

# Clifton Park Primary School



## Information Booklet

## WELCOME

*With Pride We Strive* is the motto of our school and that is the common theme that we attempt to follow in all our dealings with our work, our environment and the relationships within our school. We enjoy a close sense of community, attractive grounds and academic success in our small school. This booklet is to provide you with information about our school. It is our aim to answer any queries you may have; please contact us and we would be happy to assist with your query.

## OUR FOCUS AREAS – CPPS Strategic Plan 2020-2022

Our strategic plan details three focus areas for our school, these are

- **PARTNERSHIPS**
- **TEACHING, LEARNING and LEADERSHIP**
- **WELLBEING**

### Partnerships



We want our students, parents and staff to experience social relationships that are positive, supportive and built on a foundation of empathy. We create partnerships with our community that are open, trusting and respectful. This creates a culture that fosters engagement and transparency with our school where our students are at the heart of all intentions.

### Teaching, Learning and Leadership



We teach solid foundations that ensure our students enjoy being the best they can be. With a focus on growth and potential, we challenge our students and ensure that all students have opportunities to be successful.

### Wellbeing



We want our students and staff to be healthy and balanced. They will be confident, resilient and physically active. We develop their thinking skills, and ensure that they have opportunities to play and build their social competencies. We want our students and staff to have a positive sense of wellbeing, within a place of safety and belonging.

This can all be nurtured through a modern learning environment which is flexible and interactive. We make the most of our space, and ensure that our natural setting is accessible and celebrated.

Our full school strategic plan and annual reports are available on our website [www.cliftonpark.wa.edu.au](http://www.cliftonpark.wa.edu.au)

## CLIFTON PARK PRIMARY SCHOOL HISTORY

Clifton Park Primary School was constructed in 1987 and opened in 1988 with one hundred Primary school students and twenty-six Pre Primary students.

The school was designed to blend in with the natural bushland of Clifton Park, creating an aesthetically pleasing learning environment.

The building incorporates an administration block, six classrooms, a Pre Primary centre, early childhood centre, specialist art and music rooms, library and undercover assembly area.

## SCHOOL SONG

Our original school song was written in 1988. The Year 6/7 students wrote the lyrics for our school song and the music was composed by John Chatfield.

In 2012 the school song was rewritten by Mrs Shani Kaitani (Music Teacher) and was sung by the students for the first time at the 25<sup>th</sup> year Celebration Parent and Community Open Night.

# **OUR SCHOOL SONG**



*Found amongst the banksias  
Our school is Clifton Park.  
Opened in 1988  
We're determined to make our mark.*

**CLIFTON PARK  
WITH PRIDE WE STRIVE  
CLIFTON PARK  
WITH PRIDE WE STRIVE**

*Our teachers, kids and families,  
Working together, make us proud.  
Hand in hand, we'll do our best.  
Let's sing our chant out loud!*

**CLIFTON PARK  
WITH PRIDE WE STRIVE  
CLIFTON PARK  
WITH PRIDE WE STRIVE  
Yeah!!**

## **OLD SCHOOL SONG**

*In our Bicentennial Year  
A time to celebrate  
The opening of a great new school  
In 1988*

*Lemon and Blue are the colours  
Of our School Clifton Park  
Students with smiling faces  
Determined to make their mark.*

*In classrooms, library, music and art  
We share, we care, we play,  
Clifton Park the friendly school  
Clifton Park, Hooray!*

## **PARTNERSHIPS**

### **PARENT INVOLVEMENT**

Parents are encouraged to participate in school activities by attending special occasions and through class or specialist area helper rosters.

### **PARENT/TEACHER MEETINGS**

At the beginning of the school year class teachers will arrange parent meetings. The purpose of these meetings is to clarify classroom organisational procedures, homework requirements, parent assistance requirements, camps, excursions etc.

Parents are urged to communicate with teachers at any time they or their children have concerns. Meetings may be arranged with teachers throughout the year however an appointment is required to ensure the teacher's availability. Small problems are far more easily overcome than large problems resulting from neglected small problems.

The Principal or Deputy Principal are also available to assist. Please see the office or contact the school to make an appointment.

### **PARENTS AND CITIZENS ASSOCIATION (P&C)**

The school has a fully constituted P&C, which is a member of WACSSO. The P&C meets twice a term in weeks three and eight. All parents, guardians and community members are welcome to attend and to become voting members of the P&C. The cost of membership is \$1.00 per person, payable to the P&C treasurer. All parent representatives on the School Council must be financial members of the P&C.

