



# SPENCER PARK PRIMARY SCHOOL PARENT HANDBOOK







Spencer Park Primary School  
**PARENT HANDBOOK**

**CONTENTS**

<b>Welcome .....</b>	<b>5</b>
School Vision, School Values, Code of Behaviour, Our Beliefs about Optimal Behaviours	
<b>Contacts .....</b>	<b>9</b>
Administration Personnel, School Hours	
<b>Learning Programs .....</b>	<b>11</b>
Physical Education Program, In-Term Swimming, PEAC (Primary Extension and Challenge), School of Instrumental Music Program, Choir and Percussion, Kindergarten and Pre Primary, Kindilink, Year Level Targets	
<b>Student Leadership .....</b>	<b>14</b>
Student Councillors, All Year 6 Students	
<b>Incentives and Rewards .....</b>	<b>15</b>
Attendance Awards, Faction Points and Ice Cream Tickets, Goldies, Home Reading Program, Honour Certificates, Pursuit of Excellence Awards, Values Certificates, Spencer Park Speckies, School Awards	
<b>Attendance .....</b>	<b>17</b>
<b>Student Services and Case Conferencing.....</b>	<b>17</b>
Attendance, Breakfast Club, Chaplain, Pastoral Care, Education Assistants and Aboriginal and Islander Education Officers (AIEOs), Social/Emotional and Learning Supports, Case Conferencing	
<b>School Map .....</b>	<b>22</b>
<b>Health and Wellbeing .....</b>	<b>25</b>
Sick Students, Administration of Medication (Self Administration, Administration of Medication, Documentation, Storage), Head Lice, Infectious Diseases (Chicken Pox, COVID, Measles, Mumps), Dental Therapy Centre, Ambulance Cover and Health Cover	
<b>School Dress Code .....</b>	<b>26</b>
Clothing, Footwear, Headwear, Fashion Accessories, Purchasing Uniforms, Marking Clothes and Belongings	
<b>Communication .....</b>	<b>29</b>
Facebook, Website, Term Planner, Newsletter, Telephone, SMS, Parent Meetings, Parent Handbook, Reports, Seesaw, Open Night, Assemblies, Concerns and Issues	
<b>Policies .....</b>	<b>33</b>
<b>Volunteering or Helping at School .....</b>	<b>33</b>
Parents and Citizens Association (P&C), School Board, Parents Wishing to Help at School, Using School Facilities	
<b>School Drop Offs and Visiting Our School .....</b>	<b>34</b>
School Car Parks, Visiting our School During School Hours,	
<b>Housekeeping .....</b>	<b>37</b>
Class Organisation, Excursions, Collecting Your Child During School Time, Canteen, Payments, Voluntary Contributions, Student Requirements/Booklists	
<b>Valuables .....</b>	<b>39</b>
Mobile Phones/Watches with Phone Capabilities, Valuable Items	
<b>School Motto .....</b>	<b>39</b>
<b>School Song .....</b>	<b>39</b>







# WELCOME

A warm welcome is extended to parents and students attending Spencer Park Primary School.

With happy engaged students and quality teaching programs, our motto, "Always Strive" epitomises the care your child will experience when they attend Spencer Park Primary School. As a dynamic Independent Public School we provide all students with a quality education program within a safe and caring environment. Opened in 1959, the school has grown to share a site with Spencer Park Education Support Centre, which provides wonderful integration opportunities for our students and a working environment that is collaborative and harmonious.



Our school caters for Kindy to Year 6 students on site and at our Coolangarras Barmah Kindergarten off-site. All classes utilise interactive whiteboards and provide student access to computer and tablet technologies.

Spencer Park students are provided with every opportunity to develop life skills which will enable them to cope with the changing world. It is our belief that personal, cognitive and social development can be achieved through high standards of discipline, courtesy, good manners and behaviour, and pride in achievement.

## SCHOOL VISION

Spencer Park Primary School is a dynamic, caring learning Community where all members work together to assist students achieve success and become responsible citizens. We strive to provide a safe school environment that is respectful, positive, inclusive and welcoming.

## SCHOOL VALUES

Spencer Park Primary School has adapted a number of values that we would like our students to display towards themselves, others and the environment. They are:

- Respect
- Care and Compassion
- Doing Your Best
- Honesty and Trustworthiness
- Caring for Our World
- Responsibility
- Tolerance and Inclusion

Each week our school focusses on one of these values and discusses what it looks like in our school. A certificate is presented to a student from each classroom displaying this value.

## CODE OF BEHAVIOUR

- **Respect** everyone and their things.
- **Care** for self, others and our world.
- Show people **tolerance** and **include** them.
- Be **honest** and **trustworthy** by taking **responsibility** for your actions.

## OUR BELIEFS ABOUT OPTIMAL LEARNING

Staff, students and parents working together to create a safe and friendly school. We believe that optimal learning occurs when:

- Staff develop a comprehensive knowledge of each student's background and needs, resulting in a high level of individual success.
- Our school environment is positive, motivating and safe, enabling all to comfortably take risks.
- Positive relationships are formed between students, home and school.
- Staff, students and parents have a clear understanding of what is expected with regard to behaviour and learning.
- An effective combination of explicit teaching and inquiry-based learning is provided.
- Teachers provide integrated learning experiences that are developmentally based, well planned and organised.
- Students are on task and engaged in relevant learning
- Students are given opportunities to work collaboratively and learn from one another.
- Students are acknowledged, encouraged and rewarded for their endeavour.







- Students are provided with opportunities to be creative and make decisions about their learning that allows for self-evaluation.
- Assessment is comprehensive, valid, fair and educative.
- Our teaching and learning programs are evidence-based and supported by the best possible physical and human resources.
- Students interact with the wider community.

Our staff work hard to ensure that our school is a positive environment for all. We sincerely hope that you and your child/children will enjoy years of involvement with our school.

This Parent Handbook is designed to help you familiarise yourself with aspects of our school's organisation and procedures; however, if at any time you require any further information, don't hesitate to contact me or a member of our staff.

We encourage you to be actively involved in our school. There are many avenues for being able to achieve this: by being a member of our School Board, P&C Association or School Mentor, Canteen Helper or by helping out in classrooms. Your involvement will be greatly appreciated.

Thank you for being a part of our school community and, once again, we hope you enjoy your time with our school. For more information, please visit our school website at [www.spencerparkps.education.wa.edu.au](http://www.spencerparkps.education.wa.edu.au).

Jeremy Hadlow  
PRINCIPAL







## CONTACTS

Spencer Park Primary School  
26 Hardie Road, Spencer Park  
Albany WA 6330

Tel 08 6821 3000  
Attendance SMS 0437 619 154

spencerparkps.wa.edu.au  
facebook.com/SpencerParkPS  
[spencerpark.ps@education.wa.edu.au](mailto:spencerpark.ps@education.wa.edu.au)

Coolangarras Barmah Kindergarten  
Mokare Road, Spencer Park Primary School  
Albany WA 6330

Tel 08 9841 6511

Spencer Park Primary School Education Support Centre Tel 08 6821 3050  
Hardie Road, Spencer Park  
Albany WA 6330

spencerparkesc.wa.edu.au  
facebook.com/SpencerparkEducationSupportCentre/  
[spencerpark.esc@education.wa.edu.au](mailto:spencerpark.esc@education.wa.edu.au)

Dental Therapy Clinic

Tel 08 9841 3967

## ADMINISTRATIVE PERSONNEL

Spencer Park Primary School  
Principal  
Deputy Principals  
Manager Corporate Services  
School Officers

Jeremy Hadlow  
Cassandra Harris-Moroney, Carl Luscombe, Dianne Ruffell  
Julie Fordham  
Robyn Clements, Dee Franey

Spencer Park Primary School Education Support Centre

Principal  
Manager Corporate Services  
School Officers  
Librarian/School Officer

Rebecca Wheatley  
Sandra Pinner  
Janelle Spinks, Sharon Kiddle, Sandra Smith  
Kirsty Luscombe

## SCHOOL HOURS

The school is open Monday to Friday. The front office is open from 8.00am until 4.00pm.

