



# Safety Bay

Primary School  
Independent Public School

## PARENT INFORMATION BOOKLET



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## PRINCIPAL'S WELCOME

Welcome to Safety Bay Primary School

Since first opening our doors at the Safety Bay Yacht Club in 1942, Safety Bay Primary School has enjoyed a long and successful partnership with the local community. This strong sense of community has been engendered through the attendance of successive generations of family members at our school. Our reputation for being a friendly family-oriented school continues to this day.

The school caters for approximately 700 children from Kindergarten through to Year 6. At Safety Bay Primary School we provide a caring, safe and inclusive learning environment. Our staff are committed to providing flexible educational programs in order to meet the diverse needs of our students. Specialist programs are provided in Science, Physical Education, Performing Arts, Visual Art and Indonesian.

The school has always had the belief that positive relationships between parents, teachers and the school community will have a beneficial influence on the whole child. It is important that parents understand that positive interactions with school staff will have the greatest impact on the growth of their child. It is expected parents will have knowledge of and an understanding of the school's Parent and Community Member Code of Conduct which can be found on the school website in the ABOUT US tab under POLICIES.

In 2017 Safety Bay Primary School became an Independent Public School. This further enhanced the capacity to build relationships between the community and the school through the establishment of a School Board. Members of the School Board are provided with tools, learning and resources to build the capacity across a range of areas particularly in relation to influencing the strategic direction of the school.

Being an Independent Public School also enables staff to have access to a range of support in areas such as curriculum, student services and professional learning.

We encourage all families to be actively engaged with all school activities. The school's P&C has a history of providing outstanding fundraising support and I encourage parents/caregivers to become involved. In addition to this, parent help in classrooms and at various school activities is greatly appreciated.

Thank you for choosing Safety Bay Primary School. I am sure your child/ren will benefit from the excellent learning opportunities we provide. If you have any concerns or queries at any time, please do not hesitate to contact your child/ren's teacher or administration to arrange a meeting.

Kindest regards

Jodie Schicker



## AT SAFETY BAY PRIMARY SCHOOL WE BELIEVE...

- All students have the capacity to learn;
- Children learn in different ways;
- Children learn best when teaching and learning opportunities align with their specific developmental needs;
- Teaching and learning opportunities should be tailored to meet the individual and group needs of all student
- Children learn best when they take responsibility for their own learning;
- Goal setting and reflection are an integral part of teaching and learning;
- Children learn best when parents are actively involved in their education and
- Optimum learning takes place when strong partnerships exist within and across the school community.

### OUR VISION:

*Building a strong relationship between the whole school community that empowers students to foster a passion for life-long learning. Our teaching teams will deliver high quality education to develop our students' skills and positive mindset to enable them to contribute to society in a meaningful way.*

### OUR GOAL:

Our goal is to develop resilient students who are self-disciplined, hard working and willing to participate at all times.

### OUR VALUES:

These values support our school's vision, goals and beliefs:





### CONTACT DETAILS

Safety Bay Primary School  
2 Waimea Road  
Safety Bay WA 6169

Phone	08 9591 6800
Web	<a href="http://www.safetybayps.wa.edu.au">www.safetybayps.wa.edu.au</a>
Email	<a href="mailto:safetybay.ps@education.wa.edu.au">safetybay.ps@education.wa.edu.au</a>
Text Student Absences	0437 418 753

Principal - Mrs Jodie Schicker  
Deputy Principal - Mrs Susan McCulloch  
Deputy Principal - Miss Susan Ashworth  
Learning Support Coordinator (LSC) - Mr Jarrad McCaskie  
Student Support EA - Mrs Victoria Henegan  
Manager Corporate Services - Ms Diana Tindale  
School Officer - Mrs Kim Elliment  
School Officer - Ms Ash Jessop

### USEFUL TELEPHONE NUMBERS

Canteen - 9591 6800  
Dental Therapy Centre - 9527 6767  
Education School Security - 1800 177 777

### TERM DATES

Refer to the Department of Education website for current details.

### SCHOOL DEVELOPMENT DAYS

Please see the school website and calendar for these days.