The P&C offers a forum through which parents can contribute their ideas on school matters, and become involved in both fundraising and social events which promote the wellbeing of all children in our school.

### **SCHOOL COUNCIL**

The School Council has specific functions which include:

- a) establishing and reviewing from time to time, the school's objectives, priorities and general policy directions
- b) the planning of financial arrangements necessary to fund those objectives, priorities and directions
- c) evaluating the school's performance in achieving them; and
- d) formulating codes of conduct for students at the school

Participation in the School Council provides parents and community members with a great opportunity to provide feedback and advice to the leadership team. The time commitment of members is approximately one hour per school term. If you wish to nominate for any advertised vacancy, please complete a Nomination Form which is available from the office, or through the alert on Skoolbag.

### **PARENT COMMUNICATION AND SCHOOL NEWSLETTER**

There will be approximately three school newsletters per term. The newsletter and other information is available on the [website](#), on the Clifton Park Primary School facebook page for current up to date information.

If requested the newsletter can be emailed. At the commencement of each new term a 'Term Calendar' is published in the school newsletter and on our Class Dojo app. This will have all the planned 'happenings' on it.

### **SCHOOL OPEN NIGHT 'Open2GROW'**

A whole school parent open night is held towards the end of term three each year. (The date for this event will be advertised through our newsletters and our online communication tools. This provides family members with an opportunity to view and celebrate the work students have been completing throughout the year. It is a wonderful way for the school community to demonstrate to the children, how much they value education.

## **ASSEMBLIES**

Assemblies are held twice per term. The students undertake the organisation of the assemblies and present items. Parents, family members and community members are always welcome to attend our assemblies. Advance notice of assembly times and dates is provided in the Term Planner, newsletter and our online communication tools.

## **CONTRIBUTIONS AND CHARGES**

These funds are used towards the costs of materials, services and facilities used by students in the educational program. Payment of this contribution gives the school the ability to supply the necessary resources to provide a quality education. A Contributions and Charges Information sheet is available at the school office and is distributed to families in December outlining costs for the following year.

## **TEACHING, LEARNING AND LEADERSHIP**

Our teachers deliver classroom teaching programs using a range of evidence based strategies suited to their class and subject area. We endeavour to stay up to date with the latest research to ensure that our teaching practices have the largest impact possible on our students, ensuring they grow to their full potential across all learning areas.

## **SCHOOL CURRICULUM**

### **How does the Pre Primary to Year 10 curriculum work?**

Schools use the Western Australian curriculum for Pre Primary to Year 10 to:

- plan student learning programs
- assess student progress
- report student achievement to parents.

The Western Australian curriculum outlines the content for students to be taught each year. It is designed to be coherent and comprehensive.

The curriculum is organised into eight learning areas. Each learning area contains a year-level syllabus. This syllabus includes a year-level description, specific curriculum content and the Achievement Standard for each year of schooling, from Pre Primary to Year 10.

The eight learning areas are:

### **-English**

In the English learning area, students develop their Standard Australian English skills. There are three parts or strands in the English learning area. These are Language, Literacy and Literature.

### **-Health and Physical Education**

In the Health and Physical Education (HPE) learning area, students learn about being healthy, safe, and active. They develop skills to live a healthy life. The HPE learning area is in two parts: Personal, Social and Community Health and Movement and Physical Activity.

### **-Humanities and Social Sciences**

In the Humanities and Social Sciences (HASS) learning area students learn about the world they live in. They study people and places and learn about the past and the present. HASS includes:

- Civics and Citizenship – introduced in Year 3 and carries through to Year 10
- Economics and Business– introduced in Year 5 and carries through to Year 10
- Geography – introduced in Pre Primary and carries through to Year 10
- History – introduced in Pre Primary and carries through to Year 10.

### **-Languages**

In the Languages learning area, students learn Languages Other Than English (LOTE). While learning a new language, students build communication skills and learn about other cultures. Our school delivers Japanese as the LOTE program.

### **-Mathematics**

In the Mathematics learning area, students build numeracy skills and their understandings of mathematical ideas and processes. Numeracy helps students with their daily lives.

### **-Science**

In the Science learning area, students develop a scientific view of the world and develop their understanding of science ideas and uses. They use this view to explore the world around them.

