

# Jerdacuttup Primary School

## Parent Handbook

2023



*Dear Parents,*

The staff and students at Jerdacuttup Primary School welcome you to a new year. We are looking forward to the 2023 school year's challenges and learning experiences which will provide your children with a quality, holistic education as well as friendships, enjoyment and opportunities for growth, mentally and physically.

Jerdacuttup Primary School is an open school which encourages active parent participation and indeed thrives owing to it. Please come and visit us when you can, you are very welcome!

Please feel free to offer your services and to contact the school any time you have a particular question or concern.

Our school adheres to policy, guidelines and principles of:

- The 2020-2024 Strategic Plan WA Public Schools
- The Curriculum Assessment and Reporting Policy and Guidelines
- The School Accountability Framework and
- The WA Department of Education Curriculum, Australian Curriculum English, Mathematics, Science, Health and Physical Education, Technologies, Language Other Than English (Japanese) and History and Social Sciences.

The information in this booklet provides general guidelines to what is planned for 2023 and insight on how Jerdacuttup School operates.

Parents are encouraged to refer to Term planners and fortnightly newsletters throughout the year for any changes. The school's website [www.jerdacuttupschool.wa.edu.au](http://www.jerdacuttupschool.wa.edu.au) also provides up to date information, copies of newsletters and useful links.

*Kind regards,*

*Jerdacuttup Primary School Staff*



## **Important Dates for 2023**

### **Term 1**

Principal Returns                      Friday 27 January  
MCS/Library Officer                      Friday 27 January

Teachers Returns                      Monday 30 January  
Education Assistant                      Monday 30 January

Years PP-6 Students                      Wednesday 1<sup>st</sup> February  
Kindy Students                      Wednesday 1<sup>st</sup> February

**Term 1 finishes for everyone on Thursday 6<sup>th</sup> April**

**Term 2**                      Monday 24 April to Friday 30 June

**Term 3**                      Monday 17 July to Friday 22 September

**Term 4**                      Students - Monday 9 October to Thursday 14 December  
Staff – Monday 9 October to Friday 15 December

### **Public Holidays during School Terms:**

Labour Day                      Monday 6<sup>th</sup> March  
Anzac Day                      Tuesday 25<sup>th</sup> April  
Western Australia Day                      Monday 5<sup>th</sup> June  
King's Birthday                      Monday 25<sup>th</sup> September

### **School Development Days**

These are days **not** included in school holidays where students do not attend school. Our staff use the school development days for school planning.

In 2023 the set dates for all Department of Education Schools are:

- Monday 30<sup>th</sup> January
- Tuesday 31<sup>st</sup> January
- Friday 15<sup>th</sup> December

Jerdacuttup PS Flexible days endorsed by the School Council:

- Term 2 – Monday 24<sup>th</sup> April
- Term 3 – Monday 17<sup>th</sup> July
- Term 4 - Friday 10<sup>th</sup> November

## Jerdacuttup Primary School Staff



Kier Douthie  
Principal



Louise Gibson  
Teacher



Sharee Saunders  
Teacher



Kelly Marks  
Education Assistant



Andrea Nel  
Education Assistant

School Gardener



Rachel Gibson  
MCS



Cathy Harman  
MCS

School Cleaner

## **Assemblies**

Assemblies may be held at the end of school terms. These assemblies will be used to recognize those students that have had minimum disruptions and regular attendance.

## **Administration of Medication**

School staff will not assist students in the taking of medication unless a Health Care Authorisation has been completed by parents. Medicating out of school or self-medicating are preferred modes of treatment.

Forms requesting up to date medical information will be sent home at the beginning of the school year.

Children with medical conditions must supply detailed information from doctors in order for Emergency or Care Plans to be developed by the school.

## **Bell Times**

School starts	8.50 am
Morning recess	10.30 am
School resumes	10.55 am
Lunch	12.25 pm
Classes resume	1.00 pm
School finishes	3.00 pm



## **Book Club and Book Fair**

Twice a term, Book Clubs are offered to students.

