



2023

Parent Handbook



"Clifton Hills Primary School, parents and community will take responsibility for providing the best possible education program for all of its children, encouraging them to achieve academic excellence and become the leaders responsible for all of our futures. By fostering these key values in our children we invest in a bright future."

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CLIFTON HILLS PRIMARY SCHOOL

1 Butler Pass, Kelmscott 6111

Telephone: (08) 9234 7800

Website: www.cliftonhillsps.wa.edu.au

Email: cliftonhills.PS@education.wa.edu.au

Download our free Connect App for communication, and 'Qkr!' for payments and forms.

PRINCIPAL:

DEPUTY PRINCIPALS:

Mrs Patricia Joss
Mrs Ferne Watson
Ms Trish Della Franca
Mrs Michelle Harrison

MANAGER CORPORATE SERVICES: SCHOOL OFFICERS:

Mrs Sandy Dasborough
Mrs Susan Nolan
Mrs Jenny Smith
Ms Melissa Sherlock

The following information has been compiled to provide parents of students attending Clifton Hills Primary School with essential information concerning the school.

SCHOOL HOURS - It is recommended students arrive by 8.20 am to ensure that they are ready to start instruction at 8.30 am.

The siren sounds at the following times:

8.30 am	Classes begin
10.30 am	Recess
10.50 am	Resume classes
12.50 pm	Lunch
1.30 pm	Resume classes
2.40 pm	School concludes

SCHOOL COLOUR

Dark green



Crest -

Above: Australian Kestrel and
Darling Escarpment.
Below: Scholar's Open Book, Pen
and Ink.

Values: Learning, Excellence, Equity, Care

SCHOOL PROFILE

Clifton Hills Independent Public School was first opened in 1972 and is located on the slopes of the Darling Escarpment, approximately 25km South East of Perth. Clifton Hills has always operated under the belief that strong links between parents and the wider community support students and school improvement. Since becoming an Independent Public School in 2011, we have achieved greater flexibility to accommodate the needs of our ever changing community. Our excellent reputation rests on our strong sense of partnership with the parents and community, the values we celebrate, our commitment to realising the potential of all students, and the provision of a balanced education that addresses the academic, social, emotional and physical aspects of our students' lives.

Aboriginal culture and language are embedded into our classrooms to foster awareness and acceptance. We recognise and value the learning that our Aboriginal families bring with them from their homes and communities into our classrooms and school environment.

Clifton Hills Independent Public School provides a place where students have access to evidence based, innovative programs. Our professional staff deliver a broad and challenging curriculum offering opportunities for students to explore and develop their talents whilst acknowledging they all learn at different rates and in different ways. We work together, adopting an inclusive 'whole school' approach where all are accountable and responsible for the growth and development of every child, providing opportunities for them to learn to their best potential.

At Clifton Hills we are committed to providing a safe and inclusive environment, with established processes, procedures and structures that create a school community where all stake-holders share and are a part of the education of the 'whole child'. Information is shared with the community via a variety of means including; our website, fortnightly newsletters, assemblies, email and Connect.

Our Student Services team is comprised of the Deputy Principals, School Psychologist, Chaplain, Learning Support Coordinators and the Principal. To assist with students well-being, the school runs a breakfast club one morning a week, for those students who would like to have a healthy breakfast with friends.

Our student results compare favourably with 'like schools'. Teachers work to develop curriculum and instructional strategies to advance the skills of all students. Student learning is enriched by digital technology, music, visual arts, physical education and Japanese programs, that offer our students access to specialist knowledge. To support the development of the 'whole child' we provide a number of extra-curricular programs, including Animal Warriors, Peer Mediators, Senior Choir, Junior Choir, Numero Club, Mindful Me, Science 'Lab Rats', Story Dogs, Mentors and Lego League/Coding Club.

Clifton Hills supports and promotes the appropriate use of technology in school to prepare students to learn, and live in a digital world. Equitable access to educational materials through technology is provided in the classrooms for all students to learn. This is done through the Internet, various programs and Apps, regular use of computer, iPads, 3D and 2D printers. Other available technologies we use to complement their learning include digital cameras and laptops. We use technology to enable students to access educational materials even when they are not in class or at school. Programs such as Mathletics for Years 3-6 assist student learning at home and school.

A key link within the school is the School Board, which contributes significantly to school decision-making. Our P&C is an active organisation, which has provided ongoing support for the school. The school Canteen is also very successful and provides a range of healthy and delicious food products.

Our site provides the students with an Early Childhood Centre and well maintained grounds. We have built a Nature Play area and have a wonderful vegetable garden in the Early Childhood area of our school. We have also established 'Loose Parts Play' to foster children's imaginative play and cooperation.

We invite you and your family to become part of our dynamic Clifton Hills learning community, where we live in harmony, care for others, have high expectations and 'Advance in Knowledge'. In partnership together, we can help your child to reach their individual potential.

SCHOOL CALENDAR 2023

The table below shows the term dates for students at Clifton Hills Primary School:

Term 1	Wednesday 1 February	-	Thursday 6 April
Term 2	Wednesday 26 April	-	Friday 30 June
Term 3	Monday 17 July	-	Friday 22 September
Term 4	Tuesday 10 October	-	Thursday 14 December

School Development Days **(STUDENTS DO NOT ATTEND ON THESE DAYS.)** :

In 2023, primary schools will be able to access six (6) school development days to support whole-school planning and the implementation of system initiatives.

In 2023, school development days at this school will occur as follows:

- Monday 30 January and Tuesday 31 January 2023, immediately prior to the return of students to school on Wednesday 1 February 2023
- Friday 10 March 2023 (Week 6 Term 1)
- Monday 24 April 2023 (Tuesday 25 April Anzac Day)
- Monday 9 October 2023
- Friday 15 December 2023

ANAPHYLAXIS POLICY

Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. This type of allergic reaction occurs after exposure to something that the child is highly sensitive to; food, pollens, insect stings, medicine. Upon exposure this allergic reaction affects the entire body.

Research shows that about one in every two hundred children will develop an anaphylactic reaction at some time. Most of these children will be affected by some form of food allergy, with nuts being the most common allergen causing Anaphylaxis.

