Dear Parents and Caregivers

Welcome to Neerigen Brook Primary School. This Parent Information Booklet has been prepared to provide you with important information about our school, especially for those who have children attending Neerigen Brook PS for the first time.

Neerigen Brook Primary School is an Independent Public School that caters for children from playgroup, through early childhood education to Year 6. Our motto of ‘Strive to achieve’ encompasses our strong culture focused on high expectations, academic excellence and ensuring that all children have the skills needed to be active and resilient citizens.

Our school has state of the art Information Technology, Science and Music facilities and also features highly practical and flexible learning and teaching spaces. We firmly believe that every child can learn and that every child brings a contribution to our community.

We are committed to building strong community partnerships and a sense of belonging. Teachers, students and families work in partnership to nurture children and ensure that they are provided with quality learning opportunities in a safe, supportive and inclusive school environment. We also offer a wide range of on-site services including community health nurse, dental therapist, school psychologist and referrals to outside agencies. In addition we have a Breakfast Bowl which is available free of charge to all students from 7.45am daily.

Parents and community members play an active role in ensuring that students achieve the best possible educational outcomes. We foster a positive environment where emphasis is placed upon mutual respect and success for everyone. Adults and children are valued for their unique individual qualities and contributions and are always encouraged to ‘Strive to achieve’. Research has clearly shown that a strong school-parent partnership enhances student learning, therefore we welcome parent involvement and look forward to working together with you to provide all of our children with a positive, engaging and exciting primary education.

Kind Regards

Jane Wescott
Principal
SCHOOL TERMS

There are four school terms, each of which is approximately ten weeks long. The dates for these terms may be found on our school’s website.
neerigenbrookps.wa.edu.au

SCHOOL HOURS

The day is broken up into the following sessions:

<table>
<thead>
<tr>
<th>Session</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doors Open / Prepare for learning by reading the Morning Message Board</td>
<td>8.20am</td>
</tr>
<tr>
<td>Learning Commences</td>
<td>8.30am - 10.40am</td>
</tr>
<tr>
<td>Recess</td>
<td>10.40am - 11.00am</td>
</tr>
<tr>
<td>Learning Resumes</td>
<td>11.00am - 1.00pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>1.00pm - 1.10pm eat, 1.10pm - 1.30pm play</td>
</tr>
<tr>
<td>Learning Resumes</td>
<td>1.30pm - 2.30pm</td>
</tr>
<tr>
<td>Finish</td>
<td>2.30pm - Siren for the end of the day</td>
</tr>
</tbody>
</table>

Parents are asked to ensure that children arrive at school at 8.20am for the 8.30am start.

Children should not arrive at school before 8.20am, unless they are attending the Breakfast Bowl in which case they can arrive at school from 7.45am. It is expected that any student who arrives at school prior to 8.20am, either be in the Breakfast Bowl or be in the Undercover Area, where they are supervised from 8.00am.

TERM DATES 2016

SEMESTER 1

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Monday 1 February - Friday 8 April</td>
</tr>
<tr>
<td>Break</td>
<td>Saturday 9 April - Monday 25 April</td>
</tr>
<tr>
<td>Term 2</td>
<td>Wednesday 27 April - Friday 1 July</td>
</tr>
<tr>
<td>Break</td>
<td>Saturday 2 July - Tuesday 17 July</td>
</tr>
</tbody>
</table>

SEMESTER 2

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Term 3</td>
<td>Wednesday 20 July - Friday 23 September</td>
</tr>
<tr>
<td>Break</td>
<td>Saturday 24 September - Monday 9 October</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 11 October - Thursday 15 December</td>
</tr>
</tbody>
</table>

Note: June 17, is a staff Development Day and Students will not attend on this day.

Office hours are 8.00am - 3.00pm. During school holidays the office will be closed at all times.
SCHOOL TELEPHONE NUMBERS
Phone: (08) 9399 3422
Fax: (08) 9497 3831
SMS: 0417 971 266

DENTAL THERAPY UNIT
We have the Dental Therapy Unit on site and they can be contacted on:
Phone: (08) 9399 4601
Opening Hours 8:30am – 4.45pm Monday – Friday but appointments need to be made to attend.

Please note that all correspondence for the Dental Clinic needs to go through the Dental Clinic Administration.
All school age children (aged 5 years) up to Year 11 are eligible to attend the Dental Therapy Unit.

ABSENCES / ATTENDANCE
It is a legal requirement for children to attend school.
Establishing and maintaining positive attendance of above 90% for all students has been clearly linked to school achievement and success in future studies. As such, it is important that absences are kept to a minimum and vacations are taken during school holiday time. If a child is absent or late for any reason, a written note or verbal reason must be provided to the school.

· When students arrive late for school they must sign in and be issued with a late pass through the front office. The late pass must be given to their class teacher.
· If parents need to withdraw students during the day they must attend the front office first to request a permission slip to release their child from class.
· Notes will be sent home three times per term for unexplained absences.

