



WINTHROP

PRIMARY SCHOOL

Learn & Grow Together



Parent Information Handbook

www.winthropps.wa.edu.au

OUR PURPOSE

Winthrop Primary School is committed to providing an inclusive, stimulating and innovative learning environment in which all students are supported to strive for excellence and to achieve their potential.

OUR VISION

To be a school which works in partnership with the community to support all students in becoming successful learners, confident and creative individuals and active and informed citizens.

POSITIVE BEHAVIOUR SUPPORT

Our goal is to create a school that has safe, positive learning environments where students are engaged and successful. We strive to develop a culture in which every student experiences a sense of belonging to the school community, of being known and understood as an individual, and of staff who care about each student's overall progress and wellbeing.

Our school-wide expectations through our WPS Behaviour Matrix encompass the values of:



RESPONSIBILITY



ACHIEVEMENT



RESPECT

CARE



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ATTENDANCE

Department of Education procedures require a written note must be given for all absences. Parents can also contact the Front Office or email absentee notes from the Connect homepage. If your child is unwell, please do not send them to school as this reduces the likelihood of germs spreading. All children should be well enough to participate in both indoor and outdoor programs.



If your child is late, please collect a late absentee from the front office. Parents of children leaving the school at any time during the day for appointments or any other reason will need to report to the Front Office first. They will receive a blue slip to give to the teacher prior to leaving the school.

ASSEMBLIES

Assemblies are held on even week Fridays with nominated classes hosting. Details of assembly dates will be advised through the website and Latest News. Kindergarten and Pre-primary students attend at the teacher's discretion.

BUSINESS PLAN

The Winthrop Primary School Business Plan sets out the school's targets aligned to the Western Australian Curriculum Outline. Targets in the Business Plan are based on an analysis of school data. Our targets are aspirational but achievable. The Business Plan is available on the school website.

BYOD DEVICE PROGRAMS – iPADS

Winthrop Primary School strives to maintain a technology rich school integrating technology into all curriculum areas to enhance teaching and learning.

Year 4, 5 & 6 students participate in the BYOD 1:1 Device Program using iPads.

In 1:1 learning students use their devices at school and home, allowing them to create, collaborate and connect to extend their learning beyond the classroom. The Program aims to promote independent and flexible learning for lifelong learners.

The 1:1 Device Program is not compulsory, and the school has a limited number of devices that are shared between students who do not have a personal device. The school owned devices may not be taken home.

CANTEEN

The canteen is operated by a committee within the P&C. It is run by volunteers. The canteen offers lunches and snacks as is determined by the committee in accordance with the Department of Education's policies. School lunch can be ordered online **Wednesdays, Thursdays and Fridays through quickcliq.com.au**

Lunch orders are only available from Years 1 – 6.

COMMUNICATION (CONNECT/LATEST NEWS)

Connect is a secure, efficient and effective online environment provided by the Department of Education to all staff, students and parents for access to important aspects of schooling – building links between the school and the home. It allows the school to communicate quickly and easily through “Notices” that are accessible through the Connect Now App and more detailed information is available on the Connect Website. Notifications are sent directly to your email address through the Connect Platform.



The Primary Carer will be issued with a secure username (also known as a P number) and a password. Each Carer is able to request an individual login for access to their child’s details.

Connect allows parents to communicate easily with teachers, stay informed about school activities and events, securely access your child’s learning assessments and feedback and engage in your child’s learning anytime, anywhere and on any device. We encourage Carers to advise details of student absences through Connect. Student Reports are accessible to parents through Connect. Login to Connect at connect.det.wa.edu.au

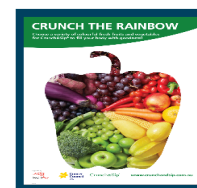


Our **Latest News** is accessible through the school website. Notices are sent out through Connect periodically to remind parents to check this news and to advise when important updates have been made.

Latest News is the first place to check for current information and news about events, activities and messages from the Principals.

CRUNCH & SIP

Crunch&Sip® is a time during the school day for children to re-fuel with vegetables or fruit and rehydrate by drinking water in the classroom. It should be packed separately and take your child approximately two minutes to eat.