### OFFICE HOURS

Monday - Friday: 7:30am - 3:30pm

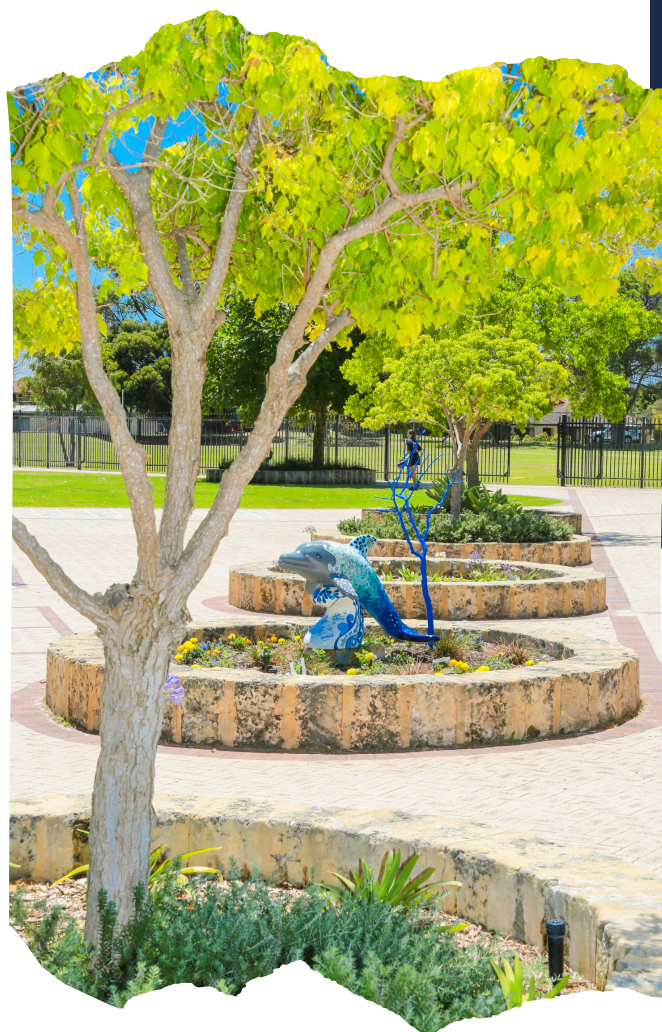
### SCHOOL HOURS

Classrooms Open - 8.30am  
School Commences - 8.44am  
Lunch - 11.00am - 11.35am  
Recess - 1.35pm - 2.00pm  
Finish - 3.00pm Monday, Tuesday, Thursday and Friday  
Early Finish - 2.30pm Wednesday

*Thank you for collecting children promptly at school finishing time.*



**Safety Bay**  
Primary School  
Independent Public School



Please scan QR code  
to access important  
links at  
Safety Bay Primary  
School



# RELATIONSHIPS PLANNING & DECISION MAKING



## SCHOOL BOARD

Functions and responsibilities of the School Board

The school board takes part in:

- establishing and reviewing from time to time, the school's objectives, priorities and general policy directions;
- planning financial arrangements necessary to fund those objectives, priorities and directions;
- evaluating the school's performance in achieving those objectives, priorities
- formulating codes of conduct for students at the school; and
- take part in the selection of, but not the appointment of, the school principal or any other member of the teaching staff if prior approval is given by the Regional Executive Director.

The school board is responsible to approve:

- contributions and charges determined by the principal for the provision of materials, services and facilities;
- the costs determined by the principal to be paid for participation in an extra cost optional component of the school's educational program;
- the items determined by the principal to be supplied by a student for the student's personal use in the school's educational program; and
- an agreement or arrangement for advertising or sponsorship in relation to a government school.

The school board helps to 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.

The school board is responsible to promote:

- the school in the community.

The school's Funding Agreement is noted by the school board and signed off by the chairperson.

The School Board does not:

- Manage the day to day running of the school
- Discuss individual issues relating to teachers, staff or parents- these are the responsibility of the principal
- Represent specific interest groups, or permit special interests to dominate the agenda of the Board;
- Intervene in the educational instruction of students; or
- Performance manage the Principal or any staff member



# RELATIONSHIPS

## ENGAGING WITH OUR COMMUNITY

### PARENTS & COMMUNITY (P&C) ASSOCIATION

Safety Bay Primary School has a Parents and Community (P&C) Association to support the school, its students and families.

The P&C ensure parents are well informed about school activities with our Classroom Liaison Person program and provide a point of contact for anything to do with general school life. Our P&C organise a range of fundraising events including the athletics carnival lunches.

The P&C operates independently of the school and aims to represent the best interests of the students, while working closely with the school staff and board.

P&C meetings are held twice each term. Everyone is welcome.

The P&C runs many services for the school, including:

- Fundraising to support the school
- Planning and implementation with consultation to the school, of some grounds and gardens projects
- Implementing Waste Wise initiatives with school consultation

There are many ways to get involved with the P&C and new faces are always welcome. We understand parents are often time-poor and value any contribution you can be make at any time.

