



LEEMING
PRIMARY SCHOOL

**INFORMATION
BOOKLET
2019**



**10 Meharry Road
LEEMING WA 6149**

Phone: (08) 9266 6700

Email: leeming.ps@education.wa.edu.au

Website: www.leemingps.wa.edu.au



WELCOME TO LEEMING PRIMARY SCHOOL

SCHOOL ADMINISTRATION STAFF:

Principal: Mr Clive Emby
 Associate Principal: Ms Anne Thomson

STAFF ORGANISATION

The total number of staff varies from year to year according to school enrolment. Deployment is generally organised as follows:

Principal: Overall responsibility for administrative duties and instructional leadership.
 Associate Principal: Administrative duties, instructional leadership and classroom support.
 Class Teachers: Kindergarten – Year 6
 Specialist Staff: Art, Music, Science, Languages Other Than English (LOTE–Japanese), Physical Education and Learning Support Co-ordinator.
 Non-Teaching: Manager of Corporate Services, School Officers (clerical and library), Education Assistants, Gardener and Cleaners.

TERM DATES FOR 2019

Semester 1	
Term 1	Monday 4 February – Friday 12 April
Break	Saturday 13 April – Sunday 28 April
Term 2	Monday 29 April – Friday 5 July
Break	Saturday 6 July – Sunday 21 July
Semester 2	
Term 3	Tuesday 23 July – Friday 27 September
Break	Saturday 28 September – Sunday 13 October
Term 4	Tuesday 15 October – Thursday 19 December

Students do not attend on the following dates:

PUBLIC HOLIDAYS

Labour Day	Monday 4 March
Good Friday	Friday 19 April
Easter Monday	Monday 22 April
ANZAC Day	Thursday 25 April
WA Day	Monday 3 June
Queen's Birthday	Monday 30 September

SCHOOL DEVELOPMENT DAYS

Thursday 31 January
Friday 1 February
Tuesday 4 June
Monday 22 July
Monday 14 October
Friday 20 December

Leeming Primary School
Respect - Integrity - Excellence

Leeming Primary School is multi-cultural centre for learning, reflective of our wider community. We embrace the cultural, social and academic differences we see in each other and believe these differences only serve to enhance the learning environment.

At our school we actively promote the values of respect, integrity and excellence . We are a family friendly, community school; we welcome and encourage the positive partnerships we establish between ourselves, our students and their parents and carers. We value all our students as individuals and the successes of our students are evaluated not just by their academic attainment but also by their character and efforts to make a valuable contribution to our school community.

We aim to foster in our students the desire to strive to be the best they can be in all aspects of school life and beyond.

At Leeming Primary School students can expect to receive a quality education, tailored to their individual needs, planned and delivered by experienced, highly skilled and enthusiastic practitioners. We are a forward thinking and innovative centre for academic excellence, keen to keep pace with and embrace modern technologies when these enhance the learning of our students and better prepare them for the future.

We expect that upon leaving Leeming Primary School our students will be fully prepared to take on the varied challenges they will face on their future journey as life long learners.

This is our school

From the Principal

Leeming Primary School is a fantastic school, that gets better every year. Since our transition to a fully-fledged “Independent Public School” in 2017, we have started on a new and clear pathway with our community. 2018 has been a positive year and our numbers continue to steadily grow, with our 300th student enrolling this week.

The School Board has worked hard to formulate our [Leeming Primary School Business Plan](#). This plan highlights the values held dear by our community. These values are the bedrock of all decision making and planning for the future.

Our three core values are ‘[Respect, Integrity and Excellence](#)’. These values are reflected in the future directions that will guide the development of our school from 2017 to 2019. I encourage you to [read the Plan](#) and familiarise yourself with its contents.

Our revamped logo has been included in the Business Plan and “formally” introduced with the launch of our new look school website and new school signage.

We are constantly trying to upgrade our facilities, and you will have noticed the new murals and painted posts around the school. The new ‘Chris Wade Adventure Playground’ has been officially opened, and the Early Childhood students are enjoying it immensely.

This is my seventh year as Principal and I am still enjoying my time here. The staff are fantastic and we work very well as a team to provide great opportunities for students.

NUT ALLERGY ALERT

Leeming Primary School is a “Nut” minimisation school.

We have children currently in our school who have a **severe anaphylactic reaction to nuts.**

For this reason we request that no nuts or products containing nuts be brought onto the school grounds.

This includes Peanut Butter, Nutella, Oils containing peanuts, and Satays.

For further information please contact the Principal or Associate Principal.

ENROLMENT



SCHOOL BOUNDARIES

All parents wishing to enrol are required to complete an *Application for Enrolment* form.

Students who live outside our local intake area will be offered a place if classroom accommodation is available and an appropriate educational program can be provided for them. (Refer to boundaries map at the back of this booklet.)

To ensure smooth admission of your child to our school please ensure we have the following information and documentation.

1) **Address/Telephone Number**

Please ensure we **always** have your **current address and contact numbers**.

The well being of your child often depends upon us having accurate information.

2) **Birth Certificate and Immunisation**

Your child's birth certificate and immunisation record.

Vaccination Records: If your child was born in Australia, their vaccinations will be registered on the **Australian Childhood Immunisation Register**. You must provide the school with a copy of your child's **ACIR** history statement. You can request a statement at any time by:

- Telephoning ACIR on 1800 653 809
- Emailing: acir@humanservices.gov.au
- Visiting your local Department of Human Services Service Centre (Medicare) and requesting an ACIR history statement in person
- Registering with the Department of Human Services at www.humanservices.gov.au/online-services

3) **Family Information**

Please advise us in writing if the following information applies:

Single-parent family:

- Custody: Equal Parent custody
Mother has custody
Father has custody
Guardian has custody
Foster Parents
- Access Restriction applicable
- Any Other details

DOCUMENTARY PROOF OF THE ABOVE MUST BE PROVIDED

i.e. Copy of Family Court Order

- Without legal instruction to the contrary, each parent is entitled to all student information and Reports.

4) **Information Required for New Arrivals to Australia**

- Birth Certificate and Passport must be sighted.
- Residency status verified.
- Date of arrival in Australia provided.
- Visa Sub Class Number provided.
- Visa Grant Number provided.
- Immunisation **ACIR history statement**.

