parents and visitors are requested to enter the school via the office between the hours of 9.00am and 2.50pm.
LUNCHTIME PROCEDURES

The children eat lunch in their classroom supervised by their teacher between 12.15pm and 12.30pm before being released into the playground for a further 30 minutes.

PARKING AND PICKING UP

Parking is permitted on the school side of Sussex Road and Edinburgh Street. Parents should not park on the verges on the opposite side of these streets. Some parking is available in the car park but parents should keep within the bays and leave driveways free for moving traffic. The school car park presents a safety hazard to young children if drivers do not exercise extreme caution when entering and leaving. Please observe entrance/exit signs and move in the direction of the arrows.

Parents are requested not to park in front of the mini-skips used for rubbish removal on the Edinburgh Road side of the school. To develop independence please leave the child quickly on arrival and pick up away from classrooms. Where practicable children should be encouraged to walk or cycle to school.

PUNCTUALITY AND LATENESS/ INTERRUPTIONIONS TO CLASSROOMS

Please ensure your children arrive at school in time to commence lessons at 8.45 a.m. Teachers and the class are inconvenienced by late arrivals.
If your child is late please collect a Late Form from the office and take to the room for the classroom teacher to file. This is part of the Attendance programme of the Department of Education so children need to be at school on time. Classroom teachers should not be interrupted during instruction time.

Should it be necessary to collect or return your child to school, please follow the procedure for Early Release.

Parents wishing to speak to teachers can make appointments through the office.
PARENTAL AND ABSENTEE NOTES

Please note that the Education Act states that attendance at school is compulsory for all students in Year 1 to 7. These are required as follows:

- Where a child is absent from school, parents must provide an explanation in writing, by email or by phone indicating the reason for the absence.

NB: There is a strong link between school attendance and student performance. **Our aim is to have all children with 90% - 100% attendance.**

EARLY RELEASE

Parents of children needing to leave early are requested to:

- Go to the office and sign out your child.
- You will be handed a yellow slip and a leave pass.
- Take the yellow slip to the class teacher.
- Keep the Leave Pass with you.

EXERCISE BOOKS

Whenever a new exercise book or pad is issued to a pupil, he or she is encouraged to take it home to be covered. If a child takes home a book to be covered and you are unable to cover it on that particular night, please ensure that the book is returned to the school the next morning as the child may have to use it in class the next day. A neatly covered book is a source of pride for any pupil.
The relationship between the home and school plays a very important part in your child’s education. As a parent or carer, you play a vital role in your child’s learning. Communication is the key to the success of this relationship.

At some point you may need to talk to the school about:

- Issues particular to your child such as attitude, progress, attendance, participation or social and emotional matters.
- The learning environment, quality of teaching, homework, general student behaviour, pastoral care, policies and procedures or conduct of staff.
- Access to support services such as school psychologist or school nurse, visiting teachers for students with disabilities or English as a Second language students or programs for students experiencing difficulties with learning, for gifted and talented students or for instrumental music.

Where to start:

Before you contact the school identify the problem. If there is more than one problem, make a list so the extent of the problem is clear to the school.

If you have any questions about your child’s progress, the homework set or the assessment procedures, talk to the class teacher. Contact the school to arrange a convenient time for a telephone conversation or meeting with your child’s teacher.

If the problem concerns the conduct of a teacher or member of school staff you should make an appointment with the Principal.

Discussion with the school:

- You can contact the school in person, in writing, by telephone, fax or email. (see page 1)
- Complaints received in writing are responded to in writing.
- Anonymous complaints are only acted upon if enough information is provided for the Principal to follow up.
- It is important that you deliver your complaint in a non-threatening and non-abusive manner.
- It is also important to not make frivolous or vexatious complaints or include deliberately false or misleading information.

Please note: Interpreters, Aboriginal and Torres Strait Islander Education Officers and Aboriginal Liaison Officers are available to assist. Please contact us if you need this assistance. You can also have a friend or adviser present during any discussion.
Review at a District Level:

If you have discussed the issue with your school and still feel that your complaint has not been addressed, you can now ask the matter to be reviewed by the District Education Office. If you consider there is a valid reason not to raise the issue with the school, you may refer your concern to your DEO directly. Contact the Manager of District Operations on 9311 0500.

A pamphlet “Talking to Your School” is available from the office.

MOBILE PHONE POLICY

All parents need to be aware of the school procedures if students bring a mobile phone to school. These procedures have been approved by the School Council.

1. Parents wishing their child to bring a mobile phone to school are required to put their request in writing to the Principal.

2. Children/parents will sign a contract outlining their acceptance of school procedures and sanctions for inappropriate use.

3. Children must give their mobile to the office for safe keeping during the day.

4. Mobile phones will be switched off during the day.

5. Mobile phones will be placed in a secure location.

6. The child is responsible for collecting their mobile phone from the office at the end of each day.

7. Parents wishing to contact their child must do so via the school office.
HOMEWORK

The school policy with regard to homework is as follows: No formal homework will be set for children Years 1-5. All children in Pre Primary to Year 3 have a home reading book. Students in Years 4 & 5 have a lexiled Library Book.

All children should be practising their reading for 15 – 30 minutes per night. Children in Years 6 and 7 may be set homework at the discretion of class teachers. Students may also be required to practise their sounds, sight words, spelling words or their number facts.

EXCURSIONS & INCURSIONS

We encourage all students to children to participate in a wide variety of educational and cultural excursions and sporting fixtures. These are part of the school program and where selected to participate, children are expected to attend.

The cost of these excursions is kept to a minimum and will depend on distance and circumstances. If parents prefer their child not to participate in the excursion then a note to that effect is requested. If for some reason payment is a problem then arrangements may be made with the registrar to make payment instalments.

The school also invites, from time to time, various groups to the school to complement its educational program. These incursions are a cost-effective way of enabling the students to experience a wide variety of learning experiences.

