

# PICKERING BROOK PRIMARY SCHOOL

## 2022

# PARENT HANDBOOK



## CONTENTS

Page 3	School and Office Hours and Term Dates and Contact Details
Page 4	School Staff
Page 5	Introduction
Page 6	After School Clubs After School Hours Care Assemblies Attendance Birthdays Bookclub Booklists
Page 7	Bus Bushfire Plan Choir Communications
Page 8	Consultation Contact Information Crunch&Sip
Page 9	Curriculum, Assessment and Reporting Enrolment Excursions Factions Health
Page 11	Homework and Home Reading Labelling of Articles and Personal Items
Page 12	Late Arrivals at School Leaving the School Grounds During the School Day Library Lunches
Page 13	Mobile Phones Newsletter Parents' & Citizens' Association
Page 14	Parent Volunteers Parking PEAC
Page 15	Permissions and Agreements Personal Items Physical Activity and Sport Reporting to Parents School Board
Page 16	School Payments School Plans School Policies and Procedures Staff Development Days Student Behaviour and Good Standing Student Dress Code
Page 17	Student Leaders Student Services
Page 18	Students Transferring to a New School Technologies Term Planners
Page 19	Uniform Shop Voluntary Contributions School Song

## Office Hours:

8:30am – 3:15pm

## School Hours:

Start	8.45 am
Morning Recess	10.45 am - 11.05 am
Lunch	1.05 pm - 1.50 pm
Close	3.00 pm

## TERM DATES FOR 2022

Monday	24	January	-	Admin Staff commence
Thursday	27	January	-	Staff Development Day
Friday	28	January	-	Staff Development Day
Monday	31	January	-	Term 1 starts (PP to Year 6)
Wednesday	2	February	-	Term 1 starts (Kindy)
Monday	7	March	-	Labour Day Public Holiday
Thursday	8	April	-	Term 1 finishes
Monday	25	April	-	ANZAC DAY Public Holiday
Tuesday	26	April	-	Term 2 starts
Friday	3	June	-	Staff Development Day
Monday	6	June	-	WA Day Public Holiday
Friday	1	July	-	Term 2 finishes
Monday	18	July	-	Staff Development Day
Tuesday	19	July	-	Term 3 starts
Friday	23	September-	-	Term 3 finishes
Monday	10	October	-	Staff Development Day
Tuesday	11	October	-	Term 4 starts
Thursday	15	December	-	Term 4 finishes
Friday	16	December	-	Staff Development Day

## Contact Details:

Telephone: 9291 2050

Address: 241 Pickering Brook Road  
PICKERING BROOK WA 6076

Web: [www.pickeringbrookps.wa.edu.au](http://www.pickeringbrookps.wa.edu.au)

Email: [pickeringbrook.ps@education.wa.edu.au](mailto:pickeringbrook.ps@education.wa.edu.au)

Facebook: Facebook@pickeringbrookps

## **PICKERING BROOK PRIMARY SCHOOL STAFF 2022**

<b>Principal</b>	Tanya Dique
<b>Manager Corporate Services</b>	Chris Mercy
<b>School Officer</b>	Chantelle Morfitt

### **Teaching Staff**

<b>Kindy / PP / Year 1</b>	Tanya Wood
<b>Year 2/3</b>	Robert Tunney
<b>Year 3/4</b>	Michele Napper
<b>Year 5/6</b>	Annette Le Cras
<b>Italian</b>	Nora Sidoruk
<b>Music</b>	Leonie Cecich
<b>Art</b>	Kate Tunney
<b>Technologies</b>	Jodie Craig

### **Education Assistants**

Ruth Greenwood  
Michaela Kriss  
Megan Noa  
Robyn Southorn

<b>Library Officer</b>	Chantelle Morfitt
<b>Gardener</b>	Gregory Van Der Vaart
<b>Cleaners</b>	Shirley Finley and Michelle Hunter
<b>School Nurse</b>	Julie-Anne Jones
<b>School Psychologist</b>	Erika Rutherford
<b>School Chaplain</b>	Sam Foreman

## INTRODUCTION

Pickering Brook Primary School is a unique school, nestled in the Perth hills, with community at its heart.

Our school puts student needs' first; with evidence-based teaching practices, and staff who really know their students; how they learn and what they need to learn next. Our multi-age grouping approach sees students learn from each other, lead each other, and have opportunities to develop more sophisticated social skills than students in same-age settings.

Pickering Brook Primary School is currently undergoing a renewal phase, with the development of a new strategic plan, new leadership and exciting changes ahead. This planning phase sees us reviewing school policies and processes, with a focus on positive and strengths-based approaches. We offer a comprehensive pastoral care approach with a school chaplain, active student-led social justice committee and a student services team. Students are treated as individuals and families are supported when needed. We don't have a one size fits all approach.