SCHOOL ORGANISATION

SCHOOL BOARD

This is the formal school decision making group comprised of school staff, parent and community representatives which has the responsibility for -

- setting the general direction of the school;
- assisting with establishing annual school priorities and endorsing the School Business Plan;
- approving the allocation of resources required to undertake priorities;
- monitoring the results of programmes so that priorities can be reviewed in each new cycle of planning;
- formulating a School Dress Code;
- setting the schedule for the Fees and Charges each year.

The School Board makes its decisions from information and feedback from the school (through the Principal and staff) and from the parent body (through the P&C and parent representatives). Decisions are then fed back to school staff and to the parent body through P&C meetings and newsletters.

PARENTS AND CITIZENS ASSOCIATION

Leeming Primary School has an extremely active P&C. It works for the well being of all children who attend the school by -

- bringing about a close cooperation between parents, other citizens and teachers.
- providing facilities, amenities and other education needs not provided by the Government.

The P&C also operates a number of committees such as School Uniform, Safety House, Canteen lunches (Monday and Thursday), Graduation, Fund Raising and Grounds.

Membership of the P&C is obtained by paying an annual membership that entitles P&C members to vote on matters raised at meetings. However parents must attend the meeting in person in order to vote. This is a WACSSO (Western Australian Council of State Schools Organisation) requirement.

Throughout the year parents' views and opinions may be sought via newsletters or personal contact.

Meetings are currently held on a monthly basis and all parents and citizens are encouraged to attend and share their views. Your involvement would be most appreciated. Meetings are currently held on Monday evening's in Week 4 and Week 8 each term.

PARENT PARTICIPATION

Class – assisting in various programs including excursions, sport, reading and maths.

Library - as required and organised by the Teacher/Librarian.

Sport – training, organisation / co-ordination, etc.

COMMUNICATION

School Newsletter/Website - The policy of the school is to have regular liaison with parents via regular postings on the school website. Please check weekly for current news. All current permission notes can also be found on the website.

Please note we do not send a hard copy of newsletters home.

Calendar – Available on the school [web-site in "Whats Happening – Upcoming Events"](#)

School Notice Board - located on the outside wall of the Early Childhood Centre, is used for school and community notices. Parents may place notices, providing the Principal approves them.

- Website: www.leemingps.wa.edu.au
- Email: leeming.ps@education.wa.edu.au
- Telephone: (08) 9266 6700

PARENT/TEACHER CONTACT (Leeming Primary School uses Connect App)

Each parent will be given their own secure login to Connect. Connect is totally free and, because it is provided by the Department of Education, very safe. As well as being able to login to Connect on any internet-enabled device, you may also receive notices from Connect that will be sent to you as either an email or a notification on your phone. A free app called *Connect Now* can be downloaded from Google Play or the Apple App Store and will let you receive Connect notices as push notifications.

If you have multiple children you only need one login – even if your children attend different public schools.

Informal on-going contact with class teachers is a feature of Leeming Primary School. Where there is a need to discuss a student's progress, staff will contact parents by Connect, email, note or phone and a suitable interview time can be organised. Parent information evenings are held in each class in the first couple of weeks every year.

Parents are very welcome to discuss matters regarding their children with the teacher. This is to the mutual advantage of parents, children and teachers. The Principal or the Associate Principal should only be contacted if the matter is appropriate for such a level of referral. To save disruptions to normal class routine, however, parents are asked to arrange visits in advance, either by note or by phoning the school on 08 9266 6700.

Parents should make more formal contact with a class teacher if there is a continuing concern. Problems can often be resolved at this level.

PARENT INTERACTION (During School Time)

Supervision of children

When children are in class they are under the supervision of the class teacher. It is not appropriate for a parent to direct their child without first consulting with the class teacher.

Interruptions to lessons

Whilst the classes are relaxed and provide for elements of free play, classes should not be interrupted by mobile phones or adult conversation not directed through the teacher. Please be mindful of the need for the teacher to direct and conduct class activities and for children to learn.

REPORTING TO PARENTS

As part of accountability requirements, regular reporting to parents and feedback on student progress is a prime requirement of the school. With the introduction of the Curriculum Framework and the adoption of Outcomes Based Education assessment and reporting are in a transition phase to Australian Curriculum. A variety of methods are utilised each term to keep parents informed about their child's progress and achievement including-

- Student class work - demonstrating student achievement over a period of time, annotated tasks, goal setting and reflections;
- Formal System Reports in the eight curriculum areas (Semester 1 & 2);
- Parent Open Night (Term 3);
- Parent Interviews on request by teacher or parents;
- Formal and Informal Parent Information Sessions.

SCHOOL ROUTINE AND FACILITIES

School commences at 8:50am and students are dismissed at 3:00pm

Doors Open	8:50am
Morning Session 1	9.00am – 9.50am
Morning Session 2	9.50am – 10.40am
Recess	10:40am – 11:00am
Morning Session 3	11:00am – 11:50pm
Morning Session 4	11.50am – 12.40pm
Lunch	12:40pm - 1:20pm (Eating 12:40pm – 12.55pm)
Afternoon Session 1	1:20pm – 2.10pm
Afternoon Session 2	2.10pm – 3.00pm

ARRIVAL AT SCHOOL

Children should arrive at school after 8:30am unless previously arranged with the class teacher.

Students arriving late to school must report to the front office and obtain a 'Late Pass' to give to their teacher.

PARKING

In the interest of the children's safety, please observe the parking signs around the school. The Staff Car Park is not to be used for dropping off or picking up students.

Angle parking (15 minutes) is available on Meharry Road for parent's to set down and pick up children.

Please do not use the Dental Therapy/Child Health Centre car park unless your child has an appointment.



Parking Bay for Disabled is located at the end of access road for approved vehicles only.

The **Access Road** off Westminster Road **is not** to be used for setting down and picking up children.



BICYCLES

It is advisable that children in Years 1, 2 and 3 are only to ride bikes if in the company of an adult or a responsible senior student. All caring parents and teachers have reinforced this policy.

Bicycle racks are provided for the children's bicycles, which **MUST be walked in and out of the school grounds.**

Basic bicycle safety is the **responsibility of parents** and the school will reinforce this. The wearing of helmets is compulsory, following state legislation enacted in January 1992.