### **-Technologies**

There are two subjects in the Technologies learning area. The first is Design and Technologies. The second is Digital Technologies. Students develop skills in creating solutions for now and the future in both subjects.

Clifton Park Primary School delivers a digital technologies program. Students participate in Movie Making, Coding, Science, Technology, Engineering, Mathematics (STEM) activities, PowerPoint and developing Excel spread sheets. We use a blend of both computers and iPads from Pre Primary through to Year Six.

### **-The Arts**

The Arts learning area consists of Dance, Drama, Media Arts, Music, and Visual Arts. Subjects from The Arts build students' creativity and communication skills. Students learn how to express their ideas and solve problems. Our school delivers a Visual Arts program and Music program.

## **LIBRARY**

Libraries are important partners in child development. Through library collections, programs, and physical spaces, children learn to share, to be engaged in their communities, to participate in the arts, and to explore their immediate world and the world at large. Each year level borrows from the school library once per week.

## **TEACHING ASSESSMENTS**

### **What types of assessment are there?**

There are three main types of assessment and they relate to how the assessment is used.



#### **Diagnostic**

Diagnostic assessment is used to identify student strengths and weaknesses. It may be used before or during a learning cycle to pinpoint where to provide support.



#### **Formative**

Formative assessment is used to monitor student progress during a teaching and learning cycle. It can be used to give a student feedback about how well they have performed or what they need to do to improve. It can also help a teacher judge how much students have learnt and whether all students are able to show their ability.



#### **Summative**

Summative assessment is used to make a 'final' determination of student achievement. It usually comes at the end of teaching and learning cycle. The length of a teaching and learning cycle may vary. Summative assessment should enable students to show their ability.

## **The Principles of Assessment**

The assessment principles have been informed by the most recent research into best practice in assessment and the impact of assessment in improving student learning. Our school considers the Principles of Assessment when developing school-based curriculum and assessment policies. The Principles of Assessment are:

1. Assessment should be an integral part of teaching and learning
2. Assessment should be educative
3. Assessment should be fair
4. Assessments should be designed to meet their specific purposes
5. Assessment should lead to informative reporting
6. Assessment should lead to school-wide evaluation processes

## **What does assessment look like in a classroom?**

There are many strategies teachers use to assess students. Some examples of assessments are - Visual Representations, Conferences, Field-Work and Practical Tasks, Written Work, Observation, Portfolios, Videos or Audio Recordings, Performances or Oral Presentations, Tests and Quizzes, Group Activities.

## **REPORTING TO PARENTS**

The School Curriculum and Standards Authority requires all schools to implement the mandated Western Australian Curriculum and Assessment Outline to meet the learning needs of all students. Schools are expected to provide their school community with an Assessment and Reporting Policy that is based on the Principles of Teaching, Learning and Assessment.

Our school shares reports from national and statewide assessments with parents and carers. If clarification is required on any aspect of the 'Reports' the staff will be most willing to assist and we will provide opportunities for discussion between teachers and parents or carers about reports. Students are issued with a formal report at the end of each semester (Term 2 and Term 4).

Feedback provided about a student's achievement and learning progress is ongoing. It will reflect the needs of the student, the family and the school community. Feedback may include verbal comments to students and/or to parents, written comments on work, letters of concern or congratulations, merit certificates, or interviews.

## **SPECIALIST LEARNING AREAS**

The Clifton Park Primary School offers specialist instruction in the following areas: -

### **Arts**

The school has a Visual Arts specialist teacher. Each child in Years 1 to 6 receives one double period of art instruction per week.

### **Music**

- The school has a Music Specialist. Each child in Years 1 to 6 receives one music lesson per week.
- Students are given an opportunity to be assessed in Year 4 for the school Year 5 and 6 Instrumental music program. The program operates within the school and offers trumpet, flute and clarinet tuition. Students can continue the program into High School. There is a charge for instrument hire.
- Choir is offered to Year 4 to Year 6 students. Students meet once a week for choir practice. There is a variety of opportunities to represent the school throughout the year.

### **Language**

The study of Languages is a part of your child's curriculum. Each child in Years 1 to 6 receives one period of instruction per week in Japanese.

### **STEM/Technologies**

STEM -Through project based learning, students engage in problem solving, investigation and design thinking that underpins scientific and mathematic processes.

Design and Technology – focuses on planning, designing and creating things or "products" which people use.