MEDICAL - SCHOOL HEALTH REGULATIONS

There are various regulations regarding exclusion from school of children who are ill. Please ring the school immediately if you are unsure of the requirements. A School Health sister can be contacted through the school if answers are needed on any health matters. (See also Infectious Diseases Page 17)

SICK CHILDREN AND MEDICATION

If your child is unwell he/she should not be sent to school as we don’t have staff or facilities to supervise and isolate them to prevent the spread of infection. If the child becomes unwell at school it is our policy to contact the parents to take the child home. Please ensure contact details are kept current so as to avoid unnecessary distress to the child. Staff are unable to administer medication to students without medical forms signed by the doctor, parents and Principal. If your child in required to take medication, please make an appointment with the Principal.
INFECTIONOUS DISEASES

If your child contracts any of the following diseases, you must notify the school office and they must be excluded from school as listed below:

- **Chicken Pox** – Exclude from school – WHERE NO MEDICAL CERTIFICATE OF RECOVERY is available – re-admit seven days from appearance of pimples with watery blobs – IF WELL.

- **Measles** – Exclude from school - WHERE NO MEDICAL CERTIFICATE OF RECOVERY is available – re-admit seven days from appearance of spots – IF WELL. *Children who have not been immunised must be excluded from school for two weeks.*

- **Mumps** – As for Measles. Fourteen days exclusion.

- **Ringworm** – Exclude from school. Re-admit on MEDICAL CERTIFICATE OF RECOVERY that the child is no longer likely to convey infection.

- **Rubella** – Exclude from school. WHERE NO MEDICAL CERTIFICATE OF RECOVERY is available, re-admit on subsidence of symptoms.

- **Scarlet Fever** – Exclude from school. Re-admit on MEDICAL CERTIFICATE OF RECOVERY NOT LESS THAN TEN DAYS FROM ONSET.

- **Scabies** – Exclude from school until cured.

- **Head Lice (Nits)** – When nits are identified in a child’s hair…
  - The parent will be contacted.
  - The child remains at school but treatment must be carried out before the child returns to school.
  - All lice and most eggs must be removed before the child returns to school.
  - If a child returns to school with lice, the child will be sent home. (See also Head Lice/Long Hair page 17)

- **Impetigo** – School sores – Exclude from school while medical treatment is being undertaken.

- **Hepatitis A** – Re-admit on MEDICAL CERTIFICATE OF RECOVERY or on subsidence of symptoms but not before seven days after onset of jaundice.

- **Whooping Cough** – Re-admit on MEDICAL CERTIFICATE OF RECOVERY.
<table>
<thead>
<tr>
<th>Age</th>
<th>Brands supplied by WA DoH</th>
<th>Disease Prevented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth</td>
<td>Hep B</td>
<td>Hepatitis B</td>
</tr>
<tr>
<td>2 months</td>
<td>7vPCV, ORV, DTPa-IPV-HepB-Hib</td>
<td>Prevenar, RotaTeq, Infanrix Hexa</td>
</tr>
<tr>
<td>4 months</td>
<td>7vPCV, ORV, DTPa-IPV-HepB-Hib</td>
<td>Prevenar, RotaTeq, Infanrix Hexa</td>
</tr>
<tr>
<td>6 months</td>
<td>7vPCV, ORV, DTPa-IPV-HepB-Hib</td>
<td>Prevenar, RotaTeq, Infanrix Hexa</td>
</tr>
<tr>
<td>6 months to &lt;5 years</td>
<td>Flu (annual)</td>
<td>Fluavax, Vaxigrip</td>
</tr>
<tr>
<td>12 months</td>
<td>MMR, Hib, MenCCV</td>
<td>Priorix, Hiberix, Neisvac-C</td>
</tr>
<tr>
<td>Special Populations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Aboriginal children</td>
<td>Hep A, 7vPCV</td>
<td>Vaqta, Prevenar</td>
</tr>
<tr>
<td>b. Medically at risk children</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 months</td>
<td></td>
<td></td>
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<tr>
<td>Special Populations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aboriginal children</td>
<td>Hep A, 23vPPV</td>
<td>Vaqta, Pneumovax 23</td>
</tr>
<tr>
<td>4 years</td>
<td>MMR, DTPa-IPV</td>
<td>Priorix, Quadracel</td>
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<tr>
<td>Special Populations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medically at risk children</td>
<td>23vPPV</td>
<td>Pneumovax 23</td>
</tr>
<tr>
<td>School Year 7</td>
<td>Hep B (two doses – 4 to 6 months apart), dTpa, VZV</td>
<td>H-B-Vax 11 (Adult), Boostrix or Adacel, Varilrix</td>
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<tr>
<td>Special Populations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Females only</td>
<td>HPV</td>
<td>Gardasil</td>
</tr>
<tr>
<td>Adults</td>
<td></td>
<td></td>
</tr>
<tr>
<td>≥15 yrs Aboriginal OR Non-Aboriginal ≥ 65 years</td>
<td>Flu (annual)</td>
<td>Fluavax, Vaxigrip, Fluvac</td>
</tr>
<tr>
<td>≥15 yrs Aboriginal with a medical at risk condition OR Non-Aboriginal ≥ 65 years</td>
<td>23vPPV</td>
<td></td>
</tr>
<tr>
<td>Special Populations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Females 12-26 Years</td>
<td>HPV</td>
<td>Gardasil</td>
</tr>
</tbody>
</table>

1. **Rotavirus vaccine (RotaTeq-ORV):** The RotaTeq vaccine is for ORAL use. The first dose of RotaTeq is given at/before 12 weeks of age. The second dose should be given preferably by 28 weeks of age to allow for a minimum interval of 4 weeks before the third dose. The third dose should be given between 32 weeks of age. Minimum interval of 4 weeks. Late or catch up doses are not to be given.

2. **Influenza vaccine for children:** Children who have had 1 or no doses of influenza vaccine ever in their lives should receive 2 doses of vaccine given at least 1 month apart. Children, who have had 2 or more doses of Influenza vaccine at any time in their lives prior to the current year, require only 1 dose of vaccine annually.

3. **Additional Pneumococcal vaccine for medical at risk children:** A 4th dose of 7vPCV at 12 months of age, and a booster dose of 23vPPV at 4 years of age.