PLAY EQUIPMENT

Please do not allow Kindy and Pre-Primary students to play on the equipment in the early childhood centre before or after school.

VALUABLES / TOYS

Children are asked **NOT** to bring along toys or valuables such as radios, jewellery, electronic toys or money that may be mislaid or damaged during school activities.

No responsibility can be accepted for personal items of this nature.

MARKING OF EQUIPMENT

Please make sure that items of clothing, books, bags and all equipment owned by your child are clearly labelled with their full name so that lost items may be more easily returned.

LOST PROPERTY

A lost property box is located in the assembly undercover area. Please label all items of clothing clearly with your child's full name. Clearly labelled items will be returned to students where possible.

ABSENCE

All absences from school must be verified. This can be carried out by phone or note written by a parent/guardian or doctor, preferably sent the day the child returns to school.

The **SMS system** is a legitimate means of explaining absences. If your child is late to school or absent without reason, you will be sent an SMS message notifying you of this and asking you to respond. Once you have responded, the reason is provided to the teacher for verification and the system is notified.

However, if we receive a phone call from the student's parent before 9.15am, advising that their child will be absent from school and the reason for the absence, the system will be notified and the parent will not receive an SMS message.

CHILDREN LEAVING SCHOOL GROUNDS

Children are not permitted to leave the school grounds during school hours without written permission from parents, and/or the approval of the Principal or Deputies. When picking-up a child/ren from school during school hours it will be necessary to obtain from the school office an **Education Department Standardised Leave Pass** prior to your child leaving school for the remainder of the day. A 'yellow slip' will be given to the parent/guardian to hand to the child's teacher when picking them up.

If a child goes home for lunch every day, one note for the year will be sufficient, but for an occasional lunch at home separate written advice is required on each occasion.

ACCIDENTS AND SICKNESS

If children are sick or are involved in accidents at school it is necessary to contact parents to arrange for treatment and care.

It is our practice to call parents of students who have hit their head. This gives parents an opportunity to discuss the preferred treatment.

IT IS IMPERATIVE THAT PARENTS KEEP THEIR ADDRESS, HOME TELEPHONE NUMBERS AND MOBILE NUMBERS ON OUR RECORDS UP TO DATE so that we can deal with the sick or injured child quickly to relieve distress.

NB: *Please note that our facilities for caring for sick children are very limited. If children are not well, please arrange for them to stay at home.*

Ambulance: In the event of a serious accident where parents cannot be contacted, an ambulance may be called. Unfortunately this will result in a cost to parents.

If you wish your child to be excused from Physical Education for medical reasons, please provide a note.

LEEMING DENTAL THERAPY CENTRE

The Dental Clinic is located in the south-east corner of the school property.
Their telephone number is **9332 3194**.

ASSEMBLIES

School assemblies are conducted several times each term, usually on a Thursday morning. Parents will be informed of the dates via the [school calendar](#) of events on the school website. These assemblies are child centred and child conducted. Class items are a feature of assemblies. A Music Assembly is held at the end of Term 2 and Term 4 where students perform a musical item.

Certificates of Excellence are presented at each assembly, except music assemblies, to acknowledge students' achievements. All parents are MOST WELCOME to attend.

HOUSES

Students in Years PP-6 are divided into three houses: Canning (Gold), Murray (Blue) and Swan (Green).

As far as possible, children remain in the same house throughout their stay at the school. Families are placed in the same house. The house organisation is integral to our Pastoral Care Program.

CANTEEN/UNIFORMS

Refer to Leeming PS P&C towards the back of the handbook.



Before/Afterschool & Holiday Care
www.mulberrytree.com.au

BEFORE / AFTER SCHOOL and HOLIDAY CARE at Leeming Primary School

Mulberry Tree Kids Club provides a fun and stimulating environment onsite at Leeming Primary School – with qualified and experienced Educators. Our vacation care program is jam packed with loads of exciting incursions and excursions. Children will be offered 3 tasty and healthy meals from our additive aware menus. Childcare

benefit and Govt rebates apply. Please phone 9310 7272 or leeming@mulberrytree.com.au for more details.

PROGRAMS AND POLICIES



Formal programs are organised into the following eight curriculum areas:

- English
- Mathematics
- Society and Environment
- Technology and Enterprise
- Science
- The Arts
- Health and Physical Education
- Languages Other Than English (Japanese)

In addition to core curriculum areas, a number of programs operate which aim to provide for a caring learning environment, enrichment and extension for students. These include -

PRIMARY EXTENSION AND CHALLENGE (PEAC)

This is an Education Department initiated program operating through Districts for academically more able students. Each course, which runs over several weeks, provides extension and challenge in areas beyond normal curriculum requirements.

Students are tested in June, when they are in Year 4 and those who meet the selection criteria are offered places for Years 5 and 6.

LEEMING EXTENSION AND CHALLENGE (LEAC)

This is a program run at school for those students who have been identified by their teacher as in need of extension and challenge work. These sessions are run throughout the year.

STUDENTS AT EDUCATIONAL RISK

For students who experience difficulty in some aspects of their learning, teachers structure programs that cater for individual differences. If a student requires additional assistance the school has a variety of internal and external resources that can be utilised to address those at-risk. These include:

- Early intervention strategies.
- Individual and Group Education Plans.
- Whole school Literacy and Numeracy programs.
- A fully qualified School Psychologist who visits the school weekly to provide expert advice to teachers and parents.
- School support staff who have designated duties to instruct small groups of students who require specific help.
- Academic Extension within classroom programs.

DANCE

An energetic dance program developed for primary school students from Pre-primary to Year Six. The program is offered for ten (10) weeks during the year and parents are invited to watch the children dancing at a special performance at the conclusion of the program.

LIBRARY

The library program is for children from kindergarten to year six. The children not only learn how to utilise the library but are also taught how to organise information. The class teacher works this into their class program which is supported by our Library Officer.

The average cost of buying a book and processing it is \$18.00 – Fiction, \$30.00 - Non-Fiction. For this reason children who lose or damage books are required to pay for the cost of the replacement of the book. This is a consequence put in place to encourage responsibility, respect for school property and good borrowing skills.