COMMUNITY AGREEMENT

As a member of the Winthrop Primary School Community we agree to:

- Demonstrate mutual respect of the role of teacher and parent in meeting the needs of each individual child
- Adopt a proactive approach to communication and building a sense of community
- Interact courteously and appropriately
- Be open to new learning and value positive contributions
- Approach problems calmly with the aim of finding a positive solution
- Maintain confidentiality
- Demonstrate positive support and advocacy for Winthrop Primary School

ENGLISH AS AN ADDITIONAL LANGUAGE / DIALECT

Language shapes the way we view our world and our place within it. Language is also linked to our personal identity and the way we relate to others and it is through this that we make sense of our world. It is vital for EAL/D students to maintain their home language. Students who have the opportunity to maintain their home language will find this beneficial, as they are more able to understand and organise their thoughts in a language that makes sense to them. This is important for English Language learning.

The maintenance of the home language of EAL/D students is essential for their English language learning as well as the preservation and development of their cultural identity and family relationships.

Acknowledging student's prior knowledge, skills and understandings in their home language will help them maintain their feelings of self-worth and confidence in their ability to learn another language.

Research indicates that multilingual speakers have significant learning advantages over monolingual speakers. EAL/D students are multilingual learners, and they are already language learners in at least one other language. They are a valuable resource in developing the language awareness of all students in the mainstream classroom.

To accurately identify EAL/D students we request that you ensure the front office has the details of your child's first language spoken at home. This will enable the school to access funding and support, allowing us to better meet the needs of your child in the mainstream classroom.

ENROLMENTS

Enrolment forms are legal documents, which are completed when a child is enrolled. Families living in the school catchment area are entitled to enrol their children at this school. Proof of residence must be presented at enrolment. Please ensure that the school is kept informed of any change of telephone number, address or emergency number. Enrolments at Winthrop Primary means that parents accept the conditions of the School's Dress Code.

EXCURSION/INCURSION PAYMENTS

Excursions and Incursions can be used to support teaching programs. These require funding by parents. Every care is taken to keep the costs to a minimum. Children wear the school uniform for excursions.

Excursion must be paid to the front office prior to the date of the excursion. Parents can make payments for individual excursions throughout the year via QKR App, EFTPOS or cash payments. Any credit balance in a student's account at the end of the year will be rolled over and used for payment of excursions in the following year.



Each Excursion Permission forms must be completed and submitted to the front office prior to the excursion. Permission forms and payments will not be accepted by the class teacher. If notes are lost or misplaced, parents can access excursion forms on our website or pick up from the front office.

FACTIONS

Children are placed in Factions, with all students in one family remaining in the same Faction. Faction points are awarded throughout the year and contribute towards championship trophies at the Faction Carnivals. The Factions for Winthrop Primary are:

Red- Banksia, **Dark Blue - Casuarina**, White – Tuart, **Yellow - Wattle**



FOOTWEAR/ACCESSORIES

The school policy is to encourage suitable footwear. Sandals, shoes and socks, and joggers are acceptable. Other types of footwear can be dangerous and are not recommended. Scarves are not permitted for safety reasons. Any hair accessories, head bands/scrunchies must be in the school colours of bottle green or mint green. Jewellery is not permitted.

HATS

The school operates a 'no hat - no play' policy which requires all students to wear one of the approved school hats for all outdoor activity during the school year, except in any organised school activity when wearing hats is deemed appropriate by the supervising teacher.

HEALTH

It is possible that at some time during your child's schooling that he/she will contract one of the common diseases of childhood. Parents are asked to contact the front office and provide a medical certificate from their medical practitioner advising the exclusion periods for particular diseases, as the danger of spreading the infection is prominent not only whilst the child is suffering from early symptoms.

For some conditions, Exclusion Period details are provided by the Health Department website. (ww2.health.wa.gov.au/Articles/A_E/Communicable-disease-guidelines).

HEALTH SERVICES

Winthrop Primary School has a range of professionals that provide services to maintain the health and wellbeing of children, including:

- Registered School Nurse: visits school to carry out scheduled health checks. Pre-Primary children are only seen if they were not seen in Kindergarten. Parents will be given a questionnaire and consent form to complete prior to the nurses visit.
- Caralee Dental Checks: Begin dental visits in Pre-Primary. Parents will be asked to complete a consent form prior to the initial consultation. You can contact Caralee Dental Therapy on 9337 6818.
- School Psychologist: Available to provide services and support teachers and students in the school setting.