Within Clifton Hills Primary School, there are a number of students who can suffer from Anaphylaxis. The cause of this allergic reaction fits into the following four categories:

1. *Insect Stings e.g.* bees, wasps, ants
2. *Latex Allergy e.g.* rubber, plastics
3. *Food Allergy e.g.* peanuts, tree nuts, seeds, fish and crustaceans, milk, eggs, kiwi, legumes
4. *Medication e.g.* Penicillin

Management Plans have been developed by the school, in consultation with parents, for all children within these four categories. The school does not require any assistance from parents in relation to children in the first two and last categories, but children within category three require procedures to be put in place that must be followed by the entire school community.

Measures to protect children in this third category have already been put in place within the school's Canteen – these will continue as the normal practices within the Canteen.

ROLES AND RESPONSIBILITIES

PARENTS OF AFFECTED CHILD

- Responsible for the provision of up to date information.
- Responsible for the provision of an Epi Pen and its replacement once expiry date is reached.
- Give permission to post child's photograph and medical information in key locations; staffroom, Manager Corporate Service's Office, Principal's Office, Deputy's Office and Duty Files.
- Provide a Medic Alert bracelet/band for their child to wear.

SCHOOL COMMUNITY

- Be aware of food allergies of children in the class and provide 'safe snacks and treats' to enable children with allergies to participate in birthday celebrations and related activities at school.
- Provide drink containers and lunch boxes which are clearly labelled.
- Discuss with, and impress upon, their children the importance of not trading/sharing any drink containers or food with other students.
- Discuss with children what Anaphylaxis is and dangers associated with it.
- Foods containing nuts or nut products, i.e. peanut butter, Nutella, muesli bars (containing nuts) should

not be sent to school for lunch or recess snacks.

Please Note: Parents who wish to bring birthday treats/cakes to school are to liaise with the class teacher if there is a student with Anaphylaxis in the class. All treats are to be given to the classroom teacher for distribution, where the classroom teacher is absent, please give treats to the Administration team.

ANNUAL REPORT

The Annual Report for Clifton Hills Primary School can be downloaded from the link listed below <http://www.det.wa.edu.au/schoolsonline/home> and made available on request from the Front Office.

ARRIVAL AT SCHOOL

CHILDREN SHOULD NOT ARRIVE AT SCHOOL BEFORE 8.00AM.

We request that on arrival, all children assemble in the undercover area before school where they will be supervised by a teacher until being directed to classes at 8.20 am. Please refer to page 19 for students in Early Childhood Centre.

ASSEMBLIES

General assemblies are usually held on a fortnightly basis throughout the year in the undercover assembly area. Classes present items at these assemblies which commence at 8.30 am. We look forward to as many parents and relatives as possible attending.

ATTENDANCE AND GOOD STANDING

ATTENDANCE: Where a child is absent from school, parents must provide a suitable reason for the absence. A written note or contact through our MGM Outreach+ SMS Service is preferred. Text/SMS 0447 958 751 to report your child's absence in the morning. You can also reply to the automated messages. Please ensure you include the dates and reasons for the absences. Please note that the School Education Act 1999 states that; "attendance at school is compulsory for Years Pre-primary to 6". Once a child is enrolled in Kindergarten, they are also required to attend.

Parents who wish for their child to leave the school grounds during the hours of instruction are to sign out of the attendance register, held in the Front Office, before collecting your child. The office staff will provide you with a yellow 'leave pass', which is to be given to the classroom teacher.

Students arriving after the siren need to be brought to the Front Office by a parent. You will be asked for a reason for lateness and receive a 'late card' to hand to the teacher. If a student arrives late to class, with or without a parent, they will be sent to the Front Office to sign in. This is to ensure student safety.

The school follows Department of Education guidelines in contacting parents of students whose attendance and/or punctuality is of concern. A copy of our school's behaviour and engagement policy is available from the office on request.

GOOD STANDING: Good Standing is where a child is acknowledged as having 'good behaviour'. Children who have received a red slip are deemed to have lost 'Good Standing'. 'Good Standing' is restored after ten (school) weeks of 'good' behaviour, or by meeting goals set in an Individual Behaviour Plan. Children in leadership roles may also lose their position as a result of poor choices and/or behaviour. The status of 'Good Standing' can be altered for any student, at any time, at the discretion of the Principal or their delegate.

'Good standing' status can also be gained or revoked based on a student's attendance. This will be negotiated between students, their families and the attendance officer (85% is the base line). Students who have an attendance rate below 90% are deemed to be educationally 'at risk'; students who have an attendance rate below 80% are deemed to be 'severely at risk'. Unless there is a medical, or other reasonable explanation for a 'severely at risk' attendance rate, students may lose their good standing if their attendance falls below 80%.

Loss of 'Good Standing', for any reason, may result in students being ineligible to participate in certain activities, such as, but not limited to, excursions, incursions and Big Days Out (**Year 6 students only**). This is entirely at the discretion of the Principal or their delegates.

BICYCLES AND SCOOTERS

Racks are provided for student bicycles/scooters. Bikes and/or scooters should **not** be ridden in any part of the school grounds, including the car park or entry paths. Parents are also reminded that children are not permitted by law, to “dinky” other children. Cyclists must wear protective helmets. Children under nine years of age should not be permitted to ride bicycles/scooters to school unless accompanied by an adult. All bicycles/scooters should be secured to the bike racks by chain/padlock for security. No responsibility can be taken by the school for the protection of bikes/scooters from damage and/or theft.

CANTEEN

The Canteen is a P&C service that operates five days a week. All students can order recess and lunch from the canteen and after lunch ice-cream options are offered to Year 1-6 students only.

The canteen relies on volunteers so please make a special day once a year to put your name down. Only two hours of your time is needed.

To place an order from the Canteen please use the School24 app. The school ID is 25422963. A parent account can be created and credit added. If you have any issues with the app, please see the canteen manager. Orders close at 8.45 am each day.

Should your child have any food allergies please notify the canteen manager. We are always looking to add new variety to our menu, while following the traffic light system for canteens, please contact the P&C for any suggestions your child might like.

If your child is without lunch, one will be supplied and then a note will be sent home requesting payment or if you are an account holder, it will be deducted from your account.

CAR PARKING

Cars parking around schools present a potential safety hazard for young children if drivers of motor vehicles do not exercise extreme caution when entering and leaving. Children should be set down on the school side of the road and should then walk to the undercover area or classroom. Where practicable, children should be encouraged to walk or cycle/scooter to school.

Please Note:

Parking for parents and visitors to the school:

There are approximately 50 parking bays next to our senior oval on Butler Pass. Clifton Hills Primary School encourages all parents and visitors to use this area or the large bitumen car park at nearby Frye Park, in order to minimise traffic congestion around the school, thus keeping our children safer.