8.53am	Warning Siren
8.55am	School commences
9.30am – 9.40am	Directed Movement Break
9.40am – 9.45am	Crunch and sip in class
11.15am – 11.35pm	Recess
1.05pm – 1.15pm	Students sit to eat lunch
1.15 – 1.40pm	Lunchtime Recess
3.10pm	School dismissal

**Students in years 1 to 6 should not arrive at school before 8.30am each day.** The school verandahs do not open until 8.30am each day.

**Pre Primary drops can commence at 8.45am and at 8.50am for Kindy.** It is important to stick close to this time as staff need to set up the indoor and outdoor learning environments before the children arrive. We request that you remain with your kindy or pre primary child if you arrive before 8.45am. **The Kindy and Pre Primary finishing time is 3.00pm;** please collect your child at this time.

**On specified Fridays, an Assembly is held from 8.55am.** The siren still goes at 8.53am. Please check our term planner on our website <https://www.spencerparkps.wa.edu.au>.

Please telephone our office on 08 6821 3000 to find out the days for Breakfast Club, Uniform Shop and Chaplain.







## LEARNING PROGRAMS

At Spencer Park Primary School, we have a very focussed method on how we deliver our Literacy and Numeracy curriculum. Our whole school approach centres on Explicit Teaching, which clearly identifies content for each year level and a structured format of delivery and rehearsal. This approach has delivered significant success in learning outcomes for all students.

The teaching and learning programs we employ are evidence-based and best practice, and, combined with our Explicit Teaching focus, our school has developed a whole school model of curriculum delivery and a strong collaborative teaching approach across the different phases of learning. This means that teaching staff across the same year levels share and discuss curriculum planning so that all classes experience similar curriculum delivery and coverage. For students, an emerging outcome of our evidence-based programs, strong curriculum delivery approach and collaborative teacher planning is that they progress through the school from class to class and from year to year, benefitting from the continuity of curriculum and instruction.



Our educational program is driven by WA Curriculum and by our whole school focus of Explicit Teaching. The Explicit Teaching approach is a structured approach of revising and delivering new skills and knowledge to our students that increases the likelihood of these skills/knowledge being retained. Our school enjoys success in student achievement using this approach.

More information, including access to our flyers, can be found on our website [www.spencerparkps.wa.edu.au](http://www.spencerparkps.wa.edu.au).

As well as a rich and diverse, quality teaching and learning program, students at Spencer Park Primary School have access to the following programs:

### PHYSICAL EDUCATION PROGRAM

All our students participate in weekly: physical education programs coordinated by our Phys Ed specialist and classroom teachers.

Students should be attired in the appropriate clothing to be involved in these sessions. This includes: sports shoes, sports clothing and, in terms 1 and 4, a broad brim hat. A mouthguard is recommended where students are involved in sports where there may be a risk of dental injury.



### IN-TERM SWIMMING

An integral part of our Physical Education program is In-Term Swimming. Lessons for students in Pre Primary to Year 4 are conducted at the Leisure Centre pool at some point during the year (its specific timing is advertised in the newsletter). Year 5 and 6 students participate in swimming lessons at Emu Point. These lessons are part of the curriculum, so full participation is expected. Lesson charges only include bus transport and entrance to the pool.



### PEAC (PRIMARY EXTENSION AND CHALLENGING PROGRAM)

PEAC is aimed at supporting our school's endeavours to meet the needs of academically talented students in Years 5 and 6. The Centre is located at Little Grove Primary School. Students are offered places in PEAC courses based upon the results of academic testing carried out in Year 4.



## SCHOOL OF INSTRUMENTAL MUSIC PROGRAM

An annual musical ability test for all Year 4 and 5 students is conducted toward the end of the school year. From the results of this test, selected students are offered the opportunity to participate in the IMSS program in Years 5 and 6 the following year. Woodwind and brass tuition are offered.

## CHOIR AND PERCUSSION

Spencer Park Primary School runs a choir program where up to 50 students are selected through an audition process. Students accepted into the choir are asked to sign a contract agreeing to commit to choir sessions and participation in performances both in and out of normal school hours. The audition process is commenced at the end of each year in preparation for the new school year.

## KINDERGARTEN AND PRE PRIMARY

Spencer Park Primary School has provision for two Pre Primary (five year old) centres, each one catering for 25 students and three kindergarten classes (four year old) catering for 20 students. Staff consists of one teacher and one education assistant for each centre. These year levels are accommodated in a purpose-built facility on the northern side of the campus.

Spencer Park Primary School welcomes children with disabilities into their program and, when necessary, an extra assistant is employed to help with their integration.

The kindergarten program begins at 8.50am and finishes at 3.00pm. You are asked to deliver and collect your child as closely as possible to these times.

The Pre Primary program begins at 8.45am and finishes at 3.00pm. You are asked to deliver and collect your child as closely as possible to these times.

The early childhood policy on Duty of Care states that a **responsible adult** must deliver children to the kindergarten and Pre Primary centres in the morning and collect them from the door in the afternoon. If a person other than the known parent or guardian is to collect a child, a special authorisation form is required to be completed.

Staff request that, where possible, Pre Primary students do not use the bus in Term One. When a child does begin to use the bus, arrangements need to be made to ensure the child is able to make their way safely between the bus and the Pre Primary.

Parents are always welcome at both kindergarten and Pre Primary and teachers have a roster available for helpers.