INFORMATION EVENING

In Term One we hold a parent information evening. Parents are provided the opportunity to learn more about our school community and meet the specialist staff. Each class will hold a class meeting. During this time the class teacher will provide further information specific to your child's classroom, for example routines, learning programs and practices. We encourage all families to address ensure all parents have a common understanding of expectations and enable teachers to answer any general enquiries.

IN-TERM SWIMMING

Each year children in Pre-Primary to Year 6 are offered ten lessons held during term time. The cost of swimming lessons is borne by the Education Department. Parents must pay bus transport and pool admission charges.



Pre-Primary to Year 5 lessons is held in heated pools.

Year 6 students have their lessons at Cottesloe Beach.

Parents are requested to clearly label all items of clothing for swimming classes with the student's full name.

KINDERGARTEN

Children who turn four years of age on or before the 30th of June in the year they will attend Kindergarten can enrol. Students are grouped into classes of a maximum of twenty children attending 5 full days each fortnight. Preference for enrolment is given to children who live within the boundaries of Winthrop Primary School. Children living outside the Winthrop school boundaries may also apply for admission.

LIBRARY/RESOURCE CENTRE

Our school has an extensive collection of fiction and nonfiction materials catering for students and staff. Children have access to the library before schools and lunch times most days, depending upon the activities of the school timetable.



Loans are made for a period of 7 days for Years PP-3 and 14 days for Years 4-6 and may be renewed upon presentation of the book/s. If books are lost, parents are asked to pay for the cost of the book. Should the book be located and returned in good condition a full refund is made.

LOST PROPERTY

This is kept in a box in the Undercover Area near the canteen. Smaller or valuable items such as watches, jewellery is kept at the School Office. Parents are requested to clearly label all items of clothing. Please check the lost property box or the activity area in each block for misplaced items.

MEDICAL

If your child is injured or becomes ill, all care and attention will be given and you will be contacted. Minor injuries or illness during the day are addressed at school and children then return to their class. In an extreme emergency, the school will seek outside medical assistance. If you have a change of address or telephone number, it is important to inform the school.

Short Term Use of Medication (up to two weeks): For administration of short-term medication such as a course of antibiotics, our school requires written authority from parents/carers. This authority can be provided by completing an Administration of Medication form. These forms can be obtained from the school's front office or downloaded from the school's website.

Note: The medication must be clearly labelled with the child's name and provided in packaging from the pharmacy or the manufacturer.

Documentation must be signed and dated by a parent or carer and provided to the school with the medication.

Long Term Use of Medication: If you require the school to administer medication to your child for a period of more than two weeks, and if you have not already done so, you may need to complete a Student Health Care Summary and a Management/Emergency Response Plan signed off by the family doctor for your child's particular health need. In most instances, this documentation will have been completed when you enrolled your child or as part of the school's process for updating student health care records. Medication is to be stored in a black bum bag for easy access.

Teachers must not administer medication without the proper authorisation. The appropriate documentation must be completed before medication can be administered for short term or long-term basis. Please ask at the front administration office for an 'Administration of Medication' forms.

MOBILE PHONES

The Student Mobile Phones in Public School Policy bans students from using mobile phones from the time they enter school grounds to the conclusion of the school day. This includes smart watches and listening accessories, such as headphones and earbuds.

The policy supports staff and students to:

- Reduce the potential for learning distraction
- Protect the privacy of staff and students
- Improve health and wellbeing
- Reduce the chance of students bringing external issues to school through technology.

MONEY AND VALUABLES

Children must not leave money or valuables in their bags and desks. Children should not bring toys, trading cards or valuables to school. No responsibility for taken for loss or damage.

NUT AWARE / HEALTHY FOOD POLICY

Our school is nut aware, with respect to students who suffer allergies. Please avoid sending food that contains nuts as some children have contact anaphylaxis. In accordance with our Healthy Food Policy, we also request that birthdays are not celebrated through the sharing of cakes, lollies or other non "green traffic light" approved foods.