SWIMMING

Children from Pre Primary to Year 6 attend in-term swimming once a year, usually for ten successive lessons. The dates have yet to be confirmed but you will be advised in plenty of time.

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Each class has at least two computers connected to the internet and the school intranet. Children within each class are encouraged to use information technology as a learning tool to support achievement of learning outcomes.

Year 1 – 3 children have regular access in classrooms to iPads and computers. Students participate in collaborative projects and develop skills in accessing, retrieving and presentation of information. Children develop their skills through skill sessions, use of the internet and Web Quests.

In 2009 we commenced 1:1 student laptop program aimed at Yr 4 and above. This requires these students to purchase a MacBook and for around 50% of their instruction to be via this tool. This will eventually lead to more learning being available online thereby providing students with learning medium that is self pacing and providing immediate feedback. All children have their own email address that they can use to communicate with other students and the teacher about school work. They can also use this to email work to and from home. Some Year 3's will also be offered this program if they are in a Year 3/4 class.

SCHOOL DRESS CODE

School uniforms are encouraged for the following reasons:

- help develop school spirit/team building
- meet sun smart regulations
- they are cost effective
- items with School Logo readily available (from uniform shop), other items may need to be purchased from another source i.e. Big W or K Mart
- give children a sense of identity
- reduce competition to wear 'label' goods and fashion
- reduce peer group pressure
- appropriate dress for all school activities
- children are easily identified as a group.

In 2017 the School Board endorsed an updated School Uniform. This has been rolled out in 2017, 2018 & 2019. It is expected that all students will have the new uniform for the start of the 2020 school year.

The School Board has agreed that the school uniform is mandatory in years P-6. Substitutes for the school uniform are not acceptable. (See **School Uniform Shop** in the Leeming Primary School P&C section at the back of this booklet.)

HATS

Broad-brimmed hats are part of the school uniform and we have a “no hat, no play in the sun” policy. Caps are deemed unsuitable as the back of neck and ears are not protected from the sun.

FORMATION OF CLASSES

The number of classes formed in any particular year is decided on a base number of classes that can be formed for the total enrolment of students. On occasions there is a need to form some composite classes of more than one year level assigned to a teacher.

It should be stressed that students in composite classes are not disadvantaged academically or socially. Additional teacher resources are allocated according to where there are identified needs so that learning opportunities for students are optimum.

HOMEWORK

Procedures:

All teachers will formulate a homework policy that is consistent with the school's policy guidelines. Parents will be advised of the class homework policy through parent interviews, parent meetings and/or distribution of class policy statements.

In keeping with the homework rationale the type of homework set by teachers will be –

- practising a skill or reinforcing knowledge learnt at school;
- practising those skills which require daily exercises, especially reading;
- allowing the opportunity to enrich and extend their school learning activities.

Years 1-3 Homework: Recommended time allocation - no more than ten minutes per session.

- Nightly Reading practice
- Practice of skills learnt at school.

Years 4-5 Homework: Recommended time allocation: ten to twenty minutes per session.

- Completion of unfinished class work.
- Practise skills and revision of content.
- Enrichment and extension of school learning activities will be encouraged.

Year 6 Homework: Recommended time allocation: twenty to thirty minutes per session.

- Practise effective home-study skills. e.g. homework diary, set homework time, plan, setting timelines and meeting commitments.
- Specialist and class teachers will endeavour to coordinate homework requirements to ensure reasonable and achievable time lines.
- Revision, completion, consolidation, enrichment and extension activities to meet individual student needs.

POLICY STATEMENT 1. : Mobile Telephones in school (2006)

RATIONALE

Information, communication technology is a part of our life style and for children it has always existed. As they increase their boundaries and areas of interaction, new rules and/or etiquette come into being. School is one of these where security, privacy, ways of use and times of usage need to be defined. With increasing use of mobile phones, there is a necessity for an understanding of what is and what is not appropriate in the school setting.

PURPOSE

The purpose of this document is to ensure that the use of mobile phones does not affect teaching and learning and the good management of the school. The school recognises that there may be times when it is appropriate for access to a mobile telephone - for example to contact parents/school in an emergency or to confirm a change in arrangements in out of school sports training, etc.

The following statements are applicable to all members of the school staff, students and public whilst they are on campus.

BROAD GUIDELINES

1. The school telephone/email system is the accepted means of communication with staff and students at school.
2. Generally, the bringing of mobile phones to school by students is discouraged. Mobile phones, if brought to school, are brought entirely at their owner's risk. The school or DET cannot accept responsibility for theft, loss, damage or health effects (potential or actual) resulting from mobile phone use.
3. Mobile phones, if brought to school by a student need to be brought with written parent permission. (see Appendix 1)
4. All mobile phones should be switched off and stored out of sight during lessons including incursions and private study times
5. Mobile phones should not be used in any manner or place that is offensive, intrusive or disruptive to the normal routines of the school or to other people. This includes loud incoming signals, audio and/or visual recordings, harassing, bullying passing on personal information via text or voice.
6. Mobile phones are not to be brought into tests or other forms of assessment.
7. Mobile phones can also pose a security issue and are not to be used during an emergency at the school except with permission of the Principal.
8. Non-observance or breach of these rules will require resolution through the school's discipline system. This may include the involvement of police.
9. Students requiring special consideration with regard to this policy must apply to the Principal.

CONCLUSION

This should be seen in partnership with the Internet agreement and other policies involving ICT in schools.

DET Etiquette

Mobile Phones...

- *are a personal item and as such should be kept out of sight in a bag or on your person when not in use.*
- *Should not be left on desks in full view of others.*
- *Should not be turned on to receive or send calls or text messages during class time or at meetings.*
- *Should only be used during school hours out of class or meeting time when it is absolutely necessary.*

PARENT/GUARDIAN PERMISSION Form for student mobile phones is available from the school office.

PASTORAL CARE

Pastoral Care is embedded in the culture of our school. We foster a sense of belonging where each child is valued and nurtured to support their individual development. To establish caring, co-operative, friendly and positive relationships between students and teachers a variety of activities are employed such as:

House Organisation - The children are placed into HOUSES, Canning, Murray or Swan. A range of activities are organised so that children have the opportunity to work and socialise in mixed age groups. Leadership responsibilities are provided through the role of Councillors, House Captains, or Peer Mediators. These positions are held in high esteem and children strive to be elected by their peers and staff to lead the school, take on extra responsibilities and act as role models for younger children.