Students are given a brochure which contains resources for all age levels. The pages are colour coordinated for each level.

We have previously held Scholastic and Larrikin Book Fairs. The School benefits from those purchases by being able to acquire free library resources.

## **Bushfire Emergency**



This school has developed a Bushfire Emergency Plan to ensure the safest response to the threat to the school and to reduce the risk factors.

The plan is revised at the beginning of each fire season and at the beginning of the school year and includes evacuation drills. A copy is available on the school's website.

## **Bus Service**

All application for a bus service should be completed with the Public Transport Authority via the following link:

<https://www.schoolbuses.wa.gov.au/Parents/Onlineforms/Newapplicationfortransportassistancess/tance/tabid/106/Default.aspx>

**Bus Driver:** Rachel Gibson 0428 751 062

**OR Jerdacuttup School Bus:** 0460 355 745 (phone only kept in the bus)

**Bus Owner:** Kris Turner: 0478 031 545

If your child will not be catching the bus, **please advise the school bus driver at least 8 hours before the bus run (preferably between 5-7.30pm the night before)**

Please also advise the school in writing or by phone of any changes to school transport arrangement for your child/ren.

Requests for complementary passengers must be made to the bus contractor as additional passengers travel at the contractors' discretion.

## **Emergency Transport**

The bus committee put together the following steps to be followed in the advent of an inoperable bus.

1. Contractors will contact parents of relevant bus and school to inform them that the bus is inoperable.
2. Contractors will offer parents alternative arrangements, i.e. a delayed service or use of other suitable vehicles, or any other arrangements that parents and contractors agree upon.
3. If any parent or guardian is unable to be contacted, then the school will be contacted to obtain the number of emergency contact as listed on enrolment form.
4. If road conditions do not allow for the buses to either arrive at or depart from the school site, then parents will be notified via phone. Parents will then be given the option to-
  - a) Collect/deliver students using their own means or
  - b) Make arrangements suitable to the situation.

## **Bus Rules**

### **Acceptable behaviour**

#### **Follow all driver's instructions immediately**

- Drinking of **water** during periods of hot weather or when need arises as directed by driver
- Reading on the bus
- Use of devices is for personal use only
- Talking at an appropriate volume to child next or across the aisle whilst legs do not obstruct the aisle
- Sleeping on the bus
- Do not disrupt, interfere physically or verbally with other passengers
- Stay in allocated seats

Parents are required to be at the allocated bus stop to drop off and pick up their child/ren when the bus arrives.

### **Computer and Internet Policy**

Connecting to the Internet requires a high level of awareness and responsibility; therefore, students will be required to sign a contract undertaking compliance with the school code of conduct. The contract will be sent home for parents' perusal at the beginning of Term 1.

Online safety and protocols are taught specifically as part of the Digital Technologies curriculum in addition to other learning areas where internet access is included.



### **Contributions and Charges**

Voluntary, contributions and charges are an important component of the school's income and are endorsed by the School Council. The charges help the school pay for extra curricula events such as excursions and camps. The school will request payment when needed. Parents are encouraged to pay their contributions to assist with their children's education.

Kindergarten \$50.00/child  
PP-Year 6 \$60 /child  
Or \$120 /2 or more children

Contributions are payable at the beginning of the school year.

EFT payment (preferred) can be made to the school's account:  
BSB 036-184, A/C no. 520 100

### **Crunch 'N Sip™**

The school participates in the Cancer Council's *Crunch 'N Sip™* program. Children are asked to bring two pieces of fruit/vegetables prepared and in a sealed container every day and to have a water bottle replenished from home each day to sip on during class.

Water bottles must be clearly labeled with your child's name and return home each day to be washed and refilled with **water only**. As the school experiences periodic power outages, students having their own water bottle ensures them a drink at all times.



### **Dress Up Days**

From time to time students organise a 'dress up' day such as *Jeans for Genes* for fundraising purposes. On those days, children are encouraged to participate in the dress up day and take the opportunity to not wear their school uniform.