Our environment is like no other Perth school – we don't have to create nature play – we live amongst nature! Students have access to two high-quality natural areas that encourage child-exploration – nature-based play, and also built-playgrounds and great sporting amenities. 2022 will see renewal in our classrooms, with new approaches to class layouts, new furnishings and new technologies to increase student engagement and learning. Our kids are 2022 learners and we want them to learn in 2022 ways!

Pickering Brook Primary School works closely with the local community, including the City of Kalamunda, network schools and other community groups to ensure wrap-around services and an approach that suits the wider community. We have playgroup on site once a week, and a school bus route that collects and drops-off students from the wider hills area. Our community and staff are generous with their time and offer a variety of opportunities to our students by running after school clubs several days a week. Our P&C are extremely active and take pride in the school, providing great support through funding, time and opportunities.

If you'd like to have a look at our school, why not book a tour?

Call us on 9291 2050, or email [pickeringbrook.ps@education.wa.edu.au](mailto:pickeringbrook.ps@education.wa.edu.au).



## **AFTER SCHOOL CLUBS**

A number of after school clubs are run by volunteers from the school staff and community. These are offered free and parents are encouraged to attend when possible to be involved with their children's activities. Information about clubs, days and times are communicated to parents via Connect and the school newsletter.

## **AFTER SCHOOL HOURS CARE**

Milestones Out of School Hours Care (OSHC) in Kalamunda offers Pickering Brook Primary students an after school care service, including collecting students from school in the afternoons. For more information contact Milestones on 9257 1222.

## **ASSEMBLIES**

Pickering Brook Primary School holds assemblies two or three times a term on Friday mornings, 8.45am in the undercover area. Dates are confirmed in the school newsletter and term planner. Merit certificates are awarded to individual students and groups of students do a performance. Parents and other family or community members are always welcome and encouraged to attend. Parents are informed when their child will be receiving an award.

## **ATTENDANCE**

Under the provisions of the Education Act, daily attendance of students in Pre-primary to Year 6 is compulsory. All absences must be explained verbally or in writing to the class teacher and notes should be signed and dated by a parent or guardian. Written notification needs to be completed within 3 days of a child's absence, and parents can also notify via Connect. Holidays during school term are discouraged and should be discussed with the Principal prior to departure.

## **BIRTHDAYS**

Birthdays are special and parents are welcome to bring cup cakes or a healthy alternative (green foods) to celebrate children's birthdays. Please check with the class teacher regarding possible student allergies.

## **BOOKCLUB**

The opportunity to purchase books through Scholastic Bookclub is offered once per month during school terms. Orders with payment should be brought to the office before the due date. Cheques are to be made payable to Scholastic Australia or pay by credit card by filling in the appropriate section on the order form. Scholastic Bookclub is managed by a parent volunteer.

## **BOOKLISTS**

Each year teachers determine what resources parents need to supply for student learning. These booklists are organised through a preferred supplier (Campion) at the end of each

year. As some stationery items last more than one year, parents are encouraged to cross-off items their child already has.

Please note that items such as ball point pens, pencils, coloured pencils, erasers, rulers, scissors, glue etc are to be re-supplied by parents during the year as they are required.

Each year, the school and school board determine maximum funds that can be requested from parents, for things such as excursions, camps, swimming lessons, incursions etc. These are outlined in the annual document *Charges and Voluntary Contributions Years K-6*, and upon enrolment and prior to each new year, parents are sent a copy.

At Pickering Brook Primary School, the voluntary contribution is set at \$60 per student. This contribution assists with the purchase of resources, including; library books, sporting equipment, art equipment, incidental materials and can also subsidise educational activities. This charge is approved annually by the School Board.

Voluntary contributions are added to the students' annual booklists for a convenient way of paying, but they can also be paid at the school office at any time during the year, or by credit card on the school's QKR app. Voluntary Contributions for 2022 are as follows:

- School Contribution \$60
- Library Fund \$15
- Student Wellbeing Contribution \$10

## **BUS**

The school has a bus service for students who live in Carmel, Bickley, Lesmurdie and Kalamunda. The bus driver is Mr Roy Waters. A fee of 60¢ may occur depending on location of pick up and drop off. Queries can be directed to Mr Waters on 0408 197 258 or go to the School Bus Services [website](#).

## **BUSHFIRE PLAN**

The Pickering Brook Primary School standalone bushfire plan is a detailed plan of how our school has prepared for, and will respond to, a catastrophic fire danger rating alert or to a bushfire event. The bushfire plan can be found on the school [website](#). In 2022 the school will implement the MGM Outreach emergency text management system.