You can follow the P&C on Facebook for regular updates at Safety Bay Primary P&C Notice Board

Contact: [safetybaypc@gmail.com](mailto:safetybaypc@gmail.com)



### VISITORS & VOLUNTEERS

*"Research shows that the most successful schools engage students, families, carers and the community as partners in supporting student learning and wellbeing".*

*Engaging and Working with your School Community Framework, Department of Education 2019*

We believe that by partnering together with the community we may improve education outcomes for all students. Safety Bay Primary School aims to provide an open, welcoming and safe environment for every person in our school community. We believe that volunteers provide an important connection to our community promoting student learning, wellbeing and high expectations for student success.

Safety Bay Primary School provides opportunities for volunteers to participate in a range of school activities including assistance with classroom activities, reading programs (Multilit and Minilit), wellbeing programs, gardening, governance (school board), P&C fundraising activities and events as well as Canteen help.

Parents are welcomed and invited to be involved in their child's education. All parents who work as volunteers at school will be expected to read and sign a Conduct and Confidentiality Statement. Volunteers in school are bound by a code of conduct and confidentiality.

The Safety Bay Primary School Visitors and Volunteers Policy provides clear guidelines for volunteers regarding involvement in activities supported by the school and to comply with current legislative requirements in relation to working with children.

### COLLECTION OF STUDENTS DURING LEARNING TIME

In certain circumstances, such as illness, dental appointments, etc, it may be necessary to collect children from school during school hours. Parents are required to complete the digital visitor sign in/out system at the front office. Once identified, parents will receive a pass to present to the classroom teacher to authorise leave from class during learning. This is a necessary legal requirement for reasons of safety and duty of care.





# COMMUNICATION - KEY TO OUR COMMUNITY

## OUR VISION - VALUING COMMUNICATION

*"Our strong relationship with the whole school community empowers students to foster a passion for life-long learning."*

*Our teaching teams will deliver high quality education to develop our students' skills and positive mindset to enable them to contribute to society in a meaningful way."*



The staff of Safety Bay Primary School provide a range of opportunities for parents to connect and communicate with the school. We use a number of linked digital formats and provide a variety of opportunities to engage face-to-face. Combined, these enhance valuable two-way communication between parents and the school. We recognise the benefits of enabling parents to be strong partners in their child's education and encourage you to become involved in school activities.

## OUR COMMUNICATION TO YOU

- **Scoop Newsletter** - delivered weekly on Monday via Compass. For family members without compass access, Scoop will be published on the school website.
- **Calendar** - our website calendar is the 'go to' place for all school planned events.
- **Compass Education** - Our school uses Compass to keep you updated with important information. Parents are given a personalised secure log in upon commencement. Here you will have easy access to information relevant to your child's classes and learning such as reports, payments, and attendance data. We also share up-coming events, consent requests, and classroom activities. You can download the Compass Education app on your phone from the Apple App Store or Google Play. If you prefer, you can access the Parent portal on the Compass Education website <https://www.compass.education/compass-features/compass-for-parents/>
- **School website** [www.safetybayps.wa.edu.au](http://www.safetybayps.wa.edu.au)
- **SMS Short Message Service** - for attendance and urgent short messages. Text student absences by SMS to 0437 418 753

## MESSAGES FOR YOUR CHILDREN

We understand that in times of emergency it may be necessary to get a message to your child/ren, during school hours. Front office staff will do their best at all times to get these messages delivered.

Please consider whether your message is entirely necessary. Often our caring and proactive teachers and support staff attend to concerns your child may have without instruction. Situations where your child may have to refer to an adult also builds resilience - one of our five 'R' values.

Help us to help your children by talking to them about what they can do to help themselves in non-urgent situations. An example of this might be when you will be five minutes late to collect, ask your children to please go to the office and wait.

# RELATIONSHIPS KEY TO OUR COMMUNITY

## CONCERNS & COMPLAINTS PROCESS

Our school acknowledges the concerns of parents and welcomes any questions you have. We are committed to responding promptly to your enquiries. When you do have issues or concerns regarding the school it is vital that you seek resolution as early as possible. It is natural for parents to develop some concerns.

In the first instance please contact the classroom teacher or other relevant staff members to discuss your concerns. The best way to do this is to arrange an appointment with the relevant person so an appropriate amount of time can be devoted to resolve the problem effectively. Please note that it is inappropriate for parents/caregivers to deal directly with other students or their caregivers as this can lead to unnecessary conflict.

