

East Waikiki Primary School



Directory

School Information

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| School | East Waikiki Primary School |
| Address | 21 Gibb Road |
| Telephone | 9591 6600 |
| Email | Luke.Clatworthy@education.wa.edu.au |
| Library | 9592 5454 |
| Dental Therapy | 9527 8188 |
| Website | eastwaikikips.wa.edu.au |

Our Vision

We are a caring community where everyone learns and feels valued and safe.

This will be achieved when teachers and support staff...

- Make decisions based on what is best for students
- Share common beliefs about learning and teaching
- Employ the Principles of Learning, Teaching and Assessment in their classroom practice
 - Are open to new ideas
 - Are committed to continuous self improvement
 - Act as leaders and learners
 - Want to come to school (and act as if they do!)
- Connect assessment to planning to employ an outcomes focussed approach to learning and teaching
 - Model positive, courteous behaviours to everyone with whom they come into contact
- Are innovators and risk takers in their efforts to achieve improved outcomes for students
 - Interact positively with the parents and community
 - Promote the school because they are proud of it!

This will be achieved when the school administrators: (Principal and Deputies)

- Make informed decisions based on what's best for students and staff
- Are committed to supporting all staff by providing: a safe environment that encourages innovation, time, resources, new opportunities and fresh ideas
 - Value, and invest in, the professional development of staff
- Share common beliefs about learning and teaching with their staff
 - Are open to learning and new ideas
- Model positive, courteous behaviours to everyone with whom they come into contact
- Demonstrate respect, empathy and genuineness in all their interactions with others
 - Promote the school because they are proud of it!
- Foster strong partnerships with parents, carers and the wider community

Introduction

The staff, students, School Council and P&C Association extend to you a warm welcome to our school.

This booklet has been prepared to assist parents and children associated with the East Waikiki Primary School and, in particular, the families who have children attending this school for the first time. Through its content, it is hoped that a close partnership may be encouraged between school and home. We know that students learn best when home and school work together as a team.

All members of our staff will do their utmost to assist in all the children's progress. We will strive to develop skills and attitudes so that children, on completing their primary education, will be able to continue successfully through secondary school and become confident members of the wider community.

It cannot be overemphasised that it is parents who have the most important influence on a child's education. A child's enthusiasm, confidence and success will be a direct reflection of their parents' interest in their day-to-day school activities. A parent's efforts in this area will also help students to develop a pride in themselves, the school and the community in general.

Please feel free to visit the school at any mutually convenient time to discuss your child's progress or other matters with the teacher. Should you have any queries or serious concerns about your child's performance at school you may also contact the Principal or a Deputy. Appointments may be made by contacting the school on ☎ 9591 6600 or by contacting the teacher directly to make an appointment.

We hope that your association with East Waikiki Primary School will be pleasant and productive for your child.

Best wishes

**Luke CLATWORTHY
PRINCIPAL**

School Overview

East Waikiki was established in 1987, commencing operations with an enrolment of 36 part-time pre-primary students and 149 primary students, a total of 185. By 1997 the school had experienced remarkable growth and peaked at 999 students. Since then enrolments have slowly declined and have settled at approximately 500 students.

The school's facilities include four teaching blocks including purpose built Kindy and Pre-primary rooms, special purpose withdrawal areas, two well-equipped and specially designed specialist Visual Arts and Performing Arts rooms, and a Library/Resource Centre. An Administration Centre, undercover assembly area housing the school canteen which operates every day of the week and expansive ovals, playground, court and grassed areas round off an aesthetically appealing and very functional learning environment.

East Waikiki offers outstanding specialist programmes which complement the students' comprehensive classroom learning programmes. Every primary student engages in specialist Physical Education, Indonesian, Information Technology, Music or Performing Arts and Visual Arts. Students' performances and artefacts in each of these areas have been successfully and spectacularly put on show in interschool sporting competitions, state drama competitions, school choir festivals and art exhibitions.