4. **Gardasil 12-26 years females HPV catch up**

5. **Influenza vaccine eligibility includes:** All pregnant women, all person 65 years of age or older, all Indigenous Australians aged 15 years and older, all individuals aged six (6) months and over with medical conditions predisposing to severe influenza, namely

- cardiac disease
- chronic respiratory conditions
- chronic illnesses requiring regular medical follow-up or hospitalisation in the preceding year
- chronic neurological conditions
- people with impaired immunity; and
- children aged six (6) months to 10 years receiving long term aspirin therapy.

**IPV (IPOL)** for special population groups, e.g. refugee catch-up immunisations: IPOL can be given to persons needing immunity to polio for whom combination vaccines that contain polio antigens are not indicated. Note: IPOL is not funded as a travel vaccine.

**Groups with special vaccination requirements, e.g. medically at risk:** Refer to the 9th edition Immunisation Handbook pages 75 - 102 for the vaccination guidelines.
HEAD LICE/LONG HAIR

Head Lice are a problem in all schools and we would ask that all parents be vigilant in checking their child’s hair on a regular basis.

Information on treatment and methods of eradication are available from the School Health sister and from the Shire Health officer. Parents should check children’s hair regularly. Hair which is long needs to be tied back off the face for safety reasons.

If head lice are found in a child’s hair, the parent is notified. All children in that class receive a note requesting that parents check their child’s hair. Children may return to school once a recognised treatment is carried out and all lice are removed.

Please refer to Appendix 1 – Head Lice Policy for more detailed information.

BICYCLES/SCOOTERS

Racks are provided for student’s bicycles/scooters. Bikes should not be ridden in the schoolyard or through the car park. Parents are also reminded that children are not permitted by law; to take other children on their bikes and cyclists must wear protective helmets. Please note that the Road Safety Council recommends children ten years of age and under should not be permitted to ride bicycles unsupervised to school.

CANTEEN

Our school operates with parent support. At this point in time, our canteen is not open.

CHILDREN’S PROPERTY

Parents are asked to MARK ALL THE CHILDREN’S PROPERTY CLEARLY. This assists in the recovery of most articles, particularly clothing. Property that is not identified is placed in a lost property bin either in the junior block or administration area. After a term, unclaimed items are handed into the P & C for resale (if school type). Other clothing is sent to a charitable institution.
LIBRARY

Children will be allocated a library borrowing day on Tuesday and Thursday. All children need a library bag so the books they borrow are kept safe. Please ensure library books come back on the due date. The Library runs a class competition to reward the class with the highest rate of book returns.

NEWSLETTERS

Newsletters will be sent home with the oldest child once a fortnight, on a Wednesday. The newsletters will be numbered numerically to enable parents to determine whether a newsletter has not been received. If you do not receive a newsletter, a copy can be obtained at the office. Our newsletter is also available on the school website: www.ffps.wa.edu.au and on the main noticeboard located outside the administration.

SCHOOL NOTICEBOARDS

Community Information is displayed on the Parent Noticeboard outside Room 1.

VALUABLES OR MONEY

The school discourages children from bringing large amounts of money, expensive toys, jewellery or equipment (e.g. radios, walkmans, mobile telephones) to school. These items are not covered by school insurance and no responsibility will be taken if valuables are lost, stolen or damaged. If a child brings items for news, then these are given to the teacher and taken home at the end of the day.

Money should only be brought to school for lunches or payment of school activities. If a child has to bring money to school for swimming lessons, bus fares, excursions etc this money should be sealed in an envelope with the child’s name written on the front.

Monies will be collected by teachers first thing in the morning. Where change is required, the child should place it in the care of the teacher but once again no responsibility is accepted. Therefore parents should attempt to give children the right money on each occasion.

MONEY COLLECTIONS

Money for school activities is collected in classrooms and recorded in the class money book. The teacher is issued with a receipt number from the main office. All of these books and receipts are audited annually. Voluntary Contributions are paid directly to the office and receipted, and money for P & C activities are also collected at the office.
ENROLMENTS

Children can be enrolled between 8.30 a.m. and 3.30 p.m. each day. Parents of new students are encouraged to enrol them prior to the actual commencement date of the children.

Birth certificate or extract and immunisation card need to be produced for the first enrolment.

The Enrolment Form contains a student’s current address, phone number, emergency contacts, allergies etc. Parents are requested to advise us of any changes to these details, as it is very important to keep this information current. Please call at the school and make the necessary adjustments.

The Department of Education advertises a cut off date for Enrolments for Kindy and Pre-Primary. This is usually at the end of July. Parents may enrol Kindy and Pre-Primary students after the cut off date.

SCHOOL PSYCHOLOGIST

The school has a School Psychologist available for approximately a half day each week to assist children with learning or social needs. Usually the teacher refers a child to the school psychologist following discussions with a parent. A case management approach is used with the School Psychologist, Learning Support Co-ordinator and Principal.

LEARNING SUPPORT COORDINATOR

Our Learning Support Coordinator is Mrs Janine Mason. Her role is to liaise with parents, staff and support agencies to develop Individual Education Plans or Behaviour Change Plans to tailor an educational program to suit the needs of children with medical conditions, learning difficulties or disabilities. She also coordinates interagency referrals; Case Conferences and makes all Schools Plus applications for children with disabilities.

ABORIGINAL STUDENT SUPPORT AND PARENTAL AWARENESS PROGRAM

There is extra support offered through the A.I.E.O. (Aboriginal Islander Education Officer), who is employed at the school. Our AIEO is Sheree Pracy who can be contacted by phoning the school and requesting her assistance.
SCHOOL CHAPLAIN

Our school chaplain is Mr Paul Johnston. The chaplain’s role is to be available voluntarily to students as a friend, listener and pastoral carer. The chaplain can refer parents (at their request) to the appropriate people in the school, helping agencies within the community, mediation, grief support and generally caring for each family.

He is available at the school to support parents every Monday and Tuesday by appointment. If you do not want your child to make use of the School Chaplaincy service, please notify the office by phone or in person.

PHYSICAL EDUCATION

It is Education Department Policy that all children take part in 2 hours Physical activities every week. Whole School fitness activities are organised from 8.45am-9.15am on Monday, Tuesday and Thursday. Organised sport held for students in Year 3 to 7 on Friday afternoon between 1.50pm and 3.00pm.