The following describes the process for working with the school on concerns;

1. Parents should discuss the issue of concern with their child, ensuring they have as much information as possible. Once this has been done it may be possible for the problem to be solved by providing the child with appropriate advice or direction.
2. Where the parents have an ongoing concern this should always be discussed with the classroom teacher (or teacher concerned). This can be done through a simple email, letter or phone call or by making an appointment.
3. If an interview with the teacher does not resolve the problem, parents should contact a Deputy Principal. Again appointments can be made through a call to the front office.
4. If the issue is not resolved with the Deputy Principal, contact should then be made with the Principal, again either by phone call or appointment.
5. If the concern remains unresolved, further action may be sought from the Coordinator, Regional Operations, South Metropolitan Regional Education Office on 9336 9563.

*Please note:* It is essential that the school and parents always work together in a strong and supportive partnership in order to support the best interests of individual children. When this breaks down, children may become confused about behaviour and attitudes expected of them.

Please refer to our Parent and Community Member Code of Conduct.





## COMMUNICATION KEY TO STUDENT SUCCESS



### REPORTING TO PARENTS

At Safety Bay Primary School, information about student progress and achievement is provided in a variety of ways.

- Formal student achievement reports are uploaded electronically to Compass in the final week of Semester 1 and Semester 2.
- Parent meetings will occur as required and you are encouraged to speak to the classroom teacher if you would like to discuss your child's individual progress throughout the term.
- Students in Year 3 and Year 5 complete National Assessment Program Literacy and Numeracy (NAPLAN) and reports will be issued in Term 3.
- Other opportunities such as Learning Journey or parent/ teacher interviews may be scheduled during the year.

# ENROLLING AT SCHOOL

We invite parents of students that reside in our Local Intake Area (boundary) to enrol their child at Safety Bay Primary School. Details of the School's Local Intake Area (Boundary) can be located on Schools Online on the Department of Education Website. All questions regarding the School Local Intake Area are to be directed to the South Metropolitan Education Regional Office on 9336 9563

Parents wishing to enrol their child may collect an Application for Enrolment from the school office or download from our website. Once complete it must be returned to the school office together with the following documentation.

- Birth Certificate (original or certified copy)
- Australian Immunisation Register (AIR) Immunisation History Statement not more than two months old
- Proof of Address showing that you currently reside within our local intake area (gas or electricity bill, council or water rates, lease agreement of at least three months)

\*Please see checklist on application form for any other document that may be required.  
All documentation is listed on the application for enrolment \*

Once the school has received your application together with all documentation, an interview (Pre-Primary to Year 6) will be arranged with the school principal. You will be asked to complete the student enrolment form.

It is essential that all the information on these forms is accurate and current. All medical information needs to be correct to enable the school to create an emergency response plan if one is required. The information you provide on your enrolment form helps ensure our school receives appropriate funding according to the Student-Centred Funding Model.

We aim to achieve a smooth transition for your child during this enrolment process so that they may commence at Safety Bay Primary School as soon as possible.

## IMMUNISATION REQUIREMENTS

### Enrolling in Kindergarten

Children cannot be enrolled in Kindergarten programs unless they provide:

- an Australian Immunisation Register (AIR) Immunisation History Statement, no more than two months old

with a status of up to date or

- an AIR Immunisation History Form, no more than six months old, if the child is on a catch up schedule; or
- a valid immunisation certificate issued or declared by the Chief Health Officer.

In addition, where a child has a Medicare number it should be provided on the enrolment form.

## OVERSEAS ENROLMENT

Students born overseas must hold either an Australian passport or appropriate visa before applying to the school. Students who do not hold an Australian passport during the application process must present their passport and visa paperwork at the time of Enrolment

Overseas or Interstate applications can be emailed to [safetybay.ps@education.wa.edu.au](mailto:safetybay.ps@education.wa.edu.au) with scanned copies of the required documents. (Please note originals will be required to be sighted on arrival).



## ENROLLING AT SCHOOL YOUR FAMILY GETTING TO KNOW OURS

### STUDENTS WITH SPECIAL NEEDS

Parents of students with special needs are asked to advise the school at enrolment of any additional support required so that we can plan to best meet the needs of your child. This may include liaising with our Learning Support Coordinator.

### CONTACT INFORMATION



We treat students' welfare as our highest priority, therefore it is important in the case of emergencies that we have the most up to date student and family information. If you change your address, email address or phone number, please contact the school immediately.

To allow us to keep our information current, please notify the school of any changes in your circumstances. The School Education Act obligates parents to provide legal documents from the Family Court or other orders which may be applicable regarding custody and access so staff are aware of family arrangements. These records are strictly confidential.

### TRANSFERRING TO ANOTHER SCHOOL

When children are about to leave our school and transfer to another school, parents are asked to contact us at least a week or more beforehand.

This provides time to enable staff to ensure that all records, books, medical cards, reports or charges refunds have been organised prior to your child's departure. Student records will be forwarded to your child's new school upon notification from the school of your child's enrolment.