On Connell Avenue there is staff parking. We ask parents and visitors to the school NOT to park in these bays or use this car park as a drop off/pick up place.

Kiss and Drop—we have a kiss and drop area for you to be able to pull up and drop/pick up your child.

If you choose to make use of the limited street parking around the school, please be diligent in following parking sign instructions as the local council checks the area regularly and the school cannot be held responsible for any parking infringements.

Please Note:

Butler Pass:

- * *Kiss and Drop*
- * *A large car park for parents adjoining the school oval*
- * *On the school side - No standing / stopping at any time in roundabouts*
- * *No parking / standing on the road or verge / footpath*
- * *On the opposite side: - No standing / stopping on road or verge during school days*

Please do not park in the bus bay that is situated on Butler Pass.

Connell Avenue:

- * *On school side of road - no parking / standing*
- * *On side of road opposite to school: – no parking / standing on road or verge*

Princeton Street:

- * *On north side of street: – no parking / standing on road or verge*
- * *On south side of street: – parking / stopping on road only – no parking on verge*

Deakin Court:

No parking / standing on road or verge

Please adhere to the City of Armadale Parking and Regulation and By-laws.

CHAPLAIN

Our Chaplain in 2023 is Kirstin White, also known as 'Ms White'. The purpose of the Chaplaincy program is to provide pastoral care and support to all members of our school community i.e. students, staff, and families. The Chaplain supports people in times of need and helps build resilience to aid in 'weathering the storms of life'. The Chaplain provides support programs for individuals, families and groups. Examples of these are the (resiliency and self-awareness programmes), Seasons For Growth (grief and loss), and individual/small group pastoral conversations.

If you would like to access the Chaplaincy service (or just drop in for a cuppa and chat), then please call Ms White directly or leave a message with Ms Della Franca and she will ensure she receives it.

CHILDREN'S PROPERTY

Parents are asked to **mark all their children's property clearly**. This assists in the recovery of misplaced articles, particularly of clothing. Property that is not identified is placed in a lost property box outside the Deputies office. Items not claimed are handed into the P&C for resale (if school type). Other clothing is sent to a charitable institution.

CLOTHING POOL

The Clothing Pool is a "not for profit" student service run by the P&C which supplies new and second hand uniforms. The Clothing Pool does not stock all items at all times so it is essential that parents use the summer and winter order form to place an order. These are the only two times in the year that we can guarantee your uniforms (subject to supplier issues beyond our control). If payment is an issue, we ask that you still place an order and pay by arrangement on pick up. We cannot take orders for second hand items as they are donated items which change from week to week.

- ***Place your order form (available from Front Office) and correct money into an envelope and place in slot at front office and your order will be supplied on Tuesday's to your child.***

Any queries regarding your order must be directed to the volunteers in the Clothing Pool. Please email using the address below and your query will be dealt with as soon as possible. The Front Office will not be able to assist with queries regarding ordering, deliveries, returns, exchanges etc. School hats can be purchased at the Canteen or Front Office (correct cash only at Front Office) on days the Clothing Pool is not open. Please be advised, if you pay via EFT we cannot release stock until we receive confirmation of payment. Please email queries to: chpsclothingpool@gmail.com

The Clothing Pool preferred payment is via SQUARE point of sale system by using card, in person during opening times or securely via emailed invoice. SQUARE accepts Visa, Mastercard, American Express, Apple pay, Google pay and any EFTPOS cards.

COMPLAINTS

If you feel you have cause to complain about the school, please let the Principal know about it. If other parents complain to you about anything to do with the school please advise them to report the matter to the Principal. No problem can be addressed if we do not know of its existence. *Matters relating to classroom activities, performance or behaviour, should always be directed through class teachers first. Where this is not done, parents will be directed back to the classroom teacher.*

COMMUNICATION

We use Connect to communicate with parents. If you are not already a member of our Connect community please email the school for your login details. If there is an important message, please contact the Front Office. Newsletters will be available on Connect once a fortnight or a hard copy can be collected from the Front Office, it is also on our website: cliftonhillps.wa.edu.au. The school calendar of upcoming events is available on Connect. To inform us of absences please use our 'SMS-Outreach+' service by texting 0447 958 751 with your child's name, the date of absence and a reason.

COMMUNITY HEALTH NURSE

Community Health Nurses (Schools) from Armadale Community Health Service provide services to the school. The nurses visit the school *by arrangement* and:

- provide assistance with monitoring of children with chronic medical conditions;
- undertake assessments on children, with parental consent, to detect and refer on, when required, condition adversely affecting learning;
- participate in providing assistance to health promotion and education programs;
- provide health related short-term advice and intervention on health related issues;
- provide advocacy on health related issues when required.

The School Nurse can be consulted by parents to discuss any health related issue affecting their children by contacting them via the Front Office.

CONTRIBUTIONS AND CHARGES 2023

Clifton Hills Primary School Board has endorsed the schedule of Voluntary Contributions and Charges for 2023. To assist you with an understanding of all costs that *may* be incurred throughout the school year, the schedule is broken down into sections. Each of these sections is outlined below.

1. Voluntary Contributions

The total amount of Voluntary Contributions parents are being asked to pay at Clifton Hills Primary School for 2023 will be \$50.00 PER CHILD. Please pay at the Front Office or via QKR! as soon as possible.

N.B. This is below the \$60.00 maximum amount permissible under the School Education Regulations 2000.

Money collected from Voluntary Contributions will be used to supplement school expenditure. A detailed list of how this is allocated is included in the schedule on page 10. While contributions are voluntary, the quality of the teaching and learning programs will be maximised and enhanced when each family makes its contribution to the cost of supplementing funding gained from other sources, including the State and Commonwealth Governments.

Voluntary Approved Funds—P&C voluntary donation \$5.00 / family.

2. Optional Cost / Services

The charge for personal use items will vary from student to student and includes:

- student requirements for all students which are used in lessons, e.g. stationery items, calculator, etc.
- student requirements for selected students and not directly part of the educational program e.g. class photograph.

3. Charges—Extra Cost Options

A breakdown of the estimated maximum charges for your child's participation in incursions, excursions, activities, etc. for 2023 has been included in the schedule on page 10. A historical detail from charges collected in previous years has helped form the 2023 charges schedule.

The charges schedule includes costs associated with:

- specific learning activities available to all students, but conditional on a payment being made, e.g. incursions, excursions etc;
- specific learning activities available to selected students, but conditional on a payment being made, e.g. PEAC, School of Instrumental Music program, etc.