## **CHOIR**

Pickering Brook Primary School has a Music teacher who teaches at the school once a week. As part of their music program, students from Years 4-6 are encouraged to join the school choir. The choir participates in a number of events, which vary from year to year.

## **COMMUNICATIONS**

### **Connect**

Connect is the school's primary communication tool for whole school and class-level messages to parents. Connect can be used on computers or through the Connect Now app on devices and also has an attendance reporting function. Connect is also a storage space for student reports, and these can be accessed via Connect at any time while students are enrolled in any public school. The Connect School Space is for whole school

communications and Connect Classes is for class-specific communications. If parents experience difficulty using Connect, please ask for assistance from a member of the school administration team.

### **Newsletter**

The school produces a newsletter once a fortnight that is sent to parents via Connect. The school newsletter is a primary source of information including recaps of events and information about student awards and upcoming events. Parents are encouraged to access the newsletter on the day it is sent out. It is also available on the school website.

### **Website**

The school's website is the primary source of information for parents and prospective parents. School policies and procedures are available on the website. The website will be redeveloped in early 2022. <https://www.pickeringbrookps.wa.edu.au/>

### **Class messages**

Regular messages are provided to parents via Connect and from time to time via notes sent home. Some classes have a noticeboard outside their rooms for parents to check when dropping-off and picking-up students. Connect Classes are used to communicate homework and information about class work, incursions and excursions.

### **Individual communications**

In the first instance, parents should communicate with class teachers about information or concerns about their children. Communication can take place face to face or via email. For small incidental communications, parents may choose to speak to teachers before school. For bigger concerns, parents should arrange meetings with teachers. Minutes of parent meetings are taken and a copy of notes are provided to parents and a copy is kept by the school. If matters cannot be resolved between parents and teachers, parents may contact the principal. When teachers have concerns or questions about an individual student, they may email or call parents to arrange a meeting. Other members of the student services team may also be involved in formal meetings.

## **CONSULTATION**

The school regularly consults with students, staff, parents and the community when planning for improvement. The school uses the National School Opinion Survey every two years, and conducts smaller, more targeted surveys from time to time as required. The results of this information is used to develop plans and to make decisions about the school.

## **CONTACT INFORMATION**

It is important that parents keep their contact details up to date. In the case of emergency or illness, the school may need to make contact with parents. It is preferable that there are at least three emergency contacts listed for each student. If your contact details change, please inform a member of the school administration team.

## **CRUNCH&SIP**

Crunch&Sip is a set time during the school day for students to eat vegetables and fruit and drink water in the classroom. Students bring vegetables and/or fruit and a water bottle to school each day for the Crunch&Sip break. Giving students the chance to re-fuel with fruit or vegetables helps to improve physical and mental performance and concentration in the

classroom, as well as promoting long term health. All students are encouraged to bring some fruit or veg each day to consume during their class's Crunch&Sip break.

## **CURRICULUM, ASSESSMENT AND REPORTING**

Pickering Brook Primary School offers learning in eight learning areas; English, mathematics, science, humanities and social sciences, technologies, health and physical education, the arts, and languages. Teachers use the Western Australian Curriculum to guide their teaching and they adjust teaching plans to meet individual student needs. Teachers conduct rigorous assessments to determine what each student needs to learn and also to compare student achievement results to others. Assessment results are used to report to parents about student achievement and progress, and to analyse how well the school is achieving and to determine long term whole school targets.

## **ENROLMENT**

To enrol a student at our school parents initially complete an "Application for Enrolment" form. Parents are reminded that a child's Birth Certificate and Australian Immunisation Register (AIR) Immunisation History Statement (not more than 2 months old) need to be sighted at the time of enrolment. If approved, parents will receive a comprehensive enrolment package to complete.

## **EXCURSIONS**

Excursions may be organised throughout the year as part of the students' educational program, and costs are kept to a minimum. Details of the excursion and a permission slip are sent home with each student. It is a requirement of the Department of Education that each child attending an excursion returns a signed permission slip to school. All money and permission slips must be returned to school by the date indicated on the note, or a student may not be able to participate.

## **FACTIONS**

Pickering Brook Primary School has two factions: Weston (red) and Hadley (blue). Students are placed in the same faction as their siblings, and are allocated to factions based on maintaining even numbers in age groups and teams. Students participate in faction sports events mostly during Term 3.

## **HEALTH**

### **ILLNESS AT SCHOOL**

If your child is unwell please keep them at home. When a student becomes ill at school, parents are contacted to collect them. Please ensure that the school has up to date contact details to enable us to contact you during school hours, if necessary. Please include details of a friend or relative to be contacted if a parent is unavailable.

### **ASTHMA and MEDICAL CONDITIONS**

If your child suffers from asthma, allergies or any serious medical condition, please inform the school office and complete the required forms so procedures can be put

in place to manage these conditions, including signed plans from medical practitioners, which need to be updated annually.