A comprehensive K-6 Indigenous Education curriculum is implemented in every classroom to ensure all students develop an appreciation of Aboriginal perspectives. Our staff strive to ensure all indigenous students demonstrate comparable performance and achieve equitable and improved outcomes as non-Aboriginal students in literacy and numeracy in primary school.

At East Waikiki we place great emphasis on the development of the values described in the WA Curriculum Framework. We are held in the highest regard for our strong commitment to the social, emotional and academic needs of our students and we work in close partnership with our students' carers to ensure that we achieve our vision of providing a high quality learning community in a happy and safe environment.

School Hours

On arrival at school children are asked to remain in close proximity to their classroom where they can be under the watchful eye of their teachers.

Teachers will welcome students into their classrooms at 8.25am and instruction will begin at 8.40am.

CHILDREN SHOULD NOT BE AT SCHOOL BEFORE 8.15am, however early arrivals are supervised in the undercover area if early drop off is unavoidable.

SCHOOL TIMES FOR PRE PRIMARY - YEAR SEVEN STUDENTS

| | | |
|---------|-----------|-------------------------|
| 8.40am | - 10.26am | First teaching session |
| 10.26am | - 10.53am | Recess |
| 10.58am | - 12.38pm | Second teaching session |
| 12.38pm | - 1.15pm | Lunch |
| 1.20pm | - 3.00pm | Third teaching session |
| 3.00pm | | End of teaching time |



Children will be dismissed from class at 3.00 pm each day, and must immediately leave school grounds unless under the supervision of an adult.

Early close every Tuesday at 2.30pm.

SCHOOL TIMES FOR KINDERGARTEN STUDENTS

A timetable for the year is given to parents at the information session.

The Kindergarten school day commences at 8.25am with the current 15 minute welcome until the formal school day starts at 8.40am. School concludes at 3.00pm with the exception of Tuesday where the kindergarten school day ends at 2.30pm.

Enrolments/Departures

ENROLMENTS

Parents are requested to complete enrolments at the Front Office. An 'Application for Enrolment' form must be submitted by the parent or guardian along with 'proof of residence'. The Principal considers all information before final enrolment is completed. *Kindergarten and new entrants are not complete until a Birth Certificate or Extract of Birth Entry and immunisation card have been sighted / copied.*

Parents should also note that the child's legal surname must be used on the enrolment card. In instances where the child's name is to be changed legal proof of the change of name is required.

Custody arrangements or details regarding access to a child should also be discussed with the Principal and copies of the court order attached to the enrolment card.

Enrolment of four year olds to the kindergarten will take place during Term 3 of the preceding year. The dates will be announced through the newsletter and advertisements in local newspapers. It should be noted that the enrolment of these children does not automatically guarantee a place at the kindergarten centre.

DEPARTURES (*transferring to a new school / moving out of state / leaving overseas*)

When students are to leave the school please notify the teacher and office. Parents are asked to ensure library books and choir uniforms are returned before leaving.

Absences from School

The Education Act requires that all children must attend school from pre primary until the end of Year 12.

When a child is absent from school parents are requested to inform the office or the teacher, in writing, or verbally, of the reason for the absence. A medical certificate may be required to explain prolonged absences caused through illness.

The school uses the SMS system (through Central Office) advising parents of an absent child. A reply through SMS is treated as a reason.

Neither the staff nor school administration have authority to give permission for children to be absent from school. If parents wish to take their children from school or keep them away (for whatever the reason) they may do so, but the responsibility for the child's absence lies with the parent.

LEAVING THE SCHOOL GROUNDS

Parents wishing to take their child / children from school early are asked to come through the school office and complete the pink 'release note' before collecting their child. Only adults named on the school register may take a child from school.

Dress Code / Uniform

The following dress code has been agreed to, by both the P&C and the School Council.

