



# Clifton Park Primary School

## Parent Information Booklet

### ADMINISTRATION STAFF


Principal	Ric Gates
Deputy Principal	Deborah Jolliffe
Registrar	Kylie Clarke
School Officer	Jodie Clayton

### CONTACT DETAILS

School.....	9725 2400
Email .....	<a href="mailto:cliftonpark.ps@education.wa.edu.au">cliftonpark.ps@education.wa.edu.au</a>
Webpage.....	<a href="http://www.cliftonpark.wa.edu.au">www.cliftonpark.wa.edu.au</a>

### SCHOOL HOURS

It is recommended that students arrive at school as close to 8:30am as possible as adequate supervision cannot be guaranteed. If children arrive at school before 8:35am they are to wait outside the front office area and when the siren sounds may move to their classroom.

 <b>School Hours</b>	
Start of school day:	8:50am
Recess:	11:00am to 11:20am
Lunch:	12:40pm to 1:20pm
Close:	3:00pm



### School Term Dates for Students 2018

2018	Students commence	Last day of term
<b>Term One</b>	Wednesday 31 January	Friday 13 April
<b>Term Two</b>	Tuesday 1 May	Friday 29 June
<b>Term Three</b>	Tuesday 17 July	Friday 21 September
<b>Term Four</b>	Tuesday 9 October	Thursday 13 December

## 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.

### 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!*



### NEW 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!!*



## ALLERGIES

Please ensure that the school is notified of any allergies that your child may have and the correct procedures if an attack occurs.

As you are no doubt aware, the number of children suffering from some kind of an allergy is on the increase, so as a school we need to be sensitive to it. This is no longer a 'toughen up Princess' type of situation, the problems are real. You are all parents and as such you can empathise with a fellow parent who has seen their child being violently ill, or their life threatened, after coming into contact with the allergen. We can not protect our children from all triggers, but as a school we are educating our students about these allergies and how we can avoid a serious or life threatening reactions for allergic children. **NEVER sharing food with others and ALWAYS washing hands after eating are two good ways to help out.**



## 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 at our assemblies. Advance notice of assembly times and dates is provided in the fortnightly newsletter.

## CHANGE OF ADDRESS AND DETAILS

Please notify the office if any change of address or details occur as soon as possible.

## CLIFTON GOLD AWARDS



The Clifton Park Primary School runs an award system which recognises students' citizenship, positive behavior and sets 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,

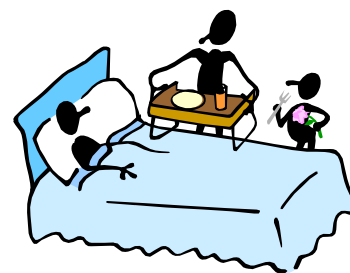
**Bronze – 25 points, Silver – 60 points and Gold – 100 points.** (Badges for these achievements are awarded at School Assemblies).

## COMMUNICABLE/NOTIFIABLE ILLNESSES & CONDITIONS

If your child is going to be absent for more than **one** day 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>Rubella</b>	<b>Scabies</b>	<b>Conjunctivitis</b>	<b>Whooping Cough</b>

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



## DENTAL SERVICE

The school is serviced by a dental clinic located at Glen Huon Primary School. Dental appointments for student screening in dental work are sent to parents via the school.

## DEVELOPMENT OF LEADERSHIP

### THE 7 HABITS OF HAPPY KIDS & THE LEADER IN ME

In a whole school approach The Leader In Me Program integrates leadership principles into our culture and curriculum. There is a leader within each child and we look for opportunities to allow each student to recognise their own greatness, in whatever form that takes.

Through The Leader In Me each student is introduced to Stephen Covey's *7 Habits of Highly Effective People* and through this they will learn to:

- Take responsibility for their actions (be proactive)
- Set goals (start with the end in mind)
- Prioritise and avoid procrastination (first things first)
- Resolve conflicts (win-win)
- Build effective interpersonal relationships (seek first to understand and then be understood)
- Communicate effectively with others and work as a team (synergise)
- Have a balanced life style (sharpen the saw)

## EMERGENCY NUMBERS / PROCEDURE

The enrolment form requests that each child has two emergency contact numbers, which are not the same as the parents. **Please ensure that these are current and that the persons listed are usually contactable.** If possible, please state the child's usual doctor and contact number.

