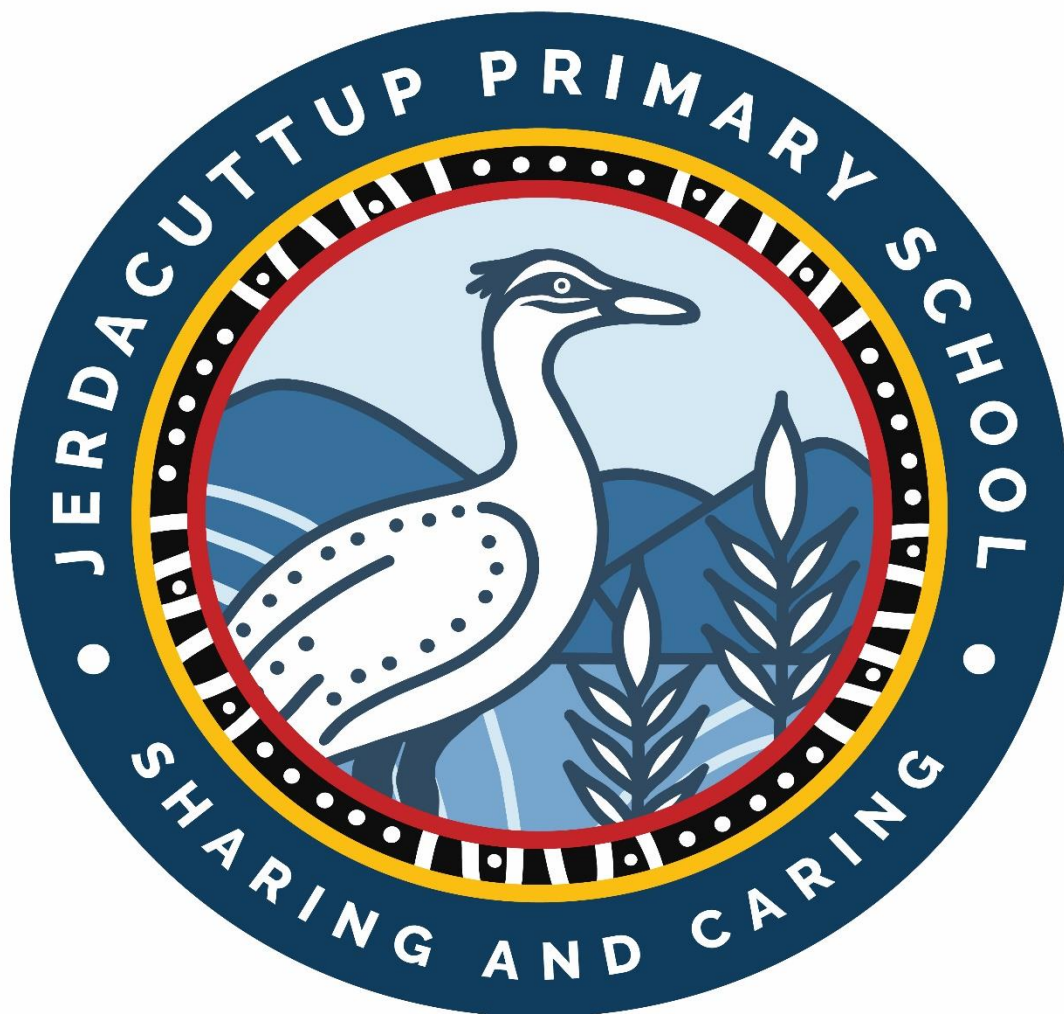


# Jerdacuttup Primary School

## Parent Handbook

### 2025



*Dear Parents,*

1

The staff and students at Jerdacuttup Primary School welcome you to a new year. We are looking forward to the 2024 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 2024 and insight on how Jerdacuttup School operates.

Parents are encouraged to refer to Term planners, Class Dojo posts and 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 2024

### **Term 1**

Principal Returns Thursday 25<sup>th</sup> January  
MCS/Library Officer Thursday 25<sup>th</sup> January

Teachers Returns Monday 29<sup>th</sup> January.  
Education Assistant Monday 29<sup>th</sup> January

Years PP-6 Students Wednesday 31<sup>st</sup> January  
Kindy Students Wednesday 6<sup>th</sup> February

**Term 1 finishes for everyone on Thursday 28<sup>th</sup> March.**

**Term 2** Monday 15<sup>th</sup> April – Thursday 28<sup>th</sup> June

**Term 3** Monday 15<sup>th</sup> July to Friday 20<sup>th</sup> September

**Term 4** Students - Monday 7<sup>th</sup> October to Thursday 12 December  
Staff – Monday 7<sup>th</sup> October to Friday 13<sup>th</sup> December