Students are deemed to be at risk by the Department of Education if their attendance is below 90%.

If your child attends 90% of the time, we regard them as attending regularly; however they could be missing:
· 1 day a fortnight.
· 1 week a term.
· 4 weeks a year.
· 1 year by the end of Year 9.
· 1 semester between Year 8 & Year 12.

If your child attends 80% of the time, we regard them in the at-risk category as they could be missing:
· 1 day a week.
· 2 weeks a term.
· 8 weeks a year.
· 1 year by the end of Year 4.
· 2 years by the end of Year 8.
· 3 years by the end of Year 12.
· 1 year between Year 8 & Year 11.

If your child attends 60% of the time, we regard them at significant risk as they could be missing:
· 2 days a week.
· 4 weeks a term.
· 16 weeks each year.
· 1 year by the end of Semester 1, Year 3.
· 2 years by the end of Year 5.
· 3 years by the end of Semester 1, Year 8.
· 4 years by the end of Year 10.
· 5 years by the end of Semester 1, Year 12.
· 2 years between Year 8 & Year 12.

The School also has an SMS service that sends a text message to the parent/guardian of the student who is absent from school. Parents can then send a response back to the school regarding their child's absence, or a parent/guardian can send a text message to the school giving a reason for their child’s absence.

The SMS text number is: 0417 971 266
ARRIVING AT SCHOOL ON TIME

Punctuality is important to children because:
- Being on time displays good manners.
- Being late interrupts the class and disrupts the learning of others.
- It may embarrass the child to be late.
- The child will miss something vital if they are late.

ADDRESS CHANGE / RECORDS

If you change your address or phone number, please contact the school immediately as we need up-to-date information in case of emergencies.

If there is a change in your circumstances, please contact the office as soon as possible. Please notify the office with updates of immunisations your child has received to allow us to keep our information current.

Photocopies of legal documents from the Family Court regarding custody and access must be provided and discussed with the school. All records are strictly confidential.

ASSEMBLIES

Assemblies are conducted fortnightly in the Undercover Area on Fridays. Parents are invited to attend all assemblies. These involve Pre-primary – Year 6 students and are run by individual classes on a rotational basis.

BEHAVIOUR

The key to effective student behaviour education is high quality positive relationships between teachers, students and parents, characterised by trust and mutual respect. Behaviour education involves detailed and effective planning to prevent, reinforce and encourage acceptable, appropriate behaviour. Teaching students to take responsibility for their own behaviour and having respect for the rights of others are the ultimate aims of the school’s behaviour education program.

The emphasis is on students “working out” their problem in an environment of care, courtesy and consistency.
Positive Behaviour Support (PBS) is in the implementation phase at NBPS and is focused on the explicit teaching and reinforcement of expected behaviours. These have been developed in conjunction with students, parents, staff and the community. They comprise ‘Be Safe’, ‘Excel’, ‘Show Respect’ and ‘Take Responsibility’ which forms the acronym BEST.

Staff members clearly explain the school expectations and rules to the students; display them in their classrooms and make students fully aware of the consequences of misbehaviour. In most cases staff members are capable of dealing with minor misdemeanours and may use a variety of low key strategies (CMS) and 1,2,3 Magic to correct misbehaviour. Students who receive a ‘9’ count through 1,2,3 Magic will have the privilege of playing with their friends removed and they will spend Recess/Lunch in the Reflection Room. Students who demonstrate repeated or severe behaviour are to be sent to Administration. It is an expectation at NBPS that student’s receiving a ‘9’ count more than 5 times per term will be placed on a Behaviour Management Plan by their teachers.

This system recognises that the individual classroom teacher has responsibility for managing classroom behaviour with support from Administration. Class teachers will use low key strategies as part of the school behaviour management process.

**OUTCOMES**

- Behaviour in the school will be consistent with the value and practises of the Behaviour Management in Schools (BMIS) policy.
- Students, staff and parents/carers will accept responsibility for their own behaviour.
- Students, staff and parents/carers will resolve conflicts effectively.
- Students, staff and parents/carers will feel valued.
- Students, staff and parents/carers will feel safe and secure.
- Students, staff and parents/carers will co-operate and support one another.
- Students, staff and parents/carers will behave in accordance with the school rules.
- Develop consistent, regular referral to school procedures.

**SCHOOL EXPECTATIONS**

- We must have a consistent approach across the school.
- Bullying is a totally unacceptable behaviour in any form.
- Students will learn to accept responsibility for their actions.
- Rewards and consequences reflect actions.
- The management of student behaviour is a shared responsibility involving staff, parents and the student.
- We recognise the worth and dignity of all people.
- The teaching of values underpins this policy.
- The rights and responsibilities of individuals are recognised and valued.
- Conflicts must be resolved in a positive manner aligned to PBS.