### **Regional Student Programs for Talented Students**

- **PEAC** (*Primary Extension and Academic Challenge*) - The PEAC program operates for students in Years 5 and 6 who are academically gifted. Students are selected by sitting special tests in Year 4. A Year 4 enrichment program also operates, the program is based at Newton Moore Senior High School.

### **SPORTS**

Students participate in regular daily fitness and also mixed year level sporting activities. Every Thursday students are encouraged to wear their faction shirts.

Other sporting opportunities include -

❖ **Cross Country**

This is in conjunction with the Interschool Cross Country Carnival. Students from Year 3 to 6 are encouraged to participate.

❖ **Faction Carnival**

The school holds an annual athletics carnival in first term. Students from Pre Primary to Year 6 participate in age appropriate team and individual events and tabloid games.

❖ **Forrest Division Carnivals**

Students in Years 4, 5 and 6 may be selected to participate in the Forrest Division Carnivals throughout the year.

❖ **Interschool Athletics Carnival**

The school participates in an interschool athletics carnival. Selected students from Years 2 to 6 participate in age appropriate team and individual events.

❖ **Interm Swimming**

All students from Pre Primary through to Year 6 are entitled and encouraged to attend Interm swimming lessons during Term 3. The cost of the instruction is covered by the Department of Education, while parents are responsible for payment of bus fares and pool entry fees. Lesson times are organised via a block booking and may vary from year to year depending on time availability.

## **KINDERGARTEN**

Our school offers a Kindergarten program. The aim of our Early Childhood Education program is to establish a positive beginning to schooling and to ensure continuity of learning. If you would like further information on our Kindergarten program, there is an information booklet available from our school office.

## **EXCURSIONS**

Students may have the opportunity of participating in school excursions. The purpose of excursions is to provide curriculum extension as well as promote team building and social interaction. Permission to attend must be signed by parent or guardian. Parent assistance with excursions may be called upon to assist in the well running of an excursion.

## **FACTIONS**

Our school has three faction colours. Blue, Gold and Red. Children are allocated factions electronically when they commence at the school. Our whole school positive behavior incentive program is built around the factions with a draw at the end of each semester.

## **LEADERSHIP POSITIONS**

At Clifton Park Primary School, we acknowledge that leadership skills are developed in a variety of ways, in a variety of experiences. We aim to foster a leadership culture for all students, which culminates in their final year of Primary School education through the opportunity to perform formal leadership roles.

### **SCHOOL CAPTAINS (previously Head Boy and Head Girl)**

The School Captains represent the school and the student body. They are recognised across the school, and as such, have greater accountability for all their actions. They are responsible for supporting the school with special events (ANZAC ceremony, Awards Presentation etc.) and leading the student leadership group.

### **SCHOOL VICE-CAPTAINS**

The School Vice-Captains assist the School Captains in leading the school. They share the responsibility of representing the school and the student body. They are recognised across the school, and as such, have greater accountability for all their actions. They support the school with special events and as part of the student leadership group.

### **FACTION CAPTAINS**

The Faction Captains play a vital role in the organisation of our school. Without their commitment and cooperation, the physical education program and promotion of being active during recess and lunch breaks would not be as effective as it is. The duties are both during the school day as well as before school. The Faction Captains play a large role in the lead up to Faction Carnival in Term One, and are vital to the successful management of the day.



## WELLBEING

We emphasise student health and wellbeing as a key area for us to develop our students. We have structures to support our students in engagement, behaviour and attendance. This includes ensuring our students are safe, happy and their needs are supported across the school environment.





### POSITIVE BEHAVIOUR SUPPORT (PBS)

Our school is in the process of implementing the Positive Behaviour Support (PBS) framework into our school. PBS is an evidence based approach to teaching positive behaviours and expectations that will lay a platform for our social emotional and academic learning program. It will promote and build a positive and safe school environment. We teach and reinforce expected behaviours. We provide a consistent approach to the management of behaviour (appropriate and inappropriate)

Our **Whole School Expectations of behaviour** are created using the acronym **G.R.O.W**