N.B. Students will only incur costs when they are involved in a particular activity. The amounts indicated on the schedule represent the maximum that could be charged for scheduled activities in 2023. As in the past, you will be asked to make payment for each activity as it approaches, or incursion/excursion payments can be made in advance for the year (please contact the Front Office for further information).

The School Board has endorsed the policy that all excursions, and incursion costs etc. must be paid in full prior to the child attending, unless there are special circumstances. These must be discussed with the Principal/Deputy or Manager Corporate Services, well in advance of the event. Please do not be offended when late payments are not accepted and your child is not able to participate.

CONTRIBUTIONS AND CHARGES 2023

2023 Voluntary Contributions	
English Photocopies	\$ 3.00
English Teacher Resources	\$ 3.00
Mathematics Photocopies	\$ 3.00
Mathematics Teacher Resources	\$ 3.00
Science / Technology Materials	\$ 5.00
Science / Technology Photocopies	\$ 5.00
Science / Technology Resources	\$ 3.00
Humanities / Social Sciences Photocopies	\$ 3.00
Humanities / Social Sciences Resources	\$ 3.00
Japanese Photocopies	\$ 1.00
Art Stationery	\$ 3.00
Art / Craft Materials	\$ 5.00
Maths Web Based Curriculum Resource	\$ 10.00
Total Voluntary Contribution Per Child	\$ 50.00
P & C Donation (per family)	\$ 5.00

Other Optional Costs / Services
School Photographs
Scholastic Bookclub
Choir Photographs
School Uniforms
School Fundraising eg. Free dress day
P & C Membership
Minilit, Multilit and Macqlit Program
Speech and Occupational Therapy
<p>Charges-Extra Cost Options - Additional cost items such as incursions/excursions/swimming are estimated maximum costs.</p> <p>Personal Items - Please refer to Student Requirements Lists</p> <p>Please note - the level of Charges & Voluntary Contributions has been approved by the School Board. Payments may be negotiated with the school.</p>

CHARGES—Extra Cost Options (Estimated Maximum Cost)								
Item	K	P	1	2	3	4	5	6
In Term Swimming		\$70.00	\$70.00	\$70.00	\$70.00	\$ 70.00	\$ 70.00	\$ 70.00
Excursions (Includes Big Day Out for Year 6 students)	\$30.00	\$40.00	\$80.00	\$80.00	\$80.00	\$110.00	\$150.00	\$450.00
Incursions	\$60.00	\$75.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Graduation								\$150.00
Peer Mediator Training/Excursion							\$110.00	\$110.00
TOTAL	\$90.00	\$185.00	\$250.00	\$250.00	\$250.00	\$280.00	\$430.00	\$880.00
Estimated maximum costs for students who may participate in the optional activities listed below.								
Graduation T-Shirt								\$ 60.00
PEAC							\$300.00	\$300.00
Instrumental Music					\$175.00	\$175.00	\$175.00	\$175.00
Choir			\$70.00	\$70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00
Interschool Sport			\$50.00	\$50.00	\$ 50.00	\$ 60.00	\$ 60.00	\$ 60.00
Numero Club						\$ 50.00	\$ 50.00	\$ 50.00
EduDance	\$80.00	\$80.00	\$80.00	\$80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00
Animal Club						\$ 60.00	\$ 60.00	\$ 60.00
Lego League						\$ 50.00	\$ 50.00	\$ 50.00

DOGS

Dogs are not to be brought onto school grounds. Dogs present a potential health problem via their faeces and many children and adults do not feel comfortable or are fearful near dogs. We also have students who are highly allergic to dogs. Irrespective of how well trained and how well restrained a dog may be by its owner, it is the Department of Education policy that dogs are not brought onto the school site, unless they are authorised to attend by the Principal (e.g. Story Dogs and K9 Companions). Stray dogs on the school site will be removed by the Shire. *If you do bring your dog on to the site without the principal's approval, please do not be offended should you be requested to remove it. (Please refer to our School Policy)*

K9 Companions and Story Dogs

This policy applies to approved school dogs only. It does not affect the school's right to prohibit other dogs on school property in accordance with our, Dogs in School Policy.

At Clifton Hills Primary School, we value the development of children's well-being along with their social education as highly as we value academia. We believe a school dog will be a unique way to enrich all areas of the children's wider education, skills and well-being.

Story Dogs

At Clifton Hills Primary School, we have volunteers that bring their dogs to school to spend time one on one with individual students who need extra practise with their reading in a safe, supportive and nurturing way for the child.

The Story Dogs mission is to make reading fun for children, so they become confident, lifelong readers. No child should be left behind in literacy.

When children read to a dog, the outcomes are amazing! It is a non-judgemental setting, the children's focus improves, their literacy skills increase and their confidence soars. The accepting, loving nature of dogs gives this program its magic and helps children relax, open up, try harder and have fun while reading to a friendly, calm dog. Woof!

K9 Companions

K9 Companions was introduced into our school in March 2020 when students were not in attendance due to COVID19. Many staff were feeling the pressures of this pandemic and all the new educational requirements, procedures and concerns that came with it. The dogs brought a little bit of sunshine and happiness to our staff members, and helped to lift self-esteem and well-being.

Because of the positive impact this experience had on so many staff members, we have implemented this service into our school community on a regular basis, with the hope that it would also bring some warmth, confidence and a sense of safety and well-being for our students and their families.

Benefits of having a dog at school

Behaviour: Researchers report that students who can identify with animals, and with empathy for the dog, can better understand how classmates may feel. In a controlled study, students were found to have fewer disciplinary referrals in schools with a dog than schools without. Students' attitude and conduct improved towards teachers, and displayed more calm, confident and responsible behaviours. Additionally, parents reported that children seemed more interested in school, which ultimately can lead towards a decrease in absences.

Education: Dogs give unconditional acceptance and are non-judgemental, which is especially crucial in creating a safe and nurturing environment for struggling and emerging readers. The dogs provide confidence to children, they do not make fun of them when they read, and above all, they are wonderful listeners, providing children with a sense of comfort and love.

Social Development: With a dog in school, students have the opportunity to learn how to care for the animal. Researchers report that involving students in the daily care of classroom dogs is a positive experience, promoting the care of themselves and others. It fosters an environment for students to develop self-esteem, respect for others, and learn about responsibility, caring and sharing in the school community.

EARLY CHILDHOOD INFORMATION

Please see page 19 for the information regarding Early Childhood Centre for Kindergarten and Pre-primary.