Students from Pre-Primary through to Year 7 are able to attend ten (10) In-Term Swimming Lessons. In 2013 Swimming Lessons are scheduled in Term 4 Forrestfield Primary School has a rich tradition of involvement in the Forrestfield and Districts School Sports Association, participating in a Summer Lightning Carnival (late Term 1), a Winter Lightning Carnival (late Term 2) and the Athletics Carnival (Term 3).

FORRESTFIELD PRIMARY SCHOOL COMMUNITY GARDEN

Our community garden project was commenced in 2010 and funded through grants from various community businesses and community organisations. In 2013 all classes will be rostered in the garden to plant, grow, harvest and cook their produce. All children will also participate in Waterwise and Wastewise activities during the year.
SPECIALIST LEARNING PROGRAMS

The school’s specialist learning programs are Art, Music, Science and Italian.

Music
Our music specialist provides a range of music activities to children in all classes. Our school also has a Choir.

Instrumental Music

Our school participates in the Department of Education Instrumental Program. Testing is carried out by the school’s music specialist at the end of Year 5 to identify children with exceptional musical ability.

At the beginning of Year 6 selected students are offered tuition in Electric Guitar. These lessons are provided free of charge by School of Instrumental Music teachers. It is an expectation that students will practice regularly and continue their studies in Year 7.

Lessons are conducted at school and instruments are purchased by the students. Students have the option of continuing their music studies at secondary school.

Art
Our art specialist provides a range of art lessons to children in all classes. TAG’s (Talented and Gifted) programs are offered for students with outstanding talent in art in Years 5 to 7.

Language Other Than English (LOTE)
All children in Years 3 to 7 learn Italian for 60 minutes a week.

GIFTED AND TALENTED PROGRAMS

PEAC
All students in Year 4 are tested and may be offered a place in district PEAC Programs in Years 5 to 7. Parents are responsible for taking their children to PEAC and then returning their child to school.

TAGS
Our school also runs extension classes for students in Years 5 to 7. Currently TAG’s classes are literacy and art.
REPORTING

Forrestfield Primary reports to parents/caregivers about individual students to provide regular information on student achievement during the year and by collecting and assessing student achievement, using a variety of information such as classroom assessments, tests, work samples and system assessments.

Ongoing classroom assessment is used by teachers to make formal judgements about the progress of students. Assessment is ongoing and reflects teaching practice. To ensure reliability and validity, teachers will use professional judgements to see that children are demonstrating learning outcomes and to determine whether students have demonstrated progress.

Reporting Timetable 2013

1. Parent / Teacher meeting held between Weeks 1 & 3 of Term 1.
2. At the end of Term 2 a formal report will be sent home. Parents are then invited to a Parent Meeting to discuss their child/children’s report and progress.
3. A formal report will be sent home at the end of term 4.

Parents wishing to obtain information about their child’s progress may request an interview with their child's teacher at any time by making an appointment.
BEHAVIOUR MANAGEMENT

Our school uses a positive behaviour support model to teach and reward acceptable student behaviour.

Our school wide expectations for all members of our school community; students, parents and staff are

“Treat everyone decently by being respectful, responsible and safe.”

A matrix of rules for non classroom areas has been developed – e.g. Expected behaviour when walking between classes, moving on hard/grassed surfaces, when the siren goes etc.

These are taught during the year and students are rewarded.

At the end of each two/three week periods the faction with the most TEDS is rewarded.

The faction who has the most points at the end of each term receives a sausage sizzle provided by our P & C Association.

The Friendly School’s program which focuses on anti bullying, developing friends and resiliency is being introduced across the school this year and compliments our TED Virtues Program.

Teachers also develop classroom rules based on our school wide expectations. Students receive Honour Certificates, Merit Certificates, Letters of Commendation from the Principal, Stickers, Virtues Vouchers, Class Rewards and praise etc. for demonstrating positive behaviour and good work.

Our school also has defined guidelines for inappropriate student behaviour in the classroom and playground. See appendix 2. (Guidelines and Procedures)

We encourage students to reflect on their behaviour in line with our whole school expectations and parents to work with the school to ensure that our school maintains a safe and positive learning environment.

Parents are informed of their child’s behaviour incidents in person or through phone calls, blue/yellow forms and through participation in case conferences. It is vital that parents work in partnership with the school to address behavioural concerns.

Our Behaviour Management approach, guidelines and procedures have been endorsed by our School Council.
BULLYING

At Forrestfield Primary School, all members of the school community are entitled to a safe, secure and caring environment.

Our school is implementing the Friendly Schools Plus Program, a research based program designed to build social skills and reduce bullying in school communities.

Our School does not tolerate bullying, and expects all members of the School Community to treat each other with respect and dignity.

Parents are urged to report all incidents to the school.
FORRESTFIELD PRIMARY SCHOOL DRESS CODE

The dress Code at Forrestfield Primary School has been considered and endorsed by the staff and School Council (representing the parents). As such, it has the support of the whole school community and it is the expectation that all students, Kindergarten and Pre Primary through to Year 7’s, who are attending the school, will adopt the requirements of the Code spelt out in this policy.

The purpose of the Dress Code is as follows:

• A uniform establishes a sense of pride, belonging, purpose and identity among students.
• A uniform is non discriminatory and does not distinguish between students from different socio economic backgrounds.
• A school uniform is exactly that – designed for school where the core purpose is learning.
• A uniform is an investment for parents, being less expensive than other clothing that parents may purchase.
• Uniforms stop the daily dilemma of a student trying to decide what’s “cool” to wear to school. The non wearing of uniform can turn the classroom and playground into a fashion competition.
• A uniform presents a united image to the public that is easily identifiable in the community.
• A uniform can make a statement in the community and create the perception of a sense of order and discipline in the school environment.
• A uniform makes it easy for duty teachers to see if any unwelcome visitors are in the school environment.
• A uniform prepares students for future employment as many workplaces have dress and safety codes.
• A uniform enables teachers to easily identify students while on excursions thus assisting us care for our students and keep them safe.

Acceptance of enrolment at Forrestfield Primary School assumes agreement that the enrolling student will comply with the dress code unless exemption has been granted. Such exemptions will be granted on health and religious grounds after negotiation with the Principal. Staff and School Council will be informed of any student granted an exemption.