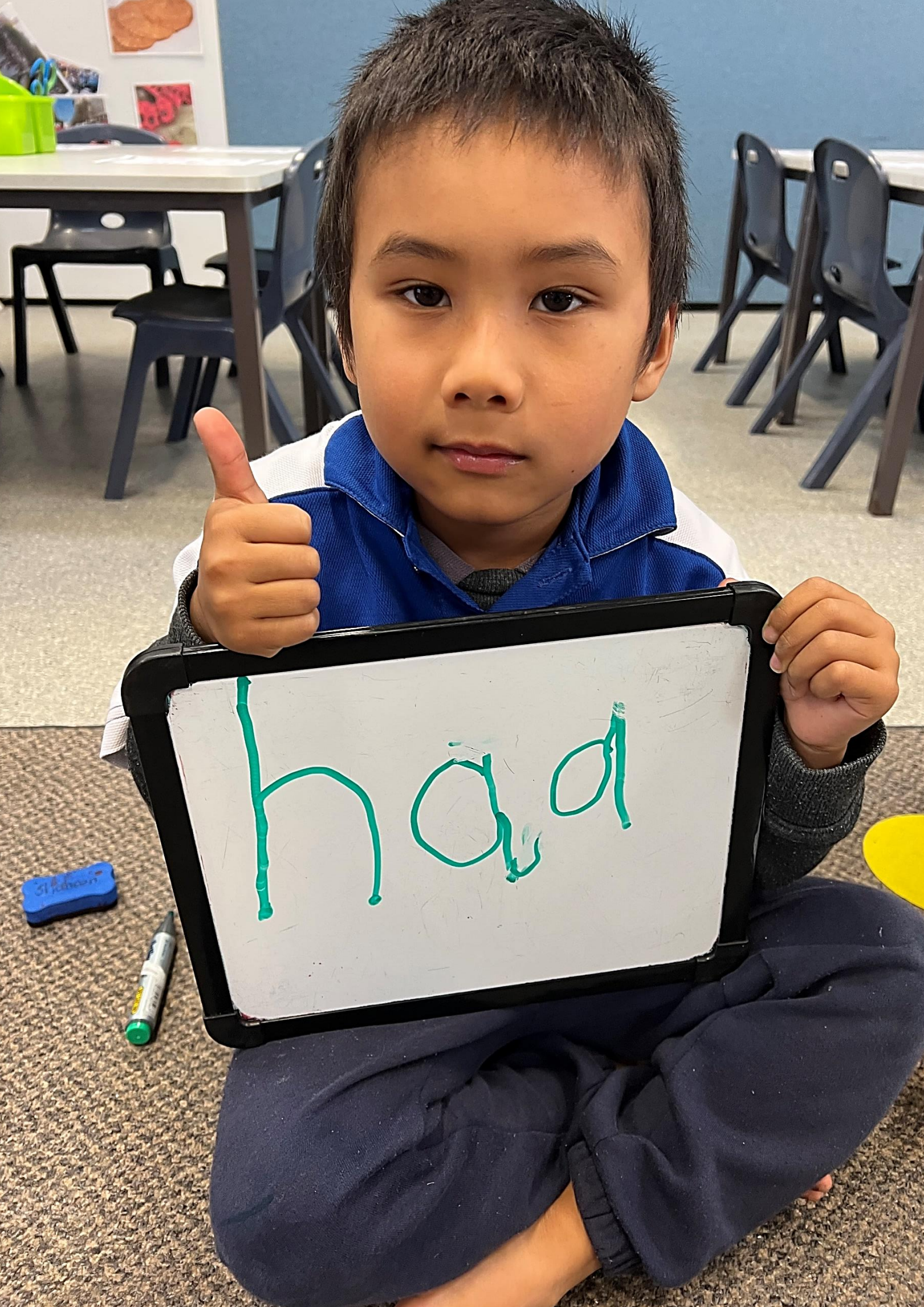
If you wish to discuss your child's progress or any concerns you may have, please do not hesitate to make an appointment to see your child's teacher.

Please refer to the remainder of this handbook for more information concerning these year levels and our school.

More specific information will be provided by centre teachers.







had



### Kindilink

Spencer Park Primary School offers KindiLink for children aged 0 to 3 years of age, running six hours each week. Early intervention is an excellent strategy in addressing learning needs, whether these needs are social, emotional, academic or physical.

With the average age of students at primary school now being six months older, it makes educational sense to provide some educational access to our future kindy students and establish relationships and partnerships with parents.



Through the introduction of this program, it is intended that both students and parents will be able to participate in a variety of play-based activities that will provide parents with skills, knowledge and advice, and students with an opportunity to learn, engage and socialise with other children. It is also a great opportunity for parents to meet one another and future teachers of their children in a relaxed and welcoming environment.

### Spencer Park Education Support Centre

Spencer Park Education Support Centre is an Independent Public School co-located next to Spencer Park Primary School, catering for students from Kindergarten to Year 6 with an Intellectual Disability (ID), Autism (ASD), exceptional learning and behavioural needs and Severe Mental Health. The Education Support Centre works collaboratively with all Albany primary schools to support students in an educationally and socially inclusive environment.

For enrolled students who qualify, there is a dedicated bus or conveyance allowance available from the Public Transport Authority.

Contact details for the Centre can be found in the front of this booklet.

More information can be found on their website: [www.spencerparkesc.wa.edu.au](http://www.spencerparkesc.wa.edu.au).

### YEAR LEVEL TARGETS

At the beginning of each year and for each year level, classroom teachers will provide an overview of English and Maths concepts that we expect students have learnt at the different stages of their schooling. These targets are important for students to achieve, because they are built upon in following years.

The list does not cover the complete English and Maths curriculum, but highlights the essential elements that parents and teachers need to focus on.

We are providing this list to parents because we **value your support as partners** in your child's education.

## STUDENT LEADERSHIP

### STUDENT COUNCILLORS

At Spencer Park Primary School, six student councillors are elected at the end of Term 3 when students are in Year 5. Their tenure as councillors is for four terms: Term 4 (when they are in Year 5) through to Term 3 of Year 6. This allows for peer support and mentoring into the role from previous councillors and allows Year 6 students to participate in the many experiences they are engaged in as they transition to high school during Term 4. Our student councillors host our assemblies, read morning announcements over the PA and participate in special events as they arise.

### ALL YEAR 6 STUDENTS

Additionally, all Year 6 students at Spencer Park Primary School are part of our active citizens and student leadership group. They are rostered on to various jobs such as listening to younger students read, assisting in breakfast club, opening the sports shed at break times and maintaining our school worm farms. This fosters a greater sense of community, builds leadership skills for all students, and supports our Year 6 students to have greater confidence. Students are also provided opportunities to take on leadership responsibilities such as being a captain in sporting events; this role alternates depending on the sporting activity.





# INCENTIVES AND AWARDS

## ATTENDANCE AWARDS

An Attendance Award is given each week to the class with the best attendance. At the end of each year, students from the class with the best overall attendance are rewarded with canteen vouchers if their attendance percentage is greater than 90%.

## FACTION POINTS AND ICE CREAM TICKETS

Faction points are awarded as ice-cream tickets to students throughout the day at school to reward a variety of positive behaviours such as quality work, appropriate behavior, effort, excellent manners, a caring attitude, the desire to improve, following instructions.

These points are collated throughout the year and tickets go into a fortnightly draw for a free ice-cream. The results are announced at mini-assemblies and the champion faction is announced at the last assembly of the year.

## GOLDIES

Similar to ice-cream tickets, Goldies are issued by Administration staff only. Students can be awarded Goldies to go into a fortnightly draw for a free ice-cream and a special prize from Administration. These Goldies also add to faction points.

## HOME READING PROGRAM

We encourage students to practise reading aloud to develop and strengthen their decoding and fluency skills. Depending on the level of their independence, some students have decodable readers, others will have chapter books. Decodable readers tend to be the same book every day as, as with any new skills, repeated practice helps with fluency development.

As well as decodable readers and chapter books, we encourage students to enjoy their library books, either independently or with others.



Our Home Reading Program celebrates the time students give to their learning-to-read journey. Students from Pre Primary to Year 3 are provided with a Reading Log Book and students in Year 4 to 6 are provided with a Student Diary. For each day that a student reads aloud to an adult (at home or school) or to a school Reading Buddy, the log book or diary is signed. Milestones are celebrated at multiples of 25 nights with Super Reader Certificates. Book prizes are also awarded every 50 nights.

## HONOUR CERTIFICATES

To recognise students for their efforts and to encourage a positive approach to school, each class teacher awards honour certificates to worthy recipients on a weekly basis. These are presented at assembly and announced in the following week's school newsletter.