ENROLMENT DETAILS

If you have a change of address, telephone number, email address or any information which needs to be updated, please write, email or call in at the Front Office and make the necessary adjustments. It is very important that this information is up to date, especially in cases of emergency when contact is essential with parents.

N.B. This is a legal requirement under the School Education Act 1999, Sections 16 and 17.

EXCURSIONS AND INCURSIONS

Exact dates and times will be advised in parent notes, as per normal excursion procedures.

The policy of this school is to enable children to participate in a wide variety of educational and cultural excursions and sporting fixtures. These are part of the school program and where selected to participate, children are expected to attend. The cost of these excursions is kept to a minimum and will depend on distance and circumstances. If parents prefer their child not to participate in the excursion then a note should be provided stating this.

The school also invites, from time to time, various groups to the school to complement its educational program. These incursions are a cost effective way of enabling the students to experience music, drama, dance, etc. Payment must be made by the due date. Our school uses a free App (Qkr!), which is a secure Commonwealth Bank App for easy payment and completion of permission forms. Cash is also accepted. Incursion/Excursion payments can be made in advance for the year. Please note if you have paid for the excursion and then your child is unable to attend, the bus portion (if buses are required) will not be refunded. Please contact the School Office for further information. Late payments will not be accepted, unless by prior arrangement.

FACTION COMPETITION

A keen faction competition is run at Clifton Hills Primary School. Family groups are kept in the same faction. Please see page 17 for a full list of our competition history.

FACTIONS		
Dale		Red
Ellis		Gold
Lucich		Green
Martin		Blue

FOOD

Traditionally, the eating of three good meals a day has been encouraged, however, it is now being discovered that, 'little, often and right' is a better practise for balanced nutrition and brain-power. Children should still eat the three traditional meals of breakfast, lunch and dinner but, if they are encouraged to regularly 'graze' during the day, the portions of these meals may need to be reduced. Parents are encouraged to send a nutritious lunch, low in salt, fat and sugar. While many pre-packaged products may be easy for you, they may not reflect our healthy eating initiatives.

At Clifton Hills, the children are encouraged to bring fresh fruit and vegetables, and water as part of the school's 'Crunch and Sip' program. We have found that "chopped" foods are the easiest foods for the children to 'graze' on. We also encourage children to have a bottle of water in the classroom from which they can take a drink when required (pull-top capped bottles are best for this).

COVID rule: Students are not allowed to drink from the water fountains. They can use the fountains to fill up their drink bottles.

Special Note: *Within the school, we have children with medical conditions and allergies. There are restrictions on the types of food, i.e. no nuts/nut products due to allergies or no brain food at all because of specific medical conditions within the school. (See Policy on Anaphylaxis on page 5.)*

HEAD LICE

Schools receive many telephone calls from parents seeking advice on the management of head lice infestation. A fact sheet is available based on the most recent international research and expert recommendations. This sheet is available in our Front Office or you can contact the Department of Health on www.health.wa.gov.au/headlice. Children with head lice should be kept home until treated. Any child found with head lice will have a note sent home advising parents that they will need to treat their child's hair before returning to school.

HOLIDAY APPROVALS

In line with the Department of Education guidelines, parents must request at least two weeks in advance for permission to take their children out of school to go on 'holiday' by filling out, 'Students Taking In-Term Holidays' form, available at the Front Office. A 'holiday' is considered to be four days or longer. All holidays whether approved by the Principal or not, require parents to be responsible for the child's program of work during the holiday.

HOMEWORK

The school has a Homework Policy that has been developed by the staff and has been endorsed by the School Board. Copies of this policy are available on request from the Front Office or can be found on our school Website.

LIBRARY

All children in Years Pre-primary to 6 need a library bag for borrowing to protect the books. Books are borrowed for one week at a time and may be renewed if needed for a longer time. To do this, the books must be brought back to the Library on the due date during their weekly Library session.

If books are lost or damaged beyond repair, parents are asked to pay for the book at replacement cost. Please do not try to repair books at home, tapes and glue contain acids and often cause even greater damage. We would appreciate it if parents could ensure that books are looked after while at home, and that children bring their books on library day.

MONEY

Please do not give your child/children large sums of loose money to take to school. All money for excursions, incursions, and any other items or events, unless otherwise specified, are to be paid *directly to the Front Office*. **Permission forms and payments may be submitted online via Qkr!**. **Please place all cash payments in a clearly labelled envelope (Name/Room No./ excursions) and place in the slot at the desk in the Front Office.**

The Front Office does not carry change so if the correct amount is not submitted the change will go as a credit on your child's account and used as part payment toward the next excursion. If you do not wish this to happen please ensure that the correct money is forwarded for the event.

P&C ASSOCIATION

The Parents and Citizens' Association (P&C) provides the adults of our community with the opportunity to support the school's educational program through the raising of funds and equipment to enhance the learning experiences of the children. It is also an opportunity to interact with other members of the school community. On payment of a small yearly membership fee (\$1.00), any member of the community is entitled to participate in meetings, express their views on P&C business and assist/organise in fundraising and P&C enterprises.

Meetings are held twice a term in the school staffroom. The dates for these meetings are advertised in the newsletter, on the school website, the P&C noticeboard and Facebook page. Please take the opportunity to become involved with your children's school – everyone is welcome!

This group holds elections at the commencement of each school year for various office bearers and committee positions. The Annual General Meeting is held in Term 1, the date and time will be advised at the beginning of 2023.

A P&C Committee and sub committees assist these office bearers. The sub committees are:

- Canteen Sub Committee.
- Fundraising Sub Committee.
- Uniform Sub Committee.

The School Canteen is run by the P&C, with the Canteen Supervisor employed by the P&C. The School Clothing Pool and Book Club are also organised by the P&C, but both are reliant upon volunteers in order to function.

As part of the P&C fundraising efforts within the school, we ask that each family donate \$5.00 at the beginning of the school year. This donation is voluntary and can be made via the school's pupil requirement list, or personally at the Front Office.

PARENT/TEACHER INTERVIEWS

These are an important way of dealing with issues and are always encouraged. Where there is a 'classroom' issue, parents need to discuss the problem with the teacher prior to approaching the school's administration. Where parents have not done this, they will be directed back to their child's classroom teacher. Where a formal interview is required, it is preferred that parents email or telephone the school and organise a mutually acceptable interview time with the classroom/specialist teacher. Teachers will be unable to discuss issues prior to the start of the school day as they have their classes to prepare for and children to supervise. Classes and teachers should not be disrupted while instruction is taking place.