All children earn points for their house through exemplary behaviour/work in class, playground behaviours and sporting achievements. Each house has the opportunity to organise an assembly, lead house meetings, organise lunchtime activities and take a turn of being the duty house every three weeks.

Leeming Primary School aims to develop responsibility and leadership in older children whilst nurturing and supporting the needs of younger children.

The values set out in the Curriculum Framework underpin our Pastoral Care Program and are explicitly taught to children and reflect the Interpersonal and Self Management strands in the Health and Physical Education learning area. The Managing Behaviour in Schools Policy and the Child Protection and Bullying Policy are the policies that guide us in developing effective practices and processes. The Code of Conduct and Staff Mission Statement guide the way in which children and staff carry out their roles and responsibilities within the school.

Behaviour Focus - Social skills and values are explicitly taught, highlighted and recognized through award certificates, assemblies and visual reminders.

School Chaplain – The school has a chaplain who regularly spends time in the school. The chaplain is available to children and parents to discuss and help with difficult situations.



We strive to provide positive role models for our students.

LEEMING PRIMARY SCHOOL RIGHTS AND RESPONSIBILITIES

Students have the RIGHT to:

- Learn in a purposeful and supportive environment.
- Work and play in a safe, secure, friendly and clean environment.
- Respect, courtesy and honesty
- Equal treatment regardless of race, gender or physical ability.
- Interact with others in an atmosphere free from harassment and bullying.

Students have the RESPONSIBILITY to:

- Display respectful, courteous and honest behaviour.
- Ensure that their behaviour is not disruptive to the learning of others.
- Ensure that the school environment is kept neat, tidy and secure.
- Ensure that they are punctual, polite, prepared and display a positive manner.
- Behave in a way that protects the safety and well-being of others.
- Ensure their behaviour does not intimidate others.

Staff have the RIGHT to:

- Respect, courtesy and honesty.
- Teach in a safe, secure and clean environment.
- Teach in a purposeful and non-disruptive environment.
- Cooperation and support from parents in matters relating to their children's education.

Staff have the RESPONSIBILITY to:

- Model respectful, courteous and honest behaviour.
- Ensure that the school environment is kept neat, tidy and secure.
- Establish positive relationships with students.
- Ensure good organisation and planning.
- Report student progress to parents.
- Be vigilant about bullying and ensure all are aware of the school's policy.

Parents have the RIGHT to:

- Respect, courtesy and honesty.
- Be informed of curriculum material, behaviour management procedures and decisions affecting their child's health and welfare.
- Be informed of their child's progress.
- Be heard in an appropriate forum on matters related to the rights of their child to an appropriate education
- Expect that bullying will be dealt with.
- Cooperation and support from teachers in matters relating to their child's education.

Parents have the RESPONSIBILITY to:

- Model respectful, courteous and honest behaviour.
- Ensure that their child attends school.
- Support the school in implementing behaviour management strategies, particularly in relation to their own child.
- Ensure that the physical and emotional condition of their child is at an optimum for effective learning.
- Ensure that their child is provided with appropriate materials to make effective use of the learning environment.
- Support the school in providing a meaningful and adequate education for their children.
- Inform the school about bullying when appropriate.

19. LEEMING PRIMARY SCHOOL BULLYING PREVENTION & ACTION PROCESSES

RATIONALE

This school believes that the working environment for students and staff should be safe and free from violence, harassment and bullying of any kind including electronic.

Our safe working environment is outlined in our statements of individual's rights. Bullying can be physical, verbal, social or psychological and will not be tolerated because it infringes our fundamental rights to safety and fair treatment. **Bullying refers to repeated, unjustifiable behaviour designed to hurt, threaten or frighten others and is ongoing.** It gives power through another's pain, fear and humiliation.

This school will not tolerate such behaviour in any circumstances and with the collaborative support of the whole school community has developed the following action plan.

What we can do to prevent bullying at Leeming

All incidents of bullying must be reported.

This requires staff to:

- Be role models in word and action.
- Be observant of signs of distress or suspected incidents.
- Make efforts to remove occasions for bullying by active vigilance throughout the day.
- Help the victim and remove sources of distress.
- Report suspected incidents to the appropriate staff member.

This requires students to:

- Refuse to be involved in bullying.
- If you are present take preventative action and report the incident.
- If you are bullied, have the courage to speak out.

This requires parents to:

- Watch for signs of distress.
- Take an active interest in your child's social life and acquaintances.
- Advise your child to report the incident and deal with the problem him/herself.
- Inform the school if bullying is suspected even with other children.
- Keep a written record.
- Do not encourage your child to retaliate.
- Communicate to your child when you consider parent involvement is appropriate.
- Be willing to attend interviews.

What students can do about bullying

- Ignore it, showing that it doesn't upset them.
- Confront the harasser; state that the behaviour is unwarranted and unjustified.
- Talk it over with friends/parents to work on strategies.
- Take the matter to a class discussion where public disapproval may stop it.
- Report it to a class teacher who may deal with it effectively.
- Take the matter to the administration with support from teachers or parents.

Leeming Response Plan

The school needs some flexibility in dealing with individual cases so that the most effective strategy may be applied to the case at hand. For example,

- While fighting between two students of equal power and size is of concern, it is **not** bullying. In cases of this nature, conflict resolution may be the most appropriate strategy to use.
- Teasing done in mutual fun and jest, where all individuals are involved and feel capable of responding is not bullying. However, teasing done in a mean and hurtful way and involves a power imbalance is bullying.

However, if an incidence of bullying occurs the school will respond according to:

- The nature of the incident and a clear determination of what occurred.
- Personal factors of individuals involved and harm caused.
- Underlying causes and repeated occurrences.

After a bullying incident

It is essential that the victim is counselled and settles back into a regular routine as soon as possible.