### **MEDICATION AT SCHOOL**

If your child requires medication during school hours, a form is available at the school office for the purpose of advising times, dosage and dates of administration. Parents need to provide this form together with the medication and any dosage measuring equipment. Medication must be provided in original packaging complete with dosage guides. In accordance with Department of Education regulations, medication cannot be administered without appropriate documentation. This can include medication required occasionally, such as hayfever medication, or medicine following illness, such as antibiotics. Students attend the school office and medication is administered by a staff member.

### **COMMUNITY HEALTH NURSE**

Community health nurses form an integral part of the schools' student support provision. Services include the School Entry Health Assessment for Kindy students, and targeted assessments as required. The community health nurse also assists in providing advice to staff and parents, including assisting in the facilitation of health programs.

### **DENTAL THERAPY**

The Dental Therapy Centre is based at Lesmurdie Primary School on Sanderson Road, Lesmurdie. This is a state government service, providing dental examinations and treatment to eligible school age children.

Each child, with a parent's or guardian's permission, has his/her teeth checked at least once per year. Minor treatment is carried out when necessary. This treatment is free of charge for school aged children up to Year 11. Appointment cards are mailed to the school and distributed to the relevant children. Parents are responsible for taking their children to and from appointments.

Please phone the Dental Therapy Centre with any queries on 9291 6808.

### **COVID-19**

Pickering Brook Primary School follows the Department of Education guidelines for management of COVID-19. The Department is guided by the state government and health guidelines and the school will communicate to parents as processes change.

### **INFECTIOUS DISEASES**

For your interest the following information is issued by the Department of Education through the Department of Health [website](#) .

<b>Disease</b>	<b>Period of Communicability</b>	<b>Period of Exclusion from School</b>
Head Lice	Until lice eggs are destroyed	Exclude from school until after treatment has commenced and live lice are removed. <i>(Parents are asked to regularly check their children's hair for signs of head lice infestation.)</i>
Chicken Pox	From 2 days before rash until vesicles have formed crusts.	Exclude from school for at least 5 days after rash appears and until vesicles have formed crusts.
Conjunctivitis	While eye discharge is present.	Exclude from school until discharge from eyes has ceased.

Impetigo (School sores)	While sores have discharge.	Exclude 24 hours after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof covering. Young children unable to comply with good hygiene practices should be excluded until the sores are dry.
Measles	From 4 days before to 4 days after appearance	Exclude from school for 4 days after the onset of the rash, in consultation with public health unit staff. Immunised contacts: not excluded. Non-immunised: excluded for 14 days.
Mumps	For 2 days before to 5 days after the onset of swelling.	Exclude from school for 5 days after onset of symptoms Consult with public health unit staff.
Rubella German Measles	From 7 days before to at least 4 days after onset of rash or symptoms.	Exclude from school for 4 days after onset of rash. Contacts: not excluded.
Scabies	Until mites and eggs are destroyed.	Exclude from school until the day after treatment has commenced.
Ringworm	As long as lesions are present.	Exclude from school until the person has received anti-fungal treatment for 24 hours.

## **HOMEWORK AND HOME READING**

All students are provided with access to home readers and it is expected that students read at home every weeknight and record their reading in their reading diary. Parents should participate in home reading by listening to students read and asking them questions about the text and signing diaries. Older students and more capable readers may choose to read a library book or a book from home rather than a school reading book. Nights of reading are recorded, and students receive incentives and awards for nights read.

Class teachers may assign homework to students and this will be communicated via Connect Classes, or with individual students when they are provided individual work or are required to complete classwork at home. The school's Homework Policy will be updated and communicated to parents during 2022.

## **LABELLING OF ARTICLES AND PERSONAL ITEMS**

Please label all clothing items, lunchboxes and school bags. A "Lost Property" box is in the front office. Please check the box to claim any lost items. Loss can be kept to a minimum if parents ensure that every article of clothing and property is named. Any unclaimed, unnamed uniform items will be used as second hand uniforms. Students should not bring personal items or toys to school, as they can sometimes get lost or damaged.

## LATE ARRIVALS AT SCHOOL

School hours are 8.45am to 3pm Monday to Friday (Wednesday to Friday for Kindy students). Learning begins at 8.45am and students who miss part of the first session are often missing the most important part of the day. From the beginning of 2022, students who arrive late to school must enter the front office with a parent, and a 'late' slip will be completed by the parent and signed by a member of the administration team. It is understandable that occasionally things happen and students arrive late at school, however, consistent late arrival may result in a meeting being convened to determine possible support processes to help parents get their children to school on time. Non-attendance and late arrival have a cumulative effect. 10 minutes late every day, means almost an hour of lost learning each week. Over the course of a school term, this means more than 8 hours of lost learning. If you have difficulty getting your child/ren to school on-time, please speak to the classroom teacher or the principal so we can work together to support your child's full attendance at school.