PLAY EQUIPMENT

The school is responsible for the safety of those on the school site during the hours of instruction. All children are not permitted to play on or with equipment prior to the school day or immediately following the end of the school day.

Before the conclusion of the school day, a number of parents, particularly those with children in the Kindergarten/Pre-primary area, arrive early to pick up their child. Where parents bring their pre-school aged children with them, they must ensure that these children **do not** play on equipment. As the school cannot supply staff to supervise these children, no child is permitted to use the equipment.

Please do not be offended if staff remind or ask you to remove your children from equipment, this rule is in place for the safety of all children.

SCHOOL BOARD

As Clifton Hills Primary School is an 'Independent Public School', it has a Board, rather than a School Council to oversee the function of the school.

Composition of the Board

The School Board is currently composed of 12 members – the School Principal, four other school staff, six parents and one community member. The size of the School Board will not ever be greater than 12 members.

Parents vote for parent members and staff vote for staff member representatives. Where Community members are added or co-opted, this will be a decision of the entire School Board.

The School Board may appoint a member of the local community who has experience, skills or qualifications that would assist in the Board's functions. Where community members are added or co-opted, this will be a decision of the entire School Board.

Functions of the Board

The Board's functions are to:-

- take part in establishing, reviewing from time-to-time, the school's objectives, priorities and general policy directions;
- take part in the planning of financial arrangements necessary to fund those objectives, priorities and directions;
- take part in evaluating the school's performance in achieving them;
- promote the school in the community;
- take part in formulating codes of conduct for students at Clifton Hills Primary School;
- determine, in consultation with students, their parents and staff of the school, a dress code for students when they are attending or representing the school;
- approve arrangements for religious education at the school;
- approve school charges and contributions, charges for extra cost options and items for student

- personal use;
- ratify policies, business plan and school improvement plans.

The Board cannot –

- intervene in the control or management of a school;
- intervene in the educational instruction of students;
- exercise authority over teaching staff or other persons employed at the school;
- intervene in the management or operation of a school fund.

SCHOOL DENTAL SERVICE

The School Dental Service continues to provide free general and preventative dental care for all enrolled students up to Year 11. If you are not already enrolled, it is not too late to enrol now! Ring for an appointment, the contact phone number is 0428 304 970.

SCHOOL DISCIPLINE

Clifton Hills Primary School has a Behaviour and Engagement Policy that is based on our school Code of Behaviour.

Code of Behaviour

The Clifton Hills code of behaviour is displayed in every classroom and is reviewed with staff and students at the commencement of every year.

COURTESY

- Be kind, courteous and cooperative
- Work together to make our school a pleasant place to be*
- Be supportive and encouraging of each other
- Inspire everyone around me with kind words and actions*

HONOUR

- Respect the beliefs of myself and others
- Embrace our diverse community, which is made up of lots of different people with different values and beliefs*
- Respect personal, individual and community property
- Treat all property with equal care and respect – no matter to whom it belongs*
- Be honest to myself and with others
- Be truthful in my interactions with everyone*

INTEGRITY

- Be conscious of the safety of all community members
- Take action when you see or hear of an unsafe situation*
- Solve conflicts in a safe, non-violent manner
- Arguments happen, it is important that we use our learned strategies to prevent anyone getting hurt*

PERSEVERANCE

- Be the best learner I can be
- Allow others to learn free from disruption and disturbance*
- Be in the right place at the right time
- Make sure that I am where I am supposed to be*

SUCCESS

- We achieve our goals by working together

Copies of the Behaviour and Engagement Policy are available on request from the Front Office.

SCHOOL DRESS CODE

The dress code of Clifton Hills Primary School plays an important role in the promotion of a positive image both within the school and in the wider community. It also creates a sense of identity and belonging and sets us apart from other schools within the government education system.

This school has a proud tradition and reputation when it comes to the wearing of school uniform and both our School Board and parent body acknowledge the importance of having a School Dress Code. The Board and parent body strongly endorse the school uniform as it stands and will continue the enforcement of the dress code in 2023 and beyond.

The current school uniform can be purchased from the Clothing Pool is as follows:

Bottle green polo shirt (short sleeved or long sleeved with mint green stripe in collar and school emblem on left side)

Bottle green long leg sports shorts (logo and mint green stripe down the side)

Bottle green zip jacket (mint green stripe on collar)

Bottle green straight leg track pants (mint green stripe down the side)

Bottle green reversible Hat (Faction colour on reverse side)

Bottle Green Dress (white logo)

Bottle green sport skirt with attached undershorts

Bottle green skirt (white logo)

Bottle green ponte pants

*Suitable footwear (enclosed shoes, sneakers or sandals)**

*Bottle green leggings/tights (to be worn as undergarments only)**

SPORTS OUTFIT

Faction polo (Faction colour with bottle green and logo)

*** Items not sold through the School's P&C Clothing Pool**

SCHOOL UNIFORM

Children not wearing the recommended school uniform will be sent to one of the Deputy Principals who will provide clean second-hand uniforms for that child to change into and wear for the remainder of the school day. *This policy has been endorsed by the Board and parent body.* The student will wear the uniform home. The uniform needs to be laundered and returned to the school by the following Monday.

JACKETS

Where a jacket is worn, when children enter the classroom, their jacket must be removed. Jackets may be worn as an addition to the uniform on those days that it is very cold and where a school zip jacket/windcheater is not sufficient to keep the child warm. Children should not wear jackets *in place of* the school's green zip jacket, and they are to be removed on entry to class.

SUN HATS

The school has a "NO HAT, NO PLAY" policy that runs throughout the entire year. A bucket hat is compulsory for outdoor school activities such as sport, physical education, recess break and lunch break, throughout all four terms. Bottle green hats are a required item of clothing and are available through the Clothing Pool.

JEWELLERY

As part of our dress code students should not wear any jewellery to school. Any jewellery that is worn must be appropriate and not endanger the child wearing the jewellery or others around that child. If earrings are worn, they must be studs and/or small sleepers. Students will be asked to remove excessive jewellery and the class teacher will safely store it until the end of the school day.

FOOTWEAR

During the school day children engage in timetabled play times as well as structured fitness programs incorporating gross motor skills, such as climbing. For children to safely participate in these activities, they are required to wear appropriate footwear with gripped soles, such as sneakers. During the summer months, sandals with gripped soles are acceptable. For safety reasons, footwear such as slides/thongs/flip flops, gumboots, boots, ballet flats, slippers, or shoes with heels are not permitted.