## PURSUIT OF EXCELLENCE AWARDS

These are awarded one per term per class to a student a teacher considers to be working to their highest capacity. This is our way of recognising those students who are pursuing excellence with their learning program.

## VALUES CERTIFICATES

Each week our school has a focus on a different value that highlights the actions and attitudes we desire at school. At our Monday mini-assemblies, a certificate is awarded to a student from each class and their name and photo is placed into the newsletter.

## SPENCER PARK SPECKIES

We like to keep you informed about achievements, big or small, your child has made, keep any eye out in the mail for a Spencer Park Specky sharing this achievement with you.

## SCHOOL AWARDS

At our Year 6 Graduation Ceremony awards are made to Year 6 students for outstanding achievement: These may include awards for:

- Dux
- Pursuit of Excellence
- Citizenship
- Sport
- Music/Art
- Compassion/Values
- Science







## ATTENDANCE

### PRE PRIMARY TO YEAR 6

Attendance is compulsory and, if a student is absent, school must record a reason for this each day. Reasons can be written (notes or email), verbal or a response to an SMS from our school; however, they must come from parents or carers. Each morning and afternoon an SMS message will be sent to families for unexplained absences. Replies are monitored and updated by school office staff. Prolonged absences may require a medical certificate.

Our telephone number is 08 6821 3000 and our SMS number is 0437 619 154.

### KINDERGARTEN

Once children are enrolled in Kindergarten, attendance is EXPECTED, exactly the same as in Pre Primary to Year 6. Follow up letters are sent home to carers if there are unexplained absences. As regular attendance is essential in receiving a balanced and quality education, attendance will be closely monitored at a school and district level. Our school works closely with carers and students who have been identified at risk to ensure their attendance is regular.

A variety of attendance rewards and incentives are used to encourage regular attendance, but parents should insist that regular attendance is the expectation.



## STUDENT SERVICES AND CASE CONFERENCING

At Spencer Park Primary School, we believe every child matters, every day. We have a comprehensive Student Services team who meets weekly and closely reviews the progress of learning and engagement of students who experience difficulties in engaging the learning process.

Difficulties include:

- poor attendance
- diagnosed disabilities
- undiagnosed learning difficulties
- social/emotional difficulties
- behaviour difficulties.

On a regular basis, case managers monitor and action support objectives to ensure a child's needs are being met. Additional to weekly reviews, case conferences are conducted at regular intervals.

For more information, ask for a copy of our **Working with You through Case Management** brochure at our school office or download a copy from our website at [www.spencerparkps.education.wa.edu.au](http://www.spencerparkps.education.wa.edu.au).

### **Social/Emotional and Learning Supports**

At Spencer Park Primary School we explicitly support our students' social and emotional needs to enable them to regulate and engage with their learning. The supports in place include:

- Re-set rooms across our school incorporating movement and quiet spaces
- Sensory supports such as wobble stools, weighted blankets, standing desks
- Visual supports including, such as visual timetables, social narratives, and academic supports
- Case management meetings with families for identified students
- Active involvement with outside agencies, for example, allied health professionals
- Explicitly including culturally aware resources, programs and engaging with our broader community, for example, Kadadjiny Aboriginal Corporation, Great Southern Aboriginal Health Service

We also offer a range of tier 2 and tier 3 learning supports for Literacy and Numeracy.





### **Education Assistants and Aboriginal, Islander Education Officers (AIEOs)**

At Spencer Park Primary School our education assistants and AIEOs support students to engage with academic, emotional, and behavioural learning tasks. They are integral members of your child's day and work with classroom teachers to prepare a range of resources and deliver educational programs at individual, small group, and whole class levels.



AIEOs work with our school community to build strong collaborative relationships between school, home, and our broader community to include culturally aware resources and practices across Spencer Park Primary School. Our AIEOs support students and families across our school from Kindy, including our off-site Coolangarras Barmah Kindy, to Year 6. The AIEO's key duties are to:

- Enhance student learning by supporting teachers in classrooms.
- Promote awareness and acceptance of Aboriginal cultures.
- Support Aboriginal students within our school.
- Act as a strong Liaison Officer between our school and parents.
- Encourage Aboriginal parents to be involved in our school.

### **Case Conferencing**

A case conference is an opportunity for all participants to talk about the wellbeing of a child and discuss any support needed, any issues or achievements, and work collaboratively to develop a support plan based on his or her individual profile.

Participants will include the parents, the child's case manager and teacher. Our school psychologist, as well as any other service providers, such as speech, physio and occupational therapists, counsellors, Department of Communities case workers and coordinators may also be invited to attend, with the family's consent.

Planning effectively takes a coordinated effort and involves knowing a child as well as possible. For this reason, a number of topics are discussed at a case conference, including:

- his or her strengths, interests and needs,
- achievements or issues,
- how things are going both at school and at home,
- assessment information,
- types of supports needed by the child to be successful,
- involvement of service providers that are already working with him or her.

Regular meetings that involve all stakeholders and service providers, ensure a targeted approach to meeting each child's needs. Notes are taken and kept as minutes of the meeting. Following everyone's input, plans are put in place and a follow-up meeting is set. All people at the meeting receive a copy of the notes. At the next meeting, comments will also be made on what has and hasn't been achieved since the last meeting.

You can find out more by visiting our website at [www.spencerparkps.education.wa.edu.au](http://www.spencerparkps.education.wa.edu.au).

### **Breakfast Club**

At Spencer Park Primary School we offer breakfast club three mornings each week: Tuesday, Wednesday, Thursday. Students are welcome to come to Room 6 from 8:15 am to enjoy a tasty breakfast of toast, milo, spaghetti, baked beans, and fruit. Staff, including our school chaplain, ensure the success of our breakfast club. All students are welcome to come along, even if they just want to sit with their friends, have a milo or wait for their classrooms to open.



### **Chaplain**

Spencer Park Primary School has a chaplain available three days each week. Their role is to:

- Provide small group or individual mentoring relating to social issues, anxiety, grief, and anger
- Assist in classroom activities to support students in collaboration with classroom teachers
- Provide input to our student services team
- Coordinate our volunteer mentor program
- Support staff

Students can access our school chaplain in consultation with families.







### **Pastoral Care**

Our case management model of pastoral care and learning support provides a wrap-around service, supporting the academic, social and emotional needs of each and every child. Spencer Park Primary School offers a range of support services and programs to support your child and your family to feel a sense of belonging to our school community. This includes:

- A chaplain 3 days per week
- Breakfast club 3 days per week and breakfast provided any day students require it
- Lunch and crunch and sip provisions
- Uniform support
- Student supplies
- Staff supporting safe play in the junior playground
- Leadership opportunities for all Year 6 students
- Active kitchen garden including worm bins
- Library open each day at lunch time
- Attendance support
- Whole school events, such as art exhibition, Concert in the Park, sporting events
- Active Transport encouragement
- Mentoring program, coordinated by our Chaplain
- Kadadjiny Aboriginal Program
- Story Dogs
- Mentoring program
- Treasure Hunters



Community partnerships with organisations such as Albany Community Foundation (ACF) also help us to support our students and families.

Our links with service providers and feeder schools are comprehensive and ensure smooth transitions.

### **Attendance**

For students to access the full curriculum and have the best chance of success, the Department of Education states 'There is no safe threshold for non-attendance, but more significant effects are likely to occur when students are absent for substantial periods.'