A school dress code develops:

- Sense of school spirit and belonging among students.
- Sense of appropriate dress for school - particularly in relation to health and safety.
- Sense of equity among students - no fashion statements.

Students at East Waikiki Primary School are strongly encouraged to wear school uniform. The following is a minimum standard of dress for all students:

Boys

Navy/maroon shirt/shorts or tracksuit with closed in shoes or sandals.

Girls

Navy/maroon dress/skirt, shirt, shorts or tracksuit with closed in shoes or sandals.

Uniform Colours

- Kindergarten to Year 4 wear maroon surf shirts and navy bottoms.
- Years 5, 6 have navy surf shirts and navy bottoms.

Faction colours are Gold, Blue, Red and Green. Students are allocated a faction colour when they commence school and families are put into the same colour faction.

Please Note:

Shirts or T- shirts are to be plain with school crest - no other motifs or designs. Students will be asked to turn shirt inside out if not considered appropriate.

- Clothing must be the appropriate size for student (no over sized clothing).
- No make-up or jewellery to be worn.
- No singlets to be worn.
- Hats to be worn ALL YEAR but not inside buildings! **'NO HAT - NO PLAY'**

The wearing of a school uniform assists in the development of school morale as well as the children's pride in themselves and their school. Dresses, skirts, shorts, T-shirts, tops, sweaters and track suits are available from the Uniform Shop which is open each **Monday afternoon from 3pm onwards**. The uniform shop is situated near the staff room behind the office. Lost Property is also located here.

All articles of clothing should be clearly marked. **Marked items, which have been lost, will be returned directly to their owners.** Unmarked clothing will be donated to charity.

Children must be made aware of their responsibility for their own belongings.

Parent Interviews

We believe that children learn best when parents and staff work together as a team. Parents and staff are encouraged to formally meet to discuss children's progress or any issues of concern. As interviews are usually longer than an occasional visit, they may require the teacher to leave a class for some time and in this case it is preferable to arrange an appointment.

East Waikiki Primary School holds formal parent interview evenings in term 1. All parents are allocated times and it is hoped you take advantage of this individual and personal interview.

Reporting to Parents



East Waikiki Primary School implements a range of reporting procedures during the school year.

- Parent information letters. At the beginning of the school year, all classes produce letters providing information to parents regarding classroom projects and themes, teaching programs, homework requirements and behavioural standards.
- Interviews. Throughout the year, parents will be invited to attend interviews with the classroom teacher if the student's performance is causing concern. Both academic and behavioural issues may be covered at this time.
- Communication books. Some teachers provide communication books for their students to take home on a regular basis. Parents are encouraged to read and respond appropriately in these books.
- Open days / mornings / afternoons. Informal reporting takes place when teachers provide time for parents to view students' work and mix with other parents in that class or year level.
- Summative reports. The school provides reports at the end of Terms 2 and 4. This summarises the student's achievement over the school year and can be kept by parents.

School Charges and Voluntary Contributions

Education Department Regulations provide that schools may establish funds for school resources, consumable, non-consumable and incidental materials, etc. These funds are dependent upon contributions from parents and are important to a school if it is to budget effectively. East Waikiki Primary School has chosen to keep these charges to a minimum and hopes that all families support the school and their children.

\$45 Kindergarten – per child

\$ 20 PP-Yr 6 - per child

\$12 P&C – per child

Money Collection

Payment for school incursions/excursions or other educational activities occurs through the year. To reduce the risk of loss or confusion when sending money to school, it is requested that monies be sealed in an envelope bearing:



1. Child's name
2. Class Teacher
3. Amount enclosed
4. Purpose

Money for school excursions/incursions, swimming or any other school fundraiser, must be given to class teachers at the beginning of the morning session. EFTPOS payments are the only monies collected in the front office.

Please have the correct money, enclosed in an envelope, as change cannot be given.

Parents are asked not to allow children to bring large sums of money to school unless for a specific purpose (ie fundraising / excursions / incursions).

