

PARABURDOO PRIMARY SCHOOL



Parent – Welcome Pack Pre-enrolment

Principal

Mr Bruce Fraser

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From the Principal

B. A. Fraser

Bruce Fraser

Principal

Paraburdoo Primary School | Independent Public School

ADMISSION OF NEW STUDENTS

When a child is enrolled:

1. An enrolment pack is provided to parent/guardian for completion.
2. The enrolment pack is returned with additional required documentation i.e. birth certificate & immunisation history.
3. The Principal (or Deputy) will contact the child's previous school to ascertain if there are any support or additional needs.
4. The School Officer in consultation with the Principal will allocate the child to a class and a faction and handle their enrolment.
5. Parents will be notified by the School Officer of the child's class and commencement date (usually within 24 hours).

ANNUAL REPORT

In March of each year, we publish an Annual Report, outlining the school's performance and events of the previous year. This can be found on 'Schools Online'.

BEHAVIOUR MANAGEMENT

The Behaviour Management Policy clearly outlines behaviours and expectations of our school. Behaviour management is not about punishment, although there are consequences for actions. The emphasis is on recovering relationships, explicit teaching and correction of behaviours, and redirecting children into a positive learning environment. Remember teachers are the adults; combative conversations or a 'win', approach are ineffective.

Class rewards and consequences can be individualised however all teachers are expected to follow the procedures outlined in the Behaviour Management Policy until administration support or intervention is sought.

There is a demerit points system at this level, which determines a student's level of Good Standing.

Generally, the Deputy Principal will manage most of the office referrals.

The key to good management is classroom engagement, clear expectations and standards, and open communication with parents.

Students who demonstrate ongoing behavioural concerns, despite in class adjustments will require an Individualised Behaviour Plan. Teachers will be supported by the Deputy Principal, School Psychologist and the child's parents in the construction, implementation, and review of these.

BOOKLISTS

Booklists are available from the front Office. The school will provide students with many of the resources required, particularly those which can be shared. Parents are mostly expected to assist with supply of personalised items.

CANTEEN

The canteen operates on Wednesday and Thursday of each week, offering recess and lunch choices. The ordering system is undertaken on the 'Flexi-schools' app. The teacher will allocate 2 children to collect the basket from the canteen prior to the lunch breaks. Please note the canteen is NOT open on the last day of term 1-3, and is closed the LAST week of term 4. Other Canteen closures will be notified in advance. A copy of the canteen order form can be obtained from the canteen, school office or on our website.

CLASS STRUCTURES

Each year the class structures at Paraburdoo PS may not look the same as previously. This is due to where student numbers are situated and in consideration of group or individual's special needs. Paraburdoo PS is very fortunate to be able to structure most classes with numbers lower than most metropolitan schools.

COMMUNITY SERVICES/CLUBS IN Paraburdoo

Under construction

CONSISTENCY

Our key driver in all that we do is a consistent approach to school expectations, routines, behaviours and practise.

CoRE/STEM

Year 4 – 6 students participate in an integrated Science/Technologies program two afternoons per week. CoRE focuses on both curriculum and real life skills such as collaboration, planning, and approaching challenges. This includes field trips and end of unit displays to the public.

CULTURAL AWARENESS

We are on Yinawangka country and acknowledge this in our school gatherings and meetings. We also acknowledge a true history of Australia through our curriculum, and look to raise the profile of significant events in NAIDOC and Harmony weeks.

DOCUMENTATION – Birth Certificates, Court Orders, Immunisations, Passports,

There is a requirement to provide these documents when enrolling students. The school will only support Court Orders in family matters, and will not respond to parent requests or instructions without legal support. All legal documents will be clarified with the Department of Education's legal advisors.

DRESS CODE (STUDENTS)

It is an expectation that all students wear the school uniform. Please refer to the Paraburdoo PS Uniform Policy.

DRESS CODE (PARENTS)

Parents and visitors on our school site are to consider their attire and whether it is appropriate in a school environment. In particular please consider slogans on clothing.

EDUCATION ASSISTANTS

EAs are extremely important support to both teachers and students. EAs are allocated to either the Early Years or where a student with a disability is in a class. EAs are not utilised to work solely with any particular child, but to take direction from the teacher in supporting the whole class. Teachers communicate and provide direction to EAs. Parents are not to communicate matters about students with EAs, but directly with the classroom teacher.

EXTRA-CURRICULAR CLUBS

There are extra-curricular activities including before school running clubs, after school choir practise, and lunchtime Lego and Art clubs.

FACEBOOK

The school uses Facebook as a reminder to parents or to delivery of some short messages. Please do not use Facebook to communicate with the school.

FACTIONS

When new enrolments come into the school they are automatically placed into factions by the School Officer and advised during the enrolment process.

ASHBURTON, FORTESCUE, & ROBE

Children from the same family are kept in the same faction.