## **End of Year Presentations**

At the end of each school year, the school hosts a community event where annual prizes and Year 6 graduation awards are presented.

Prizes **may** be attributed for:

- Campbell Shield (Sport)
- Senior Academic
- Commitment to learning
- Endeavors
- Junior Virtues
- Virtues

The prizes consist of a book and certificate except for the Campbell Shield where student's names are engraved on the perpetual shield.



The date of this event will be announced early in term 4.

## **Health Services**

A number of external services are available to parents. These include:

### **Dental Therapy**

A dental therapist and dentist visit Ravensthorpe each year. Children are issued with an appointment card, showing when they are due for check-up and/or treatment. Children can only be properly checked and treated at the Dental Clinic in Ravensthorpe and have to be driven there by a parent. Parents are responsible for arranging an alternative appointment with the Dental Clinic if the one issued is not suitable.

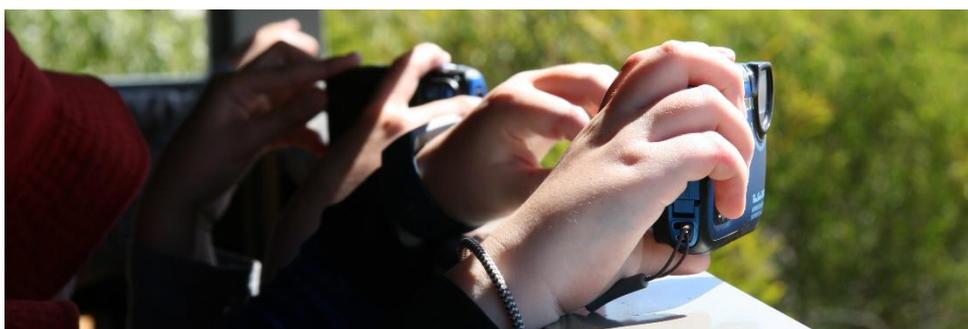
### **School Nursing Service**

A community nursing service is provided to our school by the Health Department of WA on a periodic basis. Appointments for children (vision and hearing tests, etc.) can be made by contacting the Principal.

### **School Psychological Service**

The Goldfields Region Education Office provides a school psychological service for children experiencing low academic achievement, social and emotional problems and behavioural or attitudinal concerns. The school's contact is in Esperance and the school is allocated one day each term.

The school psychologist can also refer parents of children experiencing difficulties to other health and caring community agencies.



## **Homework**

The School's homework Policy was reviewed and updated in 2017  
<http://jerdacuttupschool.wa.edu.au/wp-content/uploads/2017/06/JPS-Homework-Policy-2008-review-2017.pdf>

Games, including commercial board games (e.g. chess, Numero, Scrabble, Boggle), are a great way to encourage times tables and basic facts learning. You can encourage and help develop reading and writing skills by making shopping lists, writing letters and cards and researching topics in books and on a computer.



Reading is another important homework practice. Children require a quiet time to read **each day**. A great idea is to encourage children to snuggle into bed with a book 30 minutes before lights out.

Sharing chores with your children and engaging in meaningful conversation also helps develop literacy skills.

We ask that parents maintain their own children's homework program by encouraging completion, setting aside special time and offering incentives if desired. If parents find there is too little or too much homework simply send in a brief note or discuss with the teacher so that it can be modified. Students in **Years PP-6** will take home a reading diary to record their reading and set homework. Parents are asked to sign and communicate through the diary. Seniors may be asked to finish uncompleted work or work on a special project.

## **Infectious Diseases**

Below is a list of the more common ailments children contract and the details regarding exclusion from school. These diseases can be split into NOTIFIABLE (Doctor will contact Health Authorities) and NOT NOTIFIABLE (no further action besides treatment). ALL the diseases listed require exclusion from school. Please keep this list handy for future references.