Uniforms can be purchased through the P&C Uniform shop, which is open each Wednesday morning 8.30am – 9.30am at competitive prices. Second-hand uniforms are also available.
DRESS CODE REQUIREMENTS

Shirt
- School T Shirt (white polo style with red trim and school emblem)
- Faction T Shirt (polo style with school emblem)

Skirts
- Royal blue pleated sports style
- Red pleated sports style

Skorts
- Royal blue elastic waist

Shorts
- Several styles available - Royal blue – airflow, cargo style
- Red air flow – sport

Windcheater
- Royal blue windcheater / zipped jacket with school emblem.

Tracksuit pants
- Several styles available – Royal blue super fleece or micro-fibre

Hat
- Blue Bucket hat

In addition to the items of the sports uniform listed above members of some interschool teams will be provided with specific uniform items (e.g. football, soccer, athletics and softball teams). Other items such as sports briefs, scrunchies in faction colours and ‘Forrestfield’ socks are also stocked.

- Choir Uniform - Children selected as members of the choir will be provided with a uniform for special events.

FOOTWEAR
Students need to wear enclosed shoes and socks or sandals. Footwear must be worn at all times unless they are asked to be removed at the request of the teacher. Thongs should not be worn to school, the exception being during swimming lessons.

JEWELLERY
The school cannot take responsibility when jewellery is lost or stolen. A watch is the only piece of jewellery that a child needs at school. Earrings are permitted but must be sleepers or studs. Long, dangly earrings are dangerous at school during sport etc. and therefore should not be worn. Surf jewellery should also not be worn to school.

HAT POLICY
The school has a “no hat, no play in the sun” Policy. While the wearing of the school hat is necessary in the playground during Terms 1 and 4, hats are not a requirement in Term 2 & 3, although we would encourage children to wear them. Common courtesy dictates that hats should not be worn in classrooms or at assemblies.
NON COMPLIANCE

- Students not complying with the school dress code will be required to provide an explanation to either, the Principal, Deputy Principal or appointed teacher. A student’s reasons for non-compliance will be recorded.
- The Principal / Deputy Principal will contact parents of consistently non-complying students to enlist parent support for the school dress code.
- Parents of students wearing inappropriate clothing (i.e. Clothing with unacceptable slogans or symbols, immodest clothing or soiled clothing) will be contacted immediately for alternative clothing. If the parent is not able to be contacted the child will be requested to change into more suitable clothing provided by the school.
- Children not wearing school uniform or the appropriate footwear will not participate in school excursion.

DOGS

Animals are not permitted on the school premises at any time unless permission is given by the Principal. Dogs which follow children to school and remain around the buildings during the day are a nuisance and a cause for concern. Please ensure that your dog is tied up when the children leave for school. The Kalamunda Shire Ranger will be contacted to remove any dogs which venture on to the school site.
ASSEMBLIES

Parent Assemblies are held on the fifth and tenth Wednesday of every term (10 week term). Please refer to the Parent Term Planner and Newsletter for dates. Assemblies commence at 8.50am in the covered Assembly Area. All classes take it in turn to host an assembly and present an item.

Student Assemblies are held on the third and seventh Wednesdays of the term wherever possible. These assemblies are smaller information assemblies. All parents are welcome to attend all assemblies.

TED (TREAT EVERYONE DECENTLY)

Virtues Program and TED (Treat Everyone Decently).

In April of 2009 our school introduced a Virtues Program and is characterised by our resident virtues mascot, TED. The students learn about and practise eight key virtues: Respect, Self Discipline, Courtesy, Kindness, Honesty, Responsibility, Perseverance and Tolerance.

Each term is divided into 5 week blocks, where one specific virtue is taught and reinforced. When staff catches students displaying the target virtue, they are rewarded with a Virtues Voucher. At the end of the 5 weeks, two students from each class (who have earned the highest number of virtues vouchers) are rewarded at our Parent Assembly with presentation from TED, personalised certificate and a TED bear.

SCHOOL WEBSITE: www.ffps.wa.edu.au

Our website is regularly updated and contains information on school events, school policies, term planners, the latest school newsletter and useful information.

ON SCHOOL GROUNDS

Parents are reminded that smoking is not permitted at any time within the smoking School’s grounds. This is in the best interest of the health for all children. Parents are requested to refrain from smoking near the entrances or inside the grounds.
FORRESTFIELD PRIMARY SCHOOL
PROCEDURE FOR THE SAFETY OF ALL STUDENTS AND STAFF WHILE AT SCHOOL

To ensure the safety of all students and staff during school hours and to ensure that the property of students, staff and our school is protected, the following procedures will be followed;

MORNING DROP OFF/PICK UP TIMES
All school gates will be open from 8.00am and again at 2.50pm.

Children and their parents will enter the school grounds via the following gates;
- Car Park Door. (Adjacent to Room 1) For all families who arrive and depart by car. (Children walking or riding to school are not to enter the school via this door.)
- Entry Gate next to Room 12. General entry and exit point.
- Entry Gate at Edinburgh Road. General entry and exit point. To be used by children who go home via Edinburgh Road.
- Entry Gate to Pre Primary and Kindy. Large entry gate to the school next to Room 17. For all families who are dropping off/picking up children from the Pre Primary and Kindy and then entering the school.

GATE CLOSURE TIMES
Our school gates will be closed;
- Before 8.00am. (Staff to park in the western Car Park and enter via the Car Park Door)
- Between the hours of 9.00am and 2.50pm. All parents and visitors to the school will enter via the front office.
- After 3.30pm. (Staff to exit/enter via the Car Park Door)
- Oval gates will be locked before recess and after lunch. They will be opened and closed for recess and lunch by the Duty Teachers. A key will be attached to the Duty Bag.
- Gates will be un-locked at 8am by the cleaner. They will then be locked by the following staff.
  - Car Park gate – Rm 1 staff
  - Edinburgh Rd and PP gate - ECE Education Assistants
  - Main gate (Rm 12) – Administration Staff

PLEASE NOTE:
- Children should not arrive at school before 8.30am. Children going to Breakfast Club (8.00am – 8.30am) are to go to Breakfast Club where they are supervised by staff.
- If family circumstances require arrival before this time a note to the Principal outlining the reasons is required. When children arrive at school they must remain seated on the benches outside the school office. At 8.30am, children will be supervised by class teachers in their classrooms.