**AT NEERIGEN BROOK PS WE BELIEVE THAT:**

- ALL students have the right to feel safe and secure in the school environment.
- ALL students have the right to learn without being disturbed by others.
- NO student has the right to disrupt the learning of other students.
- NO student has the right to hurt or upset others - either physically or emotionally.
- Teachers have the right to teach.
**RIGHTS AND RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Students have the RIGHT to:</th>
<th>Students have the RESPONSIBILITY to:</th>
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</thead>
<tbody>
<tr>
<td>• Learn in a purposeful and supportive environment</td>
<td>• Ensure that their behaviour is not disruptive to the learning of others</td>
</tr>
<tr>
<td>• Work and play in a safe, secure, friendly and clean environment</td>
<td>• Ensure that the school environment is kept neat, tidy and secure</td>
</tr>
<tr>
<td>• Respect, courtesy and consideration</td>
<td>• Ensure that they are punctual, polite, prepared and display a positive manner</td>
</tr>
<tr>
<td></td>
<td>• Behave in a way that protects the safety and wellbeing of others</td>
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<table>
<thead>
<tr>
<th>Staff have the RIGHT to:</th>
<th>Staff have the RESPONSIBILITY to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Respect, courtesy, honesty and consideration</td>
<td>• Model respectful, courteous and honest behaviour</td>
</tr>
<tr>
<td>• Teach in a safe, secure and clean environment</td>
<td>• Ensure that the school environment is kept neat, tidy and secure</td>
</tr>
<tr>
<td>• Teach in a purposeful and non-disruptive environment</td>
<td>• Establish positive relationships with students and parents</td>
</tr>
<tr>
<td>• Co-operation and support from parents and students</td>
<td>• Ensure good organisation and planning (linked to a Plan, Teach, Assess cycle)</td>
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<tr>
<td></td>
<td>• Report student progress to students and parents</td>
</tr>
<tr>
<td></td>
<td>• Communicate regularly with parents/caregivers</td>
</tr>
<tr>
<td></td>
<td>• Report student concerns</td>
</tr>
<tr>
<td></td>
<td>• Teach social competencies and strategies to prevent bullying</td>
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</table>

<table>
<thead>
<tr>
<th>Parents have the RIGHT to:</th>
<th>Parents have the RESPONSIBILITY to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Be informed of curriculum material, behaviour management procedures and decisions affecting their child’s health and welfare</td>
<td>• Ensure that their child attends school</td>
</tr>
<tr>
<td>• Be informed of their child’s progress</td>
<td>• Ensure that the physical and emotional condition of their child is at an optimum for effective learning</td>
</tr>
<tr>
<td>• Access a meaningful and differentiated education for their child</td>
<td>• Ensure that their child is provided with appropriate materials to make effective use of the learning environment</td>
</tr>
<tr>
<td>• Be heard in an appropriate forum on matters related to the rights of their child to an appropriate education</td>
<td>• Support the school in providing a meaningful and differentiated education for their child</td>
</tr>
<tr>
<td></td>
<td>• Support the school in preventing bullying</td>
</tr>
</tbody>
</table>

In the event of severe misbehaviour resulting in out of class isolation or detention, parents/carers have the RESPONSIBILITY to:

• Read, sign and return acknowledgement slip on receipt of letter advising of child’s misbehaviour and to provide support and encouragement to complete any work missed as a result of misbehaviour

• Contact school and discuss the situation with the class teacher if concerned about the child’s behaviour. (Note: occasional misbehaviour is not a cause for concern; however consistent or repeated misbehaviour requires a team approach to address)

• Make arrangements (if necessary) to collect their child from school when required

• Attend a meeting when requested, with Administration/Teacher and their child, to assist in resolving their child’s behaviour problem
THE TEACHER’S ROLE IS:

1. To display rules, as well as:
   - discuss Rights and Responsibilities.
   - discuss consequences of behaviour.
   - fully explain Behaviour Management processes.
   - discuss ways to resolve conflict (restorative justice).
   - use the school’s Tracking Sheet to record each ‘count’ in 1, 2, 3 Magic.
2. To ensure CMS (Classroom Management Strategies) are consistently and frequently used in the classroom.
3. To prepare and maintain an appropriate “in-class think spot”.
4. To design and implement a system of rewards for appropriate behaviour.
5. To maintain records of individual student behaviour in class through the use of SIS Behaviour Management as well as tracking sheets, student reflection sheets and letters to parents.
6. To implement the agreed Behaviour Management Policy consistently and fairly in all school situations.
7. To ensure all staff (including specialists and relief staff) are aware of behavioural issues and management plans for student in their class.
8. To communicate effectively with parents/carers via phone calls or letter and in any interviews with parents/carers. Document any conversations and agreed outcomes/actions.
9. To refer dissatisfied parents to the Administration Team.
10. To communicate effectively with colleagues and the Administration Team regarding individual student behaviour problems via the Tracking Sheet and SIS.
11. To liaise with support personnel and participate in case conferences where appropriate in resolving a child’s problem/s.