**Go** Safely, **R**espect and Care, **O**wn your Actions, **W**ork with Pride.

Behaviour Expectations are positively worded on a behaviour matrix -

			
Use equipment safely and correctly	Use kind and respectful words	Use all property appropriately and with permission	Bring out the best in self and others
Stay in boundaries	Accept others differences	Be honest and trustworthy	Do the right thing when no one is watching
Move safely around the school	Respect personal spaces	Be responsible for your own property	Aim to do your best and challenge yourself ** Set goals
Be sun smart	Use your voice appropriately	Be on time	Show initiative
Play safely	Be a good sport	Allow others to work and learn	Seek feedback
Be allergy aware	Look after the natural environment	Work co-operatively with others	Persevere
Follow eating procedure	Use your eating manners	Be an active learner	Be actively involved in your learning
Walk and ride home safely	Show respect at assemblies	Choose the healthy option	Take positive action against bullying
Follow bus rules		Follow toilet procedure	Represent school with pride in the community
Be cyber safe		Follow iPromise	
Practice good hygiene			
Take appropriate risks			

## CLIFTON GOLD AWARDS

The Clifton Park Primary School runs an award system which recognises students' citizenship, positive behaviour and those that set an example of what we believe is a role model for Clifton Park students. Students are allocated points weekly for positive behaviour and these points accrue towards earning the Clifton Gold award over many years. There are three levels of the award, **Bronze – 25 points, Silver – 60 points and Gold – 100 points.** (Badges for these achievements are awarded at School Assemblies).

## SCHOOL CHAPLAIN

School Chaplains make a valuable contribution to the social, emotional and spiritual wellbeing of school communities across Western Australia. This might include support and guidance about ethics, values, relationships and helping students engage with the broader community. They are part of the school's pastoral care team. To take up on this service please see our administration.

## ARRIVAL AT SCHOOL

In the interest of safety and supervision we ask that students arrive at school as close to 8:30am as possible as adequate supervision cannot be guaranteed prior to this time.

The school day commences at 8:50am with classrooms opening at 8:35am. Prior to 8:35am, children wait in the undercover area, and when the siren sounds, may move to their classroom. Whenever possible, it is preferred that students in the Early Childhood Education are delivered to this area by their parents/caregivers. Please note that children are not permitted to play on play equipment before school, including the early childhood area.

## STUDENTS SIGNED IN AND OUT OF SCHOOL

Any student who arrives late needs to come to the office to collect a 'late pass'. If a student arrives after the 8:50am siren, they must be signed in by a parent or guardian. Students cannot be dropped off in the car park and be left to come into the school by themselves; they must be accompanied by an adult so that they are legally signed in. This is also the case if a student is being taken out of school before the end of the day. A parent or guardian must come to the office to sign out a student and a 'sign out pass' will be provided to be taken to your child's classroom and handed to the teacher. Please make sure that you adhere to these policies at all times.

## ATTENDANCE

School is compulsory for WA students regular school attendance is vital for success. Ensuring your child attends school regularly, punctually and is collected on time is an important part of our home/school partnership.

Attendance is recorded in half days. The school attendance register is marked at the beginning of each school session both morning and afternoon. Reasons for absences are recorded. Unexplained absences are followed up with a letter to parents to find out the reason for the absence.

## ABSENCES

Routine, continuity of learning and ongoing social development are very important to young children. We hope that, unless there is an illness or some other important reason, your child attends school regularly.

To help us keep our Records of Attendance up to date please advise us of any absences by any of the following methods →

## FAMILY HOLIDAYS

The Department of Education discourages parents from taking children out of school during the term for family holidays. However, we understand that sometimes holidays during the term are unavoidable. We appreciate advance notice of planned absences. A discussion with the Principal and/or classroom teacher allows us to plan together to minimise the effect of the absence of your child. Please remember that every day away from learning programs can impact on your child's achievement and progress.



## STUDENT ABSENCES

Let us know that your child is away.



### SMS

0455 776 793

\*SMS can be received 24/7



### Email

cliftonpark.ps@education.wa.edu.au



### Phone call

9796 7300

## **SCHOOL SITE SIGN IN**

Any visitor to the school, be it a tradesperson, salespeople, other school's staff, community members or even a parent or guardian coming into the school, must sign in at the front office. For parents and guardians this means that if you volunteer to work at the school in any way you must come to the office and sign the register when you arrive. If you are coming in to drop something off to your child at any time during the day you must also come to the office to sign in. This is to safeguard our students and also it allows us to know who is on the site in case of a fire or another emergency.

## **PLAYGROUND SUPERVISION**

During recess and lunch breaks staff are rostered for playground supervision to ensure safety in the playground. Duty teachers wear distinguishable jackets (bright orange or yellow) in order to be highly visible to students and other staff.