Spencer Park Primary School staff and school community promote student attendance by:

- Building positive relationships with students, parents, and our community
- Communicating the importance of school attendance to our students, families, and broader community
- Engaging in community-initiated approaches to strengthen attendance
- Providing a positive environment that engages and supports students to thrive
- Share the Everyday Counts flyer with our school community

The below categories defined by the department outline the level of risk.

90-100% Attendance is regarded as REGULAR
80-89% Attendance is regarded as AT RISK
60-79% Attendance is regarded as at HIGH RISK
0-59% Attendance is regarded as at SEVERE RISK

90% attendance means students miss	80% attendance means students miss	60% attendance means student miss
<ul style="list-style-type: none"><li>• 1 day per fortnight</li><li>• 1 week a term</li><li>• 4 weeks a year</li><li>• 1 whole year by the end of Year 9</li></ul>	<ul style="list-style-type: none"><li>• 1 day a week</li><li>• 2 weeks a term</li><li>• 8 weeks a year</li><li>• 1 whole year by the end of Year 4</li><li>• 2 years by the end of Year 8</li><li>• 3 years by the end of Year 12</li></ul>	<ul style="list-style-type: none"><li>• 2 days a week</li><li>• 4 weeks a term</li><li>• 1 whole year by the end of Semester 1, Year 3</li><li>• 2 years by the end of Year 5</li><li>• 3 years by the end of Semester 1, Year 8</li><li>• 4 years by the end of Year 10</li></ul>

Good Attendance is recognised and rewarded through recognition at our weekly assemblies, including a class certificate and reward tokens. The class with the highest attendance each term receives canteen vouchers for each student in that class.