Some notice of your child leaving our school will also allow us to farewell our students and wish them all the best for their new school.



# ATTENDANCE AT SCHOOL BELONGING...BUILDING RESILIENT HEALTHY YOUNG BEINGS

## ABSENCES, LATE TO SCHOOL AND VACATIONS

In certain circumstances, such as illness, dental appointments etc it may be necessary to collect children from school during school hours. Parents are required to sign our digital Passtab system at the front office before collecting their child from the classroom. This is a necessary legal requirement for reasons of safety and duty of care.

We encourage students to arrive at school from 8.30am prior to school commencement at 8.44am. If your child arrives after the school bell, please go to the administration office to receive a late pass to hand to their class teacher. Please note that a late arrival after 9.00am will be marked as an absence for the session.

As a school we cannot support children being removed from school during term time however we do understand in today's society finding shared family time can be a challenging experience. Please forward all vacation requests in writing to the principal outlining the dates your child will be away and the valid reason. All emails may be forwarded to [safetybay.ps@education.wa.edu.au](mailto:safetybay.ps@education.wa.edu.au)

Please note that holidays taken during term time will be recorded as unauthorised vacations, unless there are special circumstances approved by the principal.

## IF YOUR CHILD IS GOING TO BE ABSENT FROM SCHOOL

Safety Bay Primary School uses MGM OutReach+ communication as the primary system for student absence notification to and from parents/caregivers via a mobile phone text message.

Some of the benefits include:

- Knowing your child is safe at school
- Convenient and private - get notification even in a meeting
- Increased attendance has been shown to improve your child's grades and chance for success.

This communication system allows us to contact you by SMS if your child is absent from school (in the instance that an explanation has not already been provided) or, you may also advise the school via SMS if your child is absent.

To avoid missed SMS messages it is important that we have your current mobile phone number. If you are unsure if we have your correct mobile number, please send an SMS message stating your name and child's name and room number to 0437 418 753. Please note that this mobile number is for SMS messages only.

It is a legal requirement that parents contact the school regarding any student absence or reason for lateness. If an explanation for the absence has been provided prior to 9.30am on the morning of the absence, parents will not receive an SMS.

The table below sets out how much equivalent school is missed through non-attendance:

<b>Period of Absence (Years 1-10)</b>	<b>Rate of Attendance</b>	<b>Equivalent School Missed</b>
Average of 5 Days per term	90%	1 Year
1 Day Per Week	80%	2 Years
1.5 Days a week	70%	3 Years
2 Days Per Week	60%	4 Years



## CHARGES AND CONTRIBUTIONS

Our school is publicly funded according to the student-centred funding model. This model allocates funding to schools based on student numbers, socio economic demographic details of students and a range of other student characteristics. Schools are empowered and may plan funding allocation toward the students' uniquely identified needs to maximise student achievements.

Safety Bay Primary School became an Independent Public School in 2017. Being an Independent Public School enables our school community to play an important part in the future direction of our school, with the aim to help deliver the best educational outcomes for our students. Our school board helps shape the school's strategic direction.

Locally raised funds including contributions and charges are vitally important to supplement student-centred funding from state and federal governments. Contributions and charges are reviewed by the school board each year and details of next year's charges are made available to parents and caregivers prior to the end of each school year.

The total amount of contributions parents/caregivers are asked to pay is \$50 per Kindergarten student or \$60 per student in Pre-primary to Year 6 which is in line with School Education Regulations 2000. While contributions are voluntary, the quality of our teaching and learning programs will be maximised when each family contributes.

Parental and school community support is vital as we aim to provide a wide range of high-quality teaching and learning materials and resources for your children.

## EXCURSIONS AND IN-SCHOOL ACTIVITIES AND PERFORMANCES

Children will have the opportunity to participate in excursions and in-school activities which reinforce the classroom learning program from time to time. These activities present fabulous learning opportunities, and we encourage all children to attend.

Your child will receive Compass notifications seeking permission to attend activities as and when they are scheduled throughout the school year. We now offer upfront payment in advance for contributions and charges. If you have chosen this option and paid in advance, you authorise fees and charges to be deducted as required for your child to attend the activity. This can be done by submitting the event consent form through the Compass Education app or web browser.

This option has many benefits:

- You will no longer need to find money to pay out to the school each time an activity is about to occur.
- You won't need to give cash to your child to pass on to the office.
- Your child is assured a place in the activity – children who haven't paid are unable to attend.

Funds remaining on your child's account at the end of the year will remain as a credit and roll over into the next school year. Refunds will only be issued if your child leaves Safety Bay Primary School.