### **Notifiable Diseases**

**Measles:** Exclude from school. Re-admit on medical certificate or at least 4 days from the appearance of a rash. Contacts not excluded. Non-immunised students **will** be excluded for 14 days after the appearance of a rash in the last case identified at the school, unless contact was immunised within 72 hours of first exposure.

**Mumps:** Exclude from school. Re-admit on medical certificate or 9 days after onset if well. Contacts not excluded.

**Hepatitis:** Exclude from school. Re-admit on medical certificate that the child is no longer likely to convey infection.

**Rubella (German Measles):** Exclude from school. Re-admit on recovery or 4 days after onset of rash.

### **Non-Notifiable Diseases**

**Chicken Pox:** Exclude from school at least 5 days after rash appears, or while scabs are moist.

**Impetigo (School Sores):** Exclude from school until effective treatment has been instituted. Lesions must be covered with a waterproof dressing while at school.

**Head Lice (Nits):** Small white egg sacks, which will look like whitish specks can be observed, stuck to hair, especially behind the ear and back of neck. If you find head lice, a recommended treatment is required. Treatment must have been carried out and most of the eggs removed before returning to school. Information on up to date treatment is available from the front office. If students present with signs of head lice parents will be contacted to take the child home and treat as appropriate.

**Conjunctivitis:** Exclude from school until discharge from eyes has ceased. **Very contagious.** People who have been in contact with affected student are not excluded.

Please note that children who are ill with an infectious disease should not attend school and should not return until they are fully recovered.

Immunisation is available for measles, rubella and mumps from 12 months of age onwards.

**COVID -19:** Staff, students and the wider community are seriously impacted by the presence of COVID-19 in our communities and the potential risks of contracting the virus. The Department of Education works very closely with the State Government and Department of Health to provide guidelines on how to manage the risks of contracting and transmitting this disease. Regular updates to schools of requirements and advice on management of this pandemic ensures the school uses its resources to keep students and staff as safe as possible.

The school will continue to follow DoE advice and mandates and communicate them to parents via school newsletter or letters.

### **Kindergarten Days**

For children born between 1<sup>st</sup> July 2018 and 30<sup>th</sup> June 2019

Semester 1: 2 full days,

Mondays and Wednesdays starting Wednesday 1<sup>st</sup> February, 2023 with no phase-in period.

Semester 2: 3 full days, Monday to Wednesday



## **Library**

All classes visit the library at least once a week, under the supervision of their class teacher or the library officer. The school supplies students with a suitable library bag which is on loan for the year.

Parents are asked to ensure that children return library books in good order, in the library bag and on time. Damaged books will need to be replaced and parents will be invoiced by the school.

## **Lunch**

Our children will eat their lunch in the lunchroom (bag area) or on the verandah under supervision. Students remain in the lunchroom until their lunch is completed and an adult gives permission to leave.

Please note that children may bring hot food in a thermos, but staff will not reheat food.



## **Mobile Devices**

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose.

## **Newsletter**

A fortnightly newsletter is published every second Tuesday and distributed to parents via email. The newsletter provides a wide variety of information concerning school activities.

Newsletters are also available through the school's website [Jerdacuttup Primary School \(jerdacuttupschool.wa.edu.au\)](http://jerdacuttupschool.wa.edu.au).

## **Positive Behaviour Policy**

**The positive approach to behaviour management and inclusivity involves the following practices:**

1. Creating learning programs that are dynamic, meaningful, ensure success and are challenging – This includes differentiating curriculum planning to cater for individuals (this is the foundation of the *inclusivity* concept)
2. Treating all students with respect and kindness
3. Focus on learning attitudes and approaches
4. Implementing positive reinforcement, certificates and prizes for exemplary practice in both social and learning behaviour, including a whole school celebration
5. Enabling students to see themselves as learners

Based on the above, the following school rules for Jerdacuttup Primary School have been formulated:

- Be KIND to people, feelings and our environment
- Be CONSIDERATE of others
- Be COURTEOUS and use your best manners

- Be CARING of people, animals, school buildings and property
- Be CAREFUL, stay in school boundaries and watch out for danger
- Be COMMITTED to do your best work
- Be FRIENDLY to people you meet
- Be HONEST and tell the truth to your friends, teachers and parents
- Be RESPECTFUL in actions and words.