## LEAVING SCHOOL GROUNDS DURING THE SCHOOL DAY

During school hours your children are our responsibility, and whilst in our care, **they must not leave school grounds without their parent's and the school's consent and notifying the office.** If a student needs to leave the school for any reason these are the steps that must be followed:

1. Parent attends the school office where the appropriate form will be completed and signed, including a reason for leaving school.
2. Parents take the form to their child's classroom and show the form to the teacher **before** taking the child from the room.

It is important that the person who has collected the student keep their copy of the form with them as proof that they have permission to be out of school.

Please note that absences of more than an hour constitute a half day absence in our records system.

## LIBRARY

Students borrow books from our school library once a week. Please ensure your child brings their library book in their library bag on the allocated day for the books to be changed. A library bag made of waterproof material and measuring approximately 40cm x 50cm is most appropriate. Please have your child's name on the bag. Waterproof bags are available from the school for \$4. If books are lost or damaged, you may be required to reimburse the school for these items. Please encourage your child/children to read their library books at home and to keep them in good condition.

## LUNCHES

Students should bring their lunch from home every day. On Fridays students have the opportunity to order their lunch from the Pickering Brook General Store. A menu is available from the school office and on the school's website. Write your child's name, room number and order on the front of a lunch order bag (available from the classroom or front office) and enclose the money. The lunch order should be placed in the basket in your child's classroom before school on Fridays. Please provide the correct money.

## MOBILE PHONES

The Department has a student mobile phone policy that Pickering Brook Primary School adheres to. The policy requires all public schools to implement a ban on the use of mobile phones for all students from the time they arrive at school to the end of the school day. This extends to the use of smart watches which need to be on aeroplane mode during this period. The policy aims to reduce distractions in class and improve student engagement. Primary school students cannot have a mobile phone in their possession. This means if your child brings a mobile phone to school, it will be stored by the classroom teacher until the end of the school day. If your child needs to contact you, they can do so through the school administration. Likewise, if you need to get a message to your child, you can call the school. For more information, see the Department of Education's [website](#).

## NEWSLETTER

The school publishes an information newsletter every two weeks which is available on our website, and is sent to all families via Connect.

Parents and students are asked to read the newsletter, as it is an important way we have of passing on information regarding school activities. A term planner is published at the beginning of each term. Please print this and keep it in a prominent place and add to it as events are advertised.

Newsletters and term calendars are available on our website at [www.pickeringbrookps.wa.edu.au](http://www.pickeringbrookps.wa.edu.au)

## PARENTS' & CITIZENS' ASSOCIATION

Pickering Brook Primary School has a small but dedicated group of workers who have achieved a great deal over the years. P & C meetings are held twice per term and parents are encouraged to attend.

The objectives of the Association are:

- To join with the Government in promoting the moral, physical and social welfare of Western Australian children by active co-operation with the Department of Education, the teaching staff and children in all their relations to the community.
- Foster community interest in education.
- Promote close liaison between school and community.
- Assist in the provision of school amenities.

2021 P&C position holders are:

President	Mrs Chantelle Morfitt
Vice President	Mrs Calie Ferrari-Field
Secretary	Mrs Melissa King
Treasurer	Mrs Claire Hulcup
Uniform Coordinator	Mr Peter Hulcup