LATE ARRIVALS
- Children arriving after the siren at 8.50 must enter via the office and collect a late note. Parents are not to accompany children to classes after the siren. Young children will be escorted by available staff.

EARLY RELEASE PROCEDURES
Parents of children needing to leave school early are requested to go to the office and sign out your child. Your child will be called to the office using the PA
PARENTS AND CARERS VISITING THE SCHOOL

Definition: Parents and Carers: recorded on the enrolment form as the legal guardians of Students enrolled at the school. Parents and carers who attend the school premises solely for the purposes of dropping off or picking up their children or for P&C activities do not need to sign the Visitors’ Book.

When dropping off and picking up children (between the hours of 8.00am – 9.00am and 2.50pm – 3.30pm) parents will exit and enter the school as outlined above.

At other times, parents will enter the school via the school office.

Parents attending the school for any other purpose, such as a specially arranged parent-teacher interview (i.e. not on a school-organised parents’ night) will enter the school via the school office and sign the Visitors Book.

VISITORS TO THE SCHOOL

All visitors to the school will enter the school via the front entrance.

They will add their name, position or company, contact person at the school and/or purpose of visit, and time of arrival to a Visitors’ Book at reception at the time of their arrival and record the time of their departure when they leave the premises.

Visitors who are not involved in child-related work (such as contractors) will complete and sign a Confidential Declaration form. (Note exemptions) (Archived for 7 years)

Visitors who are involved in child-related work will produce a Working with Children Check card. All visitors will wear an orange Forrestfield PS Visitor sticker, stamped with the date, to clearly identify them as a visitor.

INTRUDERS AND VISITORS WHO BECOME DISRUPTIVE

When on school grounds all parents, carers and visitors are expected to model our whole school expectation of –

*Treat Everyone Decently by being Respectful, Responsible and Safe.*

In the event of intruders or visitors on the school grounds becoming disruptive, the principal or other authorised person will take appropriate action, depending on the individual circumstances. This may involve;

- asking for a name and address;
- giving a direction;
- making an order to leave the school premises;
- detaining the person;
- initiating lockdown procedure
- calling the police;
- issuing a prohibition order;
The School Education Regulations state:

29. **Head Lice Inspections**  
   (1) The Principal of a government school may authorise a member of the teaching staff or another officer at the school to examine the head of any student at the school for the purpose of ascertaining whether head lice are present.  
   (2) If a student refuses to be examined under sub regulation (1) the principal may direct the student –  
      (a) not to attend the school until such time as the student is examined under sub regulation (1) or by a registered medical practitioner and found not to have head lice; or  
      (b) not to participate in an educational program of the school until such time as the student is examined under sub regulation (1) or by a registered medical practitioner and found not to have head lice.

**APPLICATION OF THE POLICY**

1. If a teacher suspects that a child has head lice then she/he will report it to the Principal/Delegate.

2. If, after an inspection of the child’s hair, head lice are found, the Principal/Delegate will inform the parent/s. The child’s name will be recorded in the “HL Roll” and the child will be given a letter and a Head Lice Fact Sheet to take home and returned to class. The parent may be contacted at this time. If the child does not wish to be examined then the parent will be contacted. The child may not return to school unless he/she is deemed to be free of head lice by a doctor.

3. The parent/s will carry out a recognised treatment for head lice before the child returns to school. (See Head Lice Fact Sheet)

4. The parent will fill out the tear-off slip at the bottom of the letter outlining the treatment that has been used to remove the head lice.

5. The child (and parent) will return the letter to the school office and the Principal/Delegate will check the child’s hair before she/he returns to class. The “HL Roll” will record the date the child returned to school and the tear-off slip will be filed.

6. If head lice are still present then the child will not be permitted to return to class. The parent will be contacted and requested to pick up the child. Preventative treatment of head lice will be discussed with the parent(s).

7. The above steps (3 – 5) will be repeated until the child’s hair is free of lice and most of the eggs have been removed from the hair. Support from the school nurse and other support personnel may be necessary during this period of time.

8. The school will use the information gathered on children with head lice (no names will be used) to organise strategies to reduce the spread of head lice. This may include parent information sessions, newsletter items and health lessons for the children.

**PLEASE REFER TO PARENT INFORMATION BOOK – HEAD LICE/LONG HAIR**  
**LONG HAIR (SHOULDER LENGTH AND LONGER) MUST BE TIED BACK.**
## MINOR
(Staff Managed)