In case of a medical emergency, when parents and emergency contacts cannot be contacted, an ambulance may be called or the child may be taken to a medical service and the parents charged for the service provided.

## EXCURSIONS – AND CAMP

Students may have the opportunity of participating in school excursions if they are part of the teacher's program. The purpose of excursions is to provide curriculum extension as well as promote team building and social interaction. Class excursions may occur throughout the school year and are designed to extend the children's learning in a specific subject area. Parent assistance with excursions may be requested by class teachers. Parents are asked to sign a consent form for each excursion.

The year 6 students participate in an annual camp.



## FACTIONS

Clifton Park Primary School has three factions.

Children are placed in factions when they commence at the school. Students from the same family are placed into the same faction. Faction allocation is dependent on faction numbers.



## HATS

Students are to wear hats at recess and lunchtime during Terms 1 and 4 in line with the school and Department of Education policies. Students without hats will be required to play in the undercover area. School hats may be purchased through the uniform shop.

## ILLNESSES / INJURIES

Students who are sick will be sent to 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 treated by their class teacher and if necessary parents / emergency contacts will be notified.

In extreme cases an ambulance may be called.

## 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 any requirements that may be needed.

- The School Education Act of 1999 requires parents to provide their child's immunisation records when the child enrolls in school.
  - Parents can request an Immunisation History Statement at any time by:
    - telephoning ACIR on 1800 653 809 (free call)
    - emailing [acir@humanservices.gov.au](mailto:acir@humanservices.gov.au)
    - visiting their local Department of Human Services Centre

Enrolment of unimmunised children can proceed but parents should be advised that during outbreaks of vaccine preventable diseases such as measles, their child may be excluded from school for an extended period of time.

## INFORMATION TECHNOLOGY (I.T.)

Clifton Park Primary School has a comprehensive IT program. Students participate in Movie Making, Coding, STEM activities, PowerPoint and Excel Spread sheets. We use a blend of both computers and iPads from Year One through to Year Six. Students also participate in Mathletics, Reading Eggs and Sunshine Online web based learning programs. We use Internet and Library books for classroom research purposes.

## INTERVIEWS

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

## LIBRARY

Each year level, including the Kindy and Pre-primary, borrows from the library once per week. Students are responsible for ensuring that their books are returned to the library on time and in a good condition. Damaged or lost books must be paid for. Each student requires a **waterproof library bag** to keep his or her library books in.



## LOST PROPERTY

Many student items, especially clothing, are left at the school. 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 photocopy room. 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.

**PLEASE LABEL ALL ITEMS OF CLOTHING.**

## MEDICATION

Staff must have written parental permission to administer prescribed medication to students by completing an "Administration of Medication" form available from the front office. Staff are unable to administer analgesics to students. 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.

## 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.



## MEDICAL SCREENING

The school is serviced by a school nurse who keeps regular checks on the children's developmental progress and auditory and visual health through regular screening. Enquiries regarding this service can be made through the class teacher or school administrative staff.

## PARENT COMMUNICATION AND SCHOOL NEWSLETTER

There will be approximately five school newsletters per term. **The school newsletter goes out fortnightly to the youngest child in each family attending the school.** The newsletter and other information are also available on the website [www.cliftonpark.wa.edu.au](http://www.cliftonpark.wa.edu.au) and skoolbag app 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. This will have all the planned 'happenings' on it. It is handy to keep it on your fridge.

## PARENT INVOLVEMENT

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

## PARENT 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.

During the year similar meetings may also occur prior to a specific event if it is felt there is a need for clarification.

## P&C ASSOCIATION

The school has a fully constituted P&C, which is a member of WACSSO. The P&C meets twice a term roughly 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 Management Committee 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.