### Payment Methods

In anticipation of changes to the Department of Education's new finance and administration system and to streamline processes, we encourage cashless payments. You can make payment via:

- **Compass Education app or web browser, see the Event tab to submit consent forms and payments.**
- **Direct deposit** through internet banking NAB 086 918 Account 02 949 1771 Ref 'Student Name'  
Complete permission form via Compass Education once payment has been processed.
- **EFTPOS** or cash at the office
- Deduct from upfront payment 'Advanced Payments Excursions/In-School Performances'. Complete permission form via Compass Education or in the Office.

*If you need assistance logging into or navigating Compass, please reach out to our friendly office team.  
We are ready to support you, so you can stay connected and informed.*

## EXTRA COST OPTIONAL CHARGES

### SWIMMING LESSONS INTERM

All children from Pre Primary to Year 6 are encouraged to attend swimming lessons during the year. Lessons are conducted by qualified instructors. These lessons are part of the physical education program and children must attend unless a note is provided.

### BOOKLISTS & PERSONAL ITEMS

Toward the end of each school year, families will receive a 'Personal Items List' (Booklist) for stationery and supplies required for their next year of schooling. The list of items will vary from year to year and it is highly recommended and desirable for children to have all items on the list when commencing the new year. Pre-ordering these items through the process organised by the school supports the school and will ensure your children have everything they require at the start of the school year.



### INSURANCE

The Department does not provide personal accident insurance for students while they are at school. Parents/Caregivers may obtain personal accident insurance for their child from a private insurer of their choice.

The Department does not have cover for the accidental loss or damage of personal property of students. Students should not bring items of value to school.



## DRESS CODE AND UNIFORMS

The wearing of the school uniform assists in the development of pride in the school; raises our profile in the community and assists with maintaining a positive tone. We encourage all students to wear the uniform at all times in order to be part of the team at Safety Bay Primary School.

Our uniform has been developed through consultation with teachers, parents and students. Kindy to Year 4 students wear royal blue and Year 5 – 6 navy blue.

All articles of clothing should be clearly marked with the student's name.

The P&C hold Second-Hand Uniform Shops throughout the term, please refer to the P&C Facebook page and keep an eye on our weekly news Scoop.

## UNIFORM SHOP

Our school uniform shop is operated by Tudor Uniforms and is open Tuesday mornings 8.00AM - 9.30am in the undercover area.

Alternatively uniforms may be ordered online

Go to: [www.tudorschooluniforms.com.au](http://www.tudorschooluniforms.com.au)

Click on "Register"

Create a Username and Password

Select: Safety Bay Primary School from the drop down list

Then Log in and start shopping

Parents can select "Pick up from Uniform Shop" as a delivery option.





# DRESS CODE AND UNIFORMS

## SAFETY BAY PRIMARY SCHOOL DRESS CODE



### UNIFORM



ROYAL BLUE UNIFORM FOR KINDY - YEAR 4



NAVY BLUE UNIFORM FOR YEAR 5 - YEAR 6



SHORTS AND SKIRTS TO BE MID-THIGH LENGTH



SHORTS AND SKIRTS TO BE MID-THIGH LENGTH



SCHOOL DRESS



YEAR 6 LEAVERS SHIRT

### HATS

SUNSMART HAT WITH SCHOOL LOGO OR A ROYAL/NAVY:

- BUCKET HAT
- BROAD BRIMMED HAT



A CAP IS NOT APPROPRIATE SUNSMART HEADWEAR



HATS MUST BE WORN AT ALL BREAK TIMES AND AT ALL OUTSIDE ACTIVITIES

### FOOTWEAR

ENCLOSED, SUPPORTIVE AND SECURE FOOTWEAR E.G. SNEAKERS OR SANDALS



NO THONGS, SLIDES, CROCS OR FASHION BOOTS



### SOCKS

PLAIN COLOURED SOCKS



### JEWELLERY

SMALL STUDS OR SLEEPERS



CLOTH OR PLASTIC SCHOOL COLOURED HEADBAND



WATCH



ALL OTHER JEWELLERY AND ACCESSORIES SHOULD BE SAVED FOR HOME

### HAIR

SHOULDER LENGTH HAIR OR LONGER IS REQUIRED TO BE TIED BACK



## HEALTH & WELLBEING

### ILLNESS AND FIRST AID

In the event of a child being sick, school staff will make every effort to contact a parent. All parents are asked to ensure that the school has an up to date contact phone number, address and emergency contact details, so contact can be made without delay.

Staff expertise and regulations limits provision of assistance to students beyond basic first aid. The general procedure is to assist a child to become comfortable, treat the injury and where possible return to class. Following the practice of erring on the side of caution, if the injury is deemed to be beyond minor first aid, parents' emergency contacts will be contacted. It is important that parents ensure that **EMERGENCY CONTACT NUMBERS** are kept up to date and that they have someone available to collect their child from school.