CAMP AUSTRALIA (After School Care)

Winthrop Primary School has a before and after school program. Please contact Camp Australia on 1300 105 343 for more information, alternatively parent handbooks are available on the website or from the office. Please inform your child's teacher of the days you are using this service. The Camp Australia staff will deliver and pick up children from the Pre-Primary in the morning and afternoons as required.

PARENT/TEACHER INTERVIEWS

Parents are encouraged to visit the school to discuss with the class teacher any problems or concerns they may have regarding their child. Parents will appreciate that unscheduled visits by parents to talk to staff before daily lessons can hinder preparation by teachers. To help provide the best learning conditions for all children please organise an appointment for an interview through the front office or via email. Follow up interviews may be arranged with the School Leadership Team (Principal, Deputy Principals) if deemed necessary by teacher and/or parents.

PARENTS & CITIZENS ASSOCIATION

The Winthrop Primary School Parents & Citizens Association (P&C) is a very active body of parents and community members who work together with the Principal and Staff of the school to provide the best school environment possible for our children.



The P&C organises a number of fundraising activities each year and has purchased items such as school computers, air conditioners, interactive whiteboards, laptops, iPads and play equipment for all ages throughout the school. The Fathering Project has been a very successful recent addition to the P&C program.

There is a close working relationship between the P&C and the school staff to ensure that the activities of the P&C are consistent with the direction of the school education program. The P&C meet each term. Parents are advised of meeting dates via Latest Links, Parent Reps and the School Website.

PICK UP / DROP OFFS

Parking on the school grounds is very restricted. To ensure safety and easy flow of traffic please strictly adhere to the road markings and signs.

The two drive through areas at the front of the school have one lane for pick up and set down (with 15 seconds waiting only) and the other lane for drive through only with no stopping allowed. People are welcome to use any unmarked parking bays that are available but no one shall leave their cars in any of






the drive through or pick up and set down areas. If your children are not ready when you arrive to pick them up, please drive out and around again to allow others to use the facilities. Please DO NOT PARK on the road verge as it restricts driver vision when exiting the school.

The best way to avoid any parking and traffic problems is to walk or ride bicycles to school. Not only will it help with parking and traffic problems, but it will also improve the health and fitness of your children and help reduce environmental pollution.

POSITIVE BEHAVIOUR SUPPORT

RESPECT, RESPONSIBILITY, CARE and ACHIEVEMENT

Below is our WPS Behaviour Matrix. It outlines our school values through our four Behaviour Expectations of Respect, Responsibility, Care and Achievement. Students is supported to understand and display positive behaviour through the school-wide teaching of explicit lessons, positive affirmations and acknowledgments and modelled behaviours.

	 BUZZY	 SUNNY	 BILLIE	 ARCHIE
	CARE	RESPECT	RESPONSIBILITY	ACHIEVEMENT
 ANYWHERE/ ANYTIME	<ul style="list-style-type: none"> We show kindness and empathy and are considerate of others We care for the space we are in We care for and are sustainable with resources We take pride in ourselves and our school 	<ul style="list-style-type: none"> We listen respectfully and actively We use manners We use respectful language We follow directions We use appropriate voices We take turns and share We respect other peoples' right to privacy We keep our hands, feet and objects to ourselves 	<ul style="list-style-type: none"> We take care with equipment, using it and returning it as directed We follow the Digital User Agreement We follow the Uniform Policy We take responsibility for our own learning and behaviour We are responsible for our own belongings 	<ul style="list-style-type: none"> We give our best effort and have a 'can-do' attitude We aim to discover and engage with experiences We are willing to learn from our mistakes We celebrate the achievement of others We act in a manner that encourages positive feedback from others We ask for help after trying to problem-solve things ourselves
LEARNING AREAS	<ul style="list-style-type: none"> We take pride in our work 	<ul style="list-style-type: none"> We respect our peers' right to learn We work cooperatively with our peers 	<ul style="list-style-type: none"> We move around, and enter and exit learning areas appropriately 	<ul style="list-style-type: none"> We are prepared for learning We set learning goals and work towards achieving them
OUTSIDE	<ul style="list-style-type: none"> We put our rubbish in the bin We play fairly with others 	<ul style="list-style-type: none"> We follow canteen procedures We respect our natural environment 	<ul style="list-style-type: none"> We run on green areas only We follow recess and lunch procedures We play in designated areas We are Roadwise 	<ul style="list-style-type: none"> We keep our school clean We show positive sporting behaviour

SCHOOL BOARD

The Winthrop Primary Independent Public School Board's role is to provide strategic guidance and monitoring of the school's performance. It supports the school in increasing effective autonomy and flexibility to further improve the quality of the whole school program.