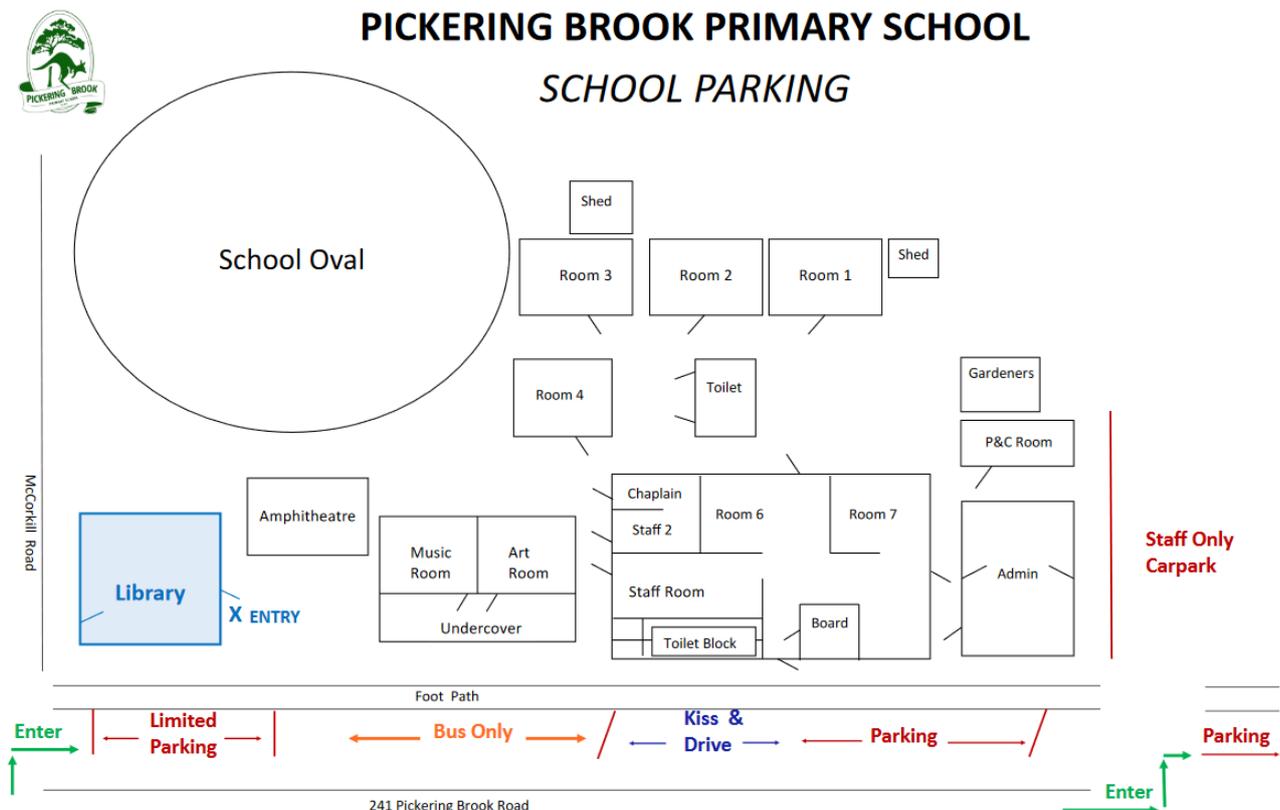
The above positions are subject to change after the 2022 AGM to be held in Term 1.

# PARENT VOLUNTEERS

Parents are welcome and encouraged to volunteer to help in classrooms. Parents who do volunteer should complete a 'confidential declaration' form prior to volunteering. Please speak to your child's class teacher to find out times that they need support.

# PARKING

The carpark adjacent to the school administration building is for the use of staff and school visitors and contractors. When dropping-off or picking-up students, parents should either park in the gravel area at the top of the carpark, or in the gravel area on the access road (see map). Please DO NOT treat the main carpark as a 'kiss and drive' area by stopping and letting your child get in or out – it is very dangerous for students to be crossing this carpark without a parent in attendance and we have a number of staff members who start work between 8.30 and 8.45am, and finish work between 3 and 3.15pm, and they drive through the carpark at this time. The 'kiss and drive' area is for parents to either drop and leave, or wait for kids after school and is located in the gravel access road. Cars should not be unattended in this area. Please ensure that the School Bus location is kept clear between 2.45-3.15pm and 8.20-8.45am. We ask all parents and visitors to the school to follow these guidelines in order to keep our kids safe.



# PEAC

Pickering Brook Primary School participates in the Primary Extension and Academic Challenge program for years 5-6, which is coordinated by the South Metropolitan Regional PEAC Office. Students are tested in Year 4 and those meeting the required standards are offered a place.

## **PERMISSIONS AND AGREEMENTS**

Upon enrolment, parents are provided with information about the kinds of things students do at school that may require permission. Parents are required to either give permission, or decline their permission. One example of this is the use of children's photographs in marketing. Parents are also asked to agree to certain things, such as safe use of technologies. From Year 3 onwards, students also sign these agreements, agreeing to a code of conduct.

## **PERSONAL ITEMS**

Students should not bring personal items to school, including their own toys or sports equipment. The school has sports equipment for students to use during break times. Bringing personal items to school can cause problems in the event of loss or theft and the school cannot be responsible for items that belong to students.

## **PHYSICAL ACTIVITY AND SPORT**

All students participate in physical education lessons and a whole school sport program on Friday afternoons. Students are encouraged to wear their current school faction shirt on Fridays and are required to wear suitable footwear and a school hat. Senior students may also have opportunities to take part in sporting competitions between local schools during the school year. All students have access to school sports equipment during recess and lunch breaks and students are discouraged from bringing personal sporting equipment from home.

## **REPORTING TO PARENTS**

Reporting to parents of student progress K-6 includes:

- Term 2 and Term 4                      Formal Parent Reports
- Term 3                                      Learning Journey

Additionally, in Kindy we use Portfolios and informal reports to inform you of your child's education progress.