## **RECESS AND LUNCH**

Our school promotes healthy lifestyles and we educate the children about healthy choices of food. When packing your child's lunchbox, we ask that you please limit high sugary snacks and include a piece of fruit or vegetable. Unfortunately, we don't have the service of a canteen, students will need to be provided with recess and lunch daily.

## **CRUNCH & SIP**

Crunch & Sip provides the opportunity for students to eat fruit or salad vegetables and drink water in the classroom. Students re-fuel with fruit or vegetables during the morning, to assist physical and mental performance and concentration in the classroom. Children are encouraged to bring a healthy fruit or vegetable snack chopped into bite sized pieces and packed into a labelled container.

Children are also encouraged to bring a water bottle to school each day filled with water. When thirsty, children can drink from their water bottle. This prevents the need of frequent trips to drink fountains during lesson time.

## **DENTAL SERVICE**

The government provides a free school dental service for its schools.

Our school is serviced by a dental clinic located at Glen Huon Primary School, 2 Monash Boulevard Eaton 6232, phone 9725 0144. Dental appointments for student screening in dental work are emailed to parents.

## **COMMUNICABLE/NOTIFIABLE ILLNESSES and CONDITIONS**

If your child is going to be absent, please notify us of the intended duration of the absence and the reason for the absence.

There are certain notifiable diseases and conditions, which are as follows:

<b>Measles</b>	<b>Mumps</b>	<b>Chicken Pox</b>	<b>Head Lice</b>	<b>School Sores</b>
<b>Rubella</b>	<b>Scabies</b>	<b>Conjunctivitis</b>	<b>Whooping Cough</b>	<b>Diarrhea</b>

If your child contracts any of the above, please notify the school immediately. A period of exclusion from school may be necessary.

## **ALLERGIES**

There is an increasing number of children in schools with medical needs including critical allergies. It is vital that the school is informed of any allergies or medical conditions your child may have so the correct procedures are followed if an attack occurs.

## **EMERGENCY CONTACTS**

To ensure our records are up to date, please let us know if any of the following details have changed:

- Parents' home, work or mobile phone numbers
- Address
- Emergency contact names and phone numbers
- Medical details including allergies
- Doctor
- Family Court matters

## **HEAD LICE**

Unfortunately, head lice are a common occurrence in schools and child care centres with precaution and frequent treatment recommended. Parents will be advised should their child be found to have head lice (in addition a letter will be distributed to all class members advising that head lice have been noticed in the class). Once treatment has taken place and there are no remaining eggs, children may return to school.

## **HEALTH CARE FORMS**

Parents are required to complete the relevant *Heath Care Forms* detailing a students' medical condition and the procedures required to manage the condition whilst at school. In some cases, parents will be requested to provide information from the Doctor/Specialist to support the Child's Health Care Plan.

## **MEDICAL CONDITIONS**

Please ensure that your child's teacher is fully aware of any medical conditions that your child may have and any treatment/monitoring that they may require. Ensure that medical conditions are recorded on your child's enrolment form.

## **SHORT/LONG TERM ILLNESS, MEDICAL CONDITIONS/ADMINISTRATION OF MEDICINES**

Medication which is part of the child's health plan is required to be provided to the school. The administration and location of this medication is decided as part of the students' health care plan, in consultation with administration staff.

Parents will need to notify the school of any medications which their child needs to take during the school day and complete the relevant administration of medication authorisation forms, for short or long term illness or medical conditions, at the office. Parents will also need to notify the school if there are any changes to the student's medical records. Students should not keep over the counter or prescription medications in their school bag or be responsible for self-administering, unless this has been previously discussed.

The Health Care Plan is shared with the teachers and staff who have contact with the student to assist with our duty of care and appropriate medical intervention procedures when required.

## **MEDICATION**

Staff must have written parental permission to administer prescribed medication to students by completing an "Administration of Medication" form available from the office. Emergency medication, such as that used for insect stings, should be provided with the correct instructions attached. Please let your child's teacher know if your child is taking regular medication or may require emergency medication.

## **ILLNESS/INJURIES**

Students who are sick will be cared for in the sick room, located in the administration block. After a period of observation, a decision may be made to contact parents or emergency contacts so that the child can be taken to a more comfortable surrounding.