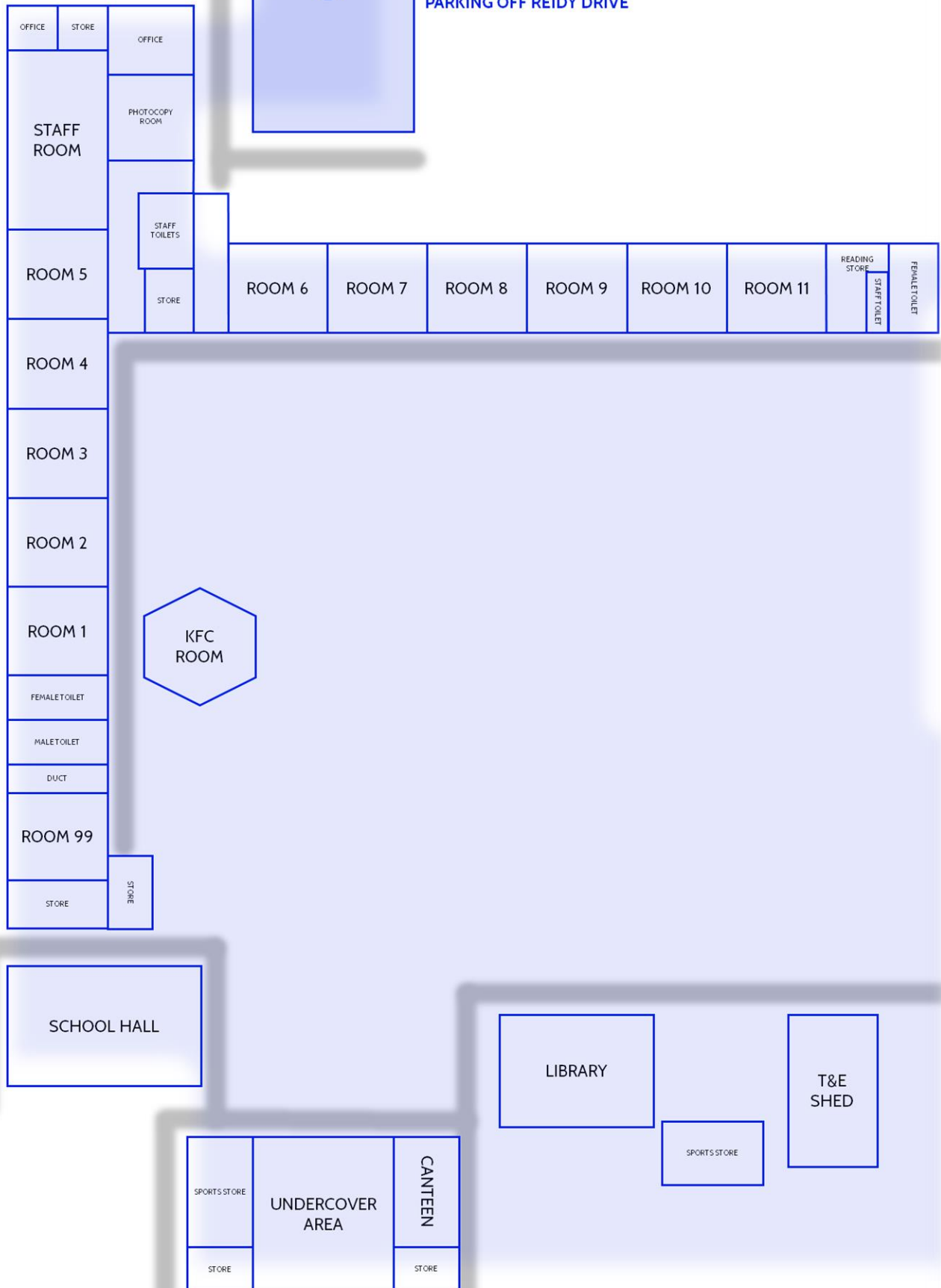




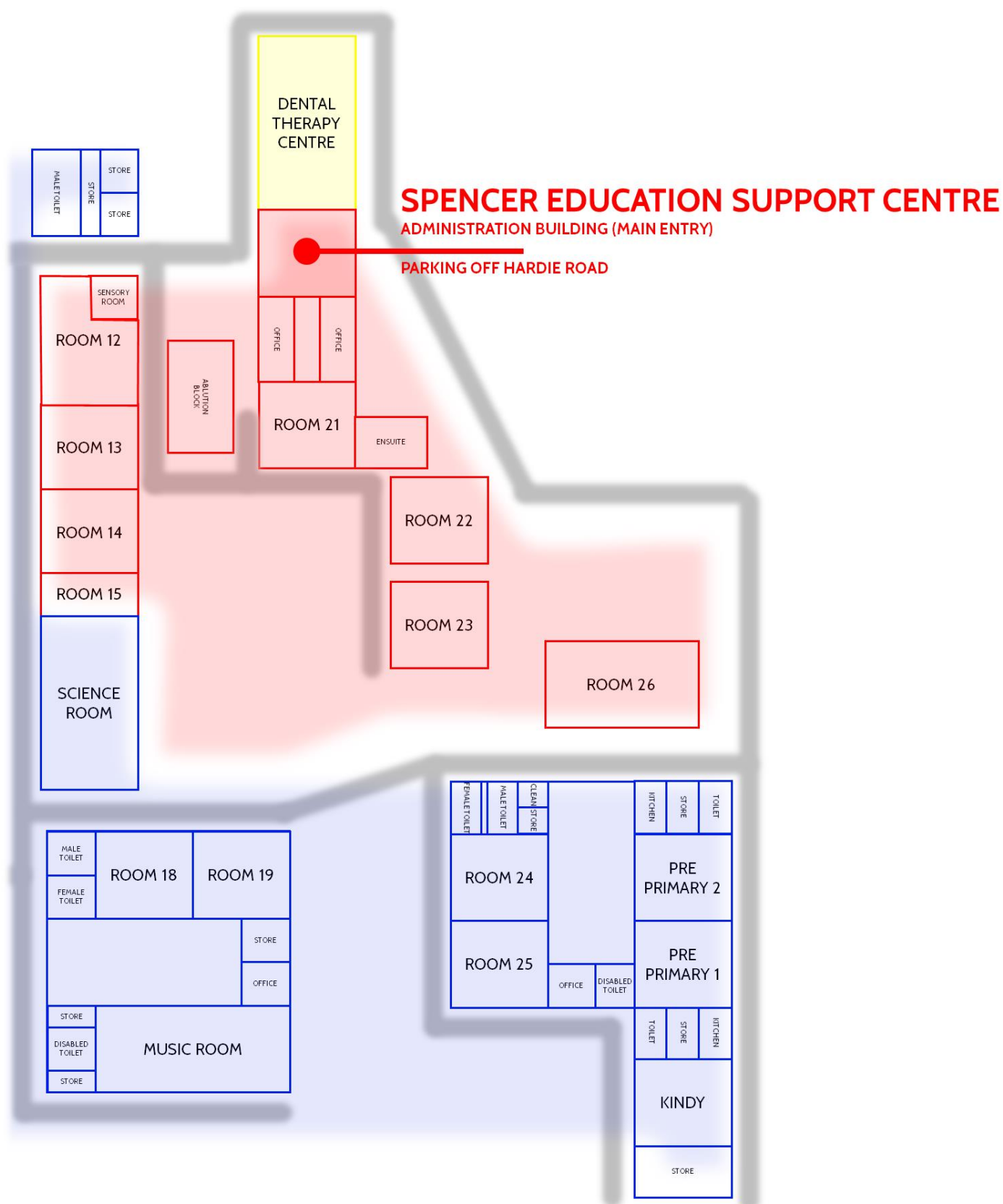
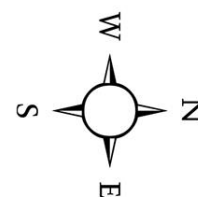
# SPENCER PARK PRIMARY SCHOOL

ADMINISTRATION BUILDING (MAIN ENTRY)

PARKING OFF REIDY DRIVE













# HEALTH AND WELLBEING

## SICK STUDENTS

Students who are taken ill during the day will be appropriately cared for until they can be collected by their parent(s) or guardian. Parents are usually notified by telephone or through the emergency contact number on a child's enrolment card. For this reason, it is important to advise us as soon as possible when there are changes to contact names and numbers.

If your child needs to leave school early, we will ask you to complete and sign a Leave Pass to provide to your child's classroom teacher.

## ADMINISTRATION OF MEDICATION

In consideration of the Department of Education's Medication Policy, parents are advised that it is not acceptable for children to bring medication to school unless our school is advised in writing. Each child requiring medication, including asthma medication, is to provide up-to-date advice of the medication requirements at the beginning of each school year. The appropriate forms can be obtained from our school office.

### *Self-Administration*

There is to be no self-administration of any drugs except asthma inhalers.

### *Parents*

Parents are to be advised that the Medication Request form is to be completed by the doctor and parent or guardian before drugs/medication can be administered. (These can be obtained from the office.)

### *Administration of Medication*

School staff will administer all medication to students and record the details on the required form.

### *Documentation*

The Medication Request form will be retained in the office with a copy for the teacher to be placed in the student's record file. This documentation needs to be reviewed annually.

A class list of students requiring medication will be made by the office staff to be retained by the class teacher.

Changes in occasional medication will be recorded on an updated class list immediately.

### *Storage*

Medication is stored in a secure place. Records remain confidential and are stored in a secure area.

## HEAD LICE

Parents are asked to REGULARLY check their children's hair for lice.

A child may be excluded from school if they are found to have head lice. After treatment children may return to school. Any nit (egg) that is 1.5cm away from the scalp is either dead or will not hatch. Bearing this in mind, all long hair must be tied back and nits removed. A treatment information package is available at school. It is recommended that parents carry out regular checks to ensure that the spread of head lice at our school is kept to a minimum.

## INFECTIOUS DISEASES

It is important that students attend school every day that they are well. To ensure the wellness of all students, it is necessary that we are diligent in managing the spread of infectious diseases; if your child is showing any symptoms for illnesses, such as colds and flu, please keep them at home. Additionally, the following is advice for specific illnesses.

### *Chicken Pox*

Exclude from school. Re-admit when sufficiently recovered.

### *COVID*

Anyone who is COVID-19 positive and experiencing symptoms is strongly encouraged to stay home for 5 days, until acute symptoms have resolved.

### *Measles*

Exclude for 4 days after onset of the rash, in consultation with medical staff. Measles is now a notifiable disease.

### *Mumps*

Exclude for 5 days after onset of symptoms from school. Mumps is now a notifiable disease.



## DENTAL THERAPY CLINIC

The Dental Therapy Centre provides a free and continuing dental service for all enrolled students until the age of 17 years or the completion of year 11. Routine treatments such as examinations, cleaning, x-rays and fillings carried out by Dental Therapists under the supervision of a dentist.

Appointments will be posted to the home address we have on record. If you have changed address in the last few years, please contact the clinic, we may not have your current address. We would prefer that students are brought to the Dental Therapy Centre by a parent or guardian to allow for necessary paperwork to be completed. If you are unable to attend the appointment you can call us on 08 9841 3967 or send an e-mail to [spencerparkdtc@health.wa.gov.au](mailto:spencerparkdtc@health.wa.gov.au)

The Centre is open Monday to Friday, 8.00am to 1.00pm and 1.30pm to 4.00pm.

## AMBULANCE COVER AND HEALTH COVER

There is no Ambulance Cover provided by the Department of Education. Please be aware that if an ambulance is called for your child, parents are responsible for this cost.

The Department of Education does not provide health cover for students. Dental, medical and hospital costs associated with any injury sustained at school is the responsibility of parents.

It is recommended that students have a mouthguard that can be used when they are involved in sports that may lead to dental injury.

## SCHOOL DRESS CODE

School clothing must be such that the students can readily participate in a wide variety of activities, be protected from the elements, and be functional, attractive and accessible. Because of this, a school uniform has been established as the cornerstone of recommended school clothing to be worn in this school.

### ***Clothing***

The current Spencer Park Primary School School uniform is the most desirable clothing to be worn by all students. The students are strongly encouraged to wear their school uniform by both staff and parents.



Students unable to wear the uniform must, where possible, wear clothing the colour of our school uniform and are not to wear clothing to school which has advertising and pictures which may offend or be unsafe or a health risk. This includes clothing that is not sunsafe, for example, singlets, sleeveless shirts, midriff tops, etc. Denim clothes and hoodies are not to be worn to school.

### ***Footwear***

All students must wear footwear which either covers the foot or is fastened securely by strap or lace. No student should be wearing thongs or scholls as they are considered to be unsafe for play.

It is recommended that students wear a sports shoe for sport or for general wear. Note: A child may be excluded from a sporting activity if the footwear is considered inappropriate by staff members.

### ***Headwear***

All students are required to wear hats in terms 1 and 4, but we encourage the wearing of hats all year. Children run and tumble and climb and sometimes it is windy, so hats need to be well fitted. Children without hats will be required to stay undercover during terms 1 and 4. Hats must have a broad brim hat or acceptable equivalent, for example, a bucket hat; these are available from the uniform shop.