Following information provided by the school and observations of the child, decisions on medical treatment for the child is left with the parent. In extreme situations, it may be necessary to access emergency services to provide immediate treatment for a child.

Please ensure your child's medical information is kept up to date and notify the school should any records require updating.



## HEALTH & WELLBEING

### COMMUNICABLE DISEASES

Below is a list of the more common ailments contracted by children and details regarding exclusion from school.

#### CHICKEN POX

Not notifiable. Exclude from school at least one week after first eruption, or while scabs are moist.

#### IMPETIGO

(School Sores) Not notifiable. Exclude from school until effective treatment has been instituted. Lesions must be covered with a waterproof dressing whilst at school.

#### CONJUNCTIVITIS

Exclude from school until cured. Contacts not excluded. Very contagious.

#### HEAD LICE

(Nits) Small white egg sacks, which will look like whitish specks, can be observed stuck to hair, especially behind the ear and back of neck.

If you find head lice, a recommended treatment is required. Child may return to school after effective treatment has been carried out to destroy all live head lice and the majority of the eggs. A brochure detailing 'How to treat head lice' is available from the school office.

#### INFLUENZA-LIKE ILLNESSES

Not notifiable. Exclude from school and re-admit on recovery.

#### MEASLES

Notifiable. Exclude from school. Re-admit on medical certificate or at least seven days from the appearance of a rash. Contacts not excluded.

Non-immunised students should be excluded for 14 days after the appearance of a rash in the last case identified at the school, unless contact was immunised within 72 hours of first exposure.

#### MUMPS

Not notifiable. Exclude from school. Re-admit on medical certificate or 14 days after onset if well. Contacts not excluded.

#### RINGWORM

Not notifiable. Exclude from school. Re-admit on medical certificate stating that the child is no longer likely to convey the infection. Contacts not excluded.

#### HEPATITIS

Notifiable. Exclude from school. Re-admit on medical certificate stating that the child is no longer likely to convey infection.

#### GERMAN MEASLES

(German Measles) Not notifiable. Exclude from school. Re-admit on recovery or five days after onset of rash.



*Please note that children who are ill with an infectious disease should not attend school and should not return until they are fully recovered.*





## HEALTH & WELLBEING

### MEDICATION

Medication is not to be kept in students' school bags.

Prescribed medication should be brought to the front office where a medical form must be completed by parents or caregivers. Under no circumstances will medication be administered without full written instructions from parents.

This is in line with Department of Education policy. Medical forms are available at the front office upon request.

### STUDENTS AT EDUCATIONAL RISK

At Safety Bay Primary School we have processes in place to identify students at educational risk and then support them to achieve their individual potential. This is done through a collaborative approach involving the development, implementation and monitoring of individual plans addressing each student's specific needs. Our Learning Support Coordinator (LSC) will liaise with families of students with additional needs.

### SCHOOL HEALTH NURSE

A school Health Nurse visits the school regularly to carry out screening checks for our Kindergarten students.

### SCHOOL PSYCHOLOGIST

The school psychologist works with the principal, deputy principals, and class teachers to provide specialist support to school staff in the areas of student behaviour, learning; and mental health and wellbeing to support the academic and behavioural progress of identified students.

### DENTAL THERAPY UNIT

Safety Bay Primary School has an onsite Dental Therapy Unit. Standard Department of Education processes apply giving students access. The Dental Therapy Unit is open Tuesday, Wednesday and Friday from 8.00am till 4.00pm and may be contacted directly on 9527 6767.



## POLICIES & PROCEDURES

### POSITIVE BEHAVIOUR

The Safety Bay Primary School community is committed to promoting the common good and meeting individual needs, whilst recognising the rights of others in a safe, caring and positive school environment. In consultation with the community, the school has developed a policy based upon the recognition of the dignity and worth of all individuals.

Our Positive Behaviour Policy can be found on the school website in the ABOUT US tab, under POLICIES [www.safetybay.ps@education.wa.edu.au](http://www.safetybay.ps@education.wa.edu.au)

### PARENT AND COMMUNITY CODE OF CONDUCT

Parent conduct and behaviour has a very influential effect on the well being and learning of our children. An engaged community who share and support our school beliefs and values and who support our endeavours, is critical to help build and maintain an effective school. Appropriate conduct on school grounds by everyone is central to ensuring we achieve this goal. Our staff and students work to a Code of Conduct and this document is intended to provide similar guidelines for parents.