## PHYSICAL EDUCATION

The school provides a comprehensive physical education programme for the children, incorporating the Fundamental Movement Skills Program for the junior years and FUNDamental Game Strategies and activities in the senior years.

## RECESS AND LUNCH

We are a "Health Promoting School". Schools are well placed to support healthy eating and in fact have a vital role to play in helping to reduce the worldwide epidemic of childhood obesity.

Children should eat a wide range of foods so that they have the energy for learning and growing.



Nutrition and physical activity messages are being taught in the classroom to promote healthy lifestyles. The standards for healthy food and drink choices in public schools are

consistent with these curriculum messages and apply to canteens and food services, class treats and cooking activities, school camps and excursions. Packaged foods for example potato chips, fruit straps, cheezles etc. are discouraged for our school recess or lunches.

### ➤ LUNCH ORDERS

- Our school offers lunch orders once a week from The Central Lunch Bar on a **FRIDAY**.

School lunch menus are sent home at the commencement of the school year.

**Ordering** - Children must have lunch orders written clearly on a bag or envelope with the correct money inside. These orders are then placed in the order container, situated in the central corridor, before 8:50am. Lunches are delivered to the school for distribution. **No service** is available for recess.

## REPORTS

Reporting is for each of the First and Second Semesters. Students receive their reports at the end of Terms 2 and 4.



## RULES AND BEHAVIOUR MANAGEMENT

The school has six guiding rules for staff and students:-

- 1 ***Be prepared.***
- 2 ***Be courteous.***
- 3 ***Respect the rights of others.***
- 4 ***Let others learn.***
- 5 ***Act in a safe and caring manner.***
- 6 ***Maintain our environment in a clean, safe and tidy condition.***

Specific school rules are incorporated in the school's Behaviour Management Policy, which is available in the office foyer for parents to read. The rules form the basis of the Behaviour Management Policy, which aims at developing in all individuals an acceptance of responsibility for their own actions.

## SAFETY HOUSE PROGRAM

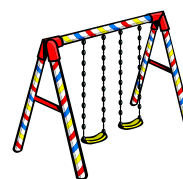
Clifton Park Primary School is an active participant in the Safety House Program of WA. This is a program where members of our community offer their houses as a safe place for children who are in need of assistance, providing a place where they can turn to for help. Occasions where children may require assistance could be if they are hurt, scared, subject to bullying or being followed.

If you feel that you are able to be of assistance to this valuable community program, or just want to know some more about it, please contact the school for the P&C Safety House Coordinator's telephone number.

## 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 COUNCIL**

This is the overall decision-making body of the school. Its purpose is to monitor the budget, participate in the priority setting of the school and ratify school policies and plans.

The management committee consists of:-

- \* three parent members
- \* two staff members
- \* the school Principal

Committee members are elected annually. The committee meets at least four times per year.

## **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.



## **STUDENTS SIGNED IN AND OUT OF SCHOOL**

Any student who arrive late needs to come to the office to collect a late note. If a student arrives more than half an hour after the morning siren then they must be signed in by a parent or guardian. After this time 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 complete the sign out form which is then 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.

## **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 PRIORITIES (Focus Areas)**

These are determined in the preceding school year based on input from staff members, community members and parents.

The school uses information gathered from tests, reports and student records to determine areas of need within the school curricula to focus on. All other curricula areas are maintained at the normal level. Copies of current school priorities are available at the office.



## **STATIONERY REQUIREMENT LISTS**

These are issued to students in term four. Copies are also available from the office. West School Supplies have generated our stationery lists for 2018.



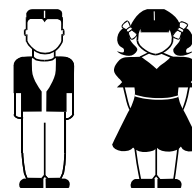
# STUDENT PARTICIPATION AND LEADERSHIP

## STUDENT COUNCILLORS

The school has a student council consisting of Head Boy, Head Girl and two Councillors per term.

The roles of the councillors are to:-

- Assist in the running of school events
- organise assemblies
- organise school activities such as special awards
- be student representatives and role models



The term of office for the councillors is one term, except for the Head Boy and Head Girl who are elected for the whole year.