Student Requirements

The Department of Education, through its allocation of the School Grant, enables the school to provide some non-consumable and consumable resources for the children attending any government school. Non-consumable resources/texts remain the property of the school. Books on loan, if damaged or lost will need to be replaced and replacement costs will be borne by the parent.

A Student Resource List is distributed to each child during Term 4. These may vary from year to year according to what staff consider to be essential. The school endeavours to keep these prices to a minimum. Parents are asked to **label** all items to avoid losses, and to provide all personal items used by the child.



Items may need to be replaced during the year. Parents are asked to continually check with their child about needed equipment. Correct items are important in helping students work to the best of their ability.

Medication

It is Education Department policy that **NO ASPIRIN OR PANADOL** be administered to school children unless the school's medical action plan has been signed by a parent and the parent has supplied the medication.

If a child is under medication from a doctor then the teacher, if required and agreeable, will supervise the dosage, provided that the request is made on the appropriate form that is available from the office, setting out - the dosage, when it is to be given and including a medicine glass or spoon. Admin will administer the medication if necessary.

If your child has an ongoing medical condition or a condition which may require attention from time to time, a '**MEDICAL ACTION PLAN**' must be developed, in consultation with the Deputy Principal, and the parents. Please advise the school whether such a plan needs to be developed. This includes asthma, bee stings and allergies.

Accidents/Sickness



Accidents and sickness are an inevitable part of children growing up. In the case of minor accidents or illness during the day, parents will be contacted to take their child home.

In the case of a serious accident or apparent serious sickness, immediate medical attention will be sought without approval of parents. Parents will be notified of any action taken.

UPDATES: *It is essential that parents keep the school informed of changes of address or telephone / emergency numbers so that contact can be made quickly.*

Parents and Citizens Association

The P&C play a vital role in helping with the education of the children of this school.

Parents are encouraged to involve themselves in as many school activities as possible. The P & C Association is not just a fund-raising organisation, it is an avenue for parents to take an active role in the school; become more aware of educational matters; provide a forum for parents to express concerns and grievances of a general nature; and discuss resolutions on school and WACCSO policy.

Monthly meetings commence at 3.15pm on the third Wednesday of each month. Parents are informed of forthcoming meetings through the newsletter and special notices.

Newsletters

Newsletters are printed and distributed every second Wednesday or Thursday.

School Assembly

Our school assemblies are held every second Tuesday at 1.30pm in the undercover area. Parents are very welcome to attend and students certainly beam with pride when they know a parent is in the audience. Classes are rostered to perform at least 1 assembly each school year.

Safety

ALL children must wear helmets when riding **BICYCLES**.

Parents are urged to have their child's bicycle engraved with an easily recognised code, eg parents drivers license number. **Scooters are not to be bought to school.**



Bikes must be locked up, outside the Performing Art Room / Canteen and Senior Block. The school takes no responsibility for bikes that are not locked during the day.



Smoking



Smoking is not permitted anywhere on the school grounds. Thank you for complying with this Government Policy.

Easter Monday
 Easter Tuesday
 Anzac Day
 Western Australia Day
 Queen's Birthday

Monday 2 April
 Tuesday 3 April
 Wednesday 25 April
 Monday 4 June
 Monday 24 September

School Map (not to scale)

MURCHISON

CARNEGIE LOOP

Bike Racks

(CPC) Child & Parent Centre

| | | |
|----|----------|----|
| 20 | 21 | 22 |
| 19 | Wet Area | |
| | 18 | 17 |

| | | |
|----|----------|----|
| 14 | 15 | 16 |
| 13 | Wet Area | |
| | 12 | 11 |

Art Room

Music Room

Bike Racks

LIBRARY

Dental Therapy

9 10

Undercover Area
Canteen

8
Wet Area
 7

Staff Room
 Conf. Room

Bike Rack

Int. Rm

Sick Rm

GIBB ROAD

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