Feel free to make an appointment with your child's teacher (K-6), either before or after school, if you have concerns about your child's schooling.

## **SCHOOL BOARD**

The board of an independent public school works with the school community to achieve the best outcomes for students. It plays an important role in contributing to good school governance so that school resources are used efficiently, and community expectations and the school's priorities reflect the needs of students. The Pickering Brook Primary School Board consists of parent and community members, staff members and the principal. The School Board meets regularly to discuss issues important to the school and vacant positions on The Board are advertised as they become available.

## **SCHOOL PAYMENTS**

The school's preferred method of payment for incursions and excursions is via the QKR app. If sending money to school, please place it in a sealed envelope with your child's name and the event name, along with the exact payment. There is a locked money box in the school office for all payments to the school. The school does not have EFTPOS facilities.

## **SCHOOL PLANS**

In-line with Department policy, Pickering Brook Primary School has a *School Plan* that outlines improvement plans for a three- or four-year period. Within this period, the school also undergoes a Public School Review, aimed at validating the school's improvement processes. Pickering Brook Primary School has a new *School Plan* that outlines targets, strategies, and assessment methods for the period 2021-2024. The school also writes annual operational plans within each learning area that articulate the specific strategies to be implemented each year. Parents will be able to download a copy of the *School Plan 2021-2024* from the school's [website](#) in late 2021.

## **SCHOOL POLICIES AND PROCEDURES**

Pickering Brook Primary School adheres to the Department of Education policies, which are available through the Department of Education [website](#). The Department's website also provides information to parents on educational matters, term dates, school information and current Department news. The school website also contains school-based policies and guidelines and can be found at <https://www.pickeringbrookps.wa.edu.au/>.

## **STAFF DEVELOPMENT DAYS**

These days are set aside for staff planning and whole staff professional development. See Term Dates at the front of this booklet.

## **STUDENT BEHAVIOUR AND GOOD STANDING**

The school has a Student Behaviour policy which outlines a code of conduct and processes followed for breaches of the code of conduct. The school also has a reward system for students who adhere to the code of conduct. The Department of Education requires all schools to have a Good Standing policy which can be found in the behavior policy on the school's [website](#). The Student Behaviour Policy will be reviewed in 2022.

## **STUDENT DRESS CODE**

The school dress code describes the standards expected of students and helps to promote a positive school image. The dress code supports all students to participate fully in school life and helps create a sense of identity and school culture in which every student experiences a sense of belonging. The school dress code is developed by the School Board in consultation with staff, students and parents.

At Pickering Brook Primary School, students are expected to wear the correct school uniform, including:

- No make-up including nail polish.
- No jewellery – except small studs or sleepers, necklace with small pendant, watches.
- No unnatural hair colour (allowable on sports days only).
- Faction polo shirts worn on Fridays and at faction events only.
- Tights/leggings should be black and should not be worn on their own (with no skirt/skort ovetop).
- Shoes should be enclosed, not open-toe.
- Skirts/shorts/skorts to be of an appropriate length.
- Hair longer than shoulder-length should be tied back, (boys and girls)
- School hats are to be worn outdoors all year round. Students who do not wear a school hat will be restricted to a shaded play area during recess and lunch breaks.

### **Modifications to the *Dress Code***

Please discuss any requests for modification to, or exemption from, the *Dress Code*, for religious or health reasons, with the Principal.

Families experiencing financial hardship should contact the Principal to discuss their situation.

### **Non-compliance**

All students should follow the expectations of the school dress code. Repeated instances of noncompliance may involve contact with parent/guardian and assistance/support in obtaining a uniform if necessary.

Students not following the *Dress Code* may be denied the opportunity to represent the school at official school activities, including: concerts, sporting and social events and attendance at excursions.

A copy of the *Dress Code* can be found on the school's [website](#) .

## **STUDENT LEADERS**

All Year 6 students are provided with opportunities to carry-out leadership duties throughout the year, and also may nominate for a small number of leadership roles. Students and staff have the opportunity to vote for nominees and these leaders may represent the school in official duties. All Year 6 student leaders are expected to wear their correct school uniform at all times and to be excellent role-models for other students. An agreement is signed by Year 6 students at the beginning of each year.

## **STUDENT SERVICES**

Pickering Brook Primary School has a dedicated student services team consisting of the Principal, school psychologist and chaplain. Together with classroom teachers, this team works with parents to ensure students with special needs, and students at educational risk, have wrap-around support. Some students have ongoing needs and others need support for short periods of time, and parents can seek support by talking to classroom teachers about their child's needs.

The school psychologist works at the school once per fortnight and assists in student assessments and observations in order to provide information to specialists such as

paediatricians. The school psychologist also assists teachers to identify strategies for students and meets with parents to provide advice and to discuss concerns.