FINANCES – Contributions and Charges and Booklists

Towards the end of each school year teachers will be asked to consider possible class activities and potential expenses to parents e.g. Camps. Parents are informed of these potential costs and Voluntary Contributions prior to the following school year.

HEALTH AND PASTORAL CARE SERVICES

Health & Well-Being

Staff and student's health and well-being is vital. Health and well-being surveys are conducted yearly and recommendations by a working party put into action.

There are several health/pastoral care services available to children attending Paraburdoo Primary School including:

- School Psychologist
- Occupational Therapist
- Speech Therapist
- Social Worker
- Physiotherapist
- Department of Child Protection and Family Services (DCPFS)
- Community Child Health Nurse
- Child and Adolescent Mental Health Service (CAMHS)
- Earbus, monthly
- Dental Van, yearly

Parents having their child referred to a health/pastoral care service may be a little confronted and uncomfortable, however the school's prime objective is to find the best method of support for each individual child.

ICT

The school has 1 to 1 MacBooks for Year 6s and 1 to 2 Ipads for the remainder of the students. All Apps are Department approved, and used to enhance the education of our students.

LESSON STRUCTURE

We adhere to the 'Paraburdoo Way' (a particular pedagogical framework) when delivering lessons across all learning areas. All lessons will contain; Review, Learning Intentions, Real World Links, Vocabulary focus, I do, We do, You do, Formative and Summative Assessments, ongoing Feedback and lesson Reflection.

Spelling Mastery has a scripted approach, and both Letters and Sounds and Talk 4 Writing have developed approaches within this Framework.

LIBRARY

The Library is an expansive learning space, whereby children can access and borrow mainly fiction books. Children who lose Library books will be asked to pay for a replacement.

LITERACY

Letters and Sounds

Was introduced in 2021 for K-2.

Spelling Mastery

Was introduced in 2021 for Years 4 – 6, and will be for 3 – 6 in 2022. Students are streamed in to 5 groups across 4 year levels running from 8:10 – 8:30 am Tue-Thur. & 8:30 – 8:50 am Mon.

Talk 4 Writing

Commenced in 2020 across the school. Dorinda Truscott is a Network specialist and leads this through coaching, modelling, mentoring and providing resources.

MAP

Please refer to the school [map in appendix](#).

NEWSLETTER

Our newsletter is issued fortnightly. Newsletters are electronic however are made available as a paper copy upon request.

NO HAT – PLAY IN THE SHADE (UNDER ROOF)

The school has a requirement of children wearing hats whilst playing at all times to protect them from the sun. Broad brim hats must be worn at all times when not under a solid covered area. Spare hats for students can be provided from the office if required for curriculum based activities only and **MUST** be returned to office once the activity is concluded. If a child does not have a hat they are required to remain out of the sun and play under cover only.

NOTES SENT HOME/PARENT COMMUNICATION

Many permission or information paperwork will be sent home electronically. Responses can be made electronically also.

NUMERACY

Maths Vocabulary

Paul Swan's My Word Book of maths Vocabulary has been implemented in 2021.

Basic Processes

Classes will undertake a variety of means to enhance students' understanding and application of basic processes including multiplication. This may look a little like good old fashioned 'tables', as we believe that whilst understanding is important, simply knowing how to instantly recall basic facts assists with broader learning.

Paul Swan Games

These are expected to be utilised in Maths rotations so as to engage children whilst reinforcing taught concepts. Games and other resources are found in the Maths Resource room next to the staffroom.

OPERATIONAL PLAN

The Operational Plan drives the actions of the school each year. This plan is reflective of the three year Strategic Plan, and following extensive data interrogation and teacher input will be developed before the commencement of the school year. The Operational Plan will also drive the school budget.

PARENT/COMMUNITY INVOLVEMENT

There are many opportunities for parents to be involved in the school, including; Canteen volunteers, Carnival and Camp support, fundraisers, Home Reading, Graduation events and Presentation Ceremonies, Assemblies, Polly Farmer After School Learning Club, in classes, Assemblies, Excursions, Special Days, School Board, P&C, CoRE and so on...

P&C

Our Parents and Citizens Association works to support the school in provision of 'extra' resources, and promotes the school/community relationships. The P&C operates the Canteen, and conducts regular, purposeful meetings which are open to all.

School Board

The School Board is made up of five community/parent members and four staff. The Board meets once or twice per term, and are involved in supporting the school in terms of policy and procedures, ratifying those which are not curriculum related. The Board is also a conduit between the school and community, and may be involved in selecting the Principal.

SCHOOL TIMES

Students are expected to enter class at 8.00 am, with formal lessons commencing at 8.10 am.