Selection for council is via student elections. Candidates must:-

- self nominate
- prepare and deliver an election speech to students in Years 4 to 6
- be Year 6 students

Students may hold only one leadership position at a time but may be a councillor/faction captain or vice captain in alternative semesters/terms.

## HEAD BOY / GIRL

The positions of Head Boy and Head Girl are selected at the end of Semester Two by the Year 4 to 6 students and the teaching staff. The Head Boy and Head Girl are announced at the awards and graduation evening.

## FACTION CAPTAINS

Faction Captains are elected in Term one and Term three by students in each faction and lead their factions for a semester.

Captains are students in Year 6, excluding the Head Boy and Girl. Vice Captains are elected in the same manner from Year 5 students.

Faction captains take on a degree of responsibility for the sports shed and equipment maintenance plus leading their individual factions.

## SPORTS

The school has a strong focus on personal well-being.

Students participate in regular daily fitness and also mixed year level sporting activities.



Other sporting information is listed below:-

### ❖ **Faction Carnival**

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

### ❖ **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.

### ❖ **Forrest Division Carnivals**

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

## ❖ **Swimming**

All students from Pre Primary through to Year 6 are entitled and encouraged to attend In-term 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.

## **SPECIALIST SUBJECTS**

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

### **Art/Craft**

The school has an art/craft specialist. 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.
- Instrumental tuition is available for selected children from Year 5 and Year 6 wishing to play brass and woodwind instruments.



### **Languages**

Students in Year 3 to Year 6 are required to study Japanese.

### **Scripture**

Non-denominational scripture is taught in the school, specifically in junior years.

### **PEAC**

This is a program designed to extend identified academically talented children in Years 5 and 6 by providing them with access to challenging courses. The program is based at Newton Moore Senior High School. Courses will be offered to eligible students throughout the year.

## **STAFF MEETINGS**

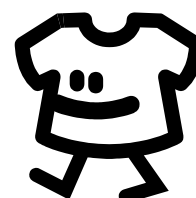
These are held twice a term outside of learning time.

## **UNIFORMS**

### **Summer – Girls**

Navy short or long sleeved polo with lemon piping with either:

- a navy blue skirt
- a navy blue skirt (skirt front/short back)
- checked shorts (school material)
- navy blue shorts (school material)
- Summer Dress



### **Summer – Boys**

Navy blue shorts with a navy polo with lemon piping

### **Winter – Boys & Girls**

Navy blue tracksuit pants, long pants or shorts with a navy short or long sleeved polo with lemon piping. Navy blue jumper, cardigan or jacket.

## HATS

All year round - Students are required to wear hats in Term 1 and 4. They are optional in Terms 2 and 3.

**Broad brimmed hats are recommended.**



## FOOTWEAR

Students must wear footwear at all times. Joggers, shoes or sandals are suitable footwear.



*A copy of the Student Uniform 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 co-ordinator through the P&C.*

## VOLUNTARY CONTRIBUTIONS

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.

**Contributions for 2018 are:**

Year	K	P	1	2	3	4	5	6
Contribution \$	50	50	50	50	50	50	50	50

## P&C FUNDRAISING DONATION

Clifton Park P&C Fundraising Donation for 2018 has been set at **\$10.00 per child, \$20 per family**. Payment can be made through the School office.

## 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.

### 2018 SCHOOL DEVELOPMENT DAY DATES – *Students do not attend*

<b>Term 1</b>	Monday 29 January, Tuesday 30 January
<b>Term 2</b>	Monday 30 April
<b>Term 3</b>	Monday 16 July
<b>Term 4</b>	Monday 8 October

### 2018 PUBLIC HOLIDAYS - DURING SCHOOL TERM

<b>Term 1</b>	Monday 5 March – Labour Day
	Friday 30 March – Good Friday
	Monday 2 April - Easter Monday
<b>Term 2</b>	Tuesday 3 April – Easter Tuesday ( <i>Schools Only</i> )
	Monday 4 June – WA Day
<b>Term 3</b>	No Public Holiday
<b>Term 4</b>	No Public Holiday

***Ric Gates***  
Principal