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

Labour Day Monday 4<sup>th</sup> March  
Anzac Day Thursday 25<sup>th</sup> April  
Western Australia Day Monday 3<sup>rd</sup> June  
King's Birthday Monday 23<sup>rd</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 2024 the set dates for all Department of Education Schools are:

- Monday 29<sup>th</sup> January
- Tuesday 30<sup>th</sup> January
- Friday 13<sup>th</sup> December

Jerdacuttup PS School Development days:

- Term 2 – Friday 31<sup>st</sup> May
- Term 3 – Monday 19<sup>th</sup> August
- Term 4 – Monday 7<sup>th</sup> September



## Jerdacuttup Primary School Staff

Geoff Kustka  
Principal



Sharee Saunders  
Teacher



Kelly Marks  
Education Assistant



Kylie Goldfinch  
School Gardener



Rachel Gibson  
MCS

Cathy Harman  
MCS

Alyce Ware  
School Cleaner

### Assemblies

Assemblies may be held at the end of school terms, where appropriate. These assemblies will be used to celebrate learning and recognize those students who have made significant achievements. These assemblies are dependent on minimal disruptions through the term and regular attendance.

### **Administration of Medication**

School staff will not assist students in the taking of medication unless a Health Care Authorization 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 for Emergency or Care Plans to be developed by the school.

### **Bell Times**

School starts	8.45 am.
Morning recess	10.45 am.
School resumes	11.15 am.
Lunch	12.45 pm
Classes resume	1.15 pm.
School finishes	3.00 pm (2.30 Fridays)

School commences at 8.45 am every day. Students are not to arrive prior to 8.25 in the morning. School will finish at 3 pm every day, except Fridays which will finish at 2.30 pm.

### **Book Club and Book Fair**

Book Clubs are offered to students, up to one per term.

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/Newapplicationfortransportassistance/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 curricular events such as excursions and camps. The school will request payment when needed. Parents are encouraged to pay their contributions to assist with their child'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 always ensures them a drink.



## 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. The school usually receives offers of sponsorship for awards from politicians and community groups and vary according to the donations and the student population.

Prizes **may** be attributed for:

- Academic
- Commitment to learning
- Endeavour
- Citizenship
- Virtues

Students receive a book prize and certificate. The date for the presentation night is announced in term 4.

### **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.



### **Health Services**

Several 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 behavioral 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.



### **Deodorants**

Students are only allowed to use non-aerosol or roll-on deodorants at the school. All non-aerosol sprays will be confiscated and returned to the student at the end of the school day.

### **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 the lights go 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 2019 and 30<sup>th</sup> June 2020

**Semester 1:** 2 full days,

Tuesdays and Thursdays, beginning Tuesday 6<sup>th</sup> February 2024 with no phase-in period.

**Semester 2:** Tuesdays, Wednesdays and Thursdays, commencing Tuesday 16<sup>th</sup> July

## **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 on the picnic benches or indoors, if wet, under supervision. Students remain seated 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 only reheat food at their discretion.

## **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 newsletter is published every term and distributed to parents. 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.
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.



### **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.

### **Jerdacuttup Parent and Citizens Association**

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

- **President:** Gemma Walker
- **Vice President:**
- **Secretary:** Sharee Saunders
- **Treasurer:** Sharee Saunders
- **Uniforms:** Sharee Saunders
- **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 \$5 per child/Tuck-shop. In cash for students' real-life math; counting money and accounting.**

In 2024, 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. Children up to Year 2 start lunch at 12.20 on Tuck-shop days, the rest of the school a little later.
- Parents can volunteer 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.



### **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 2024 For children born between 1<sup>st</sup> July 2018 and 30<sup>th</sup> June 2019 Pre-primary will commence as soon as school starts for all students, i.e., Wednesday 31<sup>st</sup> January. 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 try 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), one staff member plus the principal.

## **Council Committee 2024 (no school council in 2024)**

Principal:

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 2024, 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 checkered dress or navy blue skorts 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 the 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 daily.

If a student is going to be absent for an extended period, then permission needs to be sought from the principal. Forms are available for this purpose from the school office or online.



## **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 2024 include:

- Courtesy
- Caring
- Self-Discipline
- Joyfulness
- Respect
- Tolerance
- Generosity
- Peacefulness



## **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.