Bullying Prevention Procedures Overview

Where a teacher notes bullying they should consider the following steps:

1. Incident recorded on the Managing Information System (MIS) for all involved and parties counselled at the classroom level by the class teacher(s). An appropriate consequence can be given.
2. A repeat occurrence of bullying by a student should be recorded on the MIS by administration for all involved and all parties should be counselled by the administration. An appropriate consequence can be given. The parents of those concerned should be informed by telephone and a copy of the Bullying policy sent home.
3. Further repeat of bullying by a student should be recorded on the MIS for all involved, parties counselled by administration and an appropriate consequence can be given. The parents having been notified by telephone by the administration, should be called into the school with a view to preparing an Individual Behaviour Plan (IBP). If the parents have not received a copy of the Bullying policy they should receive one now.

Severe Clause

If in the opinion of the reporting teacher the bullying is of a severe nature and/or ingrained then they should refer the matter to the administration immediately and point 3 followed.

HEALTH

In view of the development of skin cancer, the **wearing of hats** for outdoor activities is compulsory. The school policy is "no hat no play".

Students are instructed that they must wear their school hat (labelled with their full name) in the school grounds during recess periods and in outside school directed activities.

"At Risk" conditions (eg bee sting allergies, asthma etc): Please ensure that these are listed on the Admission Card and if necessary complete an Emergency Action Plan, which will be kept in the office.

Communicable Diseases- There are a number of communicable diseases that require exclusion from school for a defined period of time:

- a) While the child is suffering from early symptoms or during the incubation period.
- b) When convalescing from the disease but still retaining infection in their person or apparel.

Chicken Pox: Exclude until fully recovered, or until at least five (5) days after the eruption first appears. Some remaining scabs do not justify continued exclusion.

Contacts: Any children with immune deficiencies (eg. leukemia) or receiving chemotherapy should be excluded for their own protection. Otherwise do not exclude.

Conjunctivitis: Exclude until discharge from eyes has ceased.

Contacts: Do not exclude.

Herpes/Cold Sores: Young children unable to comply with good hygiene practices should be excluded while lesion is weeping. Dressing should cover lesions, where possible.

Contacts: Do not exclude.

Impetigo: (School Sores): Exclude until effective treatment (including the proper use of occlusive dressings) has been instituted.

Contacts: Do not exclude.

Measles: (notifiable) Exclude; readmit on medical certificate of recovery, or at least four (4) days after appearance of the rash if well.

Contacts: Do not exclude immunised contacts. (All children should be immunised against measles, preferably at 12 months of age and certainly before entry into preschool or day care centre unless they have had the disease.) Unimmunised contacts should be excluded for 14 days after the appearance of the rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure.

If a case of measles is suspected the school is required to notify the appropriate Health Authority.

Mumps: (Notifiable) Exclude for at least nine (9) days after onset of symptoms.

Contacts: Not to be excluded from school. Recommend immunisation if not vaccinated.

If a case of mumps is suspected the school is required to notify the appropriate Health Authority.

Pediculosis: (Head Lice) Exclude until day after treatment has commenced and nits have been removed from hair. Note – Head lice infestation does not transmit disease.

Contacts: Do not exclude. Family contacts will probably be infected and should be treated. Other close contacts should be checked regularly for signs of infestation.

Please check your child/ren's hair on a weekly basis.

Ringworm: Exclude until the day after treatment has commenced. *Contacts: Not to be excluded from school.*

Rubella: (german measles) Exclude; readmit on recovery or four (4) days after onset of rash.

Contacts: Not to be excluded from school.

Whooping Cough: Exclude for 2 weeks from onset of illness or for 5 days after starting antibiotic treatment.

Contacts: Exclude family contacts aged less than 7 years for 14 days after the last exposure to infection, or until they have received 5 days of a 14-day course of antibiotics.

IMMUNISATION

A copy of your child's immunisation records will be required at enrolment and may be requested by the School Nurse at a future date to check that children are fully immunised for their relevant age.

You can visit www.medicareaustralia.gov.au to obtain a copy of current ACIR immunisation records, your child's Medicare Number is required to access data.

LEEMING PRIMARY SCHOOL 2019 CONTRIBUTIONS AND CHARGES

The Education Act 1999 requires schools to notify parents of all contributions and charges prior to the start of the school year. These charges are divided into three areas: School Voluntary Contribution; Charges; and Personal Items, all of which must be approved by the School Board. The charges, contributions and personal items lists for 2019 have now been approved, a table summarising these costs is below with additional explanation provided on the reverse.

Summary of Contributions, Charges and Optional Extra Activities (per child dependent upon involvement)								
Program/Activities Planned by the School	K	P	1	2	3	4	5	6
End of Year Activity (up to)		30	30	30	30	55	55	55
Dance Programme (up to)		30	30	30	30	30	30	30
In-Term Swimming (up to)		55	55	55	55	55	55	55
Access to Digital Media	30	30	30	30	30	30	30	30
Drama (up to)					40	40	40	40
Kidz n Sport Specialist Movement Programme (up to)	55	55	55	55	55			
Guitar (up to) Selected Students Only							25	25
Music Performance Excursions (up to)	20	20	20	20	20	25	25	25
Inter-school Activities (up to)					40	40	60	60
Camp (up to)							300	
Primary Extension and Challenge (up to) Selected Students Only							300	300
Program/Activities Planned by the Classroom Teacher (up to)	50	50	50	50	50	50	50	50
School Voluntary Contribution	60	60	60	60	60	60	60	60
P&C Voluntary Contribution	60	60	60	60	60	60	60	60
MAXIMUM SCHOOL CHARGES/OPTIONAL EXTRA ACTIVITIES/VOLUNTARY CONTRIBUTIONS	\$275.00	\$390.00	\$390.00	\$390.00	\$470.00	\$445.00	\$1090.00	\$790.00

Invoices/statements will be issued at the commencement of the school year for charges applicable for each student. The school will endeavour to give as much notice as possible to parents for the extra optional activities taking place during the year. If you have difficulty meeting these costs, please contact the Principal.

PAYMENT OPTIONS:

Charges and optional extra activities should be paid up-front. If this is not possible, please contact the school to discuss progressive payment. Credit balances for pre-payments/levy will be carried-over to the next school year up to year 6, unless advised otherwise.

When making payments by cash, the **correct** money should be enclosed in an envelope with child's name and the relevant permission / remittance slip. The school operates with minimum cash on our premises; if incorrect amount is enclosed surplus money will be allocated to your levy/account. Payments can be made by Cash, EFTPOS/Credit Card or Direct Credit /EFT. If paying by direct credit / EFT - School bank account details are:

ACCOUNT NAME: Leeming Primary School
BSB: 066 163
ACCOUNT NUMBER: 0090 0553
REFERENCE: Please use your child's SURNAME and FIRST INITIAL as the reference.