THE ADMINISTRATION’S ROLE IS:

1. To arrange communication between teachers and parents where necessary, to act as a liaison between parties in difficult situations.
2. To aid and support teachers in class management strategies in carrying out the behaviour education policy and intervene in cases of severe misbehaviour.
3. To ensure behaviour education policy is implemented school wide and maintained consistently throughout the school.
4. To participate in parent/teacher/child/student services conferences on return from suspension and deal with and co-ordinate any in-school suspension.
5. To oversee the review of tracking sheets and SIS behaviour management data and the steps taken to resolve individual children’s problems.
7. To arrange induction of relief teachers and new staff on the behaviour management policy and how to use/maintain the classroom BMIS tracking file.
8. To ensure the policy is reviewed for effectiveness at regular intervals.
9. To send home notification of suspension forms at the appropriate times.
10. To discuss behaviour with the student when at Reflection and in-school suspension.
11. To make discretionary decisions about fast track consequences (suspension).
12. To support teachers in awarding positive consequences.
13. To share with the community successful school practices and highlights.

**Bullying** is unacceptable to the Neerigen Brook PS community.

Bullying is a misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons (imbalance of power). Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert).

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying. However, these conflicts still need to be addressed and resolved.

Behaviours that do not constitute bullying include:

- mutual arguments and disagreements (where there is no power imbalance)
- not liking someone or a single act of social rejection
- one-off acts of meanness or spite
- isolated incidents of aggression, intimidation or violence.

Positive Behaviour Support linked to the explicit teaching of expected behaviours, feedback and positive reinforcement is utilised at NBPS to prevent and respond to incidences of bullying.

**WHOLE SCHOOL INCENTIVE SYSTEM**

**In The Classroom**

Classroom rules are to be taught, displayed and reviewed throughout the year.

All teachers need to include positive incentives, both intrinsic and extrinsic, in their classroom behaviour education plan.

Up to two Merit Certificates are handed out by teachers at each fortnight’s Assembly.

Teachers are also encouraged to use their own class incentive schemes such as group points, bank books, marbles in a jar, etc.

**Outside The Classroom**

Awards and positive reinforcement are promoted throughout the school. Awards include:

- SHARP Lines
- Uniform Award
- Tidy Class Award
- Attendance certificates and medals
- Specialist Awards

At the end of the school year each classroom teacher will choose two students who will be awarded with a Book Award (academic excellence, endeavour/citizenship) to be presented at a whole school Assembly.
Brilliant Kids

Each term staff will be able to nominate two students who consistently do the “right thing” in regards to behaviour. Sometimes children in this category will slip under the radar of normal classroom behaviour management purely because of their continued positive approach to the learning environment.

Children selected will have an afternoon or morning tea with the Principal and the Deputies. Children will be able to be nominated more than once for this program. During the morning tea they will provide feedback to Admin on what’s working well in the school and what would make it even better.

BICYCLES AND SCOOTERS

Bicycles and scooters are to be parked in the bike racks provided, which are then locked behind a fence during school hours. It is highly recommended that they be secured with a suitable chain and lock. In the interest of student safety, bikes and scooters must not be ridden in the school grounds.

Bicycles and scooters are not insured by the school and any damages or losses are the responsibility of the parents.

Bike helmets must be worn while riding to and from school. Regular checks by the Community Police Officer will be undertaken. Parents/caregivers should ensure bikes meet relevant safety standards.

BREAKFAST BOWL

The aim of the Breakfast Bowl is to encourage social skills whilst enjoying a delicious and free breakfast. Feed your mind and your body! For all students Kindy to Year 6.

Times: Monday - Friday 8:00 - 8:20am
Where: Community Kitchen
Contact person: Please ask Cecilia Anderson for more details
CHILDREN’S PROPERTY

All items of clothing should be clearly marked with your children’s name (especially school jumpers and raincoats). If children bring home items that do not belong to them, please return them to the school.

Valuables (sports gear, toys) should not be brought to school as they may be lost or stolen.

The school accepts no responsibility for lost, stolen or damaged jewellery and other personal items, including mobile phones, brought to school.

The following items are also not permitted on school grounds:

- electronic games
- chewing gum
- water bombs
- skateboards
- toys including toy weapons
- laser pointers or similar objects

Similarly, money should not be brought to school unless it is for business with the canteen or to pay for school sponsored events. In those cases the money should be paid to the office in the excursion envelope or to the canteen as soon as possible.

MOBILE PHONES

Children bringing mobile phones to school is discouraged. If parents decide to provide a mobile phone to their children for use on the way to and from school, then the following conditions must be adhered to.