MAKE UP

It is recommended that students do not wear any make-up to school. Where there are medical/health reasons for some form of skin protection or sun block, parents should inform the school.

Students should not wear lipstick, eye shadow, eye liner or other products that are used to 'enhance' the appearance. Nail polish is not to be worn, but where it is medically necessary, it should be either 'clear' or in 'skin tones' so that its level of visibility is as low as possible. Students who wear coloured nail polish to school will be provided with nail polish remover to ensure they adhere to our dress code.

HAIR

Hair on any student (male or female), that is longer than the bottom of the collar, is to be tied back at all times whilst at school. This is a safety issue as well as a health issue.

- Hairstyles should not attract undue attention or be extreme in presentation. If hair is short it should be neat, clean and off the face, particularly out of eyes. Hair longer than the bottom of the collar must be tied back and secured. No shaved heads (or parts of head) will be permitted (for example, 'Mohawk' style).
- Hair colour must be in natural tones. Brightly coloured hair or extreme highlights are not acceptable. Individual clumps or patches of colour in the hair are not acceptable.

FACTION COMPETITION HISTORY

Year	Champion Faction	Swimming	Athletics Senior	Athletics Junior	Cross Country	Team Games
1973			Lucich			
1974			Martin			
1975		Ellis	Dale			
1976		Ellis	Dale			
1977		Ellis	Martin			
1978		Martin	Martin	Ellis		
1979		Martin	Ellis	Dale		
1980		Ellis	Martin	Lucich		
1981		Martin	Dale	Ellis		
1982	Martin	Ellis	Ellis	Lucich		
1983	Dale	Martin	Lucich	Dale		
1984	Ellis	Martin	Dale	Lucich		
1985	Dale	Lucich	Lucich	Lucich		
1986	Dale	Lucich	Lucich	Lucich		
1987	Dale	Dale	Ellis	Martin		
1988	Dale	Dale	Ellis	Dale		
1989	Ellis	Lucich	Ellis	Lucich		
1990	Dale	Ellis	Ellis/Martin			
1991	Dale	Lucich	Martin			
1992	Martin	Dale	Martin			
1993	Dale	Martin	Lucich		Lucich	
1994	Lucich	Martin	Lucich		Lucich	
1995	Dale/Martin	Martin	Lucich		Lucich	
1996	Dale	Lucich	Lucich		Lucich	
1997	Dale	Martin	Lucich		Martin	
1998	Dale/Lucich	Lucich	Martin		Martin	
1999	Martin	Lucich	Lucich		Lucich	
2000	Lucich	Martin	Martin		Ellis	
2001	Dale	Martin	Lucich		Martin	
2002	Ellis	Martin	Martin		Martin	
2003	Dale	Martin	Martin		Martin	
2004	Lucich		Ellis		Ellis	
2005	Ellis		Ellis		Ellis	Martin
2006	Ellis	Ellis	Ellis		Ellis	Martin
2007	Dale	Ellis	Dale		Dale	Ellis
2008	Dale	Not Held	Ellis		Dale	Martin
2009	Martin	Dale	Ellis		Lucich	Not Held
2010	Lucich	Dale	Lucich		Lucich	Dale
2011	Ellis	Lucich	Lucich		Ellis	Ellis
2012	Lucich	Not Held	Ellis		Dale	Ellis
2013	Martin	Not Held	Ellis		Dale	Martin
2014	Ellis	Not Held	Ellis		Martin	Lucich
2015	Ellis	Not Held	Ellis		Dale	Ellis
2016	Dale	Not held	Dale		Ellis	Dale
2017	Martin	Not held	Dale		Dale	Ellis
2018	Martin	Not held	Ellis		Martin	Ellis
2019	Ellis	Not Held	Ellis	Ellis	Martin	Lucich
2020	Ellis	Not Held	Martin	Martin	Martin	Lucich
2021	Dale	Not Held	Martin	Martin	Ellis	Martin
2022		Not Held	Martin	Martin	Ellis	Martin

SICK CHILDREN AND MEDICATION

If your child is unwell, he/she should not be sent to school, however, if well enough to attend but requiring medication during the school day, ***parents must fill in relevant forms available at the Front Office. This includes asthma sprays, cough medicines, antibiotics, Panadol etc. Teachers are not able to administer medication on an ad hoc basis without forms being completed.***

If your child becomes unwell or injured at school, it is our policy to contact their parents to have them take their child home. Parents are, therefore, requested to keep the school records of addresses and contact numbers up to date. Where parents or emergency contacts are not available, the Principal may have sick/injured children transported to a doctor or hospital at the parent's expense.

SMOKE FREE ZONES

A reminder to parents that all Government Schools are 'smoke free' zones.

SWIMMING LESSONS

Lessons are held during school time each year for Pre-primary to Year 6 children. Location and exact dates and times will be advised in parent notes, as per normal excursion procedures.

VALUABLE ITEMS

No responsibility can be taken by the school for the protection from damage or theft of items such as sports equipment, expensive toys, jewellery, electronic devices and other equipment which children sometimes bring to school. For this reason children are asked to leave these items at home.

While we discourage children from bringing mobile phones to school, we understand that parents may prefer their children to bring them for safety reasons. Mobile phones must be turned off, and signed in at the Front Office before school begins and collected at the end of each day. Whilst all due care is taken for mobile phones signed in at the Front Office, the school can not accept liability for their replacement.

Early Childhood Centre



BEGINNING / END OF SCHOOL DAY ARRANGEMENTS

Each day please ensure that your child arrives on time at the start of the day and is collected promptly at the end of the day.

In the morning, children must be accompanied by and wait with an adult until they are admitted. By arrangement, an older sibling may bring the child to school. In the morning, both children must wait in the undercover area until 8.20 am. At this time the older sibling will take the Kindergarten/Pre-primary child to class. At the end of each day the Kindergarten/Pre-primary students must only be picked up from the class by a designated adult. **If prior written arrangement has been made, another adult may collect your child.**

Please note that any variation of the going home routine must be notified either in writing or verbally by the parents and recorded in the alternate pick up books that are in the classrooms.

PRE-PRIMARY HOURS

Children to arrive at 8.20 am ready to start formal instruction at 8.30 am.

Monday to Friday: 8.30 am – 2.40 pm

All Pre-primary children will, on their first day, attend at a designated time which will allow teachers to greet each child individually. After this day, children will attend the program full time. All children are expected to attend five days, unless sick.