SCHOOL VOLUNTARY CONTRIBUTION:

This contribution supplements funding of educational programs; whilst contributions are voluntary, they maximise the quality of our teaching and learning program. This money helps the school provide extra services and resources. School contributions per student in the amount of **\$60** will be allocated as follows:

Kindergarten/Pre-Primary		Primary	
Art and Craft	\$15	Class Activities (consumables, rewards)	\$15
Learning experience equipment	\$15	Literacy Resources	\$15
Literacy Resources	\$15	Numeracy Resources	\$10
Cooking consumables	\$15	Computer Consumables	\$10
		Physical Education Resources	\$10

CHARGES:

These are costs associated with special programs, excursions and other optional activities that are not covered by contributions and are relatively unchanged for 2019. The summary table on page one provides details of activities and an estimated upper limit (which may not be reached in all classes). Students can only participate if they have parental permission and have paid the charge, if payment is not received, an educational activity with similar outcome will be provided to that student.

PERSONAL ITEMS FOR STUDENT USE: BOOKLIST AND UNIFORMS

This list covers items of a personal nature. Parents may purchase these items from their chosen retailer or use the nominated school supplier Champion which results in a financial return to the school. It is also important to note that students may need to top-up items over the year. Personal items lists will be distributed to all students via separate documentation and will also be available for download from the school website

Uniforms are required for all students from Kindergarten to Year 6. The uniform shop is run by the P&C using an online ordering system QuickCliq. More information is available at: <http://leemingps.wa.edu.au/parent-information/uniforms/>

LEEMING PRIMARY SCHOOL PARENTS & CITIZENS ASSOCIATION (P&C)

In 2019 the P&C will continue to fulfil its functions of representing parent views on issues affecting the educational experience of our children, running the Safety House committee, Lunch Orders and Uniform Shop and supporting school programs. In support of these activities the P&C will again be requesting **a contribution of \$60 per family** to be spent on items which the parent community believes to be of priority in enhancing our children's lives and opportunities at school.

TENNIS COURT HIRE - The school tennis courts can be hired for \$6.00 per court/hour.

Bookings must be made with Mrs Sara Mitchell by phoning 0403 862 976.

CANTEEN

- The school canteen operates on Mondays and Thursdays. It is operated by the P&C Committee Managed by Sabrina de Silva assisted by volunteers.
- Meal orders are to be placed online via QuickCliq www.quickcliq.com.au - Cut off for meal ordering is **8.50am** on the day
- Recess or ice-cream orders that can still be purchased with cash over the counter, or online, and simply be collected during the break.
- Quickcliq requires funds to be held on the account. Credit can be transferred immediately, via Credit Card or PayPal, or via Direct Deposit, which can take up to 48 hours. Please note that Credit Card and PayPal transactions will attract transaction fees.

QuickCliq can be contacted for any online queries, via email info@quickcliq.com.au, or via telephone 1300 11 66 37. For any other canteen related queries, Sabrina can be contacted via the telephone number above, or via email leemingpscanteen@gmail.com.

***** IMPORTANT *** Any dietary requirements must be updated in your child's profile and discussed with Sabrina de Silva on 0422 919 508. It is the parents/guardians responsibility to ensure that each child's profile within QuickCliq is kept up to date for health warnings. Please note that these health warnings will then be displayed in red under the name of the child when placing a meal order.**

SAFETY HOUSE SCHEME

The objective of this program is to provide children with a safe haven if for any reason they are fearful on their way to and from school. The P&C have a committee to co-ordinate the program.

At present Leeming Primary School has approximately 9 Safety Houses operating.

Please help your small children discriminate between the triangular yellow **SAFETY HOUSE** signs and the white, square NEIGHBOURHOOD WATCH signs.



SCHOOL UNIFORM SHOP

The School Board has agreed that the school uniform is mandatory in years PP-6.

Uniform's are available via the QuickCliq App www.quickcliq.com.au

No profit is made on these items. Please contact the uniform co-ordinator by e-mail : leemingpsuniform@gmail.com for assistance.

Further information can be found on our Website www.leemingps.wa.edu.au Parent Information.

- Two major orders per year are placed - in April and October (Winter/Summer Orders)
- QuickCliq instruction leaflet are available from the front office.
- New families commencing mid-year will be accommodated where possible.

ITEMS with School Logo

Broad-brimmed (small / medium / large)
Polo Shirt Short Sleeve
Polo Shirt Long Sleeve
Polar Fleece Jacket
Kindy T-Shirt
House Polo Shirt – Swan (Green), Murray (Blue), Canning (Gold) <i>Note: Worn on the student's year level sports days and for athletics.</i>
OTHER ITEMS
Girls Dress
Boys Long Leg Shorts (limited stock available)
Girls Shorts (limited stock available)
Girls Skorts (limited stock available)
Taslon Shorts - Sport Shorts (limited stock available)
Track Pant Straight Leg -no cuff (limited stock available)

Note: Items which do not have a school Logo on them are being phased out to keep stock holdings down to an acceptable level.

- On excursions all children are required to be in correct dress code.
- When representing the school in sport all children are required to wear sports uniform i.e. Taslon navy blue shorts with red school polo shirt and wide-brimmed navy blue hat (with school logo or plain).
- Jewellery is restricted to a watch and sleepers or studs (Yr 1 – 6 only).
- Nail polish is restricted to 'clear' only.
- Make-up is discouraged.
- DENIM and BOARD SHORTS (*or similar materials*) are not part of the school uniform.

Please label all pieces of clothing with your child's name.