### ***Fashion Accessories***

Fashion accessories, jewellery including bangles, necklaces and earrings are discouraged at school for safety reasons. Make up is not encouraged at school. Fashions and comfort requirements will change over the years so it is important that our school uniform remain accessible in price, be comfortable to wear and appropriate for the times. In doing this and encouraging our students to be proud of our school, the uniform will remain the cornerstone of our dress code.

This policy is strongly endorsed by our School Board and our school's P&C Association.











## PURCHASING UNIFORMS

Uniforms may be purchased from the P&C. Contact our school office for Uniform Shop hours and order forms.

## MARKING CLOTHES AND BELONGINGS

All articles of clothing must be marked.

A lost property bin is located near room 6. Please check out the lost property whenever required. The “lost items” are displayed to the students at periodic intervals. Unclaimed items will be sold as second hand uniforms or sent to a charitable institution.

For any enquiries about our school uniform please contact our school office.

## COMMUNICATION



We have a **Facebook** page which is used to promote our school, celebrate student achievement and share the educational experiences of your children. Visit us at [www.facebook.com/SpencerParkPS/](http://www.facebook.com/SpencerParkPS/)

Our Parents and Citizens Association (P&C) also have a **Facebook** page. You can find them at [www.facebook.com/groups/455192061248347/](http://www.facebook.com/groups/455192061248347/)



Spencer Park Primary School has a **website** with up to date information which you can access at any time, including:

- Newsletters,
- Term and assembly dates,
- Calendar,
- Uniform list and canteen prices,
- Whole School Policies,
- And much more.

Check it out at [spencerparkps.wa.edu.au](http://spencerparkps.wa.edu.au).



At the end of each term, a **term planner** for the following term is available online. Paper copies are always available from the office.



Parents are urged to read our newsletter, Spencer Spirit, as it provides a wide variety of information concerning school programs and school activities or changes in routines. Policy statements or changes are periodically published in the newsletter. *Links to the newsletter are published through our website, Facebook page, Connect and by SMS. Paper copies are always available from the office upon request.*

The newsletter is produced every second Thursday.



Parents are welcome to **telephone** to make arrangements regarding their children or to discuss matters with teachers and the principal. Remember, staff will not always be available due to teaching commitments, but office staff will pass on any message that you have. We will also call you if your child is sick or a teacher wants to discuss your child's learning.

Our **phone** number is 08 6821 3000.



When the need arises, we send home **letters** and **notes** to let you know of an event coming up. We also send **SMS reminders**.





If required, teachers may ask to have a **parent/teacher meeting**. Likewise, parents are also able to request a meeting with their child's teacher.



Upon enrolment, all parents/guardians are provided with a **Parent Handbook** which outlines all they need to know about the basics of attending Spencer Park Primary School.

This is also kept updated and available on our website at [www.spencerparkps.wa.edu.au](http://www.spencerparkps.wa.edu.au).



**Reports** are supplied to all students throughout our school year as follows:

Kindy    End of semester one – progress report  
           End of semester two – progress report

PP – Y6   End of Term 1 – progress reports  
             End of semester one – formal report  
             End of semester two – formal report

PP – Year 6 reports are emailed to families. Kindy reports are printed.

It is essential that email contact details are accurate in order for you to receive your child's report.



From time to time your child's teacher may share photos or videos of activities or work samples with you. This is done through **Seesaw**. Family members have access to Messages, Journals, and Notifications once they are logged into Seesaw. Families only have access to their child's journal. This means you will see posts of your child's work or experiences and posts the teacher makes.



**Open Night** is held during Term 3 for parents and families to come to school to engage with their child's learning journey.



We hold weekly mini-assemblies each Monday morning. At these assemblies, values and reading certificates are awarded and faction points announced. Occasionally, school rules and other matters are discussed.

Special assemblies, when class items are performed or parents and students and honour cards and Pursuits of Excellence awards are given, take place on Fridays throughout the term from 8.55am to 9.30am. Parents will be advised of these through the Newsletter, particularly when a class is providing entertainment.













## CONCERNS AND ISSUES

Parents with concerns about student learning are always invited to organise an interview with the teacher or the principal. These interviews can be arranged with the classroom teacher or through our school office. Teachers will also arrange an interview with parents if they have a concern about student behaviour and performance. Parents who have a concern or an issue that they wish to have resolved are requested to use the steps outlined below.

1. Identify the problem. Discuss it at home. Clarify what is causing your child to be unhappy or you to be dissatisfied.
2. Arrange a time to discuss the concern with the teacher. Select a time that is convenient to both you and the teacher. Ensure there is time for adequate and fruitful discussion.
3. Clearly inform the teacher of what you consider to be the problem. With the teacher, work out a process to resolve the matter.
4. Enable a "trial period" following the first discussion to see if the agreed "solution(s)" are going to work.
5. Consult with the teacher again to either:
  - confirm the problem has been solved, or
  - inform that you are still dissatisfied. (If so, seek a solution.)
6. Following an unsatisfactory response to a problem, the principal should be informed and a meeting arranged.
7. Consult with the principal and teacher again to either:
  - confirm the problem has been solved, or
  - inform that you are still dissatisfied.

It is important that parents meet with a teacher in the first instance.

By using this process any problems should be resolved. However, a parent has the right to take a matter to the Regional Executive Director in Bunbury. Hopefully this will be unnecessary as the most appropriate solutions are to be found within our school.

## POLICIES

Parents can access school policy and procedure on request to our office.

Policies of particular interest might include:

- Educational Excursions and Camping Policy
- Emergency Management Procedures
- Managing Student Behaviour Policy
- Homework Policy

## VOLUNTEERING OR HELPING AT SCHOOL

### PARENTS AND CITIZENS ASSOCIATION

The P&C Association is our school's parent organisation through which you have an opportunity to have a say in, contribute to, and take part in school activities. It is actively involved in providing support for improving our school's education environment.

All parents are welcome to attend P&C meetings. You will be advised through the Newsletter of meeting dates and times.

The P&C is contactable via email at [spencerparkpc@gmail.com](mailto:spencerparkpc@gmail.com). They also regularly post to Facebook at [www.facebook.com/groups/455192061248347/](https://www.facebook.com/groups/455192061248347/).



### SCHOOL BOARD

The School Board is made up of parents, teachers and the principal. As an Independent Public School, the major functions of this group includes:

- To ensure our school engages in an annual process of reviewing its performance and identifying planning priorities.
- To endorse the School Business Plan and annual budget.
- To oversee and endorse School Policy.

These and other functions are outlined in the Education Act proclaimed in 2001.



## PARENTS WISHING TO HELP AT SCHOOL

We value and appreciate volunteer time spent at Spencer Park Primary School. Parent help is encouraged throughout our school. If you'd like to assist, then contact:

- Individual class teachers
- The Canteen Manager
- The Principal or Deputy Principal
- Chaplain

To ensure the safety of children when we have volunteers in the school, we must adhere to Working with Children Check policies. If you would like to volunteer at our school, you will need to sign a 'Parent and child volunteer declaration form.' This policy affects parents who are considering volunteering to assist with activities such as reading sessions, day excursions, canteen duties, helping at a sports carnival or carrying out P&C duties. A current Working with Children Check is required by all other family members and friends over 18 years of age who want to volunteer.