KINDERGARTEN HOURS

Children to arrive at 8.20 am ready to start formal instruction at 8.30 am.

Room 1A Monday, Tuesday: 8:30 am - 2:40 pm Wednesday morning: 8:30 am - 11:05 am

Room 18 Tuesday, Thursday: 8:30 am - 2:40 pm Wednesday morning: 8:30 am - 11:05 pm

Room 1B Thursday, Friday: 8.30 am – 2.40 pm Wednesday afternoon: 12:05 pm - 2:40 pm

All Kindergarten children will, on their first day, attend at a designated time which will allow teachers to greet each child individually. After this day, children will attend the program full time on their designated days.

FRUIT TIME (MORNING RECESS)

Kindergarten and Pre-primary children will need to bring in a healthy snack, such as fruit, vegetables or crackers. Please cut into pieces and put in a labelled container, separate from their lunchbox.

LUNCH

Kindergarten and Pre-primary children are able to order lunch from the Canteen if required, however purchases cannot be made for recess. As we have students that are severely allergic to certain foods, please take the time to read through our Anaphylaxis Policy located on page 5.

As we are a sustainable school, we encourage “waste free” lunchboxes. Any rubbish brought in your child’s lunch box will be taken back home. Training at home of opening and closing containers brought to school, will be valuable.

DRINKS

Kindergarten and Pre-primary students must bring their own water bottle, labelled with their name. Children are not allowed to share bottles and the bottles **must contain only water**. Water will always be available for refills.

DRESS

Please do not dress your child in his/her ‘best’ clothing. We encourage Kindergarten students to wear full school uniform. Pre-primary students must wear full school uniform as per dress code.

As part of our School Dress Code, it is a requirement for all students in Pre-primary to Year 6 to wear school uniform as outlined on pages 15 and 16.

Please clearly mark all items of clothing with your child's name, e.g. socks, shoes, jumpers, raincoats, hats etc.

Sun Hats – The school has a “NO HAT, NO PLAY” policy that runs throughout the entire year. The school bucket hat is compulsory for outdoor school activities such as sport, physical education, recess break and lunch break, throughout all four terms. School hats are a required item of clothing and are available through the Clothing Pool.

Footwear - During the school day children engage in timetabled play times as well as structured fitness programs incorporating gross motor skills such as climbing. For children to safely participate in these activities, they are required to wear appropriate footwear with gripped soles, such as sneakers. During the summer months sandals with gripped soles are acceptable. For safety reasons, footwear such as thongs/ flip flops, gumboots, boots, ballet flats, slippers, slides or shoes with heels are inappropriate.

HOME SITUATION

A change in the normal routine at home, such as a parent in hospital or away for any length of time, can affect your child's mental health and wellbeing at Kindergarten or Pre-primary. Please keep in touch with the staff on matters concerning your child's health and wellbeing.

PROGRAM

The program covers a wide range of outcome based activities through play, catering for each child's individual needs, interests and developmental growth.

Early in first term classroom teachers organise a whole class parent meeting to discuss their program. At this meeting, you will receive their classroom policy.

In Kindergarten and Pre-primary, we have a strong focus on literacy and numeracy. Literacy and numeracy concepts and skills will be integrated into structured play and self exploration activities within the Early Childhood Centre indoor and outdoor program. These include painting, craft, block play, dramatic play area, music, puzzles, sand and water play, carpentry and general games.

Children's oral development is extremely important. Providing your child with a strong oral language foundation will enable the early childhood teachers to successfully build on and extend your child's language development. Strong oral language skills will have a positive impact on children's learning and understanding.

The Kindergarten and Pre-primary program incorporate the following concepts and skills:

Language/Literacy Skills: concept of a word; syllables; rhyme; letter names and sounds; story retelling/sequencing; news telling; listening skills; following instructions; stories (concepts of print); development of drawing and early reading and writing skills.

Numeracy Concepts: numbers (recognition, counting and making groups), shapes, colours, measurement, patterns; sequencing (time – daily routine).

Science Concepts: science concepts are introduced and developed through structured activities in the classroom and exploration of the outdoor play packs.

Fine Motor Skills: holding and controlling a pencil; holding and cutting with scissors; controlling a brush for gluing and painting; drawing around templates; manipulative craft skills; threading; computer mouse control and construction materials. Developing fine motor skills are an important component of our learning program.

Gross Motor Skills: Children have the opportunity to develop gross motor skills such as climbing, jumping, hopping, running, balancing, changing directions, throwing, catching and riding a bike when using the playground and outside equipment and resources. Gross motor sessions will be incorporated into the teaching and learning program in order to develop specific skills such as throwing and catching, balance, climbing, dancing and movement are also used to develop self-expression and motor skills.

A minimum of two hours per week are spent on Gross Motor Skills and Physical Education program for Pre-primary students. Kindergarten students have a minimum of one hour per week spent on Gross Motor Skills and Physical Education program.

RECYCLING ITEMS WE MIGHT USE IN OUR CREATIVE CORNER

Boxes and cartons (firm and clean - not soap packets or milk cartons).
Cardboard - all shapes, colours and sizes. (no toilet rolls)
Christmas and other greeting cards.
Coloured wrapping paper.
Paper for painting or drawing, e.g. computer paper.
Any scraps of material, buttons, lace, ribbon, wool.
Empty cotton reels, corks, bottle tops, pop sticks, wire, and plastic spoons.
Small pieces of soft timber, not treated please.
Clean meat/fruit foam trays.
Containers, e.g. ice cream, margarine etc.

Children's books and toys should not be brought to school unless requested by the teacher. It is very easy for things to get broken or lost and this only causes disappointment.

PARENTS' ROSTER

Parents are welcome to help in the Kindergarten and Pre-primary classes. A roster to fill in is placed on the noticeboards at each class. Your child will enjoy you being at school with them and it gives you as a parent the opportunity to see the classroom program. The Parent Roster will be available from late Term 1 allowing children to settle into class routines.

PERSONAL BELONGINGS

We have shared equipment in the classroom, so please only label lunch boxes, drink bottles, hats, clothing items, scrapbooks and A3 portfolios. You do not need to cover any books or scrapbooks.

Please clearly mark all items of clothing with your child's name, e.g. socks, shoes, jumpers, raincoats, hats etc.

We invite you and your family to become part of our dynamic Clifton Hills learning community, where we live in harmony, care for others, have high expectations and 'Advance in Knowledge'. In partnership together, we can help your child reach their individual potential.