- All mobile phones are to be turned off and placed in the student’s bag or pocket before they enter the school grounds.
- Phones are to remain in bags or pockets until the students’ leave the school grounds at the end of the day.
- School staff will not be responsible for collecting or storing mobile phones throughout the school day.
- The school takes and has no liability should your child’s mobile phone be lost or stolen.
- If a child has their phone switched on or visible at school then the mobile phone will be confiscated. The child’s parent will be contacted and a parent will be required to come to the school and collect the mobile phone.

LOST PROPERTY

All lost property can be found in the tub outside the Library or in the Chaplain’s room.
COMMUNICATION

The newsletter has gone paperless in an effort to save on paper and printing costs and make information more accessible. The school’s newsletter and other information is available from the school’s website. A link to the newsletter is also available on the school’s Facebook page.

Newsletters will be available during the term to inform parents of the school activities and forthcoming events. It is important that parents read the newsletter as this is our main means of communication between school and home. Please advise the office if you require a paper copy.

APPOINTMENTS WITH CLASS TEACHER

Parents are very welcome to discuss their child’s progress with the class teacher, both informally and through appointments. It is also possible to organise a telephone interview.

CONCERNS

Should there be a matter or issue which is of concern to you, please do not hesitate to contact the class teacher. A discussion, phone call or letter will usually clear up any queries or misunderstandings which may arise from time to time. If you feel the matter has not been resolved, please contact the office so that an appointment can be made with the Deputy Principal or Principal.

The Department of Education’s Complaints Management Policy can be found on the Department’s website at http://www.det.wa.edu.au
CONTRIBUTIONS and CHARGES

Voluntary contributions make a huge difference to the number and quality of programs we are able to offer your children.

The Neerigen Brook School Board has endorsed the schedule of voluntary contributions and charges. The schedule has been broken into sections that will allow you to calculate all the costs that you will incur throughout the following school year.

The total amount of voluntary contributions that parents and caregivers are being asked to pay is $40 per student per year. This amount is less than the $60.00 maximum set out in the School Education Regulations 2000. Money collected will be used to supplement school expenditure in the areas below:

<table>
<thead>
<tr>
<th>Expenditure Area</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>Mathematics Resources</td>
<td>$10.00</td>
</tr>
<tr>
<td>English Resources</td>
<td>$10.00</td>
</tr>
<tr>
<td>Computer/App Resources</td>
<td>$5.00</td>
</tr>
<tr>
<td>Physical Education Resources</td>
<td>$5.00</td>
</tr>
<tr>
<td>Library Resources</td>
<td>$5.00</td>
</tr>
<tr>
<td>The Arts – Resources</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

The quality of our teaching and learning programs will be maximised when all families make their contribution to the cost of supplementing funding gained from other sources such as State and Commonwealth Governments.

The Charges Schedule covers the cost of visiting artists and excursions. The Charges set out are a maximum amount and are provided to assist families with budgeting for possible expenses. Classroom teachers budget their excursions/incursions to within this figure. The Charges Schedule includes costs associated with the following:

- Specific learning activities offered to all students but conditional upon payment being made e.g. visiting artists/groups, excursions.
- Specific learning activities offered to selected students but conditional upon payment e.g. PEAC or Instrumental Music etc.
- Other activities available to all students but conditional on payment being made e.g. swimming lessons, camp, photos etc.

STUDENT REQUIREMENTS

The charge for personal use items will vary from year group to year group. The recommended list of materials will be sent home to families during Term 4 each year. The P&C arranges a nominated supplier; however parents/caregivers are not obliged to use this service. Students will need all requirements listed on the booklists to effectively participate in the educational program.
**CANTEEN**

The school canteen “Neerigen Bits and Bites” is open Tuesday – Friday 8:00am — 1:30pm. The school canteen operates under the control of a P&C Committee which is elected annually.

We are always keen for parents to volunteer their time in the running of this facility. The canteen manager cannot manage the workload alone and the help is always appreciated. The hours for such help are 8.15am (or earlier if possible) to 2:00 pm. No children are permitted to work in this facility, though your child will be absolutely delighted to see you working in the canteen.

All recess and/or lunch orders must be placed with the Canteen by 9.30am. These conditions apply to all students and apply every day. Please note that no credit will be given.

If you would like a canteen menu, please view it on the website or ask for a copy at the canteen or the front office. If you would like to volunteer some of your time or if you have any questions about the canteen please contact our Canteen Manager on 9399 3422.

**COMPUTERS / IPADS**

Each classroom is equipped with a computer and printer. Word processing and educational software is available for student use and all rooms have access to the internet. The school also has a well-resourced computer lab and banks of laptops and iPads for use in the classroom.

Students and parents must complete and abide by the ICT Usage Agreement in order for the children to use these vital learning tools.