SCHOOL DRESS CODE / UNIFORMS

The Uniform Shop is operated by the P&C. They are open Tuesday afternoons during the school term, from 2.30pm – 3:15pm in the Undercover Area. School Uniforms can be ordered through Winthrop Primary School website: www.winthropps.wa.edu.au or email uniform.winthropps@gmail.com Pre-season ordering of uniforms is also available and is advertised through Latest News and the website. Parents are asked to ensure that all clothing is clearly marked with the child's name.

Wearing the uniform is part of the school's Dress Code for all Pre-Primary to Year 6 students.

GIRLS:

- Mint green collar type polo shirt
- Bottle green wrap-round skirt, shorts or skort (no football shorts, brief shorts or board shorts) or
- Green check college style dress

- Bottle green track pants cargo pants or trousers
- Bottle green windcheater or jacket
- Green broad brim/bucket or legionnaire hat

BOYS:

- Mint green collar type polo shirt
- Bottle green shorts (no football shorts, brief shorts or board shorts)
- Bottle green track pants, cargo pants or trousers
- Bottle green windcheater or jacket
- Green broad brim/bucket or legionnaire hat

SCHOOL PREMISES SECURITY

Children should only be on the school grounds out of school hours if they are under the direct supervision of a teacher or another adult who has been given approval to use the school.

The assistance of parents is requested in helping to stop vandalism and theft at the school.

If during outside school hours you see any suspicious behaviour in or around the school, please contact one of the numbers listed below.

Police Communication: 131 444

School Watch: 1800 177 177



SCHOOL TIMES

	Pre-Primary – Yr 6	Kindergarten
Commence School	8.50am	8.50-2.50pm (Children attend 5 days each fortnight as per class timetable)
Morning Recess	10.45am	
End of Recess	11.05am	
Lunch	12.55pm	
End of Lunch	1.35pm	
School Closes	3.00pm	



The playground is unsupervised before 8.30am.
Your child should not arrive at school before 8.30am and should leave promptly at the final siren.

Parents collecting children are requested to do so promptly at class closure time. Children who are not engaged in organised after school activities should leave school grounds within ten minutes.

SPECIALIST AREAS

Winthrop Primary School offers Science, Music, Physical Education and Japanese (Years 1-6) as specialist subjects. Each year the specialist programs are reviewed and new areas may be offered in the future.

STUDENT REPORTS

Written reports on student's progress are made to parents at the end of each Semester. Student Reports are accessed through Connect.

Assessment of children's work is carried out throughout the year and utilises a range of assessment forms. Parent-teacher interviews to discuss children's progress are offered to parents in conjunction with the Semester 1 and 2 reports, or as requested by the teacher or parents.

STUDENT PERSONAL ITEMS

In WA, Government funds provide most resources used by children. However, personal items of stationery remain the responsibility of parents. Personal requirement lists will be distributed during Term 4 and information provided on the Website. Parents may purchase the items on the list from any supplier or our allocated supplier Campion.

Please ensure that all items clearly show the owner's name.

TERM DATES

Please check the Education Department website www.education.wa.edu.au /future term dates
Public Holidays and School Development Days will be advised in Latest Words and Connect.
Students do not attend on School Development Days.

TRANSFERRING TO ANOTHER SCHOOL

Parents are asked to notify the school when children are likely to transfer, so that the Education Department obligations are met. If transferring interstate or overseas, school records and reports will be stored unless requested. Please ensure that any resources belonging to the school are returned to the school before your departure.

VOLUNTARY CONTRIBUTIONS

The annual voluntary contributions are currently set at \$60.00 per child for the school and \$40.00 per child for the P&C (total \$100.00). These contributions are essential to enrich the learning opportunities available to the children in the school. Contributions to the P&C are used to supplement financing school resources and major buildings and grounds projects. These payments can be made at the commencement of the school year via the QKR app, EFTPOS or cash to the front office.