The school chaplain works at the school two-days a week in a support role for students, staff and families. Parents can request that their child be supported by the chaplain for ongoing concerns or for short-term issues. The chaplain assists in planning social justice and wellbeing activities across the school and may work with small groups of students who are experiencing social issues.

## **STUDENTS TRANSFERRING TO A NEW SCHOOL**

If students are leaving the area or transferring to another school, please forward written advice stating the last date the student will attend Pickering Brook Primary School, a new residential address and the name of the new school.

## **TECHNOLOGIES**

### **Curriculum**

Technologies is taught as a dedicated curriculum area, following the *Western Australian Curriculum*. The school has up-to-date technologies including:

- iPads
- Laptops
- Various robotic technologies
- several sets of iPads for small group or whole class use,
- e-boards in each classroom.

Students also use technologies as learning tools across all learning areas.

### **Responsible use of technologies**

When students enrol at Pickering Brook Primary School, they enter into an agreement to use technologies safely. In Years K-2 these agreements are signed by parents on behalf of their children, and from Years 3-6 we ask students to sign these agreements with their parents. The *Responsible use of Technologies* agreement aims to ensure online safety of students and respectful care for technology devices.

### **Online safety**

Our school provides access to online services provided by the Department of Education. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students. Parents and students agree to follow a set of online rules when using the Department provided online services and technologies belonging to Pickering Brook Primary School by signing an acceptable usage agreement upon enrolment, and again in Year 3. Parent and student cyber-safety workshops may be provided from time to time to educate students and their families about how to be safe when online. They aim to provide parents and students with up-to-date, technically relevant knowledge with valuable learning tools to better equip them for interacting online. For more information about cyber-safety please refer to the safety commissioner [website](#) .

## **TERM PLANNERS**

Term planners are provided to parents via Connect and an annual planner with major events and dates is provided on the school website.

## **UNIFORM SHOP**

The Uniform Shop is run by P&C volunteers. Orders are made online at <https://www.pbpc.org.au/shop/> , or by placing your order along with payment in the locked box (labeled P&C Payments) in the front office. Payments for uniforms may be made online (preferable), by cash or cheque (payable to PBPS P&C). Payment must be made at the time of purchase please. Sizing of uniforms may be done in the front office.

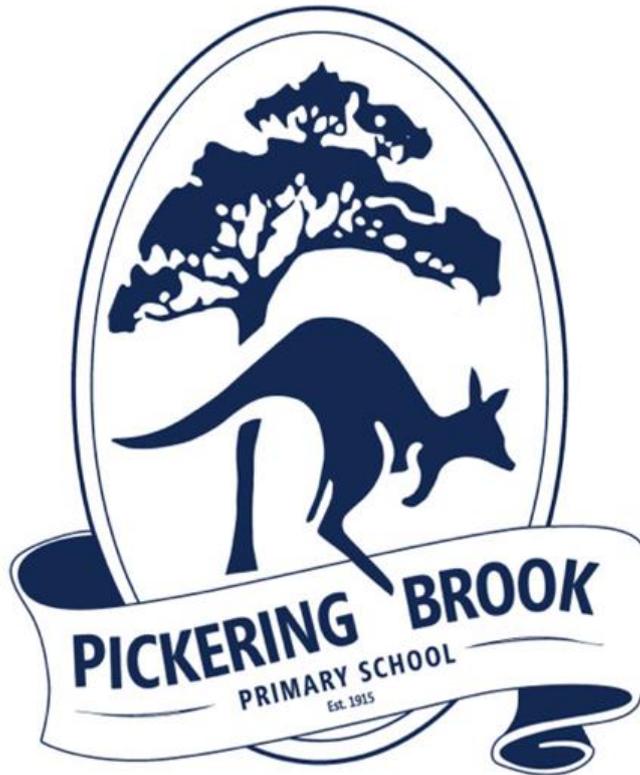
## **VOLUNTARY CONTRIBUTIONS**

The Department of Education allows the Principal to establish funds from parent contributions for school facilities. These contributions are endorsed by the School Board. See pg. 7 for further details.

## **SCHOOL SONG**

This is our school and we're here together,  
Every day  
Every day.  
We work and we play and we grow together,  
(clap, clap)  
Every day.

So we'll help each other every way we can,  
If I see you fall I will help you stand,  
If you need a friend I will take your hand,  
And we'll make this a happy place.  
And we'll try,  
(clap, clap)  
Thinking of others,  
We'll try,  
(clap, clap)  
Thinking of others  
And we'll make this school a place where we want to be.  
(clap, clap)



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## WEBSITE

Our School website is [www.pickeringbrookps.wa.edu.au](http://www.pickeringbrookps.wa.edu.au)