We thank all our parents who generously volunteer their time and energy to support our school community.

## USING SCHOOL FACILITIES

People wishing to use school grounds after hours or on weekends must make prior arrangements through our school office and complete necessary documentation.

## SCHOOL DROP OFFS AND VISITING OUR SCHOOL

We encourage, wherever possible, for students to be active in getting to school and regularly hold ride, scoot and walk to school events throughout our school year. Not everyone can walk or ride the whole way to school or the bus stop, but it's easy to drive part of the way and then walk or ride the rest. Visit our website at [spencerparkps.wa.edu.au](http://spencerparkps.wa.edu.au) for more information.

### SCHOOL CAR PARKS

Parking for parents of students attending the primary school is available in 2 locations.

- **Reidy Drive** carpark, located alongside our school oval and has plenty of parking bays.
- The north west corner of our school site, off **Hardie Road**. This carpark accommodates children attending in the early childhood building. The section of this carpark closest to the Education Support Centre and the Dental Clinic is reserved mainly for the parents of ESC children and those visiting our school for appointments at the Dental Clinic.

It has been recognised that vehicles without reversing cameras are more likely to cause accidents when reversing out of parking lots, especially in areas with heavy pedestrian traffic. In an attempt to help make our car parks a safer area for pedestrians (particularly our students), we request that parents consider the option of reverse parking into the car bays.

Disabled car parking facilities are available at the car park in Reidy Drive and the car park located near the Dental Clinic for cars displaying an approved ACROD sticker. People using these facilities are instructed to use the bay as a pick up/drop off area only. It is not to be used for lengthy periods of parking. Parent parking is also available near the reserve opposite Coolangarras Barmah Kindy on Mokare Road. This helps alleviate congestion along Reidy Drive and Hardie Road.

The amount of car parking is always less than it should be and, as such, can be a problem. Parents can help the situation by being:

- thoughtful and courteous
- careful and cautious
- prepared to have their children walk or ride to school
- responsive to requests to park in the appropriate area.

Remember: no one wants to see an accident of any kind.

### VISITING OUR SCHOOL DURING SCHOOL HOURS

We welcome parents visiting, either to volunteer or to participate or support classroom events or to collect children who need to leave early. For safety reasons, it is important that anyone visiting our school during school hours does so by first visiting our Administration Office where you will be asked to sign in. If your child is leaving early, we will ask you to complete and sign a Leave Pass to provide to your child's classroom teacher.







# Garden Enrichment Program

- wrong things  
in the bucket

12 all with a bin (12)

educate

the bin situation

classes - drop off the bins  
2, Rm 3, Rm 4, Rm 9, Rm 11

PP2, PPI, Kindy

Max + Patrick  
Rm 9  
Rm 2  
Rm 24  
Kindy

Lucas + Max  
Rm 8  
Rm 3  
PPI  
Lanteen





# HOUSEKEEPING

## CLASS ORGANISATION

Class organisation is conducted at the end of each year and then refined in the first few days of the new school year. There will be occasions when we must have multi-aged classes. Teachers carefully negotiate and discuss class composition, taking into account such matters as:

- social issues
- approaches to learning
- historical information - previous grouped classes
- interaction between student and teacher
- special needs of students.

## EXCURSIONS

It is departmental policy that students must have written parental permission to leave school grounds, even under teacher supervision. Therefore, it will be standard practice for staff to send home advice about excursions, including a tear off permission slip to be returned to school. Without this advice, the child may not attend the excursion.

## COLLECTING YOUR CHILD DURING SCHOOL TIME

When collecting a child from school during school hours, parents or carers must present themselves to the front office. A slip, signed by the office staff, will be provided to authorise the teacher to release the child from class.

## CANTEEN

Our school has a canteen which is managed by an employee of the P&C Association. The canteen is open four days per week, Tuesday to Friday, for students to access a wide variety of wholesome foods during recess and lunch. Students can order their lunch on the lunch bag provided by the canteen prior to school commencing; ordering online is also available. Please enquire at the office or canteen for information on how to use this facility. Unfortunately, the canteen cannot provide credit. Alternatively, parents can use QuickCliq or Cube for payment.

Parent Volunteers are a necessary part of being able to run our canteen effectively. If you can spare some time to help out, please make contact with our canteen manager – it will be greatly appreciated.

## PAYMENTS

It would be appreciated if all payments for collection by teachers are brought in a sealed envelope, stating the child's name and the purpose of the payment, for example, excursions, swimming, book club, on the front.

Voluntary contributions, if not paid with the book list, are to be paid directly to our school office.

## NOTE:

- Money should not be left in children's bags.
- EFTPOS facility is available at the front office.

## VOLUNTARY CONTRIBUTIONS (Kindergarten to Year 6)

The voluntary contribution amount is set each year by the School Board. This is an important source of revenue and we appreciate greatly the contribution parents make when they are able to pay this fee. Contributions will be received at our school office with thanks. Information regarding contributions is also available from the office.

Payments of these contributions and charges can be made by cash, cheque, EFTPOS, Direct Debit or Centrepay or QKR.

## STUDENT REQUIREMENTS/BOOKLISTS

At the end of each school year, students will be supplied with a list of student requirements for the following year. New students can pick up a list from the office at the time of enrolment or printed from our website at [www.spencerparkps.wa.edu.au](http://www.spencerparkps.wa.edu.au).









## VALUABLES

### MOBILE PHONES/WATCHES WITH PHONE CAPABILITY

In line with Department of Education policy, students are not permitted to bring mobile phones to school unless permission is given by our school Principal. If phones are brought to school, they must be handed to the front office until the end of the day.

### VALUABLE ITEMS

Valuable items such as iPhones/iPads, toys, etc should not be brought to school. Any item brought to school for a special purpose **should** be correctly labelled and the child should be encouraged to be responsible for its safekeeping.

## SCHOOL MOTTO

“Semper Tenta” was the family motto of Sir Richard Spencer, an original settler of Albany. It means: “Always Strive”.

A most appropriate motto for our school.

## SCHOOL SONG

### Verse 1

The east is our horizon  
Through trees we see the ocean blue  
Our school, a warm and welcome place  
Traditions values, old and new  
We gather here together  
To share and grow and learn  
A place where friends and family  
with memories return.

### Chorus

Here is our school where we stand tall and walk proud  
Do our best every day in our work and our play  
We'll rise to the challenge, we'll take on any quest  
Spencer Park Primary School is our school, it's the best in the west.

### Verse 2

All cultures here are welcome  
Friendly faces everywhere  
Ngala Mia is our heart, our place  
Where friends can meet and share  
In our winning or our losing  
We hold our heads up high  
We are the youth, the future's hope  
In us the future lies.

### Chorus

Here is our school where we stand tall and walk proud  
Do our best every day in our work and our play  
We'll rise to the challenge, we'll take on any quest  
Spencer Park Primary School is our school, it's the best in the west.

We'll rise to the challenge, we'll take on any quest  
Spencer Park Primary School is our school, it's the best in the west.







## NOTES



## NOTES

## Staff Members

## P&C Members

[illegible]

## School Board Members

[illegible]









### Spencer Park Primary School

26 Hardie Road, Spencer Park Primary School (Albany) WA 6330

Tel (08) 6821 3000

[spencerpark.ps@education.wa.edu.au](mailto:spencerpark.ps@education.wa.edu.au)

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