Recess 10.10 – 10.30 am

Lunch 12.30 - 1.00 pm

The school day for students ends at 2.10 pm

SPECIALIST PROGRAMS

Our school provides students with specialist teachers in Music, Physical Education, Visual Arts, Dance, and Science. There is also a weekly Mandarin Zoom connection for Yr 3 – 6 classes.

STRATEGIC PLAN

Everything our school does and believes is tied to our Strategic Plan 2021 – 2023. This was developed by the School community and is constantly reflected upon by Staff and the School Board.

PARENT CONTACT

At the beginning of each school year (within the first three weeks) all teachers will hold a class meeting with parents to inform them of expectations and allow you to meet them and answer any queries you may have. Throughout the year teachers may also need to contact you regarding children's behaviour and progress.

Conversations around IEPs and children's learning goals will be regular (may take the form of email communication).

Parents are discouraged from 'door stopping'. Conversations around your child's performance or any concerns must be done through an appointment, a set agenda, and a private meeting as negotiated between the teacher and parent.

PEAC

In the latter part of the year the parents and teachers of children in Year 4 will be contacted regarding the nomination of students to be tested for eligibility to take part in the district's PEAC program. This is designed as an extension program for gifted and talented students. Successful children will be offered the opportunity to attend courses during Years 5 and 6. PEAC is organised on-line.

REGIONAL OFFICE

We are part of the Pilbara Education Region extending from Port Hedland to Onslow and out to Marble Bar and Jigalong. The Pilbara Regional Office is in Karratha and our current Director of Education is Ms Cheryl Parkin. Many support services and personnel are available through Regional Office including our School Psychologist Traci Boyes who is based in Tom Price.

SAER/Differentiation IEPs/GEPS

Students have many differing needs and within each group perform at an expanse of levels. Irrespective of the reasons for this, teachers will differentiate their teaching so as to provide success opportunities for all students. Where significant adjustments are required teachers will consult with parents and then create IEPs (Individual Education Plans).

IEPS will be simple including only 1 or two short term achievable goals at a time. This allows you, the parent, and child to focus on small gains, so that when they are achieved, further simple goals can be introduced.

It is expected that parents are engaged with the teacher in implementing these plans.

SCHOOL CULTURE – The Paraburdoo Way

1. We display a level of professionalism that demonstrates integrity and pride in the way we conduct ourselves.
2. The behaviour you walk past is the behaviour you accept.
3. All staff, regardless of their role are responsible at ALL times for ALL children.
4. Meet deadlines
5. Come prepared to Meetings
6. Contribute to whole of school initiatives and challenges
7. Support each other professionally and personally
8. Celebrate
9. Consider the impact of your decisions/actions upon all others.

SCHOOL TIMES

7:45 am	Teachers on site (minimum expectation)
8:00 am	Students move to classes
8:10 am	Official instruction Session 1 commences
10:10 am	Recess
10:30 am	Session 2 commences
12:30 pm	Lunch – eating
12:40 pm	Lunch – play time
1:00 pm	Session 3 commences
2:10 pm	Students finish
2:30 pm	Teacher/Staff meetings occur as timetabled

The end of recess and lunch is preceded by a warning bell which directs students to prepare themselves and return to class by the second bell.

SOCIAL MEDIA

Staff will not respond or comment in relation to any school issue via social media i.e. Facebook etc.

STUDENT LEADERSHIP

There is a strong focus upon all Year 6 students developing and providing leadership; however a core of students are elected as Councillors (including School Captains x 2) and Faction Captains, and they undertake specific duties. Elections for these positions are held towards the end of Semester 2 for the following year, and end of Semester 1 for Semester 2.

TRANSFERRING OF STUDENTS

Children who have transferred to our school will be shown to their classroom and introduced to their teacher (the teacher will have been notified at least 24 hours earlier). Their parents will be provided with all relevant school information and a transfer note will be sent to the previous school to obtain personal records, by the School Officer. Children who are transferring from our school will be taken off our system once a transfer note has been received from the new enrolling school, and all information within the student file will be sent to the child's new school.

VALUES

5 Keys to Success– Confidence, Getting Along, Organisation, Persistence, Resilience are the core values and key language used across the school. This

language is encouraged in Merit citations, Reporting and conversation around behaviours and expectations.

VISITORS TO THE SCHOOL

Please direct yourself to the school to the office when visiting the school and sign in. Visitors include parents who are entering the school between 8.10 am and 2.10 pm, including the dropping of lunches, clothing etc... On leaving the school grounds you are to return to the office to sign out.

WEBSITE

Will be under refurbishment in Semester 2, 2021.

At any time you have a question/point that requires clarifying please:

- **Ask the teacher next door**
 - **See the School Officers/Admin Staff**
- Our hope is to enable you to enjoy your time at Paraburdoo Primary School**

Acronyms

MCS	Manager Corporate Services
TSO	Technical Support Officer
IEP	Individual Education Plan
IBMP	Individual Behaviour Management Plan