<table>
<thead>
<tr>
<th>N1</th>
<th>Physical assault or intimidation of staff.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical Contact/Physical Aggression</td>
</tr>
<tr>
<td></td>
<td>Student engages in non-serious, but inappropriate physical contact.</td>
</tr>
<tr>
<td></td>
<td>• shrugging shoulders • eye rolls</td>
</tr>
<tr>
<td></td>
<td>• slap paper down on desk • pushing past adults</td>
</tr>
<tr>
<td></td>
<td>Physical Contact/Physical Aggression/Intimidation of Staff</td>
</tr>
<tr>
<td></td>
<td>Student engages in serious physical contact.</td>
</tr>
<tr>
<td></td>
<td>• uses aggressive body language/intimidation • stalking</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N2</th>
<th>Verbal Abuse or Harassment of staff.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Inappropriate Language</td>
</tr>
<tr>
<td></td>
<td>Student engages in low-intensity/level instance of inappropriate language to staff/community member.</td>
</tr>
<tr>
<td></td>
<td>• calling out constantly • answering back</td>
</tr>
<tr>
<td></td>
<td>• minor/low frequency incidents of name calling</td>
</tr>
<tr>
<td></td>
<td>Abusive Language/Inappropriate Language/Profanity.</td>
</tr>
<tr>
<td></td>
<td>Student intentionally directs abusive verbal language to staff/community member.</td>
</tr>
<tr>
<td></td>
<td>• swearing • sexual innuendo</td>
</tr>
<tr>
<td></td>
<td>• use of words in an inappropriate way • racist comments</td>
</tr>
<tr>
<td></td>
<td>• more serious incidents of name calling</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N3</th>
<th>Physical assault or intimidation of other students.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical Contact</td>
</tr>
<tr>
<td></td>
<td>Student engages in low intensity/level intensity physical contact or contact is accidental.</td>
</tr>
<tr>
<td></td>
<td>• student hits/trips another student by accident</td>
</tr>
<tr>
<td></td>
<td>• student hits student with stick/ball/honky nut etc</td>
</tr>
<tr>
<td></td>
<td>• pushing others in or out of class</td>
</tr>
<tr>
<td></td>
<td>Fighting/Physical Aggression</td>
</tr>
<tr>
<td></td>
<td>Student engages in actions involving serious, deliberate physical contact where injury may occur.</td>
</tr>
<tr>
<td></td>
<td>• Hitting with an object</td>
</tr>
<tr>
<td></td>
<td>• Hitting, punching, kicking, hair pulling, scratching, etc</td>
</tr>
<tr>
<td></td>
<td>• Throwing an object with intention to hurt</td>
</tr>
<tr>
<td></td>
<td>Use/Possession of Weapons</td>
</tr>
<tr>
<td></td>
<td>Student is in possession low level weapons that are dangerous but lower risk of causing bodily harm.</td>
</tr>
<tr>
<td></td>
<td>• using a hand made projectile (elastic bands, pen casing etc)</td>
</tr>
<tr>
<td></td>
<td>• throwing honky nuts/ play fighting with sticks</td>
</tr>
<tr>
<td></td>
<td>Use/Possession of Weapons</td>
</tr>
<tr>
<td></td>
<td>Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing serious bodily harm.</td>
</tr>
<tr>
<td></td>
<td>• Bringing a knife or other weapon to school.**</td>
</tr>
<tr>
<td></td>
<td>• Threatening students with a weapon.**</td>
</tr>
<tr>
<td></td>
<td>• Bringing a pocket knife to school.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>N4</th>
<th>Verbal Abuse or harassment of other students.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Inappropriate Language</td>
</tr>
<tr>
<td></td>
<td>Student engages in low-intensity instance of inappropriate language.</td>
</tr>
<tr>
<td></td>
<td>• Low level teasing, name calling etc e.g. &quot;four eyes&quot;</td>
</tr>
<tr>
<td></td>
<td>• Low level bad/inappropriate language (as a result of being hurt etc)</td>
</tr>
<tr>
<td></td>
<td>Abusive Language/Inappropriate language/Profanity.</td>
</tr>
<tr>
<td></td>
<td>Student delivers verbal messages to students that include swearing, name calling or use of words in an inappropriate way.</td>
</tr>
<tr>
<td></td>
<td>• comments/innuendo of a sexual nature</td>
</tr>
<tr>
<td></td>
<td>• swearing</td>
</tr>
<tr>
<td></td>
<td>• more serious, ongoing incidents of name calling</td>
</tr>
<tr>
<td></td>
<td>Name Calling/Teasing</td>
</tr>
<tr>
<td></td>
<td>Student engages in low level/low intensity instances of name calling and teasing</td>
</tr>
<tr>
<td></td>
<td>• using nick names • excluding from games</td>
</tr>
<tr>
<td></td>
<td>• low intensity teasing • bystander behaviour</td>
</tr>
<tr>
<td></td>
<td>Harassment/Bullying</td>
</tr>
<tr>
<td></td>
<td>Student delivers disrespectful messages* (verbal or gestured) to another student.</td>
</tr>
<tr>
<td></td>
<td>• Threats and intimidation e.g threatening another student with family members, threatening to fight after school.</td>
</tr>
<tr>
<td></td>
<td>• making obscene gestures</td>
</tr>
<tr>
<td></td>
<td>• Passing pictures or written notes including messages of a sexual nature.</td>
</tr>
<tr>
<td>N5</td>
<td>Wilful offence against property.</td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td>Property Misuse/ Damage.</td>
</tr>
<tr>
<td></td>
<td>Student engages in low-intensity misuse/damage of property.</td>
</tr>
<tr>
<td></td>
<td>• touching items on teacher’s desk</td>
</tr>
<tr>
<td></td>
<td>• taking small school items e.g. balloons, elastic bands</td>
</tr>
<tr>
<td></td>
<td>• minor acts of vandalism - writing on desk, other student’s books, damaging trees/shrubs</td>
</tr>
<tr>
<td></td>
<td>• urinating in any area other than the toilet</td>
</tr>
<tr>
<td></td>
<td>• standing on toilet/toilet roll holder</td>
</tr>
<tr>
<td></td>
<td>• littering</td>
</tr>
<tr>
<td></td>
<td>• drawing on books and personal items</td>
</tr>
<tr>
<td></td>
<td>• destroying books and personal items</td>
</tr>
<tr>
<td></td>
<td>Property Misuse/ Damage.</td>
</tr>
<tr>
<td></td>
<td>• repeated stealing</td>
</tr>
<tr>
<td></td>
<td>• stealing large school items e.g. computers</td>
</tr>
<tr>
<td></td>
<td>• entering school grounds and causing damage to property out of hours.</td>
</tr>
<tr>
<td></td>
<td>• damaging student bikes/teachers’ cars</td>
</tr>
<tr>
<td></td>
<td>• serious acts of vandalism/graffiti</td>
</tr>
<tr>
<td></td>
<td>• arson</td>
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<tr>
<td></td>
<td>• defecating in any area other than the toilet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>N6</th>
<th>Violation of school Code of Conduct, behaviour management plan, class or school rules.</th>
<th>Defiance/Disrespect/Insubordination/Non-Compliance.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Defiance/Disrespect/Non-compliance.</td>
<td>Student engages in brief or low-intensity failure to respond to adult requests.</td>
</tr>
<tr>
<td></td>
<td>Student engages in brief or low-intensity failure to respond to adult requests.</td>
<td>• refuses to follow directions</td>
</tr>
<tr>
<td></td>
<td>• answering back</td>
<td>• continuously back chatting</td>
</tr>
<tr>
<td></td>
<td>• not following whole school expectations</td>
<td>• walks out of the room without permission and refuses to return</td>
</tr>
<tr>
<td></td>
<td>• riding bikes, scooters etc in school grounds</td>
<td>• delivers socially rude interactions</td>
</tr>
<tr>
<td></td>
<td>• arriving late to class</td>
<td>• not following behaviour contract</td>
</tr>
<tr>
<td></td>
<td>• drawing on themselves</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• playing in toilets/looking over a cubicle</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Disruption</th>
<th>Student engages in prolonged or high-intensity failure to respond to adult requests.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Disruption.</td>
<td>Student engages in behaviour causing serious and ongoing interruption in a class or activity.</td>
</tr>
<tr>
<td></td>
<td>Student engages in behaviour causing serious and ongoing interruption in a class or activity.</td>
<td>• sustained loud talk, yelling, screaming or noises.</td>
</tr>
<tr>
<td></td>
<td>• noise with materials.</td>
<td>• sustained our-of seat behaviour.</td>
</tr>
<tr>
<td></td>
<td>• sustained arguing with another student.</td>
<td>• sustained arguing with another student.</td>
</tr>
<tr>
<td></td>
<td>• throwing object around the classroom/knocking over furniture.</td>
<td>• throwing object around the classroom/knocking over furniture.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Students wears clothing that is neat, but not within, the dress code guidelines defined by the school.</td>
<td>Student wears clothing that does not fit within the dress code guidelines practiced by the school.</td>
</tr>
<tr>
<td></td>
<td>(Follow school uniform procedure)</td>
<td>(Follow school uniform procedure)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Lateness to school.</th>
<th>Truancy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student arrives at school after the morning siren.</td>
<td>Student leaves or misses school without permission.</td>
</tr>
<tr>
<td></td>
<td>(Follow school attendance procedure)</td>
<td>(Follow school attendance procedure)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Technology Violation – Cyber Safety.</th>
<th>Technology Violation – Cyber Safety.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Technology Violation – Cyber Safety.</td>
<td>Student engages serious use of mobile, music/video players, camera, and/or computer.</td>
</tr>
<tr>
<td></td>
<td>Student engages in non-serious but inappropriate use of mobile, music/video players, camera, and/or computer.</td>
<td>• taking photos of students</td>
</tr>
<tr>
<td></td>
<td>(. Refer: Computer Code of Conduct/ Mobile Policy.)</td>
<td>• purposefully damaging ITC’s</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• sending harassing/obscene sms’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• cyber bullying.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Refer: Computer Code of Conduct/ Mobile Policy.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Inappropriate Location/Out of Bounds Area.</th>
<th>Inappropriate Location/Out of Bounds Area.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Inappropriate Location/Out of Bounds Area.</td>
<td>Student enters an area of the school where they do not have permission</td>
</tr>
<tr>
<td></td>
<td>Student enters an area of the school where they do not have permission.</td>
<td>• leaving the school grounds without permission</td>
</tr>
<tr>
<td></td>
<td>• wrong/out of bounds play area</td>
<td>• climbing up a tree/on roof etc</td>
</tr>
<tr>
<td></td>
<td>• not in classroom before school</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• in a classroom without permission /supervision</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• not in correct area when eating</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• not sitting on bench before 8.30am</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• on school grounds before/after school</td>
<td></td>
</tr>
</tbody>
</table>
### N7 Substance misuse or abuse.