**DOGS AND OTHER ANIMALS**

Parents are reminded that dogs and other animals are not permitted on school premises.

Parents are requested to ensure that their dogs do not follow children to school. Dogs are a considerable nuisance and dangerous situations may arise. The Ranger will be contacted to remove dogs from the school grounds.

**DRESS CODE**

The school uniform (dress code) gives children a sense of belonging and improves the tone of the school. School uniform also provides an important safety factor as our students can easily be identified as belonging to Neerigen Brook PS.

The dress code sets the standards for what is acceptable in relation to the clothing worn by students at the school, including headwear, jewellery and footwear.

For school excursions it is expected that students will wear their school uniform. Students not wearing school uniform will not be permitted on the excursion.

*Neerigen Brook Primary School Dress Code for all students K - 6*
ALL STUDENTS

- Wear a green and black polo shirt with school logo. These can only be purchased through the Uniform Shop.
- Jumpers and/or jackets to be black, with or without the school emblem.
- Must wear appropriate footwear, i.e. no heels/thongs/slip-on shoes or ugg boots.
- Socks to be ankle length only and plain in colour.
- Jewellery or other adornments worn by the student should not constitute a hazard either to the student themselves or to others (2 pieces maximum)
- Make-up and nail polish are not to be worn.
- In the interests of hygiene, hair that is longer than shoulder length must be tied back.
- Wear a sun-safe hat; preferably a bucket hat with School Logo. (These can be purchased through the Uniform shop)

BOYS

- Black shorts or track pants or cargo pants that are consistent with regulation school uniforms.

GIRLS

- Black sports skirts that are consistent with regulation school uniforms; black shorts/skorts or black track pants or cargo pants.

EXEMPTIONS

A parent may apply to have their child exempted from wearing the school uniform. The basis for the exemption must be one of the following:

- The unavailability of a component of the dress code from the uniform shop (this is automatic, no formal application is required);
- A matter relating to the student’s health;
- A matter relating to the religious beliefs of the student or their family;
- A matter relating to the cultural background of the student or their family; or
- Any other matter which, in the Principal’s opinion, is sufficient to exempt the student from complying with the requirement.

An exemption, when granted, may also include conditions stipulated by the Principal.

When the Principal makes an exemption the details of it will be recorded in writing. The record will show the particular parts of the dress code that the student is exempt from; the period of time for which the exemption is effective; the grounds on which the exemption was made; and any conditions that apply to the exemption. A copy of the record will be provided to the parent who made the application and the child’s teacher(s). The Principal may revoke an exemption at any time and, in that instance, will ensure that all affected people are informed in writing.

Please ensure all removable clothing is clearly and permanently marked with your child’s name. A lost property box is located outside the Library.
NON-COMPLIANCE

School staff actively encourages the wearing of the correct school uniform, with full support from the School Board. A student that is not exempted from wearing the school uniform and who does not comply with the dress code may be prevented from participating in an activity where the student would have been representing the school (e.g. interschool sports competition, public choir performance etc.).

Financial and personal concerns will always be taken into consideration, with the above sanction.

UNIFORM SHOP

The uniform shop is open on the following days and times:-

Tuesdays and Thursdays 8:00am – 9:00am and 2:00pm - 2:45pm and assembly Fridays from 8:00am - 9:00am.

If you wish to access the uniform shop at other times, please speak to the School Office to arrange an alternate time.

Uniform prices may be found on the website or at the front office.

Web Address: http://neerigenbrookps.wa.edu.au

“NO HAT, NO PLAY” POLICY

Due to the danger of skin cancer, we have a “No Hat, No Play” Policy. Children without a sun-safe hat must play in the undercover area. This applies all year as even on a cloudy day, skin can be damaged by the sun.

School hats can be purchased from the school uniform shop.

EMERGENCIES / MEDICAL

Parents are requested to ensure that the emergency contact person, address and phone number registered on their child’s enrolment form is kept up to date. This will avoid unnecessary delays in providing medical attention to your child. We find it most convenient if you can also supply the name and telephone number of a neighbour or friend for this purpose.

Working parents are also requested to keep the school informed of changes to their employment address and contact details. Home addresses should also be kept current.

In case of an emergency, parents will be notified immediately. If parents or emergency contacts cannot be contacted, the child will be taken immediately to the hospital at the parents’ expense.

It is important that you keep your contact details current and up to date.

HEALTH INFORMATION - INFECTIOUS DISEASES

A School Health Nurse usually visits the school several times each term. The Health Nurse can:

- Do health assessments for vision, hearing and general development issues.
- Help school staff and parents develop health care plans for students with special medical needs.
- Provide information and support students and their families to make informed decisions about their health, well-being and development.
- Work with teachers to support health education sessions.
- If required, refer students to another health professional within the school health services.

If you want to access the Health Nurse please contact administration.