NATIONAL ANTHEM AND SCHOOL SONG/CREED

ADVANCE AUSTRALIA FAIR

Australians all let us rejoice, for we are young and free
We've golden soil and wealth for toil, our home is girt by sea
Our land abounds in nature's gifts of beauty, rich and rare
In history's page let every stage Advance Australia Fair
In joyful strains then let us sing Advance Australia Fair

Beneath our radiant Southern Cross, we'll toil with hearts and hands
To make this Commonwealth of ours renowned of all the lands
For those who've come across the seas we've boundless plains to share
With courage let us all combine to Advance Australia Fair
In joyful strains then let us sing, Advance Australia Fair

OUR SCHOOL

It's a school of friendship and we have a dream
That we hope to stay and grow, a close knit team
Though each year unfortunately children leave
Others come to keep our great school spirit growing

CHORUS

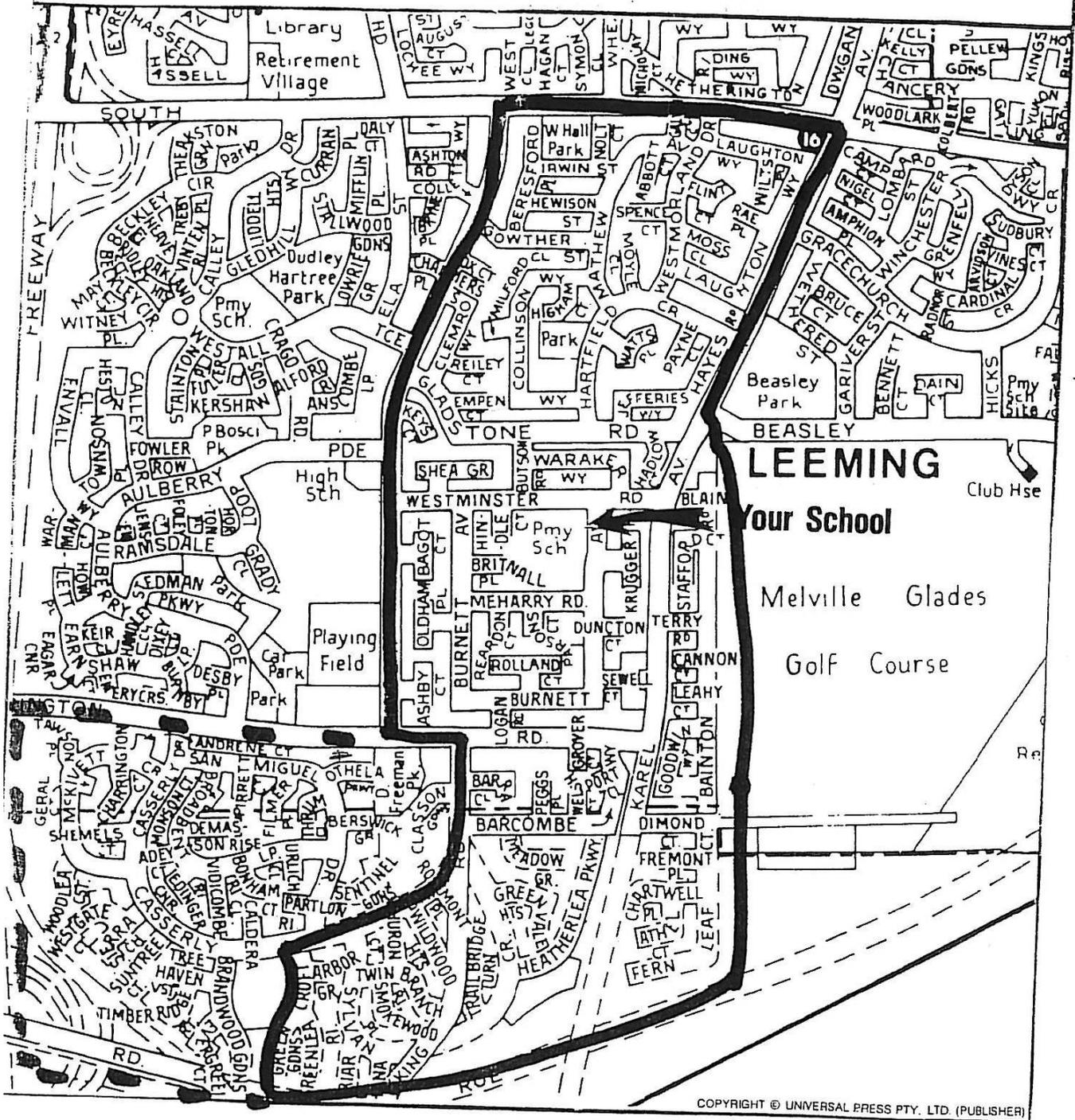
Leeming Primary School we know is best
The banksia and our name is on the crest
Where we come to learn the golden rules, oh yes
(To) learn to read and write and add
(To) know the difference from good and bad
(To) show to all the rest love, kindness and our best

It's a school of love and a school of pride
It's a school of people who have always tried
To do their best so they may all be satisfied
To live the life that they were all created for

SCHOOL CREED

This is our school
Let peace dwell here
Let the rooms be full of contentment
Let love abide here
Love of one another
Love of God and love of life itself (*Atheist/Agnostic families are welcome to "skip" this line when reciting*)
Let us remember
As many hands build a house
Many hearts make a school

LEEMING PRIMARY SCHOOL



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- Optional area for Leeming and West Leeming
- Leeming Primary School boundary

Enrolment Rights at All government Schools (Years PP – 12)

If you reside within the boundary you have the right to enrol your child at the school regardless. If you are outside or in the optional area, you have the right to enrol depending on whether the school has room for your child. Enrolment in a Primary School does not automatically guarantee a place in the corresponding High School.

This area is out of bounds.

Off limits area: Road/
Gardener's shed, etc

All ball games on the oval
running across

Oval is available to all student

Service Road

Tennis Court

Sand Pit

Out of
bounds
Sand Pit

COVERED AREA



Assembly
area,
P&C canteen,
uniform shop,
sports store

CLUSTER 4
KIDS CLUB
PEAC
R16 R13
R15 R14

CLUSTER 2
R8 R5
R7 R6

OFFICE
ADMIN AREA
STAFF ROOM

LIBRARY

Flag Pole

LOTE **CLUSTER 3**
R12 R9
R11 R10

No ball
games on
grassed
area

CLUSTER 1
R4 R1
R3 R2

Early
Childhood
Centre
U1

ECC
U2

ECC
U3

Bush area is out of bounds.

Netball Court

**Music
Room**

Sand
Pit

Staff Car park
Off limits to students.

Dental/ Child
Health nurse