Children sustaining injuries will be assessed by their classroom teacher and/or Administration staff and if necessary parents/emergency contacts will be notified. If there is an injury to head, or neck you will be informed regardless of the perceived severity. Parents are then able to make a decision as to whether there is a need for the child to remain at school, be collected and possibly seek medical advice. In extreme cases an ambulance may be called.

## **SCHOOL NURSE**

The school is serviced by a Community Nurse who also visits other schools in the area. The School Nurse can make direct referrals to the school psychologist, speech pathologist, occupational therapist, physiotherapist, audiologist, paediatrician and other visiting specialists.

Enquiries regarding this service can be made through the class teacher or with administrative staff.

## **IMMUNISATION**

Immunisation records need to be presented on enrolment at Clifton Park Primary School. The School Nurse checks and monitors immunisation records and will follow up with families for any requirements that may be needed.

## SCHOOL INFORMATION

### SCHOOL SIREN TIMES

Classroom Opens	8:35am
Start of School	8:50am
Recess	11:00am
End of Recess	11:20am
Lunch	12:40pm
End of Lunch	1:20pm
End of school	3:00pm

### CLASSROOM REQUIREMENT LISTS

A Personal Requirements Items List, showing the requirements for each year level, is distributed to each child at the end of the year (for the commencement of the new school year). New students to the school can obtain a list from the office throughout the year.

### MONEY COLLECTION

Money is often collected for school excursions and incursions. Information will be sent home with students with plenty of notice. The procedures for money collection and timelines will be outlined in the correspondence sent home.

### SCHOOL UNIFORMS

Our Students are encouraged to wear school uniform.

All students at Clifton Park Primary School are encouraged to follow the Student Dress Code. Our school community believe it will help children develop pride in our school and assist in maintaining student safety. As such, wearing the school uniform is part of our G.R.O.W Behaviour Expectations. Students are expected to wear the school uniform or a close approximation of the uniform to school each day.

The Clifton Park Primary School uniform is:

- Navy blue shorts/skorts or track pants (leggings or navy stockings are also acceptable under navy blue shorts)
- CPPS navy blue and lemon school shirt (or Faction Shirt on designated day)
- Broad brimmed hat for all outdoor activities during Terms 1 & 4
- Safe, practical footwear such as joggers or sports shoes
- Navy jumper with school logo embossed

#### Additional acceptable items:

Clifton Park Primary School has expectations regarding accessories additional to the clothing pieces. These listed acceptable items are restricted to maintain student safety and ensure best opportunity to learn in the classroom.

- Simple jewellery (one set of stud or small hoop earrings; necklace tucked out of sight under shirt)
- Hair is to be tied back (if longer than shoulder length) and out of student eyes  
Hair accessories to be small and preferably of school colour (especially when representing the school at public events)

#### Exemptions:

Parents may seek permission for their child to be exempt from wearing the school uniform by written submission to the principal. (A copy of the Student Dress Code Policy can be obtained from the office. Uniform order forms are also available from the office, please note that the uniform orders are processed by a uniform coordinator through the P&C).

## **UNIFORM SHOP**

The shop is located in the undercover area. The uniform orders are processed by the uniform co-ordinators through the P&C and delivered to your child's classroom.

School uniform items are sold at a reasonable cost. Second hand uniforms are also available. Uniform shop dates are provided on the Term Planner which is available to view in our newsletter and online communication tools.

## **SCHOOL POLICIES**

The school has a range of policies relating to a variety of aspects of school management and curriculum. These are available at the office for parent information. School policies follow a cycle of review and are updated regularly.

## **LOST PROPERTY**

In order to reduce the amount of lost property, please mark your child's name on all clothing, footwear and personal equipment. If an item has the child's name on it, it will be returned to the child. If, however, it is unnamed it will be placed in the lost property box which is located in the undercover area. All unclaimed items will be disposed of at the end of each term. All items will be shown for parental viewing at the end of each term, prior to their disposal.

## **SCHOOL GROUNDS/BUILDINGS**

The only areas of the school grounds available for public use after hours are the-

- cricket nets
- oval
- nature play area
- tennis courts/basketball courts
- Williams Way Adventure Playground

During school hours the above mentioned areas are solely for the use of the school. After hours, from 3:30pm, these areas are open to the public. The school accepts no responsibility for the supervision of students using these areas after hours. The Pre Primary playground is not a public playground and is therefore not available for after hours use.

All other areas are out of bounds after hours, except when the Principal grants permission for specific purposes. A fee may be charged for the use of school buildings.