Please remember that we do not have facilities at school for children who are unwell. They need rest at home.
MEDICATION

Upon enrolling your child you are requested to complete a Student Enrolment Form. On the card you are asked to provide information regarding your child’s medical history. **All allergies and medical conditions must be stated.**

Medication must be stored in the school office except for Epipen and asthma puffers which can be kept in the classroom. If your child needs any medication, be it short term or long term, you need to contact the Office and complete the appropriate paperwork.

HEAD LICE / NITS

Children with head lice will be excluded from School. “Exclusion for head lice will commence no later than the day on which the head lice have been detected and exclusion will continue until treatment has removed all live adult head lice and only a few eggs remain.” (Health Department Policy). All the family members should be treated.

The following common ailments require a period of exclusion from school unless a doctor is prepared to issue a medical certificate to say the child is free from infection and well enough to return to normal school activities.

- **Chicken Pox:**
  Symptoms include fever, fatigue, and a generalised rash characterised by small blisters that rupture to form scabs.
  Exclude from school for at least 5 days after rash appears and after all blisters have formed crusts. Return when sufficiently recovered, some remaining scabs are not an indication for continued exclusion.

- **Conjunctivitis:**
  Exclude from school until discharge from eyes ceases.

- **Glandular Fever:**
  Symptoms include fever, sore throat, enlarged glands, rash, and fatigue.
  Do not exclude from school.

- **Impetigo (School Sores):**
  Symptoms include itchy red weeping spots.
  Exclude from school for 24 hours after antibiotics treatment has commenced. Sores must be covered with a waterproof dressing.

- **Measles (Notifiable):**
  Symptoms include lethargy, cough, sore and swollen eyes and nasal passages, fever and rash
  Exclude for 4 days after rash appears. All students who are not immunised will be excluded for 14 days or until advised by the WA Health department that it is safe to return.

- **Mumps (Notifiable):**
  Symptoms include painful swollen salivary glands, fever, headache, painful testicles or ovaries.
  Exclude for at least 9 days after onset of symptoms.

- **Ringworm:**
  Exclude until student has received antibiotic treatment for 24 hours.

- **Rubella (German Measles - Notifiable):**
  Symptoms include fever, sore eyes, swollen glands (particularly behind the ears) and a generalised rash.
  Exclude until at least 4 days after onset of rash. Return on recovery.

- **Whooping Cough:**
  Exclude for 3 weeks from onset of illness or for 5 days after starting antibiotic treatment.
ENROLMENTS AND TRANSFERS

It is necessary to present a birth certificate or extract along with immunisation records when enrolling children in kindergarten, pre-primary or primary school. Proof of residential address must also be provided before the enrolment can be finalised.

Please advise your child’s Teacher or the Business Manager in advance if you are leaving Neerigen Brook Primary School. This will allow for the organisation of refunds, collection of your child’s belongings, class work etc. Student records are forwarded by Neerigen Brook PS upon notification from the new school of your child’s enrolment.

KINDERGARTEN

Four year olds attend two full days and alternate Wednesdays through the term; this program is available to children turning four by June of this year.

PRE PRIMARY

Our Pre Primary operates a full time program for children who are five years of age by June of this year.

EXCURSIONS

Teachers arrange class excursions from time to time, usually in conjunction with work being done in the school.

All students must wear school uniform including a hat while on excursions to ensure easy identification for duty of care.

For all visits and excursions, there will be a charge to students to participate. Written permission and payment must be provided to the school by the due date in order for children to attend the excursion.

Some excursions / incursions and all interschool competitions are linked to the Good Standing Policy. When this occurs it will be clearly communicated in the letter to parents for the excursion.

For students who do not have good standing for excursions an alternative educational program will be provided.

FACTION COMPETITION

Students are placed into a faction; we are currently running three faction colours – Red (Court Dingos), Blue (Cable Kangaroos) and Gold (Langer Quokkas). Students will be allocated a faction on enrolment.
HOMEWORK

Homework will be provided at the discretion of the class or specialist subject teacher, but may also be requested by parents. It is an expectation that home reading will be completed by all students, with readers provided to students in Early Childhood and Junior classes. Students are actively encouraged to continue to practice their times tables and basic facts.

If homework is given by the class or specialist teacher, it will relate directly to the teaching and learning programs and be appropriate to the needs of the students. Students may also be asked to complete unfinished work for homework.

Parents can request that their child be given homework each week, but again this homework will need to relate directly to the teaching and learning programs, and be appropriate to the needs of the students. If parents request homework for their child but it is not returned to the teacher for three consecutive weeks it will cease to be provided.

LEAVING SCHOOL GROUNDS DURING THE DAY

During school hours, children are our responsibility, and whilst in our care THEY MUST NOT LEAVE WITHOUT OUR KNOWLEDGE. If, for example, you have a medical or dental appointment, please inform the school office who will complete a “Leave Pass” which must be presented to the classroom teacher, before a student will be released from class. As attending school is compulsory, the removal of students during the day to attend appointments is at the discretion of the Principal. Only authorised adults who are listed on the child’s updated enrolment form are able to collect a child during the school day.