Our Parent and Community Member Code of Conduct Policy can be found on the school website in the ABOUT US tab, under POLICIES [www.safetybay.ps@education.wa.edu.au](http://www.safetybay.ps@education.wa.edu.au)

### INTERNET POLICY

All students access and use the internet under supervision whilst at school. When enrolling your child you will be required to sign a permission form granting rights to access the internet whilst at school.

### MOBILE PHONE POLICY

In accordance with the Department of Education Policy, Safety Bay Primary School has conditions in place surrounding the use of mobile phones and devices.

Parent/ Caregivers who require their children to bring a mobile phone to school, to be used out of school hours, must complete an **Application for Student Use of A Mobile Phone**.

Our Mobile Phone Policy and Application for Student Use of A Mobile Phone can be found on the school website in the ABOUT US tab, under POLICIES [www.safetybay.ps@education.wa.edu.au](http://www.safetybay.ps@education.wa.edu.au)

### HOMEWORK

Students should be encouraged to complete homework activities. This can include home reading, completion of unfinished work or separate homework activities. Homework develops organisational skills in students, provides additional practice when needed and enables parents to share with their child's learning experiences. The school has a homework policy, available on our school website, which outlines the expectations for each phase of schooling.

Our Homework Policy may be found on the school website in the ABOUT US tab, under POLICIES [www.safetybay.ps@education.wa.edu.au](http://www.safetybay.ps@education.wa.edu.au)

### DEPARTMENT OF EDUCATION POLICIES

The policies, procedures and guidelines which set the parameters within which the staff perform their work can be accessed by parents and other interested community members. [www.det.wa.edu.au/policies/detcms/portal](http://www.det.wa.edu.au/policies/detcms/portal)

# COMMUNITY, TOGETHER WE GROW STRONGER

## SPONSORSHIP, PROMOTIONS AND DONATIONS

Safety Bay Primary School is keen to foster effective links with local businesses and community organisations. A vital part of these links include seeking donations or sponsorship to support key school projects. Our experience has been that such arrangements provide positive partnerships with our local community as well as enhance the school environment and enrich the educational experiences of our students. We also believe that our school community has much to offer in return for support that is pledged to our school.

Our Sponsorship, Promotions and Donations information package is available from the school website.





# GENERAL INFORMATION

## ASSEMBLIES

Assemblies are held in the undercover area. Dates are advertised on the school website calendar of important dates. Assemblies are generally held on Fridays from 9.00am. Parents and caregivers are always welcome.

## BICYCLES AND HELMETS

Students are encouraged to ride their bikes to school. In the interests of safety we have rules for them to follow:

- Students travelling to school on bicycles, scooters or skateboards legally must wear helmets.
- Please walk bikes through school grounds
- Cyclists must wear safety helmets
- Bicycles must be kept in the racks provided
- Students must walk their bikes across the road at manned crossings
- Bicycles should be fully equipped with bell, brakes, reflectors etc and be in good order
- For easy identification, the engraving of a parent's drivers licence on the frame is advised by the Police Department
- Students are encouraged to lock bikes and scooters.
- E-scooters are not suitable due to a 16 + years of age legal requirement to ride.

## CANTEEN AND LUNCHES

The school canteen is independently operated by Kingston's Kitchen in compliance with Department of Education Healthy Eating and Drinking guidelines and the Safety Bay Primary School Healthy Food and Drink policy.

Orders may be placed online via the link available on the school website homepage where the latest menu may also be viewed.

We welcome your feedback on our canteen service at all times.

## ANIMALS ON SCHOOL GROUNDS

In the interest of student health and safety, animals and dogs either unrestrained or on a leash should not be brought onto the school grounds. Where dogs consistently create a menace, the problem is referred to the Council Ranger.

Therapy dogs may be utilised in our school and have completed appropriate assessments.

## FACTIONS

Students are grouped into four factions, Wardan (Blue), Karla (Red), Boodja (Green) and Djinda (Gold). In Term 3 each year a junior and senior faction athletics carnival is held. Faction coloured shirts may be purchased from a supplier of your choice.

## LOST PROPERTY & LABELLING YOUR CHILD'S BELONGINGS

All books, school belongings, clothes, school bags and other items should be clearly labelled with your child's name. This includes sports clothing and hats and will help us ensure your child's belonging may be returned if misplaced. Lost property may be found in the box outside the classroom.

## WET WEATHER / EXTREME HEAT

When the weather is inclement, we suggest that children walking or riding to school either wear waterproof clothing over their uniform or bring a change of clothes.

Children will be supervised in their classrooms at recess and lunch times if the weather is unsuitable for outside play. This includes both wet weather and extreme heat, in line with Dept of Education policies.







# Safety Bay

Primary School  
Independent Public School