<table>
<thead>
<tr>
<th>Use/Possession of non permitted substances</th>
<th>Use/Possession of Tobacco/Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student is in possession of substances not permitted at school</strong></td>
<td><strong>Student is in possession of substances not permitted at school.</strong></td>
</tr>
<tr>
<td>• bringing chewing gum to school.</td>
<td>• bringing cigarettes or alcohol to school.</td>
</tr>
<tr>
<td>• medication at school – not following policy</td>
<td>• misuse of prescription medication. **</td>
</tr>
<tr>
<td></td>
<td>• in possession of or using illegal drugs/substances. **</td>
</tr>
</tbody>
</table>

### N9 Negative behaviour.

<table>
<thead>
<tr>
<th>Other.</th>
<th>Other.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student engages in any other minor problem behaviours that do not fall within the above categories.</strong></td>
<td><strong>Student engages in any other serious problem behaviours that do not fall within the above categories.</strong></td>
</tr>
</tbody>
</table>

* Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.

** Behaviour marked with ** will result in immediate suspension in line with Department of Education Policy. The police will also be called.
STUDENT BEHAVIOUR
IBP's reflect this process.
Process is valid for a two week period from first infringement.

TEACHER MANAGEMENT
MINOR breach of behaviour code.
Refer to definitions.

1st Minor Breach of Behaviour Form
• Further breach of behaviour following implementation of Canter approach in the classroom, or for minor playground behavioural issues.
• Documented phone contact with Parents to advise of blue form.

2nd Minor Breach of Behaviour Form
• Documented face to face scheduled meeting with parent with an agreed action plan at classroom level.

3rd Minor Breach of Behaviour Form
• Documented three-way case conference with Parent, LSC and Classroom teacher.
• Formal Behaviour Management Plan formulated and implemented.

4th Incident fast tracked to Admin with supporting documentation.

ADMIN MANAGEMENT
MAJOR breach of behaviour code.
Refer to definitions.

1st Major Breach of Behaviour Form
• Documented Parent Phone Contact.
• Copy of yellow form to Teacher.

2nd Major Breach of Behaviour Form
• Parent Contacted and formal documented interview: Case Conference with Admin, Parent, Teacher LSC, and Psych.
• Referral to outside agencies if necessary (discretion of admin and case management team)

3rd Major Breach of Behaviour Form
• Suspension

At the discretion of Admin, consequences may include:
• Withdrawal from classes
• Altered break times
• Restricted play areas
• IBP established with parents and case conference team

Severe Clause - If a student’s behaviour is defined as severe (as per guidelines) then the above stages may be bypassed and suspension may be immediately issued by admin.
Behaviours warranting suspension include:
• Deliberate and Severe Verbal and/or Physical aggression towards staff and/or other students
• Wilful damage
• Substance Misuse
• Illegal substance offence
• Possession of a weapon (Knife etc)
Parents must accompany student upon return to school from suspension. Student will remain in internal isolation until parent attends.

NOTE: During Handover, Classroom, Specialist and Relief Teachers are required to notify each other of behavioural incidents, to ensure consistency of Behaviour