SCHOOL CROSS WALK

A School Cross Walk Attendant is on duty every morning before school and in the afternoon for students’ safety. Students and parents are asked to abide by the attendant’s instructions.
PARENTS AND CITIZENS

The objectives of the P&C Association are:

a) Foster community interest in education
b) Promote closer liaison between the school and the community
c) Assist in the provision of school amenities.

Meetings are generally held twice a term in the Community Kitchen. Please check the newsletter for meeting dates. New families are always welcome to establish new friendships and help share the work load.

Please support our P&C in their efforts to make Neerigen Brook an even better school.

REPORTING TO PARENTS POLICY

At Neerigen Brook Primary School, reporting is a regular part of the teaching and learning process.

At Neerigen Brook PS we believe in strong partnerships with parents/caregivers. Ongoing communication throughout the year is critical to ensure parents/caregivers are kept informed of their child’s progress by receiving timely advice at important stages in their child’s development. Teachers at NBPS inform parents/caregivers when a child is experiencing difficulties or learning problems as soon as this is apparent.

The school will use a variety of methods for reporting students’ progress and achievement, ranging from informal reporting as needs or opportunities arise, to formal reporting undertaken in structured ways at certain times of the year across the school.

The Department of Education requires all schools to engage in two forms of formal reporting to parents about student achievement each year.

After consultation and collaboration with staff and the School Board the following schedule has been developed for reporting to parents.

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Week 2 – 3</td>
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<tr>
<td>2</td>
<td>Week 10</td>
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<tr>
<td>3</td>
<td>Week 8</td>
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<tr>
<td>4</td>
<td>Week 10</td>
</tr>
</tbody>
</table>

# Parents of children on IEP’s or IBP’s or GEP’s are automatically contacted and involved in a meeting.

IEP = An Individual Education Plan devised to meet the individual educational needs of a student.

IBP = An Individual Behaviour Plan devised to meet the individual behavioural needs of a student when the school behaviour management process is not working.

GEP = A Group Education Plan devised to meet the educational needs of a like group of students.
ROAD SAFETY

Parents who deliver or collect children by car are asked to exercise utmost care at these busy times of the day. The maximum speed limit in the school precinct is 40 km/h. Please observe all “NO PARKING” signs, and especially refrain from driving in the staff car park.

Frequent reminders to your children regarding correct bicycle and pedestrian procedures are also necessary to support school safety lessons. It is also important that cyclists wear a helmet.

Please remember that the Police Department considers that children under the age of 10 years of age do not have sufficient maturity to ride bicycles on public roads.

ACROD permit holders may park at the front of the school in the staff car park. If you hold a valid permit, please ring the office on 9399 3422 so that the electronic gates may be opened at the front of the school for access to the bays.

SCHOOL BOARD

As an Independent Public School, Neerigen Brook has a School Board which comprises parent and community representatives, the school Principal and staff representatives.

Parents are encouraged to nominate for positions when they are advertised through the newsletter. The School Board has a major voice in shaping the direction of education and strategic planning in the school.

SMOKING

Smoking is banned both indoors and outdoors on all Department of Education premises. The ban covers school properties up to the boundaries including the oval.
VANDALISM

Vandalism to school buildings and grounds after school and on weekends and holidays is a major problem and costs the Department of Education many thousands of dollars.

Consequently, students are not permitted to be on school grounds unless with adult supervision in a school approved organised activity.

Parents are asked to ensure that children stay away from school out of hours.

Similarly, if you see anybody acting inappropriately in the school, please phone the school or Department of Education security on 1800 177 777.

Our school is a special place and we want to keep it that way.

VISITORS

To create a safer and more secure school environment all visitors, contractors and volunteers are required to use the “Sign In” book located at the front office. This ensures that during an evacuation – EVERYONE is accounted for.
**ADVANCE AUSTRALIA FAIR**

Australians all let us rejoice,
For we are young and free.
We've golden soil and wealth for toil,
Our home is girt by sea.
Our land abounds in nature's gifts,
Of beauty rich and rare.
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Beneath our radiant Southern Cross,
We'll toil with heart and hands.
To make this Commonwealth of ours,
Renowned of all the lands.
For those who've come across the seas,
We've boundless plains to share.
With courage, let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

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**School Creed**

Growing together, that's our creed,
Having the knowledge that we need.
I go to Neerigen Primary,
Going to be all that I can be.

Living and learning the best we can.
Respecting the rights of our fellow men.
I go to Neerigen Primary.
Going to be all that I can be.

School gives to me every opportunity
To show what I can be with my teacher helping me.
I go to Neerigen Primary
Going to be all that I can be.