### Jerdacuttup Parent and Citizens Association

These positions will be confirmed at the P&C AGM early in Term 1.

- **President:** TBC
- **Vice President:** Andrea Nel
- **Secretary:** Sharee Saunders
- **Treasurer:** Sharee Saunders
- **Uniforms:** TBC
- **JRWG Rep:** Position vacant

The P&C is an open forum for parents. It is also the fund raising arm of the school.

All parents are encouraged to attend meetings. The meeting dates will be published in the fortnightly school newsletter and on the school's website. Both financial members and ex officio members (the principal) are entitled to vote on P&C matters.

Following each P&C meeting, minutes of meetings are available on request from the P&C Secretary.

### P & C Tuckshop

A P&C Tuck-shop will be held at school when the program allows it. The day of the Tuck-shop varies throughout the year but is generally set at the beginning of each term. Parents are advised of the days via the Newsletter. **Cost is \$7.50 per child/Tuck-shop. In cash for students' real-life maths; counting money and accounting.**

In 2023, Tuck-shop is to be paid each Tuck-shop day to encourage children to handle and understand cash money.

- The Tuck-shop menu varies. The coordinator designs a menu with the children who then help to prepare the food. The P&C has agreed to pay for the ingredients.



- Tuck-shop is not compulsory but is encouraged. Students help prepare the food which lets them experience new tastes and food. One parent is rostered each Tuck-shop and should arrive at school no later than 11.00 am. Children up to Year 2 start lunch at 12.20 on Tuck-shop days, the rest of the school a little later.
- Parents can expect to be rostered two to three times during the year and are asked to help prepare and serve the meal. They will assist with washing all dishes and cleaning up afterwards (including the BBQ if used, inside the oven and wiping over the stovetop and microwave). Lunch is provided for the parents on duty. All children enjoy being involved in the Tuck-shop.

### **Reporting to Parents**

Parents are welcome to arrange an interview to discuss their child's progress at any time. Teachers will contact parents to arrange a meeting if/when a student is identified as 'at risk' in a particular area.

An electronic *School Information System* ensures students are tracked against achievement targets from Preprimary - Year 6. This data is transferred to high school at the end of Year 6.

Semester reports will be shared with families at the end of Term 2 and 4.

### **Photographs of students**

Children's images and/or their work are often published to recognise excellence or effort and may appear in newspapers, on the internet, in newsletters or on film or video. Their names may also be included but no contact details are provided.

Parents are given a permission slip at the start of every school year and they choose to give their consent or not for their child/children.



### **Pre-Primary Days**

In 2023 For children born between 1<sup>st</sup> July 2017 and 30<sup>th</sup> June 2018 Pre-primary will commence as soon as school starts for all students, i.e. Wednesday 1<sup>st</sup> February. There will be no phase-in period to the full program; however, it is recommended that if children need a break during the week, Wednesdays should be taken.

## **School Council**

The Jerdacuttup School Council's purpose and functions are to enhance the quality of each individual student's education by:

- Reviewing the school's performance in achieving the school's priorities
- Assisting in the development of the following years School Development Plan
- Endorsing the School Development Plan, Annual Report, Contributions and Charges, Student Requirements Lists and Policies.
- Being involved in key decisions made by the school.

Details of the School Council's Terms of Reference, Rules and Responsibilities may be obtained from the school office on request.

Please make an effort to get to know your School Council members and express ideas regarding the school through your representatives.



## **Membership**

Staff representatives on the School Council will be current staff members at Jerdacuttup Primary School. The ratio of group membership shall be three community members (at least one must be a parent of a student currently attending the school) and one staff member plus the Principal.

### **Council Committee 2023**

Principal: Kier Douthie

Staff representative: TBC

Parent representative: TBC

Community representatives: TBC

The School Council holds one **open** meeting per year for any interested community members.

## **Staff**

Staff have the right to

- Respect, courtesy and honesty.
- Teach in a safe, secure, clean, purposeful and non-disruptive environment.
- Cooperation and support from parents.

Staff have the responsibility to

- Model respectful, courteous and honest behavior.
- Ensure that the school environment is kept neat, tidy and secure.
- Establish positive relationships with students.
- Ensure good organization and planning to promote student progress.
- Report student progress to parents in a timely manner.

## School Dress Code

The wearing of school uniform is compulsory as outlined in *Dress Codes for Students Policy v2.4*, effective 1 January 2018.

Parents are requested to make every effort to dress children in school uniform each day. Unless otherwise stated, school uniforms are to be worn on all school excursions.

All school clothing must be marked with your child's name.

Thongs, printed T-shirts, bike pants, any items made of denim (i.e. jeans) and jewellery are deemed inappropriate for daily school wear. Earrings at school are best restricted to stud type to avoid injury during sports and in the playground.

Makeup is not to be worn to school by students.



## Uniforms

The Uniform Coordinator holds a small stock of second-hand school uniform items. Please contact the school for any requirements.

### **Hats**

The school follows a policy of **No Hat – Play in the Shade** which is enforced throughout the year.

In 2023, the school will continue to supply individual and numbered bucket hats for use at school. Each child has his/her own numbered hat for use throughout the year.

Staff periodically take the hats home to wash.

## Summer Uniform

### **Boys:**

Grey or navy blue shorts and red and royal blue sports shirt with collar and printed logo (*Shirts are available from the P&C at cost*).

**Girls:** Blue check dress or navy blue shorts with style shirt as above.

### **Sports Uniform**

**Boys:** Royal blue shorts and red/blue sports shirt.

**Girls:** Royal blue skirt, or royal blue shorts and red/blue sports shirt.

All available at cost from the P&C.

**All students:** Joggers or sneakers for sport

## Winter Uniform

**All students:** Royal blue tracksuit pants, red rugby styled jumper and blue/red sports style shirt (as above).

## **Student Attendance**

Regular attendance is a major contributing factor to a child's successful education. It is crucial that children attend school regularly and those absences kept to an absolute minimum.

A brief note addressed to the class teacher is required under provisions of the Education Act to explain ALL absences from school. The note must be supplied immediately following an absence, stating the date/s and reason/s why the student was unable to attend school. A medical certificate may be required to explain extended absences.

Teachers appreciate the courtesy of being advised in advance of an absence where possible as this has a huge impact on daily activities and programs run in classrooms on a daily basis.



## **Student Illness**

The school does not have adequate facilities for children who are taken ill during the day, so parents will be phoned to collect them. In the case of the child having had an accident, parents will also be contacted.

## **Sun Smart Policy**

Jerdacuttup School has adopted a sun protection policy approved by the Cancer Council of WA and available on the school's website. Parents have an important role to play and we ask you to:

- Provide clothing that provides adequate protection from UV radiation including collars and sleeves, closely woven fabric, natural fibre and rash tops for swimming
- Act as positive role models for their children
- Support the school's sun protection policy and its periodic review.



## **Virtues Project**

The aim of this project is to draw attention to the virtues that build good character and enable students to be in a caring, harmonious environment that fosters positive relationships with peers and adults.

The selected virtue will be introduced as a focus on the first Monday of each new calendar month and will be a classroom focus for that month.

The identified virtues for 2023 include:

- Orderliness
- Caring
- Tact
- Kindness
- Compassion
- Gentleness
- Forgiveness
- Tolerance
- Peacefulness
- Determination



## **Volunteers**

We always welcome volunteers who would like to help in whatever capacity they feel comfortable. We encourage parents and guardians to be involved with their children's learning.

When home and school are working in a unified partnership the most effective and worthwhile learning takes place.