## **SCHOOL DEVELOPMENT DAYS (SDD)**

These days are designed for staff to engage in school and curriculum development, priority setting and policy writing. Students do not attend. These dates are provided on the Term Planner, which is available to view in our newsletter and our online communication tools.

## **Parents in Partnership**

Children are learning all the time and parents are their first educators. The development of your child is part of the long term and day-to-day care you provide.

Children benefit when parents work in partnership with schools to ensure their child's individual learning needs are met.

We are delighted that you have chosen Clifton Park Primary School and aim to work together and deliver the best experience for your child's education.



## OUR VISION for 2020-2022



### Our students...

#### Socially connected

- respect
- Inclusivity
- Confident
- friendly



#### Strong sense of wellbeing



- Pride in self
- Intrinsic motivation to succeed
- Confident in their strengths
- Physically healthy
- Safe

#### Reaching their potential

- Academic growth
- Growth and personal best
- Celebrate success



### Our practice...



#### Nurturing environment

- Our environment fosters trust, care and understanding
- Staff who guide, encourage and value

#### Community partners

- Fostering whole community relationships
- Working together to bring the best outcomes for our students



#### Holistic approach



- Learning goals to enable all students to achieve their potential across all developmental areas

2

## SMALL SCHOOL WITH BIG IMPACT



### NATURAL ENVIRONMENT

Our natural setting provides a unique environment for our students to learn and play.



### SUPPORT

Our small school, relationship focus means we can provide support for students at all levels.



### COMMUNITY

We are proud of the history of our school and welcome many multi generational families to our school.



### GROWTH

With small cohorts of students in each year level, we ensure each student fulfils their potential through growth and development.

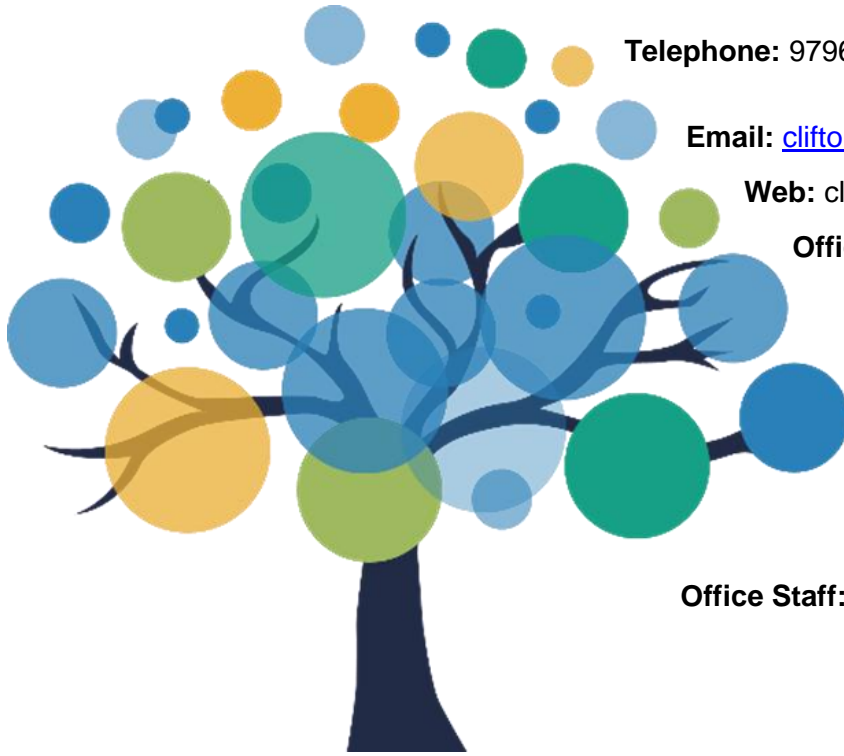


### OPPORTUNITY

We are committed to ensuring our students have the opportunities of larger schools.

# 'With Pride, We Strive'

## SCHOOL CONTACT INFORMATION



**Telephone:** 9796 7300

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

**Web:** [cliftonpark.wa.edu.au](http://cliftonpark.wa.edu.au)

**Office hours:** 8:15am – 3:30pm

**Principal:** Vanessa Rodda

**Deputy Principal:** Deborah Jolliffe

**Office Staff:** Kylie Clarke and Jodie Clayton

**‘With